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 THRIVE COUNSELING CENTER, 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 partially pay for the purchase and installation of four new water fountains. A total of 1350 persons (520 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 thirty-five thousand one hundred and thirty-two dollars ($35,132) (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. <u>COMPLIANCE WITH LAWS AND REGULATIONS</u>.

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 <u>Exhibit B</u>.

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. <u>REPORTING AND RECORD KEEPING</u>.

A. <u>Subrecipient's Maintenance of Required Records</u>. 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 given 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:

1st Quarter:	October-December, 2024	Progress report due by January 15, 2025
2nd Quarter:	January–March, 2025	Progress report due by April 15, 2025
3rd Quarter:	April–June, 2025	Progress report due by July 15, 2025
4th 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:	For Subrecipient:
Community Services Administrator Village of Oak Park 123 Madison Street Oak Park, Illinois 60302	Executive Director Thrive Counseling Center 120 South Marion Street Oak Park, Illinois 60302

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

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

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

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

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

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

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

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

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

VILLAGE OF OAK PARK

____
Name: Kevin J. Jackson
Title: Village Manager

Date:_________________________, 2024

ATTEST

____
Name: Christina M. Waters
Title: Village Clerk

Date:_________________________, 2024

THRIVE COUNSELING CENTER

____
Name:
Title:

Date:_________________________, 2024

ATTEST

____
Name:
Title:

Date:_________________________, 2024

EXHIBIT A
SUBRECIPIENT'S PROPOSAL

Submission information

Form: Village of Oak Park Community Development Block Grant (CDBG) Submission Form [1]
Submitted by thrive
Wed, 2024-02-21 14:26
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
Thrive Counseling Center

2. Organization Mailing Address
120 South Marion St., Oak Park, IL 60302

3. Organization Phone Number
708-383-7500

4. Executive Director
Jennifer Rook

5. Executive Director's Email Address
jrook@thrivecc.org

6. Unique Entity Identifier (UEI#)
NAW2LJE2Y7F5

7. Project Manager/Primary Contact for proposal
Laura Palmer

8. Did you attend the mandatory PY2024 grants workshop?
Yes

If yes, who from your organization attended?
Jason Strietzel

What is your organization's fiscal year?
July 1 - June 30

B. Agency Overview

1. Background and Need
Thrive Counseling Center is the community mental health center for the region and has been providing mental health services to Oak Park for over 120 years. The mission of Thrive

Counseling Center is to build healthy minds, families, and communities by empowering people to attain mental and emotional well-being. Hope, resilience, and recovery form the heart of our programs and services.

Thrive is confident in its ability to meet all financial, programmatic, and management reporting requirements. This is demonstrated by its decades-long relationship with the Village of Oak Park during which Thrive consistently meets all monthly, quarterly, and annual reporting requirements. Thrive has written policies and procedures that will allow it to successfully manage this facilities improvement project including the safeguarding of funds, property, and other assets against loss from unauthorized use of disposition and ensuring that activities and expenses are reasonable and allowable. Executive leadership is familiar with this funding opportunity and is confident of Thrive’s ability to fulfill all requirements. We have set aside the resources needed to administer this project successfully should it be approved.

Thrive provides Client Advocacy by helping to coordinate and advocate for individual wellness services that enhance recovery. For example, Thrive provides referrals to outside providers for health, legal, medical, and transportation services; and helps clients determine eligibility and apply for benefits such as Medicaid, SNAP, and Social Security. It maintains excellent working relationships with many outside providers to enable this work.

Thrive regularly participates in community coalitions, consortiums, committees, and workgroups. It maintains important collaborations with area hospitals, local police departments, schools, and local human service agencies. Some examples include River Edge Hospital, Rush Oak Park Hospital, the Oak Park Police Department , School District 200, Housing Forward, Sarah’s Inn, Live4Lali, Beyond Hunger, the local Behavioral Health Consortium, the Oak Park Homelessness Coalition, and the Oak Park Opioid Task Force.

Thrive’s Community Education and Outreach Coordinator will continue to develop relationships that strengthen its community ties and allow it to reach more people. We envision a world where mental health is valued, proactively nurtured, and is in reach of everyone.

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

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

5. How is Diversity, Equity, and Inclusion (DEI) incorporated in your request for CDBG funds?
Thrive has clear and targeted goals regarding its diversity, equity and inclusion (DEI) work. In 2022, new agency values were created that include Diversity, Equity, and Inclusion (DEI): ‘We actively pursue diversity at every level of our organization and are dedicated to cultivating a multicultural, inclusive, and equitable environment that considers the many life experiences and perspectives of our employees and those who seek our services.’

Thrive maintains a DEI Committee to provide continued stewardship to this important work. Nine staff members from across the organization are currently on the Committee representing diverse races, sexual orientations, genders (including non-binary), military veterans, and neurodiversity.

Thrive believes that DEI should be upheld by all members of the staff and board of directors and integrated into every conversation, policy, and decision-making process – including at the point of delivery. For example, every employee must create a professional development plan with their supervisor with 3-4 goals for the year. At least one of those goals must be focused on some aspect of DEI.
Over 64% of Thrive's clients are People of Color who are disproportionately affected by economic, social, racial, and other obstacles to mental healthcare. 51% of Thrive employees are People of Color who live all over Thrive's service area, reflecting the communities and people they serve. In addition, many of Thrive's clinical staff and leadership team have lived experience with a mental health or substance use disorder, and several therapists identify as having a mental health condition. These lived experiences allow for a greater impact when treating clients.

By centering diverse leaders in all areas of its work, Thrive believes it can begin to break down the root causes of structural racism upheld by existing systems and help Thrive better meet the unique needs and overcome the potential barriers to care of the communities it serves. Thrive's leadership team includes a black female Finance Director, particularly notable as finance is a traditionally white male-dominated field. Three of Thrive's four program managers are People of Color, its HR Generalist is Mexican American, and its full-time Community Education and Engagement Coordinator identifies as Latina. Thrive's 15-member Board of Directors includes five members who identify as People of Color, including two African American members.

Thrive acknowledges and addresses racism as a threat to public health, including the mental health care that it provides. All clinical staff participate in specialized training workshops delivered by external parties to enhance therapists' ability to address racial trauma and related issues with their clients. Examples of training over the past year include: Racial Trauma, Implicit Bias, Microaggressions, Cultural Humility and Social Justice in Clinical Practice, Racial Disparities with Black Clients in Substance Use Treatment

Thrive acknowledges the many social determinants of health such as poverty, unequal access to health care, lack of education, stigma, and racism that are linked to disparities in health access and outcomes. Thrive is committed to serving everyone, regardless of their socioeconomic status or ability to pay, in its efforts to advance health justice. Individuals turn to Thrive in moments of crisis, emotional distress, and disruption in their ability to function day-to-day. Thrive's clinicians are deeply committed to the values of compassion and respect for their clients and to honoring their unique experiences and identity, helping them to reclaim their belief in their strengths and their hope for the future.

6. Does your organization have a DEI policy?
Yes

DEI policy
thrive_cultural_competency_diversity_inclusion_policy.board_approved.5.23.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
Water Station Rehab Project

2. Project Description
The project will take place at Thrive Counseling Center, which is located at 120 S. Marion Street in Oak Park, Illinois, in a four-story, 15,000-square-foot office building built in 1990 and owned by Thrive Counseling Center. Each floor is accessible by an elevator and has two single-use gender-neutral bathrooms.

Currently, Thrive has a water fountain on each of the first three floors and no water station on its fourth floor. Neither clients nor staff use the old water fountains for drinking, especially since the onset of Covid-19, or for bottle filling because bottles can't fit within the restricted water stream. Rehabilitation of these water fountains was originally part of the PY23 funding, currently underway, but had to be abandoned due to increased costs of the overall bathroom rehabilitation project.

Funding in PY24 will allow Thrive to move forward with the Water Station Rehab Project. The current Oasis models on floors 1, 2, and 3 do not have bottle-filling ability, and no retro kits are available for this drinking fountain model. Four new Elkay drinking fountains with bottle fillers will be acquired and installed, one on each floor. Work includes changing any water piping and waste piping as needed, as well as hauling away the old units.

These improvements will benefit all Thrive employees, clients, client families, volunteers, and visitors who use the building. Water stations will use touchless, sensor-activated systems that improve hygiene and reduce water waste. They increase access to clean water and improve hydration by providing free, clean water to anyone who wants it. A recent Green Business Baseline Report developed specifically for Thrive by the Smart Energy Design Assistance Center at the University of Illinois Urbana-Champaign indicates that eliminating single-use water bottles with bottle filling stations can help Thrive reduce 520lbs of CO_2 annually, which is the equivalent of eliminating 621 miles driven annually. These changes will contribute to the health, happiness, and comfort of everyone who uses Thrive's building.

Summary of Activities
Thrive has secured one estimate for these services, which was all that was possible in the available grant cycle timeframe. This quote is sufficient to compile a reliable budget and is from the vendor currently slated to complete the Bathroom Rehabilitation Project funded in PY23. Work will be completed very quickly and will take place over a maximum of two weekends only and Thrive services will not be interrupted.

CDBG Funding
Thrive is requesting $40,260 in CDBG funding for facility improvements that will support all Oak Park residents, including low and very low-income residents who come to Thrive for services, their family members who come to support them, and the staff who work to help them attain mental and emotional well-being.

3. Project Location (if different from above)

4. Which eligible activity will be reached/met through this project with CDBG funds?
Mental Health Services (050)

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

Thrive believes that funding for this project aligns with HUD's national objective to benefit low to moderate-income persons. Thrive meets the LMI national objective via the category of limited clientele projects. In Oak Park Townships, over 87% of Thrives clients (project beneficiaries) are considered LMI, and Thrive maintains up to date Medicaid eligibility data to support that.

Also, Thrive is aligned with the Oak Park Consolidated Plan through its Non-Housing Community Development need under Public Services. The Con Plan has acknowledged that “there is a wide range of need for Public Services in Oak Park, but the agencies providing services
are constricted by limited resources.” With feedback from the public and other stakeholders, mental health services were one of three priority areas identified.

D. Approach

Clients enter Thrive’s facility to receive treatment and recovery for behavioral and mental health conditions like anxiety, depression, schizophrenia, dementia, substance addiction, eating disorders, and more. Many of these clients may exhibit symptoms such as suicide ideation, aggression, self-harm, psychosis, or difficulty with executive function. As a 24/7 crisis center equipped to accommodate walk-in clients for mental health emergencies, Thrive treats many patients who are in a state of crisis when they arrive at the facility.

The typical facility of a private insurance mental health provider will likely have comfortable, matching furnishings in a well-coordinated waiting area that includes artwork, ambient music, spotless bathroom facilities, modern water stations, and maybe even flowers or live plants. These elements are intentionally designed to promote feelings of calm and well-being and to help clients feel confident about their decision to seek care and about their choice of provider.

Clients on Medicaid deserve the same comfort and confidence in their providers as anyone else. Imagine suffering from ongoing feelings of anxiousness and entering Thrive’s building for your weekly therapy appointment. You check in at the front desk, show your Medicaid card, and proceed to the waiting room near your therapist’s office on the fourth floor. Wanting to get a drink of water, you look around for a place to fill your water bottle. There is none. You experience another in a hundred small cuts that your low-income status brings. And you wonder if being on Medicaid means you don’t merit the exceptional care you deserve.

Wide discrepancies in health insurance coverage make mental health care a luxury rather than a service for all. The under or uninsured are further marginalized because they struggle to gain access to mental health care. According to the Kaiser Family Foundation, approximately one in five Americans report symptoms of anxiety or depression, but nearly one-third of them do not receive treatment. The largest group not receiving treatment for their mental health disorders is the under/uninsured. (www.kff.org/health-reform/issue-brief/how-does-use-of-mental-health-care-vary-by-demographics-and-health-insurance-coverage/).

More than 90% of Thrive’s 1,200-plus clients are Medicaid-insured or uninsured. Providing accessible, affordable care is a core Thrive value, as well as a requirement of being a Community Mental Health Center. Thrive helps overcome barriers to care by providing a sliding scale payment schedule for under and uninsured clients and taking Medicaid and Medicare patients when most other providers will not. In addition, it provides targeted community outreach to direct people on how to find help, case management to assist with establishing insurance coverage, assisting with Medicaid/Medicare enrollment, or providing sliding scale payment options, and connecting them to wrap-around services such as housing, food, career training, tutoring, legal, or other social services.

Completing the facilities improvement project that began with PY23 funding will ensure that all clients – including Oak Park's low and very low-income residents – have access to fully functioning, attractive, up-to-date facilities while receiving services in Thrive's building.

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
448

Persons served form
thrive_py24_cdbg_persons_served.pdf [3]

E. Budget Narrative

Budget Worksheet
thrive_fy24_project_budget_and_quote.pdf [4]

1. Total CDBG dollars requested
$ 40,260

2. Total project budget
$ 40,260

3. Budget description
This work was originally part of the PY23 project. A Reeg Plumbing quote is attached. Additional quotes will be sought as part of Thrive's process for this work should it be approved. Thrive has made an estimate as to the cost of the electrical, painting, or patchwork based on the hourly rate of a local General Contractor, Marion Street Services, who meets the Village's requirements. Thrive has included an 8% overrun protection. Project management time for two Thrive staff members is also included in the budget.

If CDBG does not fund this project, it will not go forward at this time.

F. Program Eligibility

1. Meeting Outcomes
Thrive is applying for a facilities improvement project for Water Stations and, as such, is not providing a logic model with this application. Two types of indicators will help Thrive measure the success of this project. First, key milestones will be identified and tracked for successful completion. For example, three comparable quotes have been collected, a vendor has been selected, work has been scheduled, work has been completed and signed off on, etc. Second, employees will be asked to provide feedback about the improvement via an e-mail survey. Thrive expects that 95% of all survey participants will report feeling better about their workplace due to the project.

The proposed upgrades will better serve Thrive's clients by improving their overall experience and impression of Thrive as a world-class provider of mental health services. Private practice facilities can fund state-of-the-art spaces for their clients. Thrive's low-income and very low-income clients deserve no less.

2. Successes and challenges

Thrive has completed similar capital investment projects in the past including a site-wide flooring replacement, among others. The flooring replacement project involved replacing all worn and uncleanable carpeting throughout the building. Six months before installation, the Operations Department surveyed the building to determine which hallways and rooms needed flooring replaced. The Operations Coordinator spoke and met with the previous flooring contractor and other contractors. With input from the Operations Director, the contractor that was the most responsive regarding timing, pricing, and adequate product availability (supply chain challenges due to the pandemic were pervasive) was selected. The project was completed while the building was closed for the holiday break so as not to interfere with client sessions.

The Operations Department worked with the contractor's flooring team to determine which product would work best. The fourth floor had not been renovated previously and had all carpets removed and replaced with vinyl flooring. Additionally, the first-floor offices and board room, and second and third-floor restrooms all had the floors replaced. The Operations Team worked with those currently on the first and fourth floors to schedule and organize the moving of all office items and furniture. The Team also worked with the flooring contractor on design, scheduling, and supply delivery. Once the floors were complete, The Operations Team scheduled with Thrive's maintenance company to clean all floors thoroughly before items and furniture were moved back into the offices.
Throughout the process, the Operations team worked closely with the Finance Director to monitor expenses and ensure adherence to budgets, as well as incoming invoice accuracy, approvals, and payments. This experience, as well as several others, has prepared Thrive and this leadership team to execute the activities in the proposed project successfully.

Thrive maintains a small balance of reserve funds to manage instances such as a project that might run over budget. Of course, it works diligently to ensure those instances are rare, but it can absorb some of the cost overruns should they arise. In fact, it is subsidizing CDBG PY23 funding for bathroom rehabilitation with approximately $10,000 to complete the project successfully.

In addition, Thrive has a weekend window from Saturday afternoon through Sunday during which this type of facility improvement work can be done without interfering with ongoing program operations. This project is expected to take no more than two weekends, but should more time be required, it could easily be accommodated. Based on these risk management measures, Thrive believes it to be an excellent candidate for funding for a facility improvement project.

3. Intended accomplishments
The long-term outcome of the proposed Water Station Rehab Project is that clients feel supported and valued when they are at Thrive, regardless of their income status, as well as an overall improved environmental impact. Short-term outcomes include less water waste, less plastic waste, increased satisfaction with facilities, and improved hydration.

4. Project management process
The Operations Director will manage the project with support from the Operations Coordinator. They are experienced and skilled at negotiating contracts, working with outside vendors and contractors, and managing complex timelines and budgets. In addition, Thrive maintains a strict adherence to established and followed financial controls and closely monitors revenue and expenses on a monthly basis.

The total timeframe for this project will be six months although the construction work will only take two weekends.

Month 1-2: Seek additional quotes for services such that there are three distinct itemized quotes for review.
Month 3: Review quotes and identify questions/areas for clarification; collect clarification from potential vendors.
Month 4: Make final vendor selection, schedule work, and complete the process for advance payments that might be required.
Month 5: Prepare physical space for work including signage, prepare staff for work including e-mail communications, oversee workers during the project to ensure it is meeting expectations, review all completed work and build a 'punch list' of any final items that need to be completed, schedule a time for final 'punch list' items to be completed, conduct a final review of work and 'sign off' on successful project completion, and complete process for final payment.
Month 6: Announce facility improvements internally and externally.

Thrive will maintain contracts with all vendors and contractors. Its solid financial procedures will facilitate the easy management of funds and deadlines. Thrive will be able to anticipate payment deadlines, process checks weekly, and monitor cash flow monthly. The Operations Team will work closely with all outside contractors to manage timelines and work expectations and liaise with executive management and the Board on progress.

5. Income Documentation
CDBG funding will support Oak Park residents who are Medicaid-insured or uninsured and are, therefore, low or very low-income residents. Their status is verified monthly through Medi check, the CMS tool that documents an individual's eligibility for Medicaid services. Thrive tracks client demographics, including zip code, via its electronic medical records system, CareLogic, and requires residency proof in the form of a driver's license or state ID. Financial data is tracked through QuickBooks. Using these systems, Thrive can accurately provide the data required to fulfill all CDBG reporting requirements.

6. Procurement and Management Process
Thrive has written policies and procedures that will allow it to successfully manage this project, including the safeguarding of funds, property, and other assets against loss from unauthorized use of disposition. We have policies that are implemented and followed to ensure activities and expenses are reasonable and allowable.
Thrive will maintain contracts with all vendors and contractors. Our solid financial procedures will facilitate the easy management of funds and deadlines. Thrive will be able to anticipate payment deadlines and monitor cash flow monthly. The Operations Team will work closely with all outside contractors to manage timelines and work expectations and liaise with executive management and the Board on progress.

Thrive will work closely with its selected contractors and the authorities from the Village of Oak Park, especially from the Building Services Department, to ensure compliance with all federal, state, and local laws in relation to this project.

Thrive is accredited by CARF, the Commission on the Assessment of Rehabilitation Facilities, and in 2021, received a three-year certification, the highest level possible. CARF outlines the requirements and quality standards for community mental health agencies vis-a-vis patient care, financial controls, risk policies, strategic planning, and governance. Thrive also maintains a Policy and Procedure Manual that is reviewed and updated annually and approved by the board of directors. The manual is reviewed and updated annually. It covers various administrative, financial, and fundraising standards to ensure compliance with local, state, and federal requirements, as well as professional standards like GAP (General Accounting Principles).

Thrive also administers an annual Client Perception of Care survey to all active clients and reviews results for possible areas of improvement in the client experience.

7. Public Facility Improvement Details
Thrive requires no additional fundraising to complete this project. The project will begin as soon as a final contractor has been selected, approved by the village, contracts signed, and work scheduled. Work will occur over 1 – 2 weekends and will likely be completed by the spring of 2025. No facility downtime will be needed, and all operations can continue as usual.

Attachments

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

Timeline
thrive_py24_timeline_form.pdf [5]

Logic model
not_required.pdf [6]

Articles of Incorporation and By-Laws
thrive_articles_of_incorporation_and_by-laws.pdf [7]

Non-Profit Determination (IRS Letter)
thrive_irs_federal_tax_exempt_status_letter.pdf [8]

List of Board of Directors
thrive_board_of_directors_fy2024.pdf [9]

Organizational Chart
thrive_org_chart.pdf [10]

Resumes
not_required.pdf [11]

Financial Statement and Audit
thrive_fy24_budget_fy23_audit.pdf [12]

Conflict of interest statement
thrive_conflict_of_interest_statement.pdf [13]

Anti-lobbying statement
thrive_anti-lobbying_statement.pdf [14]

EEO Form
thrive_py24_cdbg_eeo_report.pdf [15]

Statement of ADA Compliance
thrive_ada_compliance_statement.pdf [16]

Support Statements

Project client evaluation tool
not_required.pdf [17]

Beneficiary Form
thrive_py24_cdbg_beneficiary_form.pdf [18]

Certificate of insurance
thrive_py24_cert_of_ins_-_proof_of_insurance.pdf [19]

3. Proposal Agency Information and Verification

Name of Authorized Official of Applicant Organization
Jennifer Rook

Title of Authorized Official of Applicant Organization
Executive Director

Date of Submittal
Fri, 2024-03-01

Do you have a CDBG application guide?
Yes

Affirmation
I agree

Source URL:https://www.oak-park.us/node/3346/submission/42307

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/thrive_cultural_competency_diversity_inclusion_policy.board_approved.5.23.pdf [3] https://www.oak-park.us/sites/default/files/webform/thrive_py24_cdbg_persons_served.pdf [4] https://www.oak-park.us/sites/default/files/webform/thrive_fy24_project_budget_and_quote.pdf [5] https://www.oak-park.us/sites/default/files/webform/thrive_py24_timeline_form.pdf [6] https://www.oak-park.us/sites/default/files/webform/not_required.pdf [7] https://www.oak-park.us/sites/default/files/webform/thrive_articles_of_incorporation_and_by-laws.pdf [8] https://www.oak-park.us/sites/default/files/webform/thrive_irs_federal_tax_exempt_status_letter.pdf [9] https://www.oak-park.us/sites/default/files/webform/thrive_board_of_directors_fy2024.pdf [10] https://www.oak-park.us/sites/default/files/webform/thrive_org_chart.pdf [11] https://www.oak-park.us/sites/default/files/webform/not_required_0.pdf [12] https://www.oak-park.us/sites/default/files/webform/thrive_fy24_budget_fy23_audit.pdf [13] https://www.oak-park.us/sites/default/files/webform/thrive_conflict_of_interest_statement_0.pdf [14] https://www.oak-park.us/sites/default/files/webform/thrive_anti-lobbying_statement_2.pdf [15] https://www.oak-park.us/sites/default/files/webform/thrive_py24_cdbg_eeo_report.pdf [16] https://www.oak-park.us/sites/default/files/webform/thrive_ada_compliance_statement.pdf [17] https://www.oak-park.us/sites/default/files/webform/not_required_1.pdf [18] https://www.oak-park.us/system/files/webform/thrive_py24_cdbg_beneficiary_form.pdf [19] https://www.oak-park.us/system/files/webform/thrive_py24_cert_of_ins_-_proof_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 not withstanding 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.

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

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

	Total Oak Park Resident Beneficaries	Total Oak Park Extremely Low/Low/Moderate Income Beneficaries (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	
Other funds expended and their source:	
Other Federal	
HUD Funding (non-CDBG)	
State	
Local government	
Private	
Other (specify source) in-kind food donations	
Total	0

Total All funds	0

Signature of Authorized Official	Typed or Printed Name	Date