

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 BEYOND HUNGER, 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 help cover the cost of food as well as offset the personnel costs of the Food Pantry, Nutrition Education, and Social Services. A total of 13,500 persons (1,800 Oak Park persons) will benefit.

3. ALLOCATION OF FUNDS.

A. The Village shall distribute to Subrecipient as Subrecipient's portion of the total grant received by the Village from HUD a maximum of twenty-eight thousand seven hundred and fifty-eight dollars (\$28,758) (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
Beyond Hunger
848 Lake Street
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

BEYOND HUNGER

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 beyondhunger
Fri, 2024-03-01 12:16
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

Beyond Hunger

2. Organization Mailing Address

848 Lake Street, Oak Park IL 60301

3. Organization Phone Number

7083861324

4. Executive Director

Michele Zurakowski

5. Executive Director's Email Address

michele@gobeyondhunger.org

6. Unique Entity Identifier (UEI#)

S2NZLABDEEB2

7. Project Manager/Primary Contact for proposal

michele@gobeyondhunger.org

8. Did you attend the mandatory PY2024 grants workshop?

Yes

If yes, who from your organization attended?

Teri Miller and Karen Murphy

What is your organization's fiscal year?

July 1 to June 30

B. Agency Overview

1. Background and Need

Now celebrating 45 years of service to the community, Beyond Hunger was initially formed to address the immediate needs of people struggling with hunger. Incorporated in 2010 as a 501c3, Beyond Hunger's mission of harnessing the power of communities to end hunger has

evolved a multi-pronged approach to combatting hunger. With client input, we provide nutritious, culturally appropriate food in a way that respects the wishes of the people we serve, reduces immediate food insecurity in our community, and uses our purchasing power to support and distribute foods from BIPOC vendors and local farmers. Simultaneously educating about the connection between health and nutrition empowers people to make better food choices with limited resources. We intentionally create collaborative programs that build on existing community assets and provide community-led nutrition education which leads to better health outcomes and more long-lasting food security. Finally, by connecting participants to SNAP and other income, health, and social supports, we help people move from hunger to enhanced food security, health, and well-being.

In CDBG program year 2022, we served over 11,000 unique individuals living in 13 ZIP codes in Chicagoland--over 45,000 with repeat visits--through three food distribution programs: Drive-Thru Food Pantry, in-person Community Market Pantry (that functions as a kind of grocery store), and Home Delivery for older adults and people with disabilities. SNAP outreach and Nutrition Education accompanied these delivery models. Significantly, four months into CDBG Program Year 2023, we have already served over 9,000 unique individuals in these programs. Our food pantry has seen a staggering 60% increase over the same period last year.

Beyond Hunger has received CDBG funds from the Village of Oak Park for the past 14 years (including Gap year funding), has timely met all service goals, and submitted all required documentation and reports to satisfy program requirements. To ensure capacity to handle grants and demonstrate compliance with all requirements, we have hired necessary staff and implemented procedures for smooth operations. The Chief Executive Officer is in daily contact with program staff and receives regular updates to ensure progress towards all goals and objectives. Staff meetings are held every two weeks. Nine Board meetings are held annually, and sub-committee meetings take place monthly. Accounting protocols in line with GAAP are in place and are reviewed and updated annually.

In addition to successfully managing CDBG grants in previous years, we have successfully managed large grants from Chicago Community Trust, West Cook Coalition, Healthy Communities Foundation, Illinois Department of Human Services and numerous corporate partners and independent foundations.

Beyond Hunger will continue to work with dozens of community partners to leverage resources for our clients in PY2024. We will continue to partner with Oak Park Township to identify people in need of Home Delivery of groceries and to provide Nutrition Education programming. Through our participation with the Oak Park Homelessness Coalition, we advocate for policy and serve as referral partners to other non-profits, helping to prevent Oak Parkers from becoming homeless. As a formal Community Nutrition Rotation Site of the Academy of Nutrition and Dietetics, we partner with Dominican University, Loyola University, UIC, and others to place interns in our Nutrition Education programs. We partner with Rush Oak Park Hospital on three different projects: the Surplus Project, when remaining cafeteria food is repackaged into single serving meals for distribution to food insecure individuals; blood pressure screenings at weekly food distributions by Registered Nurses; and a cardiovascular screening program to help identify food pantry shoppers with cardiovascular risk and connect them with heart health care at RUSH Oak Park Hospital at no expense. We have also collaborated with the Village of Oak Park to supply breakfast and lunch foods to 193 recently settled migrants at the Carleton, YMCA, and Grace Episcopal Church.

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

- Elderly persons
- 51% or more low/moderate income persons

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

Beyond Hunger has embraced diversity, equity, and inclusion as valued goals since its founding as a matter of moral imperative. However, it was only in the last decade that we began to clearly see inequities arising from structural racism as being intrinsically connected to food insecurity. In 2016, the board of directors worked with a consultant to establish a baseline understanding of racism as a root cause of hunger. Both staff and board have engaged in racial equity training over the years that built upon this foundation. For both groups, this historic work mostly centered around diversity and inclusion. Two years ago, Beyond Hunger adopted a more intentional focus on the impact of structural racism, creating a new overarching goal for our strategic plan: “Beyond Hunger recognizes that communities know what they need. Together, we create collaborative solutions for hunger and nutrition security that forge a more racially equitable food system.” The strategic plan lays out four pillars of focus, the first one being “Champion an anti-racist organizational strategy.” Key goals include 1) Build the ability to apply a racial equity lens to evaluate systems throughout the organization and 2) Use anti-racist tools to enhance racial equity within our internal systems.

To operationalize those goals, we worked with a consulting team to conduct a racial equity audit that led to a road map plan to move the organization towards becoming explicitly anti-racist. Our final work with the consultants (completed in February 2024) was the creation of an accountability structure to ensure this work is continuous and impactful. Central to this effort is the establishment of the Racial Equity Leadership Team (RELT), a cross-functional team of both board and staff. For the past 6 months, RELT has explored structures and established a charter for the group, while working towards developing cultural norms that model anti-racism practice. In the coming months, they will determine internal communications practices that inform and create buy-in for all internal stakeholders. They will begin to prioritize the road map objectives and devise a timeline for implementing key strategies in the coming year.

In our programming, we have made adjustments to meet the needs of communities as identified by those communities. Culturally familiar groceries are tailored for our families who are surveyed to assess food-box composition, gauge satisfaction, and learn the reasons why families prefer a particular pantry model. We maintain the Drive-Thru food distribution model because survey results overwhelmingly show it to be a preferred method. We have begun to intentionally use our purchasing power to support local farmers and BIPOC vendors and distributors. Dietitians have created a Latin Flavors box to address the expressed needs of our increasing Latino client base. By tailoring our food delivery systems to the specific needs of traditionally marginalized communities, we help create a more racially equitable food system.

6. Does your organization have a DEI policy?

Yes

DEI policy

[beyond_hunger_racial_equity_roadmap_cdbg_py2024.pptx](#) [2]

7. Did you return any CDBG funds in PY2022?

No

If you returned funds, please explain why

C. Project Narrative**1. Project Title**

Direct Hunger Relief

2. Project Description

By helping low-income neighbors access nutritious food at no cost, we reduce immediate food insecurity in our community. Additionally, educating people about the connection between health and nutrition empowers them to make better food choices and better use of their limited food resources. In the long run, this leads to better health outcomes and more long-lasting food security. Finally, by connecting participants to SNAP and other income, health, and social supports, we help them move from hunger to enhanced food security, health, and well-being. This three-pronged approach is critical to meeting the long-term needs of the increasing number of community members depending on Beyond Hunger to meet their nutritional needs. Specific activities will include:

1. Food Pantry and Home Delivery programs serving 13,500 unique individuals (55,000 duplicated), 50+ pounds of food per household visit, with 91% in the Green/Yellow Supporting Wellness At Pantries—SWAP—categories, with a percentage of foods purchased from local and BIPOC vendors/farmers: 40 Acres, Dion's Chicago Dream, Growing Home, and Alden Farms
2. Public benefits assistance via screening all food pantry clients for SNAP enrollment, subsequently connecting 1000 eligible household members to benefits
3. Nutrition Education programming including nutrition discussions, cooking classes, digital and print newsletters, and social media posts reaching more than 5,000 duplicated individuals
4. Monthly in-person nutrition education sessions, farmers market tours, blood pressure screenings, and/or cooking classes tailored to client needs such as chronic disease states (e.g., heart health, hypertension, diabetes, etc.) serving 2,500 duplicated individuals

As in previous years, CDBG funding will help cover the cost of food and offset the personnel costs of Food Pantry, Nutrition Education, and Benefits Services Programs staff.

3. Project Location (if different from above)

Oak Park

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

Food Banks (05W)

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

Virtually all (99.5%) of our clients fall within the LMI income category, with 95% in the low- or extremely low categories, well above the 51% CDBG fund requirement.

D. Approach

The Village of Oak Park's PY2020 – 2024 Consolidated Plan found that “more than five percent of Oak Park residents live in extreme poverty, making less than \$9,000 a year, and about 7,500 Oak Park residents are food insecure, meaning that they do not know where their next meal will come from.” One of the highest priorities of the Public Services Goal in the Consolidated Plan is to expand the availability of and increase access to emergency food provision and nutrition services. Beyond Hunger is the only organization providing reliable emergency food relief combined with nutrition education in the Oak Park area.

Virtually all (99.5%) of our clients last year fell within the LMI income category, with 95% in the low- or extremely low categories, and while most people use our food pantry as a stopgap measure to help get through times of unusual hardship, such as loss of a job or medical crisis—we are seeing consistent regular use by program attendees. In recent months we have seen that 60% of all Oak Park shoppers have visited our food pantry more than once, and many neighbors are relying on Beyond Hunger for food every month. Being forced to take measures like choosing between food and medication can exacerbate the effects of food insecurity, which causes significant emotional and health issues for families. For children, long-term effects of food insecurity include lowered academic achievement, decreased emotional development, increased health problems and decreased chances for future economic well-being. For older adults, food insecurity exacerbates diseases, decreases resistance to infection, and extends hospital stays. For all people, hunger and obesity are intertwined due to cycles of food deprivation and overeating, as well as the fact that the least nutritious foods on the market (chips, candy, and processed foods high in sodium and fat) are often the cheapest, most readily available, and most filling.

Unique among direct food service providers, Beyond Hunger employs a health equity lens in the deployment of our services. Hunger and health are profoundly interconnected, and together they play a critical role in the life expectancy disparity between communities of color and white populations. Advanced age and disabilities increase food insecurity and compound these health disparities. We are committed to inclusively addressing hunger as a social determinant of health to reduce food insecurity in the communities we serve.

Beyond Hunger has sought to advance health equity by expanding the Home Delivery program to populations experiencing overlapping and compounding vulnerabilities of race, age, and disability. To further expand the program's reach, we are working with Oak Park Township as well as community organizations in Austin to identify additional participants. Recognizing that one way to create a more equitable food system is to use our purchasing power intentionally, we have partnered with BIPOC vendors and local farmers, including Forty Acres, Dion's Chicago Dream, Growing Home, and Alden Farms.

Finally, our dedication to connecting clients to SNAP and other benefits stands out among direct food service providers. We screen every program participant to determine benefits utilization and create multiple avenues for eligible participants to receive assistance in navigating the often-arcaic application processes.

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

Yes

Total Oak Park Low/Moderate Income Persons Served Annually

2100

Persons served form

beyond_hunger_py_2024_persons_served.xlsx ^[3]

E. Budget Narrative

Budget Worksheet

beyond_hunger_py24_cdbg_project_budget_-_other_revenue_summary.xlsx ^[4]

1. Total CDBG dollars requested

\$ 50,000

2. Total project budget

\$ 3,409,025

3. Budget description

Oak Parkers currently comprise 18%*of the unique individuals we serve. Of course, each time clients visit our food pantry or enroll in a cooking class, we accrue costs to serve them. Oak Parkers visit our pantry, attend nutrition education classes, and receive benefits services more frequently than residents of other zip codes, and thus represent over 20% of households served in Direct Hunger Relief. Our funding request for personnel (2%) and operating costs (1%) are well below those thresholds to serve the local community.

*Current Oak Park visitors (18%) include non-village supported migrants. For PY2024 projections we conservatively removed that demographic before estimating Oak Park visitors comprising 16% in PY2024

Personnel Costs

CDBG funds are requested for 2% of total personnel salary costs associated with the Hunger Relief Program. Salary allocations for all staff associated with the program were determined based on FY2023 timesheets for relevant personnel which reflect proportional time spent in each program area. Although eight staff members are involved in staffing the Direct Hunger Relief Program, we request CDBG support for only three of them:

- Pantry Programs Manager: manages all operational activities for Direct Hunger Relief Program including inventory, food transportation, client relations, food safety, and volunteer recruitment/training/supervision. (1.0 FTE for this program).

- Salary: \$63,960

- CDBG request: \$5000

- % of salary charged to CDBG: 7.8%

- Benefits Coordinator works individually with clients to connect them to SNAP and other benefits as available, makes referrals to local service agencies as appropriate for further assistance. (1.0 FTE for this program)

- Salary: \$48,000

- CDBG request: \$2500

- % of salary charged to CDBG: 5.2%

- Dietitian: Supervises our Nutrition Education program including dietetic interns and Distribution Healthy Sampling. (.5 FTE for this program)

- Salary: \$42,744 (20 hours *52 weeks * 41.10 hourly rate)

- CDBG request: \$2500

- % of salary charged to CDBG: 5.8%

Operating Costs

We are focusing our CDBG operating cost request of \$40,000 squarely on the primary need our clients face: food.

•Food costs are determined based on this year's projected budget, analysis and projection of need, discussion with vendors, and consumer price index (CPI). These direct costs are entirely borne by the Direct Hunger Relief Program.

-Total Cost for Program: \$2,667,446 (a 22% increase from previous year)

-Total In-kind Food Cost for Program: 1,600,000 (a 4% decrease from previous year)

-Total Cash Food Cost for Program: \$750,000 (a 43% increase from previous year)

-CDBG Cash Food Cost Request: \$40,000

-% of Food Cash Cost charged to CDBG: 5%

-% of Total Operating Costs charged to CDBG: 1.49%

F. Program Eligibility

1. Meeting Outcomes

Overall responsibilities:

CEO works with the Board of Directors to set the strategic agenda for all Beyond Hunger programs. She oversees the development and implementation of all agency goals, providing development opportunities for staff as needed. She is responsible for the accuracy of all finance, data, and reporting systems. She is the main spokesperson for Beyond Hunger, liaising with dozens of other local agencies and coalitions to extend outreach to people experiencing food insecurity.

Grants and Institutional Giving Manager, tracks and reports data on client usage of all programs. She monitors data input systems routinely, and alerts managers of any issues. She compiles data for all CDBG reports.

Bookkeeper and Office Manager, manages accounts receivable and payable. She tracks all expenditures related to CDBG funding and ensures appropriate allocation of resources.

Goal A: Emergency Food Provision to 13,500 individuals, 50 lbs. of food each distribution, 91% highly nutritious

Pantry Programs Manager sets annual programmatic and nutritional goals for all Food Pantry programs, tailoring options to both meet these goals and to align with community-expressed preferences. She manages all the procurement logistics, purchasing relationships, and data collection/management. S/e is responsible for ensuring compliance with regulations and policies, including ensuring HUD forms are completed and recorded for all clients. Inventory and data tracking systems allow her/him to modify processes as needed to ensure the goals of 18 meals per distribution and 91% Green/Yellow is consistently provided.

Pantry Programs Coordinator manages the logistics of receiving and packing food boxes as well as overseeing volunteers in the food distribution process.

Programs Manager sets annual programmatic and nutritional goals for the Home Delivery Program, focusing on the special dietary needs of a population experiencing both advanced age and disability. For instance, she introduced non-dairy "milk" and non-meat protein products as requested by participants. S/he also sets programmatic goals and manages implementation of all programming for Nutrition Education. She ensures compliance with regulations and program eligibility.

Dietitians recommend nutritional goals for all programs, aiming for 91% of all food distributed to be in the Green or Yellow SWAP categories.

Programs Coordinator oversees the process of calling each Home Delivery participant to curate their personal box selections. She manages all food stocking and delivery logistics, including supervising volunteers.

Goal B: Provide income supports to LMI individuals:

Programs Manager sets annual goals and manages the implementation of all programming for Benefits Services. She oversees annual staff training to ensure sensitivity to clients and confidentiality of data. She is responsible for compliance with all local, state, and federal regulations and laws regarding benefits eligibility and application procedures and for the accuracy of data and reporting.

Benefits Coordinators, implement the benefits connection program. They ensure that all clients are screened to determine benefits utilization and meet individually to assist people with applications and to troubleshoot any problems. To help ensure target numbers of applications are met, they monitor utilization rates and coordinate outreach efforts with partner agencies to help enroll their participants in benefits programs as well.

Goal C: Increase knowledge of the intersections between health and diet, and support client agency in utilizing available healthful options.

Programs Manager sets annual goals and oversees programming for Nutrition Education. She ensures compliance with all partner agreements, including university intern programs.

Dietitians oversee nutrition education and outreach, offer or oversee the production of cooking classes, provide in-person nutrition education at the Community Market, recruit nurses for Blood Pressure checks, and manage the dietetic interns.

Communications Manager assists with the development of content and distribution of social media, print, and e-newsletters related to Nutrition Education.

2. Successes and challenges

Last fiscal year Beyond Hunger saw the most households served in our 45-year history. Food pantry visits by persons in Oak Park are 44% higher this fiscal year than last fiscal year—with some months 60% higher than the previous year. The simplest explanation is that more people are coming to the pantry—and more often. 61% of all Oak Park visitors have visited the pantry more than once already this FY. While we will never turn someone away because we have no food for them, the unfortunate reality is that this dramatic increase may mean less food to distribute. While in years past each household may have received 70 pounds of healthy food, without further funding sources we may only be able to distribute 50 pounds to accommodate the rise in need.

3. Intended accomplishments

Beyond Hunger will ensure that the increasing number of community members who face hunger now move towards long-term food security. Short term, we provide immediate direct hunger relief through our Food Distribution and Home Delivery programs to 13,500 individuals, majority LMI, with at least 50 pounds of nutritious food, 91% in the Green/Yellow SWAP (Supporting Wellness at Pantries). 1000 unduplicated persons will receive assistance applying and re-applying for SNAP benefits, public transportation (BAP), Access to Care, Medicare Savings, Cash Assistance, Medicaid and State ID vouchers. On food distribution days, Registered Dietitians will be available to meet one-on-one to discuss clients' nutrition needs and dietary or health concerns. Volunteer nurses will offer free blood pressure checks and provide follow-up advice/referrals as needed. Both will help increase knowledge of the

intersections between health and diet, and support client agency in utilizing available healthful options. Other Nutrition Education engagement activities include in-person info sessions like Farmer's Market Tours, monthly cooking classes, SWAP education, and communication activities: social media, e-newsletters, and print newsletters focusing on nutrition, cooking skills, and recipe development reaching 13,500 persons. Direct hunger relief buttressed by access to income supports benefits and Nutrition Education programming, will help participants achieve long term food security.

4. Project management process

People come to Beyond Hunger through a network of connections. Word of mouth among clients remains a strong base of referrals. But we do not depend on a "if we build it, they will come" mentality. Instead, we foster relationships with multiple agencies and networks to extend our ability to reach potential participants. At the regional level, we are members of the Greater Chicago Food Depository and of the Illinois Hunger Coalition. Both serve as referral agencies. Vivory is a new app that allows people to search for food pantries near them, and our team was integral in the testing and implementation of the tool. Additionally, we meet monthly to determine best practices and outreach efforts with the West Side United Pantry Initiative Group and Austin Eats Food Access group. More locally, we are part of the services intersection work group for the Oak Park Homelessness Coalition, a monthly call with the Oak Park Township Social Services Task Force, and the Youth Services Committee. We maintain routine outreach with all three local public-school districts, with individual congregations, the Community of Congregations, and with all senior housing facilities in Oak Park. We participate in NowPow/UniteUs with RUSH Oak Park Hospital as well as with the HUB of Oak Park Mental Health Board. All these networks provide basis for referrals.

Beyond these formal civic and NPO coalitions, our strong social media presence reaches over 42,000 (duplicated) people annually. We provide outreach specifically to current and past clients through written newsletters, digital newsletters, and a dedicated Nutrition Facebook Group. Texting has become a new form of outreach and we have incorporated it into our messaging channels as clients opt in.

5. Income Documentation

We use a cloud-based database built on the Salesforce platform to store participant information and demographics and to log confirmation of eligibility for services. All clients complete a HUD-approved intake form, entering annual household income as well as the name, date of birth, address, disability status, race/ethnicity, gender, and veteran status for all members of the household. Clients must also provide a photo ID (driver's license, state ID, etc.) and proof of residence within service boundaries. (Financial assistance is offered for those who do not have and cannot afford a photo ID.) If the address on the ID is not current, the participant must show a lease, utility bill or similar indication of residence in the service area. Participants sign a statement certifying that the specific amount of yearly household income entered on their client intake form is true and they have not made any material misrepresentations. Household size and income amounts provided on the intake form are then used to determine LMI status by following the HUD chart provided by the Village of Oak Park. This self-certification process has been approved by the Village of Oak Park in consultation with HUD and has been in place for 14 years.

All staff and volunteers are trained in confidentiality requirements. All databases with personal client information are password protected and hard copies of documents are in locked files when not in use by staff. Program supervisors review all data for accuracy and completeness weekly. They address discrepancies (such as typographical errors when entering data) promptly with program staff and volunteers and, if necessary, review policies and training practices to ensure careful tracking and data input.

6. Procurement and Management Process

CEO, Pantry Programs Manager, and Programs Manager review work within the Direct Hunger Relief program on a biweekly basis to ensure alignment with goals. Quarterly, the entire leadership team meets to evaluate progress and ensure compliance, with a thorough audit of practices occurring annually. For all areas, including Food Pantry, Home Delivery, Nutrition Education, and Benefits Services, we maintain a database to log the number of clients served. For some programs we also conduct qualitative surveys of clients to assess service impact or knowledge and understanding of food, nutrition, and health (Nutrition Education, Cooking Classes, Farmer's Market tours). We record the numbers of clients linked to public benefits. We track the nutritional content of the food we provide through the SWAP system that takes a more global approach to nutrient content.

We fully recognize that client input is essential to truly measure impact, which is why our program staff and CEO review both quantitative and qualitative information provided by participants to inform and shape future programs. Such feedback has driven adjustments to the types of food purchased to better meet participants' needs (more produce, adding tortillas), modifications to the format of the cooking classes to an on-line single class format, institutionalizing the Drive-Thru Food Pantry as a permanent option, and the introduction of a special blood-sugar management cooking class, among other examples.

Through our partnership with Greater Chicago Food Depository, we follow all food safety regulations with their guidance and oversight. An annual audit ensures we are meeting food handling safety guidelines, temperature logs for cold storage are maintained, staff are certified for food safe handling and signage and labeling meet the standards. We also follow USDA guidelines including postage Justice and Rights documentation, posting of hours of operation, food is clearly marked by program, maintenance of food storage areas as well as regular cold storage maintenance. Finally, the health department conducts an annual audit of our food handling and space. The Pantry Programs Manager monitors all regulations and meets with staff regularly to ensure compliance with all three entities.

7. Public Facility Improvement Details

N/A

Attachments

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

Timeline

[beyond_hunger_py24_timeline_form.pdf](#) ^[5]

Logic model

[beyond_hunger_cbdg_logic_model_py2024.pdf](#) ^[6]

Articles of Incorporation and By-Laws

[beyond_hunger_articles_of_incorporation_and_bylaws_py2024.pdf](#) ^[7]

Non-Profit Determination (IRS Letter)

[beyond_hunger_non-profit_determination_letter_cdbg_2024.pdf](#) ^[8]

List of Board of Directors

[beyond_hunger_board_of_directors_py2024.pdf](#) ^[9]

Organizational Chart

[beyond_hunger_organizational_chart_py2024.pdf](#) [10]

Resumes

[beyond_hunger_resumes_py2024.pdf](#) [11]

Financial Statement and Audit

[beyond_hunger_fy2024_budget_financial_statement_and_audit_py2024.pdf](#) [12]

Conflict of interest statement

[beyond_hunger_conflict_of_interest_statement_py2024.pdf](#) [13]

Anti-lobbying statement

[beyond_hunger_anti-lobbying_statement_py2024.pdf](#) [14]

EEO Form

[beyond_hunger_eeo_report_chart_py24.pdf](#) [15]

Statement of ADA Compliance

[beyond_hunger_statement_of_ada_compliance_py2024.pdf](#) [16]

Support Statements

[beyond_hunger_support_statements-mous_cdbg_2024.pdf](#) [17]

Project client evaluation tool

[beyond_hunger_client_evaluation_tool_cdbg_py2024.pdf](#) [18]

Beneficiary Form

[py24_cdbg_beneficiary_form_blank.docx](#) [19]

Certificate of insurance

[beyond_hunger_certificate_of_insurance_cdbg_py2024.pdf](#) [20]

3. Proposal Agency Information and Verification

Name of Authorized Official of Applicant Organization

Karen Murphy

Title of Authorized Official of Applicant Organization

Grants and Institutional Giving Manager

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/42380>

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/beyond_hunger_racial_equity_roadmap_cdbg_py2024.pptx [3]

https://www.oak-park.us/sites/default/files/webform/beyond_hunger_py_2024_persons_served.xlsx [4] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_py24_cdbg_project_budget_-_other_revenue_summary.xlsx [5] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_py24_timeline_form.pdf [6] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_cdbg_logic_model_py2024.pdf [7] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_articles_of_incorporation_and_bylaws_py2024.pdf [8] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_non-profit_determination_letter_cdbg_2024.pdf [9] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_board_of_directors_py2024.pdf [10] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_organizational_chart_py2024.pdf [11] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_resumes_py2024.pdf [12] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_fy2024_budget_financial_statement_and_audit_py2024.pdf [13] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_conflict_of_interest_statement_py2024.pdf [14] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_anti-lobbying_statement_py2024.pdf [15] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_eeo_report_chart_py24.pdf [16] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_statement_of_ada_compliance_py2024.pdf [17] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_support_statements-mous_cdbg_2024.pdf [18] https://www.oak-park.us/sites/default/files/webform/beyond_hunger_client_evaluation_tool_cdbg_py2024.pdf [19] https://www.oak-park.us/system/files/webform/py24_cdbg_beneficiary_form_blank.docx [20] https://www.oak-park.us/system/files/webform/beyond_hunger_certificate_of_insurance_cdbg_py2024.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**

*Village of Oak Park
Personnel Manual*

Adopted 3/31/97

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.	

[illegible]

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

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

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

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
-----------------	---

Signature of Authorized Official	Typed or Printed Name	Date