

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT (hereinafter referred to as the "Agreement") is entered into as of the day of _____ September, 2023 between the VILLAGE OF OAK PARK, Illinois (hereinafter referred to as the "Village") and WAY BACK INN, 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 referred to as "the Act"); and

WHEREAS, Subrecipient has applied to the Village for CDBG funds for the 2023 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 2023 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 salary costs for the Family Program Counselor, along with indirect administrative costs, as a part of their Public Services project. A total of 120 persons (96 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 ten thousand four hundred and six dollars (\$10,406) (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 2023 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, 2023, 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, 2024. Any invoices submitted after October 31, 2024 shall not be paid by the Village.

5. PROGRAM YEAR.

A. The Subrecipient shall perform the Project beginning October 1, 2023 and ending on September 30, 2024 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2024. 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, attached hereto and incorporated herein as Attachment A. The information provided in the Progress Reports shall be forwarded to the United States Department of Housing and Urban Development and shall be made available to the Village’s Community Development Citizen Advisory Committee in order to determine the success or failure of the Project.

All Progress Reports, unless otherwise specifically noted, shall be due by the 15th day of the month following the end of each quarter and shall contain data obtained during the preceding three months. The Subrecipient shall be required to submit a final report at the end of the Project in lieu of the last Progress Report.

The following schedule shall be applicable:

1 st Quarter: October-December, 2023	Progress report due by January 15, 2024
2 nd Quarter: January–March, 2024	Progress report due by April 15, 2024
3 rd Quarter: April–June, 2024	Progress report due by July 15, 2024
4 th Quarter: July–September, 2024	Progress report/Final report due by October 15, 2024

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:

Grants Supervisor
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302

For Subrecipient:

Executive Director
Way Back Inn
104 Oak Street
Maywood, Illinois 60153

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

WAY BACK INN

Name: Kevin J. Jackson
Title: Village Manager

Name:
Title:

Date: _____, 2023

Date: _____, 2023

ATTEST

ATTEST

Name: Christina M. Waters
Title: Village Clerk

Name:
Title:

Date: _____, 2023

Date: _____, 2023

**EXHIBIT A
SUBRECIPIENT'S PROPOSAL**

Submission #66

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Submission information

Form: [Village of Oak Park Community Development Block Grant \(CDBG\) Submission Form](#)
Submitted by waybackinn
Tue, 2023-03-14 10:25
172.16.0.102

1. Applicant Information

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

A. Organization Information

1. Organization Name

Way Back Inn

2. Organization Mailing Address

104 Oak St., Maywood, Illinois 60153-1676

3. Organization Phone Number

708-345-8422

4. Executive Director

Anita Pindiur

5. Executive Director's Email Address

anitap@waybackinn.org

6. FEIN #

51-0138232

7. Unique Entity Identifier (UEI#)

WNEEBXG2FUF6

8. Project Manager/Primary Contact

Anita Pindiur

9. Did you attend the mandatory PY2023 grants workshop?

Yes

B. Agency Overview

1. Background and Need

Substance use and gambling disorders are issues at both the national and local levels. Way Back Inn treats people from all of Chicagoland, but primarily from the near western suburbs. Local towns are now speaking publicly about how these issues are affecting their communities. Oak Park commissioned a study in 2017 which described the problems of substance use disorders in high school as occurring at a higher rate in their area than the national average. The Oak Park-River Forest Community Health Plan lists the overuse of opioids among adults as one of its behavioral health priorities.

We have seen the need for our services steadily grow throughout the COVID-19 pandemic, as the numbers of substance and gambling misuse, overdoses, overdose deaths, and suicides have skyrocketed. The expansion of gambling in Illinois, in conjunction with the COVID-19 shutdown orders, has increased gambling use in our area. This problem does not stop at geographic borders, and our demographic data verifies this. There are residents from Oak Park who have struggled with substance use and gambling disorders who have not had the funds needed to pay for treatment. These residents have been able to receive recovery treatment from Way Back Inn since our founding in 1974. Funding from Oak Park CDBG would help us to cover the cost of treatment for low-income individuals who reside in Oak Park who suffer with the disease of addiction.

Our primary goal for each participant is continual, long-term recovery from substance use or gambling disorder. Approximately 64% of the people who enter our program have successfully achieved sobriety and have once again become productive members of the community. This includes a re-engagement with employment and a healing of the relationship with their family.

At Way Back Inn, every client is treated with dignity and respect. Our vision is to create a world where broken lives are transformed one day at a time. We are committed to serving those most in need in our community. Ninety percent (90%) of the participants who come to Way Back Inn have no insurance, or are under-insured, and are lower-income individuals, at or below poverty level. Many are Veterans. Most have no other place to turn, and many have been homeless before coming to Way Back Inn. We are committed to providing a valuable life-changing experience for these individuals.

Way Back Inn works in close collaboration with area hospitals, local providers of addiction treatment, drug courts, and mental health professionals to help people with substance use and gambling disorders. These professionals refer clients to us, and we refer clients to them. We have linkage agreements with many of these of these treatment providers.

Way Back Inn has received grant funds from Oak Park CDBG for the past several years and have met all reporting requirements. We have received funding from the State of Illinois for several decades and have properly met all their reporting requirements. We have had successful audits of our financial records for many decades.

The highly qualified staff of Way Back Inn have advanced degrees in mental health and addictions counseling. Way Back Inn programs are licensed by the Illinois Department of Human Services Division of Alcohol and Substance Abuse. We are accredited by CARF International (Commission on Accreditation of Rehabilitation Facilities). Way Back Inn staff meet weekly to review all clients in our program. Our Executive team meets monthly with our Board to review all aspects of the organization.

We evaluate our success by using the federally approved Addiction Severity Index (ASI). This screening tool helps us to determine the severity of the addiction upon entering the program and helps to determine the degree of improvement when they leave our program. An example of this index can be viewed here:

<https://www.bu.edu/igsw/online-courses/substanceabuse/AddictionSeverityIndex,5thedition.pdf>

The ASI assesses each client on seven domains of life functioning including Medical, Employment, Drug/Alcohol Abuse, Family/Social, Legal, and Psychiatric. The Way Back Inn expects to witness positive changes in five of the seven domains upon discharge from treatment. All professional counselors on the staff administer the ASI to their individual clients, receive feedback from the clients each time using the Session Rating Scale, and consider that feedback in their treatment plan.

2. Type of Organization

Non-profit

3. CDBG Eligible Populations

- Persons experiencing homelessness
- Victims of domestic violence
- 51% or more low/moderate income persons
- Mental health

4. Type of services offered

Way Back Inn has recovery programs in Oak Park, Maywood, Forest Park, and Melrose Park. We provide several programs that address vital aspects of the recovery process, including an Extended Residential Program, a Family Program, a Gambling Outpatient Program, an Oxford House Independent Living Program, a Military Veteran Program, and a Stress Management Program. This complete package of services has been developed and continually improved since we began in 1974.

In our Extended Residential Care program, each participant lives in one of our recovery homes from 90 days to one year, and approximately 64% have successfully achieved sobriety after entering our program.

In our Gambling Outpatient Program, people receive professional counseling from our certified gambling counselors who have received the PCGC (Problem and Compulsive Gambling Certification) designation. Participation in this program has increased greatly over the past three years. Way Back Inn was also the first non-profit in Illinois to be certified to offer an extended residential treatment program for people with gambling disorder.

Our Family Program is a very important aspect of the addiction recovery process because relationships within the family need to be healed. Involvement by our clients' families greatly improves the chances of a sustained recovery. It is not just the individual who is recovering, but the entire family. Children benefit from having a healthy parent and benefit further when the entire family heals itself.

The Family Program provides residents and their respective families with psycho-educational and process-oriented therapy dealing with issues of substance abuse and how it has affected the family system. The more that family members understand and are involved in their loved one's recovery, the greater the chance that the recovering person will sustain their sobriety. In addition, research has found that children who are exposed to their parent's recovery are less likely to develop an addiction themselves, and we have found this to be true.

Our Family Program meetings are held at our Oak Park residential location, called Grateful House. We provide both tele-counseling via Zoom and in-person group meetings at our Oak Park Grateful House location.

To combat the opioid epidemic and help under-served individuals, and in coordination with the Illinois Department of Human Services-Division of Substance Use and Prevention and Recovery (IDHS-SUPR), Way Back Inn has established an Oxford House for opioid use disorders to provide a safe healing environment for those living in recovery. In this home, Way Back Inn has incorporated the Oxford House model of a democratically run, chemical-free sober-living environment, with the daily structure that has always been a hallmark of the Way Back Inn program.

This Oxford House structure, in addition to continual access to Way Back Inn clinical staff, recovery coaches, and our program's clear understanding of and support for medically assisted treatment (MAT), will provide an environment where motivated persons in recovery can flourish and develop a new life without addiction.

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

Way Back Inn is dedicated to advancing racial equity and racial justice. Our staff participate in ongoing equity discussions during our weekly staffing meetings, as well as our monthly Executive Board meetings, with topics including racial equity, racial bias, privilege, the impact of racial trauma on black, indigenous, and other people of color; the varying levels of racism (systemic, institutional, interpersonal, and internalized) and discussing the need for a systemic approach to seeing and addressing oppression; and much more. We continue implementing necessary cultural sensitivity and inclusion training as part of staff on-boarding and ongoing trainings, such as the United Way of Illinois "Equity Challenge" trainings.

We hold these important discussions and ask our staff and Board to participate to see how we can continue

implementing strategies and continuing education on what improvements can be made to our programming. Since 1974, the Way Back Inn Board and staff have worked endlessly to remain inclusive and promote diversity in order to provide culturally competent, individualized treatment to those struggling with substances or gambling regardless of race, ethnicity, gender identity, sexuality, ability or inability to pay for services, among other socioeconomic barriers that often stand in the way of receiving treatment for those who struggle with addiction. Such discussions shed light on ways we can continue facilitating and fostering conversations surrounding racial equity and racial justice.

The opioid epidemic disproportionately affects BILPOC, especially Black people of color, and the COVID-19 pandemic has only exacerbated the inequities of the overdose crisis. According to a recent study by the Centers for Disease Control and Prevention's National Center for Health Statistics, an estimated 100,306 drug overdose deaths were recorded in the US over a one-year period—this is the highest number ever recorded. In Illinois, according to the August 2021 Illinois Department of Public Health report called the Opioid Overdose Semiannual Report, in 2020, opioid overdose deaths among Illinois residents increased 32.7% from 2,219 deaths in 2019 to 2,944 deaths in 2020. The report includes demographic data that indicate a continuation of the previously reported racial disparities, with non-Hispanic Black or African American populations continuing to be disproportionately affected by opioids.

More specifically, Black/African American residents ages 35 to 64 years of age were disproportionately affected. According to the Cook County Department of Public Health Opioid Epidemic in Suburban Cook County Report (2020), the ZIP codes with the highest mortality rates were primarily located in the west and southwest suburbs of Chicago matching the mortality rates of the west side of Chicago.

According to the CDC and the National Public Radio, there is a lack of resources for addiction treatment in many Black communities, where high-quality, affordable treatment programs are sparse or nonexistent. Other inequitable disparities affect Black communities, as well, such as a lack of immediate access to life-saving drugs like Naloxone to reverse opioid overdoses, in addition to people of color and lower-income Americans facing arrest and incarceration, rather than gaining access to quality healthcare. Health equity is inherently tied to racial equity.

In an attempt to reach those disproportionately affected, we have continued participating in multiple outreach strategies directed toward specified, targeted demographics and statistics to reach BILPOC and lower-income Americans to let them know that hope and help is available for substance and gambling use disorders. For Way Back Inn, equity is about instilling hope, confidence, and lifelong change for all people struggling with the disease of addiction. We continue striving for racial equity and dedicate our mission to rebuilding all lives damaged by addiction.

6. Did you return any CDBG funds in PY2021?

No

If you returned funds, please explain why

C. Project Narrative

1. Project Title

Providing Counseling to Family Members of People in Recovery

2. Project Description

An important part of the recovery process is healing the relationship with the family. Way Back Inn will provide regular weekly counseling to family members of our participants at our Oak Park location. CDBG funds will be used to help pay for the salary of the counselor.

3. Project Location (if different from above)

412 Wesley, Oak Park, Illinois 60302

D. Approach

We are providing counseling for members of the Oak Park community who may not otherwise be able to receive such personalized service that can help them learn how to better help their loved one who is experiencing an addiction. An important part of the recovery process is healing the relationship with the family. When family members are involved in the recovery process, there is a greater chance that relationships will be healed, and the client will sustain their recovery. Way Back Inn provides regular counseling to family members of our participants. Participation in the Family Program can help family members become a lifelong recovery support network for their loved one.

Way Back Inn is unique for several reasons.

- Our only focus is to help under-served people with substance use or gambling disorder.
- Many of our staff and Board members are people who have experienced the recovery process personally. This informs our ability and desire to treat each of our participants as a unique individual, capable of rebuilding their life.
- We are one of the only organizations in our area that provide an extended residential recovery treatment option for underserved people – those with little or no ability to pay. The extended residential experience is the best way for many people to achieve a sustained recovery.
- We are the only organization in our area with the accreditation to provide extended residential treatment for gambling use disorders. Way Back Inn has one of the largest gambling treatment programs in Illinois.
- We provide our recovery treatment programs in well-maintained homes to create comfortable living environments for our participants. Other programs often utilize more industrialized settings.

Total Oak Park Low/Moderate Income Persons Served Annually

76

Persons served form

[way_back_inn_py2023_persons_served_-_public_services.xlsx](#)

E. Budget Narrative

1. Total CDBG dollars requested

\$ 10,406

2. Total project budget

\$ 14,363

3. Budget description

Total Project Costs:

Family Program Counselor @ \$25/hour 7 hours / week = \$175/week * 52 weeks = \$9,100

Benefits : \$9,100 *20% = \$1,820

Taxes: \$9,100 *7% = \$637

Supplies: \$1,500

Total operating costs: \$13,057

Indirect costs: \$13,057 * 10% = \$1,306

Total project budget: \$14,363

Total CDBG dollars requested: \$10,406 (represents 72% of Total project budget)

80% of the beneficiaries will be Oak Park residents. 120 people will benefit from this proposal, and 96 will be Oak Park residents.

CDBG Budget:

The Oak Park CDBG expenses will include the salary of the Counselor who provides the Family Program counseling, along with indirect administrative costs.

1 person x \$25/hour x 7 hours per week x 52 weeks = \$9,100

Administrative indirect costs: \$1,306

Total CDBG Budget: \$10,406

The balance of the project would be funded through Way Back Inn's New Program Development Reserve budget.

Budget Worksheet

F. Program Eligibility

1. Meeting Outcomes

Goal Statement: An important part of the recovery process is healing the relationship with the family. Way Back Inn will provide regular counseling to family members of our participants at our Grateful House-Oak Park location. Since 90% of our residents and their families are lower-income individuals, this population would directly benefit from this project.

All of our counselors encourage all of our participants to invite their family members and loved ones to participate in the Family Program. This encouragement is done regularly since we are aware of how important it is to involve the family in the recovery process.

For the past two years, we have been providing the Family Program primarily via telehealth including Zoom and the phone. This was done initially to adapt to COVID protocols. However, we found that the family members and loved ones of our participants were more inclined to be a part of the Family Program because, by making the connection with our counselor via the computer or phone, it was more convenient for them. Participation last year was larger than we have had in the past.

We plan to offer a hybrid of telehealth and in-person meetings. Although there is nothing like an in-person meeting with other people experiencing similar issues, these telehealth sessions have nevertheless been very valuable for helping people learn about and deal with substance use and gambling disorders.

Our Family Program counselor will regularly review the results of the meetings with our other counselors and with our Executive Director. This helps everyone to stay informed on their particular clients and their feedback helps to inform our Family Program counselor on how best to lead the meetings. The Family Program counselor also regularly receives feedback from the family members themselves, and this helps to inform her practice.

2. Successes and challenges

The Family Program has always been an important part of the recovery process, so we have tried to find ways to help family members to participate. A few years ago, we received a grant from Oak Park CDBG to help us to provide childcare for family members to make it easier for them to participate. This helped many people to attend the Family Program meetings.

When the COVID pandemic occurred, we were forced to no longer hold in-person meetings, so we converted to offering Zoom sessions for Family Program members. This has turned out to be a benefit for this program, and many more people have attended the Zoom sessions than we had anticipated. We will offer both Zoom and in-person meetings. The funds we have been and are receiving from Oak Park CDBG continue to help us to fund this program.

3. Intended accomplishments

Our short-term goal is to have family members and loved ones participate in our Family Program meetings. Joining a therapeutic group with psycho-education and process-oriented therapy helps families understand and navigate how a substance use or gambling disorder has affected the family system.

Our long-term goal and hope is that the relationship between the person in recovery and their family members will improve. Understanding and support from family members is very important while a person is in our recovery program, but it is especially important after they leave our program.

Helping families heal also contributes to the success rate of individuals currently in treatment for a substance use or gambling disorder on their road to sustained sobriety.

Such a group helps parents, brothers, sisters, and friends all come together to understand what is happening when someone is addicted and what they can do to help not only their loved ones, but themselves.

Our Family Program emphasizes the disease model of addiction, de-stigmatizing addiction and promoting recovery for the entire family and supportive unit. Creating, implementing, and maintaining healthy boundaries can strengthen and reinforce these vital healing relationships.

4. Project management process

All of our counselors encourage all of our participants to invite their family members and loved ones to participate in the Family Program. This encouragement is done regularly since we are aware of how important it is to involve the family in the recovery process. We have found that family members have been more inclined to participate in the Family Program since we have been using telehealth.

Staff from Way Back Inn also regularly reach out to the community in a variety of ways to help people to learn about substance use and gambling disorders, and to help them to learn that help is available both from our organization and from many others. Numerous organizations, including hospitals, mental health providers, and other treatment providers, regularly refer clients to our program.

5. Income Documentation

Intake staff document the household income of participants using the Client Intake–Income Verification form upon entry into the program. Intake staff are certified by the State of Illinois in addiction counseling and are trained in ensuring accuracy and confidentiality during intake.

We require that the client supply documentation of income, which is required to be kept in the client record or a separate financial record. Acceptable examples of proof of income are:

- A copy of the most recently filed Federal Income Tax Return
- Paycheck stubs
- W-2 forms
- Unemployment cards
- Medicare card
- Medicaid card
- Any other document indicating current status of family income

We use our form called Client Intake – Income Verification where we compare the income of participants to the most recent HUD Income Limits table.

6. Procurement and Management Process

The Executive Director and responsible staff will meet monthly to review the attendance data and all other aspects related to the Family Program counseling service to ensure that things are going according to plan, and to make any modifications as seem necessary. Feedback from residents and family members is regularly solicited and responded to and helps to inform the nature of the Family Program counseling sessions.

All of our counselors are in regular contact with their clients, often speaking or meeting with them on a daily basis. Receiving and responding to feedback from the client is a natural and essential part of the recovery process.

The Executive Director and all counselors meet each week to review the progress of all clients. These meetings help all staff to be informed on all of the clients in our program and includes being informed on feedback from family members. Our administrative team regularly has meetings with all staff to ensure that they are aware of federal regulations and local regulations. In addition, the administrative team meet each month with our Board to review all aspects of the organization.

2. Attachments

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

Timeline

[way_back_inn_py_2023_cdbg_timeline_-_public_services.docx](#)

Logic model

[way_back_inn_py2023_cdbg_logic_model-public_services.docx](#)

Articles of Incorporation and By-Laws

[way_back_inn_articles_of_incorporation_by-laws_-_cdbg.pdf](#)

Non-Profit Determination (IRS Letter)

[way_back_inn_-_501_c_3_for_cdbg.pdf](#)

List of Board of Directors

[way_back_inn_board_of_directors_2022-2023.pdf](#)

Organizational Chart

[way_back_inn_organizational_chart-2023.pptx](#)

Resumes

[resumes_of_anita_pindiur_olivia_barraza_counselor_job_description.pdf](#)

Financial Statement and Audit

[way_back_inn_-_cdbg_audit_financial_statement_budget.pdf](#)

Conflict of interest statement

[way_back_inn_conflict_of_interest_-_cdbg.pdf](#)

Anti-lobbying statement

[way_back_inn_lobbying_statement_-_cdbg.pdf](#)

EEO Form

[way_back_inn_py_2023_cdbg_eeo_report_chart.doc](#)

Statement of ADA Compliance

[way_back_inn_cdbg_ada_statement.pdf](#)

Support Statements**Project client evaluation tool**

[way_back_inn_client_evaluation_tool_-_cdbg.pdf](#)

Beneficiary Form

[way_back_inn_py2023_cdbg_beneficiary_form-public_services.docx](#)

Certificate of insurance

[way_back_inn_2022-2023_certificate_of_insurance-oak_park.pdf](#)

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

Anita Pindiur

Title of Authorized Official of Applicant Organization

Executive Director

Date of Submittal

Tue, 2023-03-14

Do you have a CDBG application guide?

Yes

Affirmation

I agree

[Previous submission](#) Next submission

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



PY 2023 CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Way Back Inn
Project Name	Providing Counseling to Family Members of People in Recovery

Goal Statement: **An important part of the recovery process is healing the relationship with the family. Way Back Inn will provide regular counseling to family members of our participants at our Grateful House - Oak Park location. Since 90% of our residents and their families are lower-income individuals, this population would directly benefit from this project.**

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Therapist	Inform the residents and their family members of the availability of Family Program counseling	120 Total unduplicated persons served (without regard to income or residency) 108 Extremely Low, Low and Mod-Income Persons served 96 Oak Park persons served 76 Extremely Low, Low and Mod-Income Oak Park Persons Served	Family members of people in recovery will participate in Grateful House Family Program counseling	Our participants and their family members will report that their relationships are improving.	The Executive Director and responsible staff will meet monthly to review the attendance data and all other aspects related to the Family Program counseling to ensure that things are going according to plan, and to make any modifications as seem necessary. Feedback from residents and family members will be solicited and responded to.



PY 2023 Timeline, CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Way Back Inn
Project Name	Providing Counseling to Family Members of People in Recovery

Timeframe	Activity	Person Responsible
Month 1	Inform the residents and their family members of the availability of counseling	Therapist, Executive Director
	Provide counseling to family members	Therapist
Month 2	Inform the residents and their family members of the availability of counseling	Therapist, Executive Director
	Provide counseling to family members	Therapist
Month 3	Inform the residents and their family members of the availability of counseling	Therapist, Executive Director
	Provide counseling to family members	Therapist
Month 4	Inform the residents and their family members of the availability of counseling	Therapist, Executive Director
	Provide counseling to family members	Therapist
	Send invoice and quarterly report to Oak Park	Grant writer
Month 5	Inform the residents and their family members of the availability of counseling	Therapist, Executive Director
	Provide counseling to family members	Therapist
Month 6	Inform the residents and their family members of the availability of counseling	Therapist, Executive Director
	Provide counseling to family members	Therapist
Month 7	Inform the residents and their family members of the availability of counseling	Therapist, Executive Director
	Provide counseling to family members	Therapist

	Send invoice and quarterly report to Oak Park	Grant writer
Month 8	Inform the residents and their family members of the availability of counseling	Therapist, Executive Director
	Provide counseling to family members	Therapist
Month 9	Inform the residents and their family members of the availability of counseling	Therapist, Executive Director
	Provide counseling to family members	Therapist
Month 10	Inform the residents and their family members of the availability of counseling	Therapist, Executive Director
	Provide counseling to family members	Therapist
	Send invoice and quarterly report to Oak Park	Grant writer
Month 11	Inform the residents and their family members of the availability of counseling	Therapist, Executive Director
	Provide counseling to family members	Therapist
Month 12	Inform the residents and their family members of the availability of counseling	Therapist, Executive Director
	Provide counseling to family members	Therapist
Month 13	Send invoice and final report to Oak Park	Grant writer

WORKBOOK CONTAINS BOTH THE PROJECT BUDGET & THE OTHER REVENUE SUMMARY .

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

PY 2023 PROPOSED PROJECT BUDGET. Project budget must include the entire project funding even if CDBG

is only funding a portion of the activity. You must limit your amount/percentage of Oak Park CDBG

funds requested to match or be less than the proportional amount of Oak Parkers to Non-Oak Parkers served.

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue - List Source	Other Revenue - List Source	Other Revenue - List Source	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	WBI New Program Development Reserve				
Personnel Costs									
Salaries	\$9,100	\$9,100	100%					\$0	0%
Benefits	\$1,820	\$0	0%		\$1,820			\$1,820	100%
Taxes	\$637	\$0	0%		\$637			\$637	100%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Personnel Costs	\$11,557	\$9,100	79%		\$2,457	\$0	\$0	\$2,457	21%
Operating Costs:									
Rent/Lease	\$0	\$0	#DIV/0!					\$0	0%
Utilities	\$0	\$0	#DIV/0!					\$0	0%
Telephone	\$0	\$0	#DIV/0!					\$0	0%
Postage	\$0	\$0	#DIV/0!					\$0	0%
Supplies	\$1,500	\$0	0%		\$1,500			\$1,500	100%
Mileage	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Operations	\$1,500	\$0	0%		\$1,500	\$0	\$0	\$1,500	100%
Professional/Services									
Consultant	\$0	\$0	#DIV/0!					\$0	0%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Indirect costs	\$1,306	\$1,306	100%					\$0	0%
Subtotal: Professional Services	\$1,306	\$1,306	100%		\$0	\$0	\$0	\$0	0%
TOTAL (all categories)	\$14,363	\$10,406	72%		\$3,957	\$0	\$0	\$3,957	28%

Please ensure that percentages, subtotals & totals are listed & accurate. Ensure formulas are active.

PY 2023 CDBG OTHER REVENUE SUMMARY

This chart provides more information about "Other Revenue" sources that were listed above in columns F, G & H. Please **fully** complete this table. The columns are self-explanatory

1	2	3	4	5	6	7
FUNDING SOURCE	LOAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAIL.	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or Private?
WBI New Program Development Reserve	No	\$3,957	available	Oct 1,2023	None	State/local
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$3,957				

Exhibit D: PY 2023 Quarterly Report Form, Oak Park CDBG Program

Subrecipient:	
Project Name:	
Prepared by:	Email:

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

Beneficiaries by Race and Ethnicity	Q1		Q2		Q3		Q4		TOTAL	
	RACE	ETHNICITY	RACE	ETHNICITY	RACE	ETHNICITY	RACE	ETHNICITY	RACE	ETHNICITY
	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	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 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