

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 HOUSING FORWARD, 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 planning-administrative costs for Oak Park Homelessness Coalition efforts to make homelessness rare, brief and one time.

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 forty thousand dollars (\$40,000) (hereinafter referred to as the "Grant Funds") to be paid in accordance with the terms of this Agreement. The Subrecipient acknowledges and agrees that only those budget line items and percentages that appear in its Program Year 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
Housing Forward
1144 Lake Street, Fifth Floor
Oak Park, Illinois 60301

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

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

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

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

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

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

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

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

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

VILLAGE OF OAK PARK

HOUSING FORWARD

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 #67

[View](#) [Edit](#) [Delete](#)

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[Print](#) [Resend e-mails](#)

Submission information

Form: [Village of Oak Park Community Development Block Grant \(CDBG\) Submission Form](#)
Submitted by lynda.murphy
Thu, 2023-03-16 10:38
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

Housing Forward on behalf of the Oak Park Homelessness Coalition

2. Organization Mailing Address

1851 S. 9th Avenue, Maywood, IL 60153

3. Organization Phone Number

708-338-1724

4. Executive Director

Lynda Schueler

5. Executive Director's Email Address

lschueler@housingforward.org

6. FEIN #

36-3876660

7. Unique Entity Identifier (UEI#)

K2B3TGP3EG77

8. Project Manager/Primary Contact

John Harris

9. Did you attend the mandatory PY2023 grants workshop?

Yes

B. Agency Overview

1. Background and Need

In Oak Park, more than five percent of our residents live in extreme poverty, making less than \$9,000 a year. About 7,500 (14%) of our residents are food insecure, meaning they don't know where they will get their next meal. Too many live one missed rent payment from eviction—and homelessness. People experiencing homelessness are not just on our streets. They are our classmates at school. Our parents and friends from work or church or baseball teams. They are members of our community. In all, about 60 children in elementary schools and high schools are homeless. They are living with friends or relatives. Sleeping on a couch with no permanence.

Formed in 2015, the Oak Park Homelessness Coalition (OPHC) is a multi-stakeholder group comprised of 50-plus organizations and individuals working in five work groups to end homelessness in Oak Park by making it rare, brief, and one time.

The Village of Oak Park has provided annual planning grants since the Coalition's founding and supported the first strategic plan in conjunction with the Social IMPACT Research Center at Heartland Alliance. This strategic plan led to numerous successes, including a new closed-loop referral system, creation of a Flexible Rental Assistance Program, and data sharing agreements with Oak Park school districts to identify students and their families who are homeless. In 2021, OPHC developed a new strategic plan to end homelessness. The new plan takes a "housing first" approach to build upon the success of the first plan and to reflect the post-COVID world we live in.

Housing Forward is the fiscal agent and entity responsible for coordinating reporting with a5 Digital and Branding for the Coalition's annual activities.

2. Type of Organization

Non-profit

3. CDBG Eligible Populations

Persons experiencing homelessness

4. Type of services offered

The Oak Park Homelessness Coalition is comprised of 50-plus local businesses, government, healthcare, faith-based groups, school districts, nonprofits and social service agencies working together to make homelessness in Oak Park rare, brief and one time.

Represented by a 10-person Core Team that meets monthly, the OPHC meets quarterly and holds one event a year to educate the community, develop and implement the plan and take action to help those who are homeless or at risk of becoming homeless. Together, we are working to end and prevent homelessness in Oak Park by:

- generating a baseline understanding of the homelessness issue in Oak Park
- creating goals and strategies to combat homelessness
- implementing tactics to create a public-facing campaign that educates people about the issue and how people can help
- collaborating with a broad coalition to help those who are homeless or in danger of being homeless

The Coalition has five work groups: 1) Affordable Housing 2) Advocacy and Communication 3) Community Integrations 4) Street Outreach 5) Career Pathways. These work groups meet monthly to develop a work plan (based on the strategic plan) and make progress toward the strategic plan goals. And, when the need arises, convene task forces and committees to address specific issues.

The OPHC is designed to serve those experiencing homelessness in Oak Park, and therefore all of those served indirectly are a presumed benefit population, which meets the CDBG National Objective of serving low and moderate-income persons in the Village of Oak Park.

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

Everything the Coalition does has an equity lens. DEI and B (for belonging) were written into the most recent plan and guide us as we build our leadership, our connections and the population we serve.

Specifically, the sixth strategy in the OPHC 2021 strategic plan is focused on developing a sustainable and equitable organizational infrastructure. Here is the description of that strategy from the strategic plan:

The Coalition has evolved into a cooperative and action-oriented voluntary organization. The Coalition's efforts and strategies are led by a Core Team, composed of approximately 12-15 people who meet monthly and represent various segments of the membership. The Core Team will increase in its racial diversity as well as its representation from people with lived experience of homelessness. The vision of the Core Team is to regularly review the data dashboard, track progress against the Strategic Plan, troubleshoot action areas with the Work Groups, and make consensus-driven decisions on issues of importance and bring them to the full Coalition membership. The Work Groups carry out action steps indicated by the goals of the Strategic Plan and develop relationships across the community to foster collaboration and coordination. Coalition members participate in Work Groups based on both the interest of the member as well as how the focus aligns with their organizational roles or personal expertise. All meetings of the Coalition are open to the public and invite participation from all attendees. As a community group, the Coalition also wants to increase its capacity and efforts to be inclusive at all levels from leadership to the working groups. This will involve intentionally reaching out to leaders and community members of color and increase involvement of people with lived experience. Along with this, the community will become more aware and engaged in the issues in new ways and deepen relationships with each other based on racial equity.

6. Did you return any CDBG funds in PY2021?

No

If you returned funds, please explain why

C. Project Narrative

1. Project Title

Planning Grant for the Oak Park Homelessness Coalition

2. Project Description

The Oak Park Homelessness Coalition is a multi-stakeholder group comprised of 50-plus organizations working in five work groups to end homelessness in Oak Park by making it rare, brief, and one time. With support from the Village of Oak Park, the OPHC was able to finalize and publish its 2021 Plan in December. With continued support, the Coalition will work on implementing the strategies outlined in this new plan.

3. Project Location (if different from above)

1851 S. 9th Avenue, Maywood, IL 60153

D. Approach

Last year, the OPHC finalized and published our 2021 Plan, outlining six strategies to prevent and end homelessness that are understood through the lens of racial equity. In doing this we will endorse solutions that benefit all residents in proportion to their needs and experiences of homelessness. As such, the Coalition will promote equitable strategies across all focus areas and embody equity within our guiding principles.

The overall guiding principles of this new strategic plan are:

- Expand Housing First Approach by increasing number of landlords and units providing quality housing.
- By Name Approach means working from a by-name-list and creating housing for specific populations through an individualized effort (not a one size fits all approach).
- Ensure wraparound services keep people stably housed once re-housed, continue to strengthen connections between community stakeholders.
- Strengthen community safety net that ensures that people don't experience homelessness at the outset.
- strategies and outcomes in a framework of understanding and addressing racial disparities, and including the voice of lived experience.

The strategies outlined in our new plan are:

1. Strengthen affordable and supportive housing pathways
2. Prevent homelessness through coordination and improved safety net

3. Strengthen behavioral health services coordination
4. increase employment and economic stability
5. Provide data-driven advocacy to reach functional zero in Oak Park
6. Develop a sustainable and equitable organizational infrastructure

Total Oak Park Low/Moderate Income Persons Served Annually

0

Persons served form

[py_2023_persons_served_ophc.xlsx](#)

E. Budget Narrative

1. Total CDBG dollars requested

\$ 40,000

2. Total project budget

\$ 105,631

3. Budget description

The total project cost is \$105,631. Project revenue is from local sources, including grants from Oak Park Township, Community Mental Health Board of Oak Park and individual contributions, which are primarily from the Oak Park community. 40.7% of project revenue is in-kind donation from a5, the Coalition facilitator.

The project expenses are basic operations; 49.6% of the total project costs are related to staffing. The remainder reflect basic operating expense. The consultation line reflect a5's contribution of time and talent beyond their contracted agreement.

Budget Worksheet

[ophc_py_2023_cdbg_project_budget.xlsx](#)

F. Program Eligibility

1. Meeting Outcomes

The Core Committee is responsible for oversight of the greater Coalition and ensuring that all Work Groups are working to achieve their stated outcomes. Progress is evaluated monthly and reported to the greater Coalition at the quarterly meetings. The chair for each Work Group will be responsible for documenting and tracking progress, which will then be reported to the Core Committee. The Core Committee will review Work Group progress on a monthly basis and prepare a quarterly report to the greater Coalition.

2. Successes and challenges

The COVID-19 pandemic presented challenges in the Coalition's ability to meet to work towards our previous strategic goals as well as develop and finalize our new plan. Despite these challenges the OPHC saw much success in our state focus areas:

Affordable Housing

- Creation of a new Flexible Rental Assistance Fund (FRAP) with Village of Oak Park that helped 120 households with rent and other assistance
- Funding for a new interim housing program now know as the Sojourner House
- Championed approval of a new affordable housing development, now called The 801, on South Oak Park Avenue

Advocacy and Communication

- Development of a Coalition web site
- Active management and marketing through email and social media
- Planned annual meetings and quarterly Coalition meeting

- Developed video and other marketing communication assets
- Advocated for change and funding with local, state and federal government
- Created collateral, including a street outreach card and flyers and posters to reach the community

Community Touchpoints

- Supported development of a street outreach team to work directly with people living on the streets
- Coordinated multi-stakeholder group to address panhandling in Downtown Oak Park
- Secured sponsorship for port-a-potties downtown during pandemic

Service Intersections

- Rollout of an online closed-loop referral database known as the Health Connection HUB
- Implementation of the Families in Transition (FIT) Program with school districts 97 and 200
- Implementation of data-sharing agreements with school districts 97 and 200

Career Pathways

- Organized a group to connect the dots between education, employers and potential employees
- Promoted job opportunities and connected people to employment

3. Intended accomplishments

Short-term:

- Expand rental housing options in Oak Park that are affordable to people with extremely low incomes either at-risk of or exiting homelessness.
- Create a by-name list for housing.
- Replenish the flexible rental subsidy program that helps families maintain rental housing in Oak Park.
- Increase outreach and supports to homeless families with children in Oak Park Public schools.
- Enhance the services and mental health response to Street Homelessness.
- Expand relationships with services provided in nearby communities to increase closed-loop referrals through the Health Connection Hub.
- Establish a 211 Service Line or expand the current 24-hour Crisis Call Line.
- Strengthen substance use services referrals through the Health Connection HUB.
- Explore peer-led programming and/or Peer Support Training.
- Establish a Transitional Wages program for people exiting homelessness building on results of Housing Forward/Cook County program.
- Create a data dashboard to inform funding needs, equity response, and other priorities.
- Develop a “healthy giving” program that coordinates giving efforts to move from “one to many” and leverage individual giving

Long-term:

- Strengthen affordable and supportive housing pathways
- Prevent homelessness through coordination and improved safety net
- Strengthen behavioral health services coordination
- Increase employment and economic stability
- Provide data-driven advocacy to reach functional zero in Oak Park

4. Project management process

The OPHC’s purpose is to bring together community stakeholders in order to address the issue of homelessness in Oak Park. The very nature of the Coalition is collaborative, with members working together through different workgroups to identify and come up with solutions to homelessness locally.

OPHC members include: a5 Branding & Digital.; Adult Redeploy Illinois; African American Christian Foundation; Beyond Hunger; Collaboration for Early Childhood; Community Builders Inc.; Community of Congregations; Community Mental Health Board of Oak Park Township; Distinctive Coaching; Downtown Oak Park; First United Church of Oak Park; Hephzibah Children’s Association; Housing Forward; Live4Lali; MaidPro Oak Park; Menta Academy Oak Park; NAMI Metro Suburban; New Moms; Oak Park Elementary School District 97; Oak Park Housing Authority; Oak Park Police Department; Oak Park Public Library; Oak Park Regional Housing Center; Oak Park Residence Corporation; Oak Park-River Forest Community Foundation; Oak Park Township; Oak Park - River

Forest School District 200; Park District of Oak Park; Rotary Club of Oak Park - River Forest; Rush Oak Park Hospital; Sarah's Inn; Sister House; Strive for Success; Treatment Alternatives for Safe Communities; Thresholds; The Time Exchange Project; Thrive; Triton College; Village of Oak Park; VOICE Oak Park; The Way Back Inn; YEMBA; as well as residents of Oak Park.

The OPHC is always looking for potential members to join our effort to eradicate homelessness in Oak Park. Focusing on this new Plan, we will directly outreach to community stakeholders with direct interest in our stated goals.

5. Income Documentation

The OPHC indirectly serves individuals experiencing homelessness, which is a presumed benefit population. There are no income eligibility guidelines for the proposed project.

6. Procurement and Management Process

As the fiscal agent for the OPHC, Housing Forward will submit the necessary financial reporting as required by the Village of Oak Park. Housing Forward's history of solid and effective programming with sound fiscal and programmatic oversight has made possible the continued expansion and diversification of public and private funding sources over the years. Our accounting and administrative infrastructure allows us to center regulatory compliance as a core principle and facilitates efficient management of large-scale public grants.

As the facilitating agency of the OPHC, a5 will fulfill all programmatic reporting for the Village of Oak Park. John Harris, the principal of a5 has facilitated the OPHC since its inception. John will evaluate progress from each Work Group on a quarterly basis to ensure they are on track to meet their stated goals.

2. Attachments

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

Timeline

[py_2023_timeline_form_ophc.docx](#)

Logic model

[py_2023_cdbg_logic_model_ophc.docx](#)

Articles of Incorporation and By-Laws

[hf_articles_of_incorporation_and_bylaws.pdf](#)

Non-Profit Determination (IRS Letter)

[irs_letter_of_determination_-_housing_forward_2015.pdf](#)

List of Board of Directors

[ophc_2023_core_committee_hf_2021-2024_board_list.pdf](#)

Organizational Chart

[ophc_structure_2023.pdf](#)

Resumes

[john_harris_resume.pdf](#)

Financial Statement and Audit

[hf_financial_statement_and_audit.pdf](#)

Conflict of interest statement

[hf_conflict_of_interest_statement_2023.pdf](#)

Anti-lobbying statement

[hf_anti-lobbying_statement_2023.pdf](#)

EEO Form

[ophc_eo_report_statement_2023.pdf](#)

Statement of ADA Compliance

[hf_ada_compliance_statement_2023.pdf](#)

Support Statements

Project client evaluation tool

[ophc_evaluation_tool_statement_2023.pdf](#)

Beneficiary Form

[ophc_beneficiary_statement_2023.pdf](#)

Certificate of insurance

[village-of-oak-park_housing-forward_23-24-liability_1-20-2023_coi.pdf](#)

3. Proposal Agency Information and Verification

Name of Authorized Official of Applicant Organization

Lynda Schueler

Title of Authorized Official of Applicant Organization

Executive Director

Date of Submittal

Thu, 2023-03-16

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	Oak Park Homelessness Coalition
Project Name	Planning Grant for the Oak Park Homelessness Coalition

Goal Statement: The goal of the Oak Park Homelessness Coalition is to end homelessness in Oak Park by making it rare, brief, and one time.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
OPHC Core Committee Affordable Housing Work Group	Support tenant applications for rental assistance, housing subsidy programs, and other housing developments that add rental housing options for people experiencing or at-risk of homelessness, where applications demonstrate removal of tenant barriers that disproportionately impact people of color due to credit and corrections history. Develop parameters for the By Name List and distinction from EntryPoint Coordinated Entry System. Develop housing referral and tracking process for By Name List with local housing resources committed to the Coalition.	10 workgroup committee members	Expand rental housing options in Oak Park that are affordable to people with extremely low incomes either at-risk of or exiting homelessness. Create a by-name list for housing.	Strengthen affordable and supportive housing pathways	Affordable and supportive housing resources will continue to grow in the Village of Oak Park and surrounding communities to meet the needs of its residents. People experiencing homelessness and chronic homelessness in Oak Park will have direct pathways to locally sourced housing options.
OPHC Core Committee	Develop strategies to add funding from various sources to the FRAP including. Educate funders about the impact and outcomes of the FRAP 2018-2020 and on-going needs for	16 workgroup committee members	Replenish the flexible rental subsidy program that helps families maintain rental housing in Oak Park. Increase outreach and supports to homeless families with children in Oak Park Public schools.	Prevent homelessness through coordination and improved safety net	Economically vulnerable Oak Park residents, with a focus on students and their families have a consistent, independent source of housing stability funding to keep them in the community. School districts will increase resource options and information for students enrolled in the homeless

Service Intersections Work Group	<p>support of financial assistance.</p> <p>Re-engage leadership and school social workers at D97 and D200 to determine common needs and goals on addressing the needs of homeless students and their families.</p> <p>Develop a collaborative relationship with the mental health care coordinators working with D97 and D200 to inform other actions on supporting homeless families in Oak Park.</p>				education program and more families will receive support in Oak Park.
OPHC Core Committee	<p>Support the expansion of coordinated street outreach supports.</p> <p>Train police on social services interventions.</p> <p>Use Health Connection HUB data to guide the focus of improved referral processes.</p> <p>Engage AMITA Presences around opportunity to expand current crisis-response line.</p> <p>Engage local healthcare partners to expand housing, mental health, and healthcare services.</p> <p>Engage local substance use providers through individual and group meetings to understand capacity and gaps in access.</p>	15 workgroup committee members	<p>Enhance the services and mental health response to Street Homelessness.</p> <p>Expand relationships with services provided in nearby communities to increase closed-loop referrals through the Health Connection Hub.</p> <p>Establish a 211 Service Line or expand the current 24-hour Crisis Call Line.</p> <p>Strengthen substance use services referrals through the Health Connection HUB.</p>	Strengthen behavioral health services coordination	<p>People experiencing homelessness have reduced negative encounters with public safety and more people who are unsheltered are documented as engaged in formal services.</p> <p>Oak Park providers improve use of the Health Connection HUB evidenced through closed loop referral data and increase coordination with services outside of Oak Park that meet the needs of participants.</p> <p>People experiencing homelessness in Oak Park will have improved access to substance use services</p>
Service Intersections Work Group					
Community Touchpoints Work Group					
OPHC Core Committee	<p>Explore new business partnerships with restaurants.</p> <p>Assess impact of Transitional Wages Program funding through Cook County.</p>	17 workgroup committee members	<p>Explore peer-led programming and/or Peer Support Training.</p> <p>Establish a Transitional Wages program for people exiting homelessness building on results of Housing Forward/Cook County program.</p>	Increase employment and economic stability	People with lived experience have increased living wage employment options in and around Oak Park.
Career Pathways Work Group					
OPHC Core Committee	<p>Publish and review data on a quarterly basis.</p> <p>Engage people with lived experience to respond to data and build greater understanding of the issues.</p>	5 workgroup committee members	Create a data dashboard to inform funding needs, equity response, and other priorities.	Provide data-driven advocacy to reach functional zero in Oak Park	The Coalition and broader community will support data-driven responses to homelessness at the local level. The Coalition establishes a process used by all Work Groups to assess and explain how their work contributes to racial equity and adopts appropriate program changes as well as tracking any
Community Touchpoints Work Group					

Public Awareness Work Group	Convene group to inform the racial equity lens for the data dashboard and Work Group priorities.				outcome data for discussion and promotion among the members.
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PY 2023 Timeline CDBG Public Services

Organization	Oak Park Homelessness Coalition
Project Name	Planning Grant for the Oak Park Homelessness Coalition

Timeframe	Activity	Person Responsible
Month 1	<p>Disseminate new strategic plan to community partners and coalition members.</p> <p>Create and disseminate educational material about panhandling.</p> <p>Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)</p> <p>Quarterly Coalition meeting</p> <p>Submit monthly billing to the Village of Oak Park</p>	<p>Core Committee</p> <p>Public Awareness workgroup</p> <p>Work group chair people</p> <p>Core Committee</p> <p>Housing Forward Finance Department</p>
Month 2	<p>Develop emergency plan for extreme weather</p> <p>Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)</p> <p>Submit monthly billing to the Village of Oak Park</p>	<p>Core Committee</p> <p>Work group chair people</p> <p>Housing Forward Finance Department</p>
Month 3	<p>Finalize emergency plan for extreme weather; communicate to coalition with community partners</p> <p>Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)</p> <p>Submit monthly billing to the Village of Oak Park</p>	<p>Core Committee</p> <p>Work group chair people</p> <p>Housing Forward Finance Department</p>
Month 4	<p>Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)</p>	<p>Consultant and Core Committee</p> <p>Work group chair people</p>

	<p>Quarterly Coalition meeting</p> <p>Submit monthly billing to the Village of Oak Park</p> <p>Submit quarterly report</p>	<p>Core Committee</p> <p>Housing Forward Finance Department</p> <p>OPHC Lead Facilitator</p>
Month 5	<p>Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)</p> <p>Submit monthly billing to the Village of Oak Park</p>	<p>Work group chair people</p> <p>Housing Forward Finance Department</p>
Month 6	<p>Disseminate educational information about panhandling to community stakeholders (businesses, social service agencies, libraries etc)</p> <p>Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)</p> <p>Submit monthly billing to the Village of Oak Park</p>	<p>Public Awareness workgroup</p> <p>Work group chair people</p> <p>Housing Forward Finance Department</p>
Month 7	<p>Disseminate educational information about panhandling to community stakeholders (businesses, social service agencies, libraries etc)</p> <p>Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)</p> <p>Quarterly Coalition meeting</p> <p>Submit monthly billing to the Village of Oak Park</p> <p>Submit quarterly report</p>	<p>Public Awareness workgroup</p> <p>Work group chair people</p> <p>Core Committee</p> <p>Housing Forward Finance Department</p> <p>OPHC Lead Facilitator</p>
Month 8	<p>Disseminate educational information about panhandling to community stakeholders (businesses, social service agencies, libraries etc)</p> <p>Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)</p>	<p>Public Awareness workgroup</p> <p>Work group chair people</p>

	Submit monthly billing to the Village of Oak Park	Housing Forward Finance Department
Month 9	Disseminate educational information about panhandling to community stakeholders (businesses, social service agencies, libraries etc) Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education) Submit monthly billing to the Village of Oak Park	Public Awareness workgroup Work group chair people Housing Forward Finance Department
Month 10	Disseminate educational information about panhandling to community stakeholders (businesses, social service agencies, libraries etc) Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education) Quarterly Coalition meeting Submit monthly billing to the Village of Oak Park Submit quarterly report	Public Awareness workgroup Work group chair people Core Committee Housing Forward Finance Department OPHC Lead Facilitator
Month 11	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education) Submit monthly billing to the Village of Oak Park	Work group chair people Housing Forward Finance Department
Month 12	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education) Submit monthly billing to the Village of Oak Park	Work group chair people Housing Forward Finance Department
Month 13	Submit Final Report	OPHC Lead Facilitator

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				5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue	Other Revenue-	Other Revenue	Other Revenue	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	CMHBOP	OP Township	Contributions	a5 - Inkind		
Personnel Costs										
Salaries	\$47,000	\$32,500	69%		\$7,000	\$7,500	\$0		\$14,500	31%
Benefits	\$3,460	\$0	0%					\$3,460	\$3,460	100%
Taxes	\$2,225	\$0	0%					\$2,225	\$2,225	100%
Other (Identify)	\$0	\$0	#DIV/O!						\$0	0%
Other (Identify)	\$0	\$0	#DIV/O!						\$0	0%
Subtotal: Personnel Costs	\$52,685	\$32,500	62%		\$7,000	\$7,500	\$0	\$5,685	\$20,185	38%
Operating Costs:										
Rent/Lease	\$17,325	\$0	0%					\$17,325	\$17,325	100%
Utilities	\$2,016	\$0	0%				\$2,016		\$2,016	100%
Telephone	\$875	\$0	0%		\$875				\$875	100%
Postage	\$500	\$0	0%		\$175	\$325			\$500	100%
Supplies	\$3,620	\$1,000	28%		\$1,120	\$1,175	\$325		\$3,620	100%
Mileage	\$535	\$0	0%				\$535		\$535	100%
Other (printing)	\$5,500	\$5,000	91%		\$500				\$5,500	100%
Other (Identify)	\$2,575	\$1,500	58%		\$330	\$1,000	\$1,245		\$2,575	100%
Subtotal: Operations	\$32,946	\$7,500	23%		\$3,000	\$2,500	\$4,121	\$17,325	\$32,946	100%
Professional/Services										
Consultant	\$20,000	\$0	0%					\$20,000	\$20,000	100%
Engineering	\$0	\$0	#DIV/O!						\$0	0%
Other (Identify)	\$0	\$0	#DIV/O!						\$0	0%
Subtotal: Professional Services	\$20,000	\$0	0%		\$0		\$0	\$20,000	\$0	0%
TOTAL (all categories)	\$105,631	\$40,000	38%		\$10,000	\$10,000	\$3,796	\$43,010	\$66,806	63%

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?
Oak Park Township	Grant	\$10,000		current	none	local
Community Mental Health Board of Oak Park	Grant	\$10,000		current	none	local
Contributions		\$3,796		ongoing	none	local
a5	Inkind	\$43,010		ongoing	none	local
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$66,806				

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								
	<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