

May 12, 2023

Vanessa Matheny, MSW
Grants Supervisor
123 Madison Street, Oak Park, IL 60302

Dear Vanessa,

This letter is to respectfully request a change in scope to the current grant agreement to include any Sarah's Inn staff position that provides direct domestic violence services to clients who reside in Oak Park. These services include counseling, general advocacy, legal advocacy, safety planning, IDVA education and support, assistance in obtaining an order of protection, accompaniment to court, public education about Sarah's Inn services and the dynamics of domestic violence to community members within Oak Park such as churches, community groups, social service organizations, civic organizations, etc.

The following positions all provide services to Oak Park residents; Advocacy and Counseling Coordinator, Counselor, Child & Family Counselor, Intervention Counselor, Community Advocate, Community Advocacy Supervisor, Counseling Supervisor, Legal Advocate, Legal Advocacy Supervisor, Community Educator and Training and Education Supervisor. We anticipate providing 400 Oak Park residents with domestic violence services and we expect to expend \$3605 in grant funds during the 2023-2024 grant cycle. We will be unable to use the remaining balance of the of the awarded amount by September 30, 2023. Please let us know if you have any questions. Thank you for your assistance.

Best regards,



Carol Gall
Executive Director
Sarah's Inn