

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT is entered into as of the ____ day of September, 2016 between the VILLAGE OF OAK PARK, Illinois (hereinafter the "Village") and HOUSING FORWARD, an Illinois not-for-profit Corporation (hereinafter the "Subrecipient").

RECITALS

WHEREAS, the Village has applied for Community Development Block Grant ("CDBG") funds from the United States Department of Housing and Urban Development ("HUD") as provided by the Housing and Community Development Act of 1974, as amended (P.L. 93-383) (hereinafter "the Act"); and

WHEREAS, Subrecipient has applied to the Village for CDBG funds for the 2016 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 (collectively referred to as "the Project") are set forth in the Subrecipient's Program Year 2016 Community Development Block Grant Program Proposal, attached hereto and incorporated herein by reference as Exhibit A (hereinafter 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 cover personnel costs for the Employment Readiness Specialist. A total of 250 persons (65 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 Fifteen Thousand Dollars (\$15,000) (hereinafter 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 2016 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 at least quarterly. Final project invoices must be submitted to the Village no later than October 31, 2017. Any invoices submitted after October 31, 2017 shall not be paid by the Village.

5. PROGRAM YEAR.

A. The Subrecipient shall perform the Project beginning October 1, 2016 and ending on September 30, 2017 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2017. 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 Title 24, Part 570.502 of the Code of Federal Regulations

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.

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 time sheets, billings, and other documentation used in the preparation of said Progress Reports required pursuant to Section 7(C) below shall be made available for inspection, copying, or auditing by the Village at any time, during normal business hours.

B. Subrecipient's documents and records pursuant to this Agreement shall be maintained and made available during the Project Period and for three (3) years after completion of the Project. The Subrecipient shall give notice to the Village of any documents or records to be disposed of or destroyed and the intended date after said period, which shall be at least 90 days after the effective date of such notice of disposal or destruction. The Village shall have 90

days after receipt of any such notice to given notice to the Consultant not to dispose of or destroy said documents and records and to require Consultant to deliver same to the Village. The Subrecipient shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of Grant Funds passing in conjunction with the Agreement. The Agreement and all books, records and supporting documents related to the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Subrecipient agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this subsection shall establish a presumption in favor of the Village for recovery of any Grant Funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Subrecipient shall make the documents and records available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Project as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

C. Quarterly Progress Reports & Final Report. Subrecipient shall prepare and submit a quarterly Progress Report to the Village reporting on the status of the Project. Project progress is to be implemented based on the Project timeline set forth in the Proposal, 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, 2016	Progress report due by January 15, 2017
2 nd Quarter: January-March, 2017	Progress report due by April 15, 2017
3 rd Quarter: April-June, 2017	Progress report due by July 15, 2017
4 th Quarter: July-September, 2017	Progress report/Final report due by October 15, 2017

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 contract, 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 contract, 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:

Lynda Schueler, Executive Director
Housing Forward
1851 S. 9th Avenue
Maywood, IL 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. This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

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 day and date first written above.

VILLAGE OF OAK PARK

HOUSING FORWARD

Name: Cara Pavlicek
Title: Village Manager

Name:
Title:

Date: _____, 2016

Date: _____, 2016

ATTEST:

ATTEST:

Name: Teresa Powell
Title: Village Clerk

Name:
Title:

Date: _____, 2016

Date: _____, 2016

EXHIBIT A
SUBRECIPIENT'S PROPOSAL

[Home](#) » [Village of Oak Park CDBG Public Services Proposal](#) » [Webform results](#)

Submission #6

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Submission information

Form: [Village of Oak Park CDBG Public Services Proposal](#)

Submitted by pads2

Fri, 2016-03-11 14:43

173.161.13.197

1. Applicant Information

A. Organization Information

1. Organization Name

Housing Forward

2. Organization Mailing Address

1851 S. 9th Ave., Maywood, IL 60153

3. Organization Phone

7,083,381,724.0000

4. Executive Director

Lynda Schueler

5. Email Address

lschueler@housingforward.org

6. FEIN #

363,876,660

7. DUNS #

798,229,725

B. Project Information

1. Proposed Project Name

Employment Readiness

2. Proposed Project Address

1851 S. 9th Ave., Maywood, IL 60153

848 Lake Street, Oak Park, IL 60301

3. Project Manager/Primary Contact

Armando Smith, 708.338.1724 ext. 222

4. Secondary Contact

Lynda Schueler, 708.338.1724 ext. 223

5. Proposed Project Phone

7,083,381,724.0000

6. Email Address

asmith@housingforward.org

C. Type of Organization

Private non-profit

Other

D. Project Overview

1. Total CDBG Dollars Requested

\$33,150

2. Total Project Budget

\$170,071

3. Total Low/Moderate Income Persons Served Annually

190 low/moderate income individuals total (50 low/moderate income Oak Park residents)

4. Brief project description and purpose

Employment Readiness provides one-on-one and group based training in the "soft" skills necessary to become job ready and secure sustainable employment, as well as job location services to connect clients to long-term employment.

5. Population Served

51% or more Low/Moderate Persons

Other

Re: Priority Addressed below - Employment Readiness training for low-income individuals.

E. Priority Addressed

Other (describe below)

2. Project Narrative

I. Background & Need

Employment is a crucial component of an independent and stable life. In most cases, the root causes of unemployment are a lack of career identity, episodic employment history, a lack of education necessary to qualify for jobs with a living wage, or in some cases, over qualification for the employment being sought. Rather than working on overcoming their barriers to employment, members of these high-barrier populations must often focus on their day to day survival needs, which perpetuates a cycle of poverty.

Based on data presented in the 2010-2014 American Community Survey (U.S. Census Bureau), approximately 4,500 individuals in Oak Park live at or below the federal poverty line, while more than 2,000 individuals reported being unemployed. In an increasingly competitive job market, it is more important than ever for individuals to be "job ready." Without a dedicated program which can address these individuals' barriers to employment, they are likely to continue to struggle to find, and maintain, employment.

II. Approach

a. Purpose

Housing Forward's Employment Readiness program at Prevail encompasses individualized, income- and employment-directed case management as well as the highly intensive group-based therapeutic program we call Career Passport. "Employment Readiness" is based on the fundamental belief that everyone is able to "find" a job, but not everyone is able to "keep" one. This program draws from a comprehensive portfolio of services and resources to create the optimal intervention for each client, integrating a proven therapeutic approach, employment readiness and job placement with the stability of case management, shelter and an established pathway that leads to stable housing. Ongoing case management and supportive services are incorporated into all aspects of the program – life skills classes; access to mental health, medical care and substance abuse treatment; legal and medical services; and transportation.

In Career Passport, Housing Forward's "employment community" model, participants are provided with guaranteed shelter for the intensive therapeutic portion of the program. Therapeutic aspects of the program emphasize reducing poverty-based logic, eliminating toxic relationships and developing psychosocial skills, increasing awareness of inherited work ethic, understanding how childhood experiences impact behavior in the work place and how to manage those behaviors effectively. Employment Readiness aspects include developing a career identity, addressing employer questions about incarceration or work history gaps, job readiness, job search tools, interviewing with employers and learning to find and obtain rapid employment toward a career path. For individuals who may not require the intensity of the Career Passport program, job readiness (e.g. resume development, mock interviews, clothing) services are provided by an employment specialist on a one-on-one basis

For individuals who do not require the intensive services provided in Career Passport, the Employment Readiness program connects program participants with volunteers and staff members who assist participants with specialized employment readiness skills.

HR professionals provide career counseling, resume and cover letter preparation assistance, and guidance on interview techniques and preparation. Additionally, job sustainability techniques such as timeliness, personal hygiene, anger management etc., are discussed throughout the program. Through this programming, clients are able to address their barriers to employment (criminal record, lack of education/skills training, underlying mental health/substance abuse

issues, etc.). Computer training volunteers teach clients the basics of computer use including the creation of resumes and cover letters, how to create an email address, and the use of internet job sites.

Clients are also able to receive assistance completing online job applications. The program facilitates access to publicized job leads and has initiated relationships with a local employers who are willing to interview clients. Sessions are by appointment three mornings per week and clients generally attend two to ten sessions depending on initial readiness and progress.

b. Target Populations

The target population for this program is extremely-low, low and moderate income individuals with mid to high barriers to employment. Many of these individuals have experienced long term unemployment, or consistent episodic unemployment. However, in some cases, participants are extremely overqualified for the types of jobs they are seeking, and require help re-calibrating their job search. 93% are Non-Hispanic/Non-Latino. 28% are White, 68% are Black or African American, and 4% are "other"; 1% of participants are under age 18, 5% of participants are ages 18-24, 13% are 25-34, 19% are 35-44, 55% are 45-61 and 7% are 62+. The services provided by this project ensure that each participant has the skills necessary to search for, earn and maintain employment.

Housing Forward is also committed to provided services in a culturally competent manner. In 2015, we developed a cultural competency plan in accordance with guidelines set forth by the Illinois Department of Human Services. This plan is currently being reviewed by the state. We currently utilize a translation service over the phone when language is a barrier to service delivery.

c. Strategies

Clients participate in the program by appointment. The initial appointment includes registration and an intake/orientation session with a skills-based employment specialist volunteer. We believe this first meeting is our best opportunity to fully engage clients in the program. Therefore, emphasis is placed on building a relationship through a more "conversational" and less "assessment-type" tone at this session. Volunteers ask clients about themselves and why they've come to the Employment Readiness program. Volunteers share why they think this program is important and therefore volunteer their time. Information is also gathered at this session about the client's employment history, what they've been doing while unemployed, and what types of jobs they currently want to pursue. Clients are also asked to talk about personal or work related issues which are impacting their ability to find work or keep a job. The volunteer will then share with the client what they believe the program can do for that client based upon their individual situation. After the client determines this is something they want, the volunteer will then give a more detailed orientation about the program and participation expectations such as timely attendance for appointments, timely calls to reschedule if cannot make an appointment, completion of homework assignments and the understanding that they will be learning and implementing skills and not just relying upon us to do the work. If the client desires to continue, a program agreement is signed.

Building upon information gathered in the initial client meeting, remaining visits with Employment Specialist volunteers will cover resume development, interview coaching and job search strategy. Any obstacles or barriers to employment uncovered in the initial meeting will be addressed throughout the process. Clients generally return weekly for 45 minute appointments on average for 6-8 weeks. All clients will meet with a Computer Specialist volunteer by their second appointment where basic computer and internet capabilities are assessed. If a client does not

possess adequate skills, additional appointments will be scheduled with the computer specialists for training. Computers are available during office hours for client's independent use when not working with a computer specialist.

Basic skills have been identified for each of four Competency Areas (Computer, Resume, Interview and Job Search Strategy) and clients' skill levels are assessed before beginning work on an area and at the end of each visit where a Competency is addressed. Our goal is to see improvement in all skills areas worked on during their time in the program. If it is determined that a client would benefit from additional skills training or education, the program connects them with appropriate resources.

Clients are referred to the Employment Readiness program by other agency programs and outside referrals. Housing Forward also has operating agreements with Oak Park, Berwyn and River Forest Townships to provide job readiness services to employable general assistance clients.

Volunteers for the program are actively recruited through Volunteer Match, local media, social media, local congregations, HRMAC (Human Resource professional association), volunteer fairs and word of mouth. Volunteers are extensively trained through a combination of onthejob shadowing and training materials.

For individuals who require more intensive case management, the five week, group-based Career Passport program is an option. The Career Passport model is a Work-Related Therapeutic Employment Community for ending chronic joblessness. The model recognizes the social and environmental factors that influence the lives of the people we serve and their need for continuously available support. The program incorporates Prochaska and DiClemente's "Stages of Change" Model, which provides a roadmap along which we guide participants from the initial "Contemplation" stage (required for entry into the program) through "Preparation" to "Employment Readiness" and "Action." Therapy and employment readiness goals are established and pursued within this framework.

Upon graduation from the Career Passport program, or upon becoming job ready through one-on-one case management, participants are connected to the Job Developer at Housing Forward. The Job Developer is responsible for outreach to potential employers for program participants, and works with participants to match their skill sets to suitable employment opportunities. Program participants are invited to continue to use the computer lab for job searches and to make appointments for mock interview practice throughout the job search process.

In order to track participant progress and to continue to offer support after case management has ended, 30 and 90 day follow-up calls are made to clients by an AfterCare Specialist. Follow-up calls are also made to clients who have stopped coming for assistance to determine if there is anything we can help with to make a subsequent experience with Employment Readiness more successful for that client.

d. Timeline

Use the attached chart format with applicant having the ability to complete the fields.

III. Outcomes & Evaluation

a. Goal Statement

The goal of the Employment Readiness program is to provide the services necessary to break down barriers to employment, and to assist clients in the search for sustainable employment.

b. Narrative**1. Ensuring Outputs/Outcomes**

The Director of Operations and Client Services is responsible for ensuring that all programs are working to achieve their stated outcomes. For the Employment Program, program staff are responsible for collecting data on participants and submitting that data to the Prevail Program Director within 48 hours. The Program Director reviews the data and enters it into the HMIS system or Salesforce (for clients who are not homeless) on a weekly basis to ensure that the data is entered in a timely manner. At the end of the month, the Director of Operations and Client Services runs a report on clients served as a means of quality assurance and presents that information to the Board of Directors.

Additionally, Housing Forward works closely with the Alliance to End Homelessness in Suburban Cook County to ensure that our reporting is being completed in a timely and accurate manner. The Alliance runs a monthly Data Quality Check and we are required to submit a report showing that all HMIS information is entered and correct. A member of our staff also attends a monthly meeting of the HMIS User group.

2. Documenting Income

In order to determine eligibility for the program, case managers reference documentation from the Social Security Administration or other third parties which provide client assistance. In cases where the client is employed, case managers reference recent paystubs to verify income. Income is also documented by asking participants whether they have a LINK card, or whether they receive Medicaid or SSI. A self-certification form is also used when other means of determining income are not possible.

3. Evaluation Process

The Program Director of the Employment program, Cristy Harris, meets weekly with program staff to review data entered in HMIS or Salesforce the previous week. This allows for consistent feedback on strategies for the program. The Director of Operations & Client Services, Armando Smith, reviews the reports on a monthly basis to ensure that goals are being met. At the end of each quarter, the senior management team (Lynda Schueler, Armando Smith, Janet Gow, Misti Faust) compares outputs and outcomes for the quarter against stated objectives. Clients complete satisfaction surveys are completed annually to help inform decision-making for possible areas of improvement.

IV. Organization Capacity**a. Mission & Experience**

The mission of Housing Forward is to transition people from housing crisis to housing stability. Founded in 1992, we are the primary provider of homeless services in west Cook County, an area with a population larger than most midsized cities.

Since 2001 we have prevented more than 1,700 people from becoming homeless. Since 2009, we have provided Rapid Re-housing to 148 households. Since 2013, we have engaged 583

individuals living on the street and housed 93. We have provided overnight Emergency Shelter in west Cook County to approximately 11,500 clients since 1992.

In 2015, 57% of our funding came from public sources. We have a track record of responsible management of these projects, and have the infrastructure in place to ensure the timely execution of projects within the budget allowed. We also have a documented record for maximizing the impact of public & private funding with innovative program design & staffing and enabling outcomes exceeding original performance goals. This is made possible by the comprehensive nature of our services, and the cooperative nature of our Continuum of Care. In the past several years, we have launched a Street Outreach program and a Shelter Diversion program, both of which were not widely used strategies in suburban Cook County prior to their launch. Both of these programs have allowed us to reach individuals that would otherwise fall through the cracks. Moving forward, we are focusing resources on addressing the disconnect between health institutions (hospitals, substance abuse facilities, etc.) and our agency. In 2015, we launched a housing program (WIN Supportive Housing) for individuals who have recently been discharged from a health facility, in order to reduce the number of people inappropriately discharged straight into our Emergency Shelter. This year, we expect to launch an expansion of this program, bringing the total number of beds from 43 to 133). This program operates in addition to our Health Services program, which provides medical services to shelter and supportive services clients.

Housing Forward's model for ending homelessness is supported by 17 formal partnerships and numerous informal collaborations. Executive Director Lynda Schueler is a founding member and past board chair of the Alliance to End Homelessness in Suburban Cook County, helping create systems that have been instrumental to coordinating homeless assistance efforts throughout all of Cook County outside of the city of Chicago. She has been with Housing Forward for 17 years and holds a Master's Degree in Public Administration. Armando Smith, Housing Forward's Director of Operations & Client Services, has been with the agency since November 2014 and supervises two program directors and three managers for the six-direct service programs that comprise Housing Forward's integrated solution to homelessness. Mr. Smith is a Licensed Clinical Social Worker (LCSW) with 38 years of experience in the social service sector.

b. Ability to Meet Reporting Requirements

This year, the budget for Housing Forward is \$4.3 million (including inkind). This budget is supported by a diverse funding mix that includes private contributions (individual, corporate, foundation and congregations), United Way and local, state and federal public grants and contracts. Government sources include the Corporation for National and Community Service; U.S. Department of Housing and Urban Development via the Supportive Housing Program, the Village of Oak Park (CDBG & ESG), the Cook County Department of Planning (CDBG & ESG), and the City of Berwyn (CDBG); U.S. Department of Veterans Affairs; Proviso Township Mental Health Commission; Community Mental Health Board of Oak Park Township; Illinois Department of Human Services; and the Federal Emergency Management Agency.

Housing Forward has been the recipient of largescale government grants and contracts for more than a decade and has the financial and reporting infrastructure required to administer these grants. Staff is wellversed in both state and federal government regulations and experienced with reporting to a wide range of public and private funders. Housing Forward's reputation for 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.

In addition, Housing Forward has established fiscal and program policies, approved by the Board of Directors, and procedures to ensure compliance with funding rules and regulations at all levels of the program. Housing Forward's Director of Operations & Client Services and Director of Finance & Administration are responsible for the program and fiscal compliance, respectively. These positions are supervised by the agency Executive Director, who has final oversight and accountability of the program. These policies have resulted in total compliance with all regulations in the past, and thus, will be used going forward to maintain program integrity.

c. Collaboration with Others

Although we are unable to provide specialized services for every client who walks through our doors, we are committed to linking these clients with service providers who specialize in their area of need. Most Housing Forward programs operate through formal partnerships with specialist social service, medical and mental health agencies. We make extensive use of community resources through networking and referrals.

Partners for Supportive Services include Chicago Volunteer Legal Services, Loyola University Health Sciences Division & Health System, Oak Park & River Forest Food Pantry, PCC Wellness, Rush Oak Park Hospital, Hines VA, and Oak Park Township. Partners for Supportive Housing are Hines VA Hospital, Pillars, South Suburban PADS, Thresholds, Thrive, Heartland Alliance-Health the West Cook YMCA, Oak Park Residence Corporation, Oak Park Housing Authority, and BEDS Plus Care. For Housing Forward's PADS Shelter program, the agency is supported by site congregations (in Berwyn, Franklin Park, Forest Park and Oak Park). The agency also partners with BEDS Plus Care for overflow shelter space, and West Suburban Medical Center and Rush Oak Park Hospital for laundry services. For Emergency Assistance, Housing Forward partners with Catholic Charities and the Salvation Army. The Employment Program partners with Inspiration Corporation and Oak Park Township.

V. Budget Narrative

a. Budget Description

100% of the full time Employment Readiness Specialist at \$33,150 per year + benefits

b. Alternate Revenue Sources

Housing Forward is actively seeking additional public & private sources of funding for this mission-critical program. If the full amount of requested funding is not received, we would likely need to reduce the number of clients who could receive services.

3. Attachments

Timeline

[housing_forward_employment_readiness_timeline_cdbg.docx](#)

Logic Model

[housing_forward_employment_readiness_logic_model_cdbg.docx](#)

Articles of Incorporation

[emailed_due_to_size_-_employment.pdf](#)

Non-Profit Determination (IRS Letter)

[housing_forward_nonprofit_determination_letter.pdf](#)

List of Board of Directors

[housing_forward_2015-16_board_of_directors.pdf](#)

Organizational Chart

[housing_forward_organizational_chart.pdf](#)

Resumes

[emailed_due_to_size_-_employment.pdf](#)

Financial Statement and Audit

[emailed_due_to_size_-_employment.pdf](#)

Conflict of Interest Statement

[housing_forward_conflict_of_interest_policy.pdf](#)

Lobbying Statement

[housing_forward_lobbying_statement.pdf](#)

EEO Form

[housing_forward_eo_form.pdf](#)

Statement of ADA Compliance

[housing_forward_ada_compliance.pdf](#)

Intake Documentation

[emailed_due_to_size_-_employment.pdf](#)

Support Statements

[housing_forward_support_statement_-_employment.pdf](#)

Budget Worksheet

[housing_forward_employment_budget_cdbg.xlsx](#)

4. Proposal Agency Information & Verifications**1. Name of Authorized Official of Applicant Organization**

Lynda Schueler

2. Title of Authorized Official of Applicant Organization

Executive Director

3. Date of Submittal

Fri, 2016-03-11

4. Affirmation

I agree

[Previous submission](#)

[Next submission](#)



PY 2016

Organization	Housing Forward
Project Name	Employment Readiness

Timeframe	Activity	Person Responsible
Month 1	<ul style="list-style-type: none"> Recruit and train 1 new volunteer 15 new clients 8 students Career Passport Evaluate client data to ensure high quality client service is being provided 3 new employment leads/3 new training opportunities 6 employment placements Begin work on employment retention strategy Begin work on community outreach plan 	<ul style="list-style-type: none"> Volunteer Manager/ER Coordinator Team CP Instructor ER Coordinator Job Developer Team Job Developer with program director ER Coordinator with program director
Month 2	<ul style="list-style-type: none"> Recruit and train 1 new volunteer 15 new clients Evaluate client data to ensure high quality client service is being provided 3 new employment leads/3 new training opportunities 6 employment placements Implement community outreach plan 	<ul style="list-style-type: none"> Volunteer Manager/ER Coordinator Team ER Coordinator Job Developer Team ER Coordinator
Month 3	<ul style="list-style-type: none"> Recruit and train 1 new volunteer 15 new clients 8 students Career Passport Evaluate client data to ensure high quality client service is being provided 	<ul style="list-style-type: none"> Volunteer Manager/ER Coordinator Team Career Passport Instructor ER Coordinator

	<ul style="list-style-type: none"> • 3 new employment leads/3 new training opportunities • 6 employment placements • Implement employment retention program • 1 Community event 	<ul style="list-style-type: none"> • Job Developer • Team • Job Developer • ER Coordinator
Month 4	<ul style="list-style-type: none"> • Recruit and train 1 new volunteer • 15 new clients • Evaluate client data to ensure high quality client service is being provided • 3 new employment leads/3 new training opportunities • 6 employment placements • Employment retention follow up • 1 Community event 	<ul style="list-style-type: none"> • Volunteer Manager/ER Coordinator • Team • ER Coordinator • Job Developer • Team • Job Developer • ER Coordinator
Month 5	<ul style="list-style-type: none"> • Recruit and train 1 new volunteer • 15 new clients • 8 students Career Passport • Evaluate client data to ensure high quality client service is being provided • 3 new employment leads/3 new training opportunities • 6 employment placements • Employment retention follow up • 1 Community event 	<ul style="list-style-type: none"> • Volunteer Manager/ER Coordinator • Team • Career Passport Instructor • ER Coordinator • Job Developer • Team • Job Developer • ER Coordinator
Month 6	<ul style="list-style-type: none"> • Recruit and train 1 new volunteer • 15 new clients • Evaluate client data to ensure high quality client service is being provided • 3 new employment leads/3 new training opportunities • 8 employment placements • Employment retention follow up • 1 Community event 	<ul style="list-style-type: none"> • Volunteer Manager/ER Coordinator • Team • ER Coordinator • Job Developer • Team • Job Developer • ER Coordinator

<p>Month 7</p>	<ul style="list-style-type: none"> • Recruit and train 1 new volunteer • 20 new clients • 8 students Career Passport • Evaluate client data to ensure high quality client service is being provided • 3 new employment leads/3 new training opportunities • 8 employment placements • Employment retention follow up • 1 Community event 	<ul style="list-style-type: none"> • Volunteer Manager/ER Coordinator • Team • Career Passport Instructor • ER Coordinator • Job Developer • Team • Job Developer • ER Coordinator
<p>Month 8</p>	<ul style="list-style-type: none"> • Recruit and train 1 new volunteer • 20 new clients • Evaluate client data to ensure high quality client service is being provided • 3 new employment leads/3 new training opportunities • 8 employment placements • Employment retention follow up • 1 Community event 	<ul style="list-style-type: none"> • Volunteer Manager/ER Coordinator • Team • ER Coordinator • Job Developer • Team • Job Developer • ER Coordinator
<p>Month 9</p>	<ul style="list-style-type: none"> • Recruit and train 1 new volunteer • 20 new clients • 9 students Career Passport • Evaluate client data to ensure high quality client service is being provided • 3 new employment leads/3 new training opportunities • 8 employment placements • Employment retention follow up • 1 Community event 	<ul style="list-style-type: none"> • Volunteer Manager/ER Coordinator • Team • Career Passport Instructor • ER Coordinator • Job Developer • Team • Job Developer • ER Coordinator
<p>Month 10</p>	<ul style="list-style-type: none"> • Recruit and train 1 new volunteer • 20 new clients • Evaluate client data to 	<ul style="list-style-type: none"> • Volunteer Manager/ER Coordinator • Team • ER Coordinator

	<p>ensure high quality client service is being provided</p> <ul style="list-style-type: none"> • 3 new employment leads/3 new training opportunities • 8 employment placements • Employment retention follow up • 1 Community event 	<ul style="list-style-type: none"> • Job Developer • Team • Job Developer • ER Coordinator
Month 11	<ul style="list-style-type: none"> • Recruit and train 1 new volunteer • 20 new clients • 9 students Career Passport • Evaluate client data to ensure high quality client service is being provided • 3 new employment leads/3 new training opportunities • 8 employment placements • Employment retention follow up • 1 Community event 	<ul style="list-style-type: none"> • Volunteer Manager/ER Coordinator • Team • Career Passport Instructor • ER Coordinator • Job Developer • Team • Job Developer • ER Coordinator
Month 12	<ul style="list-style-type: none"> • Recruit and train 1 new volunteer • 20 new clients • Evaluate client data to ensure high quality client service is being provided • 3 new employment leads/3 new training opportunities • 8 employment placements • Employment retention follow up • 1 Community event 	<ul style="list-style-type: none"> • Volunteer Manager/ER Coordinator • Team • ER Coordinator • Job Developer • Team • Job Developer • ER Coordinator



Organization	Housing Forward
Project Name	Employment Readiness (CDBG)

Goal Statement: The goal of the Employment Readiness program is to provide the services necessary to break down barriers to employment, and to assist clients in the search for sustainable employment.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Employment Readiness Coordinator 1 PT Job Developer 1 FTE Career Passport (CP) Instructor 1 AmeriCorps member 1 PT SCSEP Administrative Assistant .25 FTE AfterCare Specialist Skills Based Volunteers <ul style="list-style-type: none"> • Employment Specialists • Computer Specialists Career Passport curriculum Volunteer training guide Computer Lab	Outreach to recruit clients Outreach to recruit volunteers Volunteer training 5 week intensive Career Passport class One to one counseling by appointment Initial client meeting to engage client in program and assess each individual's program needs Computer competency assessment & follow up	250 unduplicated persons anticipated served 190 Extremely low, low and mod-income persons anticipated served. 65 Oak Park residents anticipated served 50 Extremely low, low and mod-income persons from Oak Park anticipated served	CP students address barriers, develop self-esteem and learn employment readiness skills Improved client engagement in the program Clients will develop or improve skills necessary to accomplish a successful, self-reliant job search. Clients desiring enhanced skills training will be identified and placed in appropriate	Participants achieving sustainable employment leads to improved financial stability. Improved financial stability means housing stability which improves living conditions for families in the community. Participants achieving sustainable employment reduces unemployment rates in our	<ul style="list-style-type: none"> • 75% of CP students graduate from class • Client attendance improves by 25% • Clients will be assessed before and after counseling/training sessions across four competency areas. Each competency area consists of skills or attributes identified as necessary to secure employment. Progress is measured based upon observed or demonstrated acquisition of defined skills or knowledge using a scoring matrix. Success = <ul style="list-style-type: none"> • 30% of clients will show improvement in Computer & Internet Competency • 50% of clients will show improvement in Resume Development

<p>Client tutorials</p> <ul style="list-style-type: none"> • Basic job retention skills • Computer & internet skills • Resume development • Interview Basics <p>Competency area assessments</p> <p>Referral resources for training programs</p> <p>Referral relationships for employment placement</p>	<p>training</p> <p>Resume development competency assessment & follow up training</p> <p>Interview skills competency assessment & follow up coaching</p> <p>Job search strategy competency assessment and follow up coaching</p> <p>Outreach to area training programs</p> <p>Outreach to area employers</p> <p>Employment retention program (in development)</p>		<p>programs</p> <p>Employment placement and retention program fully implemented</p>	<p>community.</p> <p>Reduced unemployment and improved financial stability improves overall economic health for our community.</p>	<p>Competency</p> <ul style="list-style-type: none"> • 30% of clients will show improvement in Interview Skills Competency • 30% of clients will show improvement in Job Search Strategy Competency • Baseline outcomes for training referral and completion to be measured. • Baseline outcomes for placement and retention to be measured.
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WORKBOOK CONTAINS BOTH THE PROJECT BUDGET & THE OTHER REVENUE SUMMARY .

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

PY 2016 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 Revenue % of Costs
				Funding	Proviso MHC	AmeriCorps	OTHER		
Personnel Costs									
Salaries	\$109,539	\$33,150	30%		\$5,000	\$39,325	\$32,064	\$76,389	70%
Benefits	\$21,974		0%		\$0	\$0	\$21,974	\$21,974	100%
Taxes	\$13,480		0%		\$0	\$0	\$13,480	\$13,480	100%
Other (Identify)			0%		\$0	\$0	\$0	\$0	0%
Other (Identify)			0%		\$0	\$0	\$0	\$0	0%
Subtotal: Personnel Costs	\$144,993	\$33,150	23%		\$5,000	\$39,325	\$67,518	\$111,843	77%
Operating Costs:									
Rent/Lease	\$8,226	\$0	0%		\$0	\$0	\$8,226	\$8,226	100%
Utilities	\$2,706	\$0	0%		\$0	\$0	\$2,706	\$2,706	100%
Telephone	\$1,608	\$0	0%		\$0	\$0	\$1,608	\$1,608	100%
Postage	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Supplies	\$588	\$0	0%		\$0		\$588	\$588	100%
Mileage	\$500	\$0	0%		\$0	\$0	\$500	\$500	100%
Other (Office Expenses)	\$2,700	\$0	0%		\$0		\$2,700	\$2,700	100%
Other (Client Assistance)	\$8,250	\$0	0%		\$0	\$0	\$8,250	\$8,250	100%
Subtotal: Operations	\$24,578	\$0	0%		\$0	\$0	\$24,578	\$24,578	100%
Professional/Services									
Consultant		\$0	0%		\$0	\$0	\$0	\$0	0%
Engineering		\$0	0%		\$0	\$0	\$0	\$0	0%
Other (Staff Development)	\$500	\$0	0%		\$0	\$0	\$500	\$500	100%
Subtotal: Professional Services	\$500	\$0	0%		\$0	\$0	\$500	\$500	100%
TOTAL (all categories)	\$170,071	\$33,150	19%		\$5,000	\$39,325	\$92,596	\$136,921	81%

PY 2016 CDBG OTHER REVENUE SUMMARY

This chart provides more information about the "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?
Proviso MHC	Grant	\$5,000	Pending			Local
AmeriCorps	Grant	\$39,325	Pending			Federal
Private Funding	Grant/Contributions	\$92,596				Private
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$136,921				

PY 2016 CDBG

a. Revised Budget Description

Describe each CDBG cost in detail (e.g. specific positions, % FTE, % of time spent on the CDBG portion of the project, type of supplies).

Focus on the CDBG portion of the project, and show the percentage of each category charged to this budget. The percent CDBG to total project budget should be approximately equal to or less than the percent of total Oak Park persons served to total persons served.

Total: \$15,000

One FTE Employment Readiness Specialist at \$33,150 annually. The Employment Readiness Specialist will spend 100% of their time in the Employment Program and 45.25% of their salary will be billed to the CDBG Project.

PY 2016 REVISED 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:	Proviso MHC	AmeriCorps	OTHER		
Personnel Costs									
Salaries	\$109,539	\$15,000	14%		\$5,000	\$39,325	\$50,214	\$94,539	86%
Benefits	\$21,974		0%		\$0	\$0	\$21,974	\$21,974	100%
Taxes	\$13,480		0%		\$0	\$0	\$13,480	\$13,480	100%
Other (Identify)			0%		\$0	\$0	\$0	\$0	0%
Other (Identify)			0%		\$0	\$0	\$0	\$0	0%
Subtotal:	\$144,993	\$15,000	10%		\$5,000	\$39,325	\$85,668	\$129,993	90%
Personnel Costs									
Operating Costs:									
Rent/Lease	\$8,226	\$0	0%		\$0	\$0	\$8,226	\$8,226	100%
Utilities	\$2,706	\$0	0%		\$0	\$0	\$2,706	\$2,706	100%
Telephone	\$1,608	\$0	0%		\$0	\$0	\$1,608	\$1,608	100%
Postage	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Supplies	\$588	\$0	0%		\$0		\$588	\$588	100%
Mileage	\$500	\$0	0%		\$0	\$0	\$500	\$500	100%
Other (Office Expenses)	\$2,700	\$0	0%		\$0		\$2,700	\$2,700	100%
Other (Client Assistance)	\$8,250	\$0	0%		\$0	\$0	\$8,250	\$8,250	100%
Subtotal:	\$24,578	\$0	0%		\$0	\$0	\$24,578	\$24,578	100%
Operations									
Professional/Services									
Consultant		\$0	0%		\$0	\$0	\$0	\$0	0%
Engineering		\$0	0%		\$0	\$0	\$0	\$0	0%
Other (Staff Development)	\$500	\$0	0%		\$0	\$0	\$500	\$500	100%
Subtotal:	\$500	\$0	0%		\$0	\$0	\$500	\$500	100%
Professional Services									
TOTAL (all categories)	\$170,071	\$15,000	9%		\$5,000	\$39,325	\$110,746	\$155,071	91%

PY 2016 CDBG OTHER REVENUE SUMMARY

This chart provides more information about the "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?
Proviso MHC	Grant	\$5,000	Pending			Local
AmeriCorps	Grant	\$39,325	Pending			Federal
Private Funding	Grant/Contributions	\$110,746				Private
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$155,071				

Match

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 24 CFR 570.610
- 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 24 CFR 570.502
- 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 contract 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, 1987

REAFFIRMATION OF
EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEO)
VILLAGE OF OAK PARK

It is the policy of the Village of Oak Park to afford equal opportunity in employment to all individuals, regardless of race, color, religion, age, sex, national origin, sexual orientation, disability, or status as a disabled veteran or Vietnam era veteran. The Village is committed to this policy because of legal requirements set forth in the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972, and because such principles are fundamental to Oak Park's existence as a racially and culturally diverse community. Equal Employment Opportunity within the Village government is essential if Oak Park is to effectively pursue community-wide goals of racial diversity and increased economic opportunity. EEO is, therefore, a legal, social, moral and economic necessity for the Village of Oak Park.

Chapter 13, Article III of the Code of the Village of Oak Park expressly prohibits discrimination in hiring, terms and conditions of employment, and promotions. Appeal procedures set forth in the Village Personnel Manual provide a mechanism for reporting any such practice to the Village Manager, who is empowered to hold hearings and issue decisions on such matters in behalf of the Village.

Policy statements alone are not sufficient, however, to address longstanding social barriers which have resulted in under-utilization of the skills and abilities of certain groups within our society. The Village of Oak Park, therefore, embraces a policy of affirmative recruitment, whereby specific efforts are made to attract and retain qualified female, minority, and disabled employees in the Village work force.

Responsibility for administering the Village of Oak Park's Equal Employment Opportunity/Affirmative Recruitment Plan lies with the Village Manager, who is assisted by the Human Resources Director in implementing policies which ensure Equal Employment Opportunity within the Village work force. Ultimately, however, the Village's EEO/affirmative recruitment efforts will succeed only with the cooperation of all Village employees. Each of us is responsible for creating a work environment which encourages full participation by women, minorities and the disabled. Each of us is responsible for forging a Village work force that reflects the diversity of our community and utilizes the best talent available for serving the residents of Oak Park.



Carl Swenson
Village Manager

Exhibit D: PY 2016 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.

	Q1		Q2		Q3		Q4		TOTAL	
	RACE (Including Hispanic)	ETHNICITY Hispanic								
Beneficiaries by Race and Ethnicity <i>All unduplicated persons served during the reporting period should be included. Do not count a person in more than one quarter. If a person identifies as Hispanic, they also need to be counted under a race</i>										
White										
Black/African American										
Asian										
American Indian or Alaska Native										
Native Hawaiian or Other Pacific Islander										
American Indian or Alaska Native AND White										
Asian AND White										
Black/African American AND White										
American Indian /Alaska Native AND Black/African American										
American										
Other Multi-Racial										
0	0	0	0	0	0	0	0	0	0	0

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

Project Goals	Total Oak Park Resident Beneficiaries	Total Oak Park Extremely Low/Low/Moderate Income Beneficiaries (0-80% median income)
Total of all persons benefitting (without regard to income or residency)	0	0
Number of all Extremely Low, Low and Moderate income persons to be served	0	0
Percentage of LMI benefit	0%	0%
Number of all Oak Park persons benefitting	0	0
Percentage of Oak Park persons benefitting	0%	0%
Number of Extremely Low, Low and Moderate Income Oak Park persons to be served	0	0

**Exhibit E: PY 2016 Final Report Form, Oak Park CDBG Program
FINAL REPORT COMPONENT**

Did the beneficiary number change from the number proposed in the original application? If so, why?

Funds Expended on CDBG Activity	
Total CDBG Project Funds Expended	
<i>Other funds expended and their source:</i>	
Other Federal	
HUD Funding (non-CDBG)	
State	
Local government	
Private	
Other (specify source) in-kind food donations	
Total	0

Total All funds	0
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Signature of Authorized Official	Typed or Printed Name	Date