

## **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 fund the Facility Manager staff expenses related to the Interim Housing Program. A total of 120 persons (40 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 thirty-two thousand dollars (\$32,000) (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 <sup>st</sup> Quarter: October-December, 2023	Progress report due by January 15, 2024
2 <sup>nd</sup> Quarter: January-March, 2024	Progress report due by April 15, 2024
3 <sup>rd</sup> Quarter: April-June, 2024	Progress report due by July 15, 2024
4 <sup>th</sup> 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 #61

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## Submission information

Form: [Village of Oak Park Community Development Block Grant \(CDBG\) Submission Form](#)  
Submitted by lynda.murphy  
Mon, 2023-03-13 12:12  
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

**2. Organization Mailing Address**

1851 S 9th Ave, 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**

Erik Johnson

**9. Did you attend the mandatory PY2023 grants workshop?**

Yes

### B. Agency Overview

**1. Background and Need**

Housing Forward was founded in 1992 by a group of congregations and lay people to provide emergency shelter services for those experiencing homelessness in the communities of Oak Park, River Forest and Forest Park. Our mission has since evolved from simply responding to the symptoms of homelessness to providing a wide range of permanent solutions to prevent the occurrence or reoccurrence of homelessness.

Today, Housing Forward is a recognized leader in suburban Cook County for offering a coordinated response that allows people experiencing a housing crisis to quickly resolve their situation. We offer comprehensive, wraparound support from the onset of a financial or housing crisis to its resolution, preventing homelessness whenever possible, and providing permanent, stable housing for the most vulnerable members of our community.

## **2. Type of Organization**

Non-profit

## **3. CDBG Eligible Populations**

Persons experiencing homelessness

## **4. Type of services offered**

The funds requested in this application will be used for our Interim Housing program – a small component of our larger strategy.

Housing Forward's programs and services focus on the three areas that comprise our comprehensive approach to addressing homelessness and housing crisis: preventing homelessness before it begins, responding to immediate crisis and creating stability through long-term housing. Our services are organized in each of these areas of focus:

### **PREVENT**

1. Homeless Prevention and Emergency Assistance: helps individuals and families at imminent risk of homelessness remain in their current housing and avoid the trauma of homelessness.
2. Families in Transition: helps families experiencing homelessness secure resources they need to resolve their housing crisis or to transition quickly from their homeless situation.

### **RESPOND**

1. Street Outreach: identifies unsheltered individuals and families and works to transition them into supportive housing using a housing first approach.
2. Diversion: an intervention designed to immediately address the needs of individuals and families who are imminently homeless and seeking shelter.
3. Interim Housing: Provides individual accommodations for individuals and families experiencing homelessness for up to 90 days. Housing Forward maintains three distinct interim housing facilities totaling 70 beds.
  - a. Hotel-based Interim Housing: 24/7 individual accommodations for individuals and families experiencing homelessness as they work with a dedicated case manager towards permanent, independent living. 45 beds are dedicated to Interim Housing, including dedicated rooms for small families and persons with mobility challenges.
  - b. Sojourner House: offers a "bridge to housing" in a community-based setting of five apartments and one three-bedroom coach house in Oak Park. This 90-day program provides safe, stable living while participants are assisted with improved health, employment, family reunification, and linkage to community-based services until a permanent destination is identified. Sojourner House is the first program of its kind in suburban Cook County.
  - c. Ohana House: a three-unit apartment building in Oak Park dedicated to housing larger families. Program participants work with a Family Support Specialist who provides the family with intensive case management and life skills training, empowering them for their return to housing.
4. Medical Respite: short-term residential and medical care for individuals experiencing homelessness discharged from a hospital stay but too frail to recover on the streets.
5. Wraparound Services: comprehensive, personalized supports and resources so that individuals and families are able to address the complex issues and challenges that often accompany homelessness and can interfere with obtaining long-term housing stability:
  - a. The Wraparound Team: provide clients with specialized services and a continuity of care across program areas from a client's initial entry and until a permanent destination is found. This interdisciplinary team strengthens the agency's service integration model in the areas of health and behavioral health, employment and income supports, and other critical needs of clients.
  - b. Behavioral Health Services provide support for mental and behavioral health needs through referrals, counseling services, psychosocial education, and advocacy for clients throughout all Housing Forward programs.



- c. Community Nursing: provides medical assessment, resource referrals, low-level care and health education to individuals exiting homelessness.
- Employment Services engages and equips clients in breaking the cycle of unemployment and establishing reliable income. Clients build soft skills, receive career coaching, and job search strategies. Traditional wages and on-the-job skill development are available to eligible clients enrolled in our Career Passport Program.
- d. Families in Transition Services supports the unique needs of families with minor children to guide them in the transition from crisis to housing stability as quickly as possible. A family-centered approach helps them navigate the maze of school, government, and social services which are important steps to strengthening the family's support system.
- e. Financial Literacy is provided to clients engaged in our Employment Services. Skills-based volunteers and bankers educate clients on how to develop a household budget, understanding credit history, and the benefits of banking versus using a currency exchange.
- f. Legal Clinic provides pro-bono legal services to support clients in resolving problems such as evictions, criminal records expungement, immigration status, disability benefits, family law, and other issues in partnership with Greater Chicago Legal Clinic.
- g. Medical Clinic empowers clients to take care of their health and well-being and build a personal healthcare routine. Resident physicians from Loyola University's Stritch School of Medicine and our staff community health nurse perform health assessments, offer health education, and provide basic care twice a month at our Interim Housing Program.

## STABILIZE

- 1. Permanent Supportive Housing: affordable housing assistance with voluntary support services to address the needs of adults and families who have a long-term disability.
- 2. Rental Assistance:
  - a. Rapid Re-Housing: minimize the trauma of a homelessness by moving individuals and families into stable, permanent housing as quickly as possible through short to medium-term rental support and supportive services.
  - b. Bridge for Youth: a collaborative project which serves youth experiencing homelessness by addressing the barriers that limit youth access to housing.
  - c. Victory's Path: transitions homeless Veterans to stable housing as quickly as possible using a low-barrier, Housing First approach.
  - d. IHDA Long-Term Rental Assistance: partnership with Cook County Health which provides long-term rental assistance.
  - e. Flexible Housing Pool: Supportive housing resources in Chicago and Cook County for populations at the intersection of homelessness, complex physical and behavioral health needs, and criminal justice involvement.

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

The mission of Housing Forward is to transition people from housing crisis to housing stability. We believe our vision to end homelessness in west Cook County is best advanced when we embrace diversity as a value and a practice. Thus, as an organization we value inclusiveness and strive to consider the unique perspectives of persons from varying backgrounds and experiences (e.g., racial, ethnic, age, gender, sexual orientation, disability, military/veteran, geographical, religious, socioeconomic, and population served). Throughout our work, we will support diversity in all its forms. Housing Forward recognizes that our effectiveness will be enhanced, and its mission well served when the practice of diversity is reflected in all aspects of the organization.

Housing Forward participates in The Alliance to End Homelessness in Suburban Cook County's Coordinated Entry system, in which individuals and families who present for services across the continuum are assessed and ranked based on vulnerability. Through this participation, we adopt the policy of non-discrimination in the course of assessment, services provided, and referrals for services on the sole basis of anyone's: Gender, gender status, or gender expression; age; LGBTQ+ status; marital, family, or partnership status; race, color, tribe, or ethnicity; legal history; immigration, refugee, or citizenship status; veteran or military discharge status; income level, or source of income; body size; ability to read, write, or speak English; participation in the street economy; job status or education level; religion or personal philosophy; alcohol or drug use or addiction, or other addictions; not following a doctor's or therapist's medical treatment suggestions; health or mental health status, or having HIV or AIDS; and physical, developmental, intellectual, or emotional ability.

Housing Forward seeks to serve those who have been marginalized or previously rendered service-ineligible for any of the above reasons. Therefore, we do not tolerate any speech, language, or behavior that is abusive or demoralizing to anyone who might participate in our services. We expect staff, interns, and volunteers to be vigilant in enforcing this standard.

As an organization, Housing Forward is invested in advancing diversity, equity and inclusion at all levels of the organization. Program staff receive periodic internal training on topics that address cultural competency topics including our anti-discrimination policy and procedures. In 2021, the Housing Forward participated in a series of agency-wide Diversity, Equity, and Inclusion training provided by Inclusive Resolution's principal Thyannya Mack. The goal was to increase staff's awareness and knowledge regarding DEI issues and provide usable tools for interactions with clients. All program staff are provided with external training opportunities (typically through CSH) on an array of cultural competency topics, such as Cultural and Developmental Competence for Transition Aged Youth (TAY), Cultural Competency and Making Safe Space for LGBTQI-GNC People, Adult Mental Health First Aid, among others. In March 2023, Housing Forward convened the IDEA (Inclusion, Diversity, Equity, and Accessibility) Team to continue advancing the organization's focus on DEI on an ongoing basis.

**6. Did you return any CDBG funds in PY2021?**

No

**If you returned funds, please explain why**

**C. Project Narrative**

**1. Project Title**

Interim Housing

**2. Project Description**

Housing Forward's Interim Housing program provides short-term, 24/7, private accommodations combined with structured programming to assist individuals and families experiencing homelessness transition from housing crisis to a stable, permanent housing destination.

**3. Project Location (if different from above)**

211 N Oak Park Ave, Oak Park, IL 60302

**D. Approach**

With the COVID-19 pandemic necessitating a pivot, we made the decision to convert our longstanding rotating congregate PADS Emergency Shelter program into an Interim Housing model in October 2020. Housing Forward recently renewed our 12-month lease of a hotel in Oak Park. The leasing of the entire 65-room hotel is a move that follows a national trend of nonprofit organizations that provide homeless services utilizing empty hotel space to safely house individuals and families experiencing homelessness, who are among the most vulnerable to a global health pandemic.

Interim Housing provides individual accommodations and meals to individuals and families experiencing homelessness for up to 90 days. The focus of the program is to assist clients in making connections to housing resources and ending their homelessness as soon as possible. We provide structured programming with intake and assessment, housing-oriented wrap-around services, case management, on-site health assessments, and income supports either through employment and/or entitlement benefit supports.

When an individual or family arrives at our Interim Housing program, they meet case manager or social work intern to complete a four-page intake and assessment form. These questions gather information about the guest's demographics, education and income, household status, last residence, public benefits, and emergency contacts. During this interview, Housing Forward assesses if the client self-identifies as having special needs (e.g. substance abuse, medical condition, mental illness). Participants are assigned to a case manager who will work with them towards the ultimate goal of independent, stable housing. The participant and their case manager will develop an Individual Service Plan that will address any barriers they might have to achieving housing stability. Based on those identified barriers and the goals developed, the case manager will refer the participant to other Housing Forward services, like Employment Readiness,

or to another agency who can address their needs (i.e. mental health or substance use services). The goal is that all participants exit the program in 90 days or less to a permanent, stable housing destination. Housing Forward occupies all four floors of the hotel. The second through fourth floor are used for Interim Housing. The first floor is dedicated to medical respite services provided in partnership with Cook County Health. As a leader in the Cook County homelessness services arena, Housing Forward offers 30 years track record of building affective systems of care for Oak Park residents experiencing housing crisis. Housing Forward is the only provider offering a coordinated response that allows people experiencing a housing crisis to quickly resolve their situation. Our comprehensive support from the onset of a financial or housing crisis to its resolution prevents homelessness whenever possible, and provides permanent, stable housing for the most vulnerable members of our community. While there are other social service providers that may offer certain components of the Wraparound Services Program, there are no other organizations with the experience and expertise for the complex needs of individuals and families in midst of homelessness and housing insecurity. Housing Forward is the only provider of Interim Housing in Oak Park. This program plays a vital role in our local crisis response.

### **Total Oak Park Low/Moderate Income Persons Served Annually**

40

### **Persons served form**

[ih\\_py\\_2023\\_persons\\_served.xlsx](#)

#### E. Budget Narrative

##### **1. Total CDBG dollars requested**

\$ 46,875

##### **2. Total project budget**

\$ 1,479,981

##### **3. Budget description**

###### Personnel

- \$742,192 is the total personnel direct cost related to operating the 24-hour-a-day Interim Housing Program.
- \$46,875 is the portion requested from the Village of Oak Park CDBG funding will fund the Facility Manager staff expenses related to the Interim Housing Program to ensure a safe and consistent program environment.

###### Rent/ Lease

- Represents the total leasing expense for the Interim Housing Program site.

###### Utilities

- Total utilities expense for the Interim Housing Program site.

###### Telephone, supplies, mileage, staff dvlpmt

- Program costs related to the Interim Housing Program

###### Indirect

- Represents indirect costs, including leadership and administrative staff, allocated to the program.

##### **Budget Worksheet**

[ih\\_py\\_2023\\_cdbg\\_project\\_budget\\_-\\_other\\_revenue\\_summary.xlsx](#)

#### F. Program Eligibility

##### **1. Meeting Outcomes**

The Chief Program Officer is responsible for ensuring that all programs are working to achieve their stated outcomes. Interim Housing staff are responsible for collecting data on participants and entering that data into the Homeless Management Information System (HMIS) within 48 hours of an intake/case management session. The Director of Interim Housing reviews the HMIS report on a weekly basis to ensure that the data is entered in a timely manner. At the end of the month, the Performance Evaluator prepares a data quality report on clients served and provides it to the Director of Interim Housing to correct any errors or deficiencies.

On a quarterly basis the Alliance to End Homelessness in Suburban Cook County conducts a data quality check.

Housing Forward is required to submit a report stating that all HMIS information is entered correctly. In addition, a member of our staff attends the monthly meeting of the HMIS User group.

## **2. Successes and challenges**

The pandemic necessitated that we quickly pivot from a rotating, overnight, congregate shelter model to a hotel-based interim housing model. With this quick shift, we have had to design this new program as we go and have struggled with encouraging our clients to move on from our program. Understandably, for many of our clients coming from the streets or other places not meant for human habitation, a 24/7 hotel-based housing program with individual accommodations is a much-needed respite. Some clients are hesitant to leave the first stable environment they have found in some time. While we want to honor this, we also want our clients to move towards self-sufficiency and no longer need our assistance. Our Interim Housing staff are strategizing ways to better incorporate this idea in the initial intake, assessment, and enrollment process so it is a clearly stated objective for all clients. Of those who have left our Interim Housing program, we have seen tremendous success – 70% of clients who left the program exited to a permanent destination.

## **3. Intended accomplishments**

Short-term:

- Persons experiencing homelessness will have a place to sleep each night.
- Clients will engage in case management and be linked to other services including housing.

Long-term:

- Participants will receive supportive services that will lead to stability by working to remove barriers to housing.
- Participants will build long-term life skills through case management and educational programming that will assist them in achieving goals.

## **4. Project management process**

Because there is a finite number of beds available at our Interim Housing program, participants must be referred to the program by Housing Forward staff or another agency. Individuals seeking emergency shelter will be referred to Housing Forward's Emergency Overnight Shelter if there are no available beds at the Interim Housing program; if the shelter is operating at full capacity, staff will work to find another emergency shelter program or motel voucher. When an individual or family arrives at our Interim Housing program, they meet case manager or social work intern to complete a four-page intake and assessment form. These questions gather information about the guest's demographics, education and income, household status, last residence, public benefits, and emergency contacts. During this interview, Housing Forward assesses if the client self-identifies as having special needs (e.g. substance abuse, medical condition, mental illness).

Staff are trained on the principals of "Harm Reduction," an evidence-based best practice used to reduce the negative consequences generally associated with substance use, but can be utilized with any behavior that poses risk of harm. The basic principles are the adoption of a non-judgmental and non-coercive attitude towards individuals engaging in behaviors that carry known risks and the understanding that it is necessary to meet people where they're at in regards to readiness to change such behaviors. Staff are also trained on "Trauma Informed Care," recognizing that homelessness by its very nature is traumatic and that those we serve are likely to have experienced a traumatic event that has directly or indirectly affected their homelessness.

Participants are assigned to a case manager who will work with them toward the ultimate goal of independent, stable housing. The participant and their case manager will develop an Individual Service Plan that will address any barriers they might have to achieve housing stability. Based on those identified barriers and the goals developed, the case manager will refer the participant to other Housing Forward services, like Employment Readiness, or to another agency that can address their needs (i.e. mental health or substance use services). The goal is that all participants exit the program in 90 days or less to a permanent, stable housing destination.

Housing Forward has a well-established reputation as the go-to provider for homelessness and housing crisis-related issues in west suburban Cook County. Over the course of our 30-year history, we have built numerous service and referral relationships throughout the area among colleagues and complementary providers. As a result, we are in a unique position of not having to market the Interim Housing Program among our partner relationships since it is widely-known as a resource. Due to the finite number of beds available in this program, we are committed to not over-promising the availability of Interim Housing program services through broad-based marketing. When the program is at full-census, we strive to any waitlist very short and explore other service options, either internally or externally, for any individual or family seeking program support.

## **5. Income Documentation**

All clients served through the Interim Housing program homeless and therefore are a presumed benefit population. There are no income eligibility guidelines for this program. Income status is documented during the initial intake process using our Universal Intake Form.

## **6. Procurement and Management Process**

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. Housing Forward maintains a Finance department that includes one Chief Financial Officer, one FTE accounting specialist, one FTE grants accountant, and two FTE accounting specialists. In 2020, we hired one FTE Chief Operations Officer to manage operations, administration, and compliance functions, including managing one FTE Compliance Manager, one FTE Performance Evaluator, and an office manager. Our accounting and administrative infrastructure allows us to center regulatory compliance as a core principle and facilitates efficient management of large-scale public grants.

Our fiscal and program policies, approved by the Board of Directors, incorporate procedures to ensure compliance with funding rules and regulations at all levels of the program. Housing Forward's Chief Program Officer and Chief Finance Officer are responsible for the program and fiscal compliance, respectively. These positions are supervised by the agency Executive Director, Lynda Schueler, who has final oversight and accountability of the program. These policies have resulted in total compliance with all regulations in the past and will be used going forward to maintain program integrity.

## **2. Attachments**

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

### **Timeline**

[ih\\_py\\_2023\\_timeline\\_form.docx](#)

### **Logic model**

[ih\\_py\\_2023\\_cdbg\\_logic\\_model.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**

[2021-2024\\_board\\_contact\\_list\\_-\\_9.22.22.pdf](#)

### **Organizational Chart**

[hf\\_organizational\\_chart\\_jan2023.pdf](#)

### **Resumes**

[hf\\_resumes.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**

[hf\\_py\\_2023\\_eeo\\_report\\_chart.doc](#)

**Statement of ADA Compliance**

[hf\\_ada\\_compliance\\_statement\\_2023.pdf](#)

**Support Statements**

**Project client evaluation tool**

[subcook\\_initial\\_intake\\_assessment\\_20191001.pdf](#)

**Beneficiary Form**

[ih\\_py\\_2023\\_cdbg\\_beneficiary\\_form.docx](#)

**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**

Erik Johnson

**Title of Authorized Official of Applicant Organization**

Chief Development Officer

**Date of Submittal**

Mon, 2023-03-13

**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

<b>Organization</b>	Housing Forward
<b>Project Name</b>	Interim Housing

**Goal Statement:** The goal of the Interim Housing program is to provide 24-hour-a-day housing for people experiencing homelessness to stabilize them while they seek permanent housing.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/ Long Term	
Interim Housing Director	Outreach to recruit clients	120 unduplicated persons served (without regard to income or residency)	Persons experiencing homelessness will have safe, ongoing accommodations.	Participants will receive supportive services that will lead to stability by working to remove barriers to housing.	100% of clients in Interim Housing will receive ongoing private accommodations and receive three meals per day.
Development Department	Outreach to recruit interns				
Outreach Specialist	Marketing to recruit volunteers	120 extremely low, low and moderate-income persons served	Clients will engage in case management and will be linked to other services including more permanent housing and wraparounds services.	Participants will build long-term life skills through case management and educational programming that will assist them in achieving goals.	100% of clients in Interim Housing will engage in ongoing case management services.
MSW Students	Intern training				
Trained volunteers that provide support to participants	Volunteer training	20 - 25 Oak Park persons served			100% of clients in Interim Housing will be screened for housing services; 75%, including 10 or more participants from Oak Park, will complete the application process and be housed or placed on a waiting list for housing.
Facilities Manager	Operate 24/7 interim housing and offer meals and other basic services as indicated.	20 - 25 extremely low, low and moderate-income Oak Park persons served			
Congregations, community groups, and individuals that provide meals for participants	Provide case management.				
Community Health Nurse	Provide medical and ancillary services.				



**PY 2023 Timeline, CDBG Public Services**

As with all application components, please carefully read the Instructions

Organization	Housing Forward
Project Name	Interim Housing

Timeframe	Activity	Person Responsible
Month 1	<ul style="list-style-type: none"> <li>Complete intake, registration and assessment process for all new clients.</li> <li>Provide basic services and residential assistance to clients</li> <li>Provide case management including referral to housing to clients</li> <li>Engage clients with support needs in Wraparound Services</li> <li>Provide ancillary services including medical, legal and life skills training</li> <li>Submit monthly billing to the Village of Oak Park</li> </ul>	Case Manager  Program Associate, Resident Assistants, AmeriCorps, Volunteers Case Managers  Community Health Nurse, Medical, and Community Volunteers  Finance Department
Month 2	<ul style="list-style-type: none"> <li>Complete intake, registration and assessment process for all new clients.</li> <li>Provide basic services and residential assistance to clients</li> <li>Provide case management including referral to housing to clients</li> <li>Engage clients with support needs in Wraparound Services</li> <li>Provide ancillary services including medical, legal and life skills training</li> <li>Submit monthly billing to the Village of Oak Park</li> </ul>	Case Manager  Program Associate, Resident Assistants, AmeriCorps, Volunteers Case Managers  Community Health Nurse, Medical, and Community Volunteers  Finance Department
Month 3	<ul style="list-style-type: none"> <li>Complete intake, registration and assessment process for all new clients.</li> <li>Provide basic services and residential assistance to clients</li> </ul>	Case Manager  Program Associate, Resident Assistants, AmeriCorps, Volunteers Case Managers

	<ul style="list-style-type: none"> <li>• Provide case management including referral to housing to clients</li> <li>• Engage clients with support needs in Wraparound Services</li> <li>• Provide ancillary services including medical, legal and life skills training</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Community Health Nurse, Medical, and Community Volunteers</p> <p>Finance Department</p>
Month 4	<ul style="list-style-type: none"> <li>• Complete intake, registration and assessment process for all new clients.</li> <li>• Provide basic services and residential assistance to clients</li> <li>• Provide case management including referral to housing to clients</li> <li>• Engage clients with support needs in Wraparound Services</li> <li>• Provide ancillary services including medical, legal and life skills training</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Case Manager</p> <p>Program Associate, Resident Assistants, AmeriCorps, Volunteers Case Managers</p> <p>Community Health Nurse, Medical, and Community Volunteers</p> <p>Finance Department</p>
Month 5	<ul style="list-style-type: none"> <li>• Complete intake, registration and assessment process for all new clients.</li> <li>• Provide basic services and residential assistance to clients</li> <li>• Provide case management including referral to housing to clients</li> <li>• Engage clients with support needs in Wraparound Services</li> <li>• Provide ancillary services including medical, legal and life skills training</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Case Manager</p> <p>Program Associate, Resident Assistants, AmeriCorps, Volunteers Case Managers</p> <p>Community Health Nurse, Medical, and Community Volunteers</p> <p>Finance Department</p>
Month 6	<ul style="list-style-type: none"> <li>• Complete intake, registration and assessment process for all new clients.</li> <li>• Provide basic services and residential assistance to clients</li> <li>• Provide case management including referral to housing to clients</li> <li>• Engage clients with support needs in Wraparound Services</li> <li>• Provide ancillary services including medical, legal and life skills training</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Case Manager</p> <p>Program Associate, Resident Assistants, AmeriCorps, Volunteers Case Managers</p> <p>Community Health Nurse, Medical, and Community Volunteers</p>

		Finance Department
Month 7	<ul style="list-style-type: none"> <li>• Complete intake, registration and assessment process for all new clients.</li> <li>• Provide basic services and residential assistance to clients</li> <li>• Provide case management including referral to housing to clients</li> <li>• Engage clients with support needs in Wraparound Services</li> <li>• Provide ancillary services including medical, legal and life skills training</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Case Manager</p> <p>Program Associate, Resident Assistants, AmeriCorps, Volunteers Case Managers</p> <p>Community Health Nurse, Medical, and Community Volunteers</p> <p>Finance Department</p>
Month 8	<ul style="list-style-type: none"> <li>• Complete intake, registration and assessment process for all new clients.</li> <li>• Provide basic services and residential assistance to clients</li> <li>• Provide case management including referral to housing to clients</li> <li>• Engage clients with support needs in Wraparound Services</li> <li>• Provide ancillary services including medical, legal and life skills training</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Case Manager</p> <p>Program Associate, Resident Assistants, AmeriCorps, Volunteers Case Managers</p> <p>Community Health Nurse, Medical, and Community Volunteers</p> <p>Finance Department</p>
Month 9	<ul style="list-style-type: none"> <li>• Complete intake, registration and assessment process for all new clients.</li> <li>• Provide basic services and residential assistance to clients</li> <li>• Provide case management including referral to housing to clients</li> <li>• Engage clients with support needs in Wraparound Services</li> <li>• Provide ancillary services including medical, legal and life skills training</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Case Manager</p> <p>Program Associate, Resident Assistants, AmeriCorps, Volunteers Case Managers</p> <p>Community Health Nurse, Medical, and Community Volunteers</p> <p>Finance Department</p>
Month 10	<ul style="list-style-type: none"> <li>• Complete intake, registration and assessment process for all new clients.</li> <li>• Provide basic services and residential assistance to clients</li> </ul>	<p>Case Manager</p> <p>Program Associate, Resident Assistants, AmeriCorps, Volunteers Case Managers</p>

	<ul style="list-style-type: none"> <li>• Provide case management including referral to housing to clients</li> <li>• Engage clients with support needs in Wraparound Services</li> <li>• Provide ancillary services including medical, legal and life skills training</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Community Health Nurse, Medical, and Community Volunteers</p> <p>Finance Department</p>
Month 11	<ul style="list-style-type: none"> <li>• Complete intake, registration and assessment process for all new clients.</li> <li>• Provide basic services and residential assistance to clients</li> <li>• Provide case management including referral to housing to clients</li> <li>• Engage clients with support needs in Wraparound Services</li> <li>• Provide ancillary services including medical, legal and life skills training</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Case Manager</p> <p>Program Associate, Resident Assistants, AmeriCorps, Volunteers Case Managers</p> <p>Community Health Nurse, Medical, and Community Volunteers</p> <p>Finance Department</p>
Month 12	<ul style="list-style-type: none"> <li>• Complete intake, registration and assessment process for all new clients.</li> <li>• Provide basic services and residential assistance to clients</li> <li>• Provide case management including referral to housing to clients</li> <li>• Engage clients with support needs in Wraparound Services</li> <li>• Provide ancillary services including medical, legal and life skills training</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Case Manager</p> <p>Program Associate, Resident Assistants, AmeriCorps, Volunteers Case Managers</p> <p>Community Health Nurse, Medical, and Community Volunteers</p> <p>Finance Department</p>
Month 13	<ul style="list-style-type: none"> <li>• Submit Final Report to the Village of Oak Park</li> </ul>	<p>Development Manager</p>

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

**COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL**

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

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

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

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue - List Source	Other Revenue - List Source	Other Revenue - List Source	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	Cook County	IDHS	FEMA, Proviso, Private Foundations		
<b>Personnel Costs</b>									
Salaries	\$602,242	\$37,500	6%		\$488,272	\$72,119	\$4,351	\$564,742	94%
Benefits	\$93,875	\$6,506	7%		\$84,715	\$2,654	\$0	\$87,369	93%
Taxes	\$46,075	\$2,869	6%		\$37,353	\$5,517	\$336	\$43,206	94%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$742,192</b>	<b>\$46,875</b>	<b>6%</b>		<b>\$610,340</b>	<b>\$80,290</b>	<b>\$4,687</b>	<b>\$695,317</b>	<b>94%</b>
<b>Operating Costs:</b>									
Rent/Lease	\$393,750	\$0	0%		\$393,750	\$0	\$0	\$393,750	100%
Utilities	\$34,550	\$0	0%		\$34,550	\$0	\$0	\$34,550	100%
Telephone	\$750	\$0	0%		\$0	\$0	\$750	\$750	100%
Postage	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Supplies	\$46,075	\$0	0%		\$13,675	\$0	\$32,400	\$46,075	100%
Mileage	\$3,960	\$0	0%		\$3,960	\$0	\$0	\$3,960	100%
Other (staff development)	\$1,875	\$0	0%		\$0	\$0	\$1,875	\$1,875	100%
Other (Indirect Expenses)	\$245,566	\$0	0%		\$162,176	\$29,302	\$54,088	\$245,566	100%
<b>Subtotal: Operations</b>	<b>\$726,526</b>	<b>\$0</b>	<b>0%</b>		<b>\$608,111</b>	<b>\$29,302</b>	<b>\$89,113</b>	<b>\$726,526</b>	<b>100%</b>
<b>Professional/Services</b>									
Consultant	\$11,200	\$0	0%		\$0	\$0	\$11,200	\$11,200	100%
Engineering	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
<b>Subtotal: Professional Services</b>	<b>\$11,200</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$11,200</b>	<b>\$11,200</b>	<b>100%</b>
<b>TOTAL (all categories)</b>	<b>\$1,479,918</b>	<b>\$46,875</b>	<b>3%</b>		<b>\$1,218,451</b>	<b>\$109,592</b>	<b>\$105,000</b>	<b>\$1,433,043</b>	<b>97%</b>

\$1,433,043



**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?
Cook County ARPA		\$1,186,451	Received	1/1/2023		Federal
Cook County ESG		\$32,000		10/1/2023		Federal
IDHS ESG		\$32,200		7/1/2023		Federal
IDHS - ETH		\$77,392		7/1/2023		State
Proviso MHC		\$35,000		7/1/2023		Local
FEMA - Emergency Shelter		\$50,000	Received	1/1/2023		Federal
Private Foundations		\$20,000				Private
		\$0				
<b>TOTAL, where applicable</b>		<b>\$1,433,043</b>				

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

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

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

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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:	Cook County	IDHS	FEMA, Proviso, Private Foundations		
<b>Personnel Costs</b>									
Salaries	\$602,242	\$26,016	4%		\$488,272	\$72,119	\$15,835	\$576,226	96%
Benefits	\$93,875	\$3,993	4%		\$84,715	\$2,654	\$2,512	\$89,882	96%
Taxes	\$46,075	\$1,990	4%		\$37,353	\$5,517	\$1,215	\$44,085	96%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$742,192</b>	<b>\$32,000</b>	<b>4%</b>		<b>\$610,340</b>	<b>\$80,290</b>	<b>\$19,562</b>	<b>\$710,192</b>	<b>96%</b>
<b>Operating Costs:</b>									
Rent/Lease	\$393,750	\$0	0%		\$393,750	\$0	\$0	\$393,750	100%
Utilities	\$34,550	\$0	0%		\$34,550	\$0	\$0	\$34,550	100%
Telephone	\$750	\$0	0%		\$0	\$0	\$750	\$750	100%
Postage	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Supplies	\$46,075	\$0	0%		\$13,675	\$0	\$32,400	\$46,075	100%
Mileage	\$3,960	\$0	0%		\$3,960	\$0	\$0	\$3,960	100%
Other (staff development)	\$1,875	\$0	0%		\$0	\$0	\$1,875	\$1,875	100%
Other (Indirect Expenses)	\$245,566	\$0	0%		\$162,176	\$29,302	\$54,088	\$245,566	100%
<b>Subtotal: Operations</b>	<b>\$726,526</b>	<b>\$0</b>	<b>0%</b>		<b>\$608,111</b>	<b>\$29,302</b>	<b>\$89,113</b>	<b>\$726,526</b>	<b>100%</b>
<b>Professional/Services</b>									
Consultant	\$11,200	\$0	0%		\$0	\$0	\$11,200	\$11,200	100%
Engineering	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
<b>Subtotal: Professional Services</b>	<b>\$11,200</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$11,200</b>	<b>\$11,200</b>	<b>100%</b>
<b>TOTAL (all categories)</b>	<b>\$1,479,918</b>	<b>\$32,000</b>	<b>2%</b>		<b>\$1,218,451</b>	<b>\$109,592</b>	<b>\$119,875</b>	<b>\$1,447,918</b>	<b>98%</b>

\$1,447,918

**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?
Cook County ARPA		\$378,718	Received	1/1/2023		Federal
Cook County ESG		\$32,000		10/1/2023		Federal
IDHS ESG		\$32,200		7/1/2023		Federal
IDHS - ETH		\$920,000	Received	7/1/2023		State
Proviso MHC		\$35,000		7/1/2023		Local
FEMA - Emergency Shelter		\$50,000	Received	1/1/2023		Federal
						Private
		\$0				
<b>TOTAL, where applicable</b>		<b>\$1,447,918</b>				

**Agency Name:     Housing Forward**  
**Interim Housing Program**

**PY 2023 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 Village of Oak Park CDBG portion of the project, and show the *percentage* of each category charged to this budget.

Be exact with staff time percentages by including one or two decimal points, if necessary. The percentage times the salary should always be exactly at the amount or a little over the amount of the budget line item; never under.

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.

CDBG Cost Area	Description	Amount	CDBG % of Total
Staff Salary	<p>The .35FTE Facilities Manager’s annual salary for the Interim Housing Program facility.</p> <p>55% of the Facilities Manager time is allocated to the Interim Housing Program.</p>	\$26,017.00	4%
Staff Benefits	Taxes and benefits expense for Facilities Manager at agency rate of 23% of salary	\$ 5,983.00	4%
Total		\$32,000.00	2%

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

Subrecipient:	
Project Name:	
Prepared by:	Email:

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

Beneficiaries by Race and Ethnicity	Q1		Q2		Q3		Q4		TOTAL	
	RACE	ETHNICITY	RACE	ETHNICITY	RACE	ETHNICITY	RACE	ETHNICITY	RACE	ETHNICITY
	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic
<b>White</b>									0	0
<b>Black/African American</b>									0	0
<b>Asian</b>									0	0
<b>American Indian or Alaska Native</b>									0	0
<b>Native Hawaiian or Other Pacific Islander</b>									0	0
<b>American Indian or Alaska Native AND White</b>									0	0
<b>Asian AND White</b>									0	0
<b>Black/African American AND White</b>									0	0
<b>American Indian /Alaska Native AND Black/African American</b>									0	0
<b>Other Multi-Racial</b>									0	0
0	0	0	0	0	0	0	0	0	0	0

Income Levels	Q1	Q2	Q3	Q4	Total
The total should equal the number from the Race and Ethnicity count above.					
<b>Extremely low (0-30% of median income)</b>					0
<b>Low (31-50%)</b>					0
<b>Moderate (51-80%)</b>					0
<b>Non-Low/Moderate (81%+)</b>					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	
<b>Total of all persons benefitting (without regard to income or residency)</b>	0
<b>Number of all Extremely Low, Low and Moderate Income persons to be served</b>	0
<b>Percentage of LMI benefit</b>	#DIV/0!
<b>Number of all Oak Park persons benefitting</b>	
<b>Percentage of Oak Park persons benefitting</b>	#DIV/0!
<b>Number of Extremely Low, Low and Moderate Income Oak Park persons to be served</b>	0