

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT (hereinafter referred to as the "Agreement") is entered into as of the day of _____ September, 2024 between the VILLAGE OF OAK PARK, Illinois (hereinafter referred to as the "Village") and NEW MOMS, 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 "the Act"); and

WHEREAS, Subrecipient has applied to the Village for CDBG funds for the 2024 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 2024 Community Development Block Grant Program Proposal attached hereto and incorporated herein by reference as Exhibit A (hereinafter referred to as the "Subrecipient's Proposal").

B. The Project will proceed in accordance with the terms of this Agreement, the Subrecipient's Proposal and all laws and regulations referenced in this Agreement. Any changes(s) in the Project must be approved by the Village prior to the Subrecipient incurring any Project costs or implementing any substantial Project modifications. Such approval shall only be effective if authorized by a written amendment to this Agreement.

C. The funds to be provided by the Village to Subrecipient pursuant to this Agreement shall be used to partially pay salaries and benefits for New Moms' Family Support program. A total of 200 persons (85 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 twenty thousand dollars (\$20,000) (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 2024 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, 2024, 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, 2025. Any invoices submitted after October 31, 2025 shall not be paid by the Village.

5. PROGRAM YEAR.

A. The Subrecipient shall perform the Project beginning October 1, 2024 and ending on September 30, 2025 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2025. 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, listed below. 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 timeline shall be applicable:

1 st Quarter: October-December, 2024	Progress report due by January 15, 2025
2 nd Quarter: January–March, 2025	Progress report due by April 15, 2025
3 rd Quarter: April–June, 2025	Progress report due by July 15, 2025
4 th Quarter: July–September, 2025	Progress report/Final report due by October 15, 2025

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:

Community Services Administrator
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302

For Subrecipient:

Executive Director
New Moms
5317 W. Chicago Avenue
Chicago, Illinois 60651

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

NEW MOMS

Name: Kevin J. Jackson
Title: Village Manager

Name:
Title:

Date: _____, 2024

Date: _____, 2024

ATTEST

ATTEST

Name: Christina M. Waters
Title: Village Clerk

Name:
Title:

Date: _____, 2024

Date: _____, 2024

EXHIBIT A
SUBRECIPIENT'S PROPOSAL

Submission information

Form: Village of Oak Park Community Development Block Grant (CDBG) Submission Form ^[1]
Submitted by newmoms
Thu, 2024-02-29 11:30
172.16.0.102

Applicant Information

Provide the following information about your organization and the project your organization is proposing.

A. Organization Information

1. Organization Name

New Moms

2. Organization Mailing Address

5317 W. Chicago Avenue, Chicago, IL 60651

3. Organization Phone Number

773-252-3253

4. Executive Director

Laura Zumdahl

5. Executive Director's Email Address

lzumdahl@newmoms.org

6. Unique Entity Identifier (UEI#)

PXL4H76V4M41

7. Project Manager/Primary Contact for proposal

Gail Shelton

8. Did you attend the mandatory PY2024 grants workshop?

Yes

If yes, who from your organization attended?

Jessica Shah

What is your organization's fiscal year?

July 1 - June 30

B. Agency Overview

1. Background and Need

Founded in 1983, New Moms' mission has been to strengthen families by partnering with young moms as they progress toward housing stability, economic mobility, and family well-being. Since our inception, we have continued to provide housing and supportive services for

families experiencing homelessness in Chicago, Oak Park, and surrounding areas. We offer a wide variety of supportive services to ensure that we continue to meet the growing needs and demands that our moms encounter.

New Moms has extensive prior experience with HUD and CDBG program reporting and requirements. We have had a \$248,061 HUD Continuum of Care homeless services annual contract for homeless youth, which we have successfully administered and renewed every year since 1998. We have been in full compliance and never had a finding on a HUD audit. We have always drawn down 100% of our award and have never missed a reporting deadline. Additionally, we have successfully managed a City of Chicago CDGA (CSBG/CDBG) contract for workforce services through the Department of Family and Support Services since 2012. We have accurately managed Village of Oak CDBG funded programs for many years in Oak Park community. There have been no issues with reporting since New Moms assumed the contract from Parenthesis in 2016.

2. Type of Organization

Non-profit

3. Does your organization meet the national objective of benefitting low to moderate income persons?

Yes

4. CDBG Eligible Populations

51% or more low/moderate income persons

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

New Moms has embedded a diversity, equity, and inclusion (DEI) framework into all our work. Our DEI Vision: New Moms fosters an inclusive and welcoming culture for the families we serve, Board, staff, volunteers, and guests. People of all races and ethnicities are seen, heard, and valued equally, and served equitably. Our DEI Mission: In alignment with its core values, New Moms prioritizes racial equity as a strategic organizational imperative. Racial equity is used as a lens through which we evaluate recruitment and retention, Board leadership, vendor/procurement relationships, participant engagement, and throughout our institutional policies and procedures.

6. Does your organization have a DEI policy?

Yes

DEI policy

[new_moms_dei_policy.pdf](#) [2]

7. Did you return any CDBG funds in PY2022?

No

If you returned funds, please explain why

C. Project Narrative

1. Project Title

Family Support Oak Park

2. Project Description

New Moms' Family Support program serves to meet the challenging needs of high-risk low income adolescent mothers, and their children. Services include critical weekly or bi-weekly home-based, health-focused interventions, including parent coaching using the evidence-based Parents as Teachers model, and doula services to support healthy pregnancy outcomes. This program provides the earliest opportunity for early intervention, helping to establish a healthy home and positive, nurturing parent-child relationships. Additionally, mothers are encouraged to participate in one of two weekly parent support groups, which are designed to promote community among isolated young moms while providing education on critical life and parenting topics. Whenever appropriate, staff can make referrals to appropriate resources.

CDBG dollars will be vital toward funding program expenses such as staff salaries and benefits.

3. Project Location (if different from above)

206 W. Chicago Avenue, Oak Park, IL 60302

4. Which eligible activity will be reached/met through this project with CDBG funds?

- Youth Services (05D)
- Child Care Services (05L)
- Health Services (05M)
- Mental Health Services (050)
- Other Public Services (05Z)

5. Describe how your proposed program will meet the eligible activity with CDBG funds

New Moms' Family Support Oak Park program anticipates the ability to meet the needs of the above noted eligible activities by providing case management, parenting education, home-based parent coaching, groups, child developmental screenings and support in a variety of modalities to vulnerable families. We employ highly trained staff to deliver interventions. Program staff have experience working in mental health, child development, or early education fields. They include a multi-disciplinary team of social workers, counselors, doulas, child development experts, and teachers. This blend of disciplines allows New Moms' Oak Park staff to consult, and problem solve with in house experts to efficiently meet the needs of the families enrolled in the program.

D. Approach

New Moms' Family Support Oak Park (FSOP) program addresses the Oak Park community's need for parenting education and supports high-risk, low-income, and young parents. Program staff utilize evidence-based parenting intervention models, including Parents as Teachers (PAT) and Family Centered Coaching—building a strong foundation for program interventions. There is a strong correlation between a child's ability to read by third grade and their future success in school (Pfannestiel, Judy & Zigler, Edward, The Parents as Teachers Program: Its Impact on School Readiness and Later School Achievement – A Research Summary, Yale University, 2007). Parents who nurture and are engaged in their child's early learning have children who are better prepared to succeed in school. Key findings cited by Pfannenstiel and Zigler in their 2007 summary of research in early childhood education indicate that "Participation in Parents as Teachers predicts children's school readiness and third grade achievement regardless of income." Parents in the program are more likely to read to their children earlier in life and are more likely to enroll their child in a preschool program—both of which increase the child's ability to succeed in school (Ibid.).

Dr. James Heckman, Nobel Laureate, points out that there is a real danger to a community if

underprivileged children remain in an environment that creates deficits in skills and abilities that increase the use of public funds (Heckman, James J., The Heckman Equation: Invest in Early Childhood Development: Reduce Deficits, Strengthen the Economy, University of Chicago, 2012). Heckman notes that a critical time to shape cognitive skills, attentiveness, motivation, self-control, and sociability is during the period from birth to age five.

By providing intensive case management support to parents, FSOP aims to interrupt the cycle of teen parenthood and the negative effects it has on both mothers and children. At its core, FSOP is a two-generation intervention, serving both mother and child. With adolescent-led families, the intervention frequently involves three generations, as the mother's parent(s) are frequently involved. FSOP focuses on helping young mothers learn parenting skills, gain financial stability via work and education support, interrupt generational cycles of abuse, and learn advocacy skills so they can meet their children's needs outside of New Moms. Since most of our participants are experiencing extreme poverty, our programs naturally meet the national objective of serving low- and moderate-income persons in the Village of Oak Park.

Contrary to other agencies in the community, New Moms' sole focus is toward pregnant and/or parenting youth who are experiencing extreme poverty, homelessness, or housing insecurity. Since our 1983 inception, New Moms has consistently aimed to support young moms in feeling empowered in their abilities to provide for their families. Our comprehensive, Family-Centered approach offers access to supportive housing; and family supports via group meetings and one-on-one coaching with the goal of young moms becoming their children's first, best teachers. Job Training services provide hands-on work experience and job skills training to support positive parenting in tandem with employment retention. These unique wraparound services place each young mom in the driver's seat of her time at New Moms—preparing her for lifelong independence and confidence in her role as parent and provider.

New Moms' Oak Park Family Support (formerly Parenthesis) program has long-standing partnerships with most of the current child-serving organizations in Oak Park, both public and private. We have formal referral relationships with childcare organizations, the local WIC office, local park districts, high schools, the Federally Qualified Health Center (Children's Clinic), WonderWorks, the Club House, Thrive and Pillars mental health agencies, Hephzibah Children's Association, Sarah's Inn, Housing Forward, and several local governmental bodies. These partnerships typically involve reciprocal referrals, with New Moms referring out to meet client needs and the other organizations referring to New Moms to assist with parenting issues.

Is this a new or a quantifiable increase in the level of existing service from a PY23 program?

Yes

Total Oak Park Low/Moderate Income Persons Served Annually

75

Persons served form

[new_moms_persons_served.pdf](#) ^[3]

E. Budget Narrative

Budget Worksheet

[py24_new_moms_budget_worksheet.pdf](#) ^[4]

1. Total CDBG dollars requested

\$ 20,000

2. Total project budget

\$ 199,733

3. Budget description

New Moms is requesting \$20,000 to cover 1.8% of the total cost of the Family Support Oak Park (FSOP) program. The Oak Park members of the FSOP program have historically represented between 53% - 60% of the total enrollees in all Oak Park programs, depending on current enrollment numbers. In the last program year, due to covid, 17% of participants served program wide were served under the VOP CDBG contract. Ultimately, total "Project Expenses" are calculated at 20% of the Oak Park office's total budget with plans that enrollment increased based on our continued efforts to engage our Oak Park housing participants in service now that we are fully staffed in Oak Park, as well as our increased outreach efforts with WIC. These costs include all salaries, benefits, taxes, indirect costs, supplies, and professional services. 76.5% of the FSOP program expenses are comprised of the salaries and wages, plus taxes and benefits for the entire Oak Park office staff. Full time staff members receive health insurance, dental insurance, simple matching IRA and vacation/sick time as benefits. The salaries and wages of our highly trained program staff alone are over 81% of our personnel costs. We currently have one project manager and three family support specialists who work on the FSOP program.

Our Sr. Director of Performance Management, Anne Schulz, holds a full-time position (1.0 FTE) and earns \$105,600 per year. Ms. Schulz currently spends 16% of her time on the Oak Park portion of the FSOP program. We ask that CDBG's portion of this allocation be 3.20% of her annual salary or \$3,379.

Our Contracts Manager, Jessica Shah, holds a full-time position (1.0 FTE) and earns \$60,800 per year. Ms. Shah currently spends 16% of her time on the Oak Park portion of the FSOP program. We ask that CDBG's portion of this allocation be 3.20% of her annual salary or \$1,946.

Our Director of Family Support Oak Park, Gail Shelton, holds a full-time position (1.0 FTE) and earns \$88,150 per year. Ms. Shelton currently spends 100% of her time on the Oak Park portion of the FSOP program. We ask that CDBG's portion of this allocation be 16.648% of her annual salary or \$14,675.

While we are not requesting CDBG fund any of our other program staff, the following Family Support staff also work on the Oak Park portion of the FSOP program:

1. Courtney Atkins: 1.0 FTE, \$66,000 salary, 30% of her time on the Oak Park portion of the FSOP program
2. Noemy Cespedes: 1.0 FTE, \$42,800 salary, 15% of her time on the Oak Park portion of the FSOP program.
3. Kimberlin Gomez-Dew: 1.0 FTE, \$49,000 salary, 15% of her time on the Oak Park portion of the FSOP program.
4. Nanyamka Warren: 1.0 FTE, \$49,600 salary, 40% of her time on the Oak Park portion of the FSOP program.
5. Narda Saz: 1.0 FTE, \$49,600 salary, 40% of her time on the Oak Park portion of the FSOP program.

F. Program Eligibility

1. Meeting Outcomes

Using the same protocol as previous years, the outputs and outcomes for the Parenting and Family Support program are achieved utilizing highly trained Family Support Specialist (FSS)

staff to implement the program. Staff members are responsible for completing assessments for both parents and children at designated times during program implementation. During the intake session and the proceeding two months families complete the Life Skills Progression instrument; the Parental Stress Scale, the Edinburgh Postnatal Depression inventory (if in the post-partum time frame), and for the child(ren), the Ages and Stages Questionnaires. These assessments are then repeated after the recommended amount of time has passed. The FSS staff members give their home visiting clients the PAT Parent Satisfaction Survey biannually to ascertain the impact of the program from a qualitative perspective and gain valuable participant feedback that informs programming. FSS staff members also distribute the Group Connection Feedback survey quarterly to assess the effectiveness and future direction of the group meeting and activities.

Using Social Solutions' acclaimed Efforts to Outcomes (ETO) case management evaluation software, we gather real-time data on our participants. Not only does the ETO database act as the central repository for all data related to mothers and their children, but it also makes accurate tracking of outcomes possible. Data collected in ETO includes demographics, high-risk factors, income level, child's birth weight, child development screening dates and referrals, medical history of child, group meeting attendance records, home visit case notes (including location of visit), and more. New Moms conducts continuous quality improvement activities measuring actual outcomes to goals monthly for set program metrics. In addition, we hold ourselves to nationally set PAT benchmarks for home visit dosage assessment and completion rates. We use a point system to regulate our program and staff capacity. For participants, points are assigned according to the frequency of home visits necessary to produce the best outcome. Staff points, on the other hand, are assigned according to the number of hours a week they are expected to work. Each family is then assigned to an FSS staff member, according to the number of points that FSS has available for services. This system ensures that each family is assigned an FSS who has adequate time to dedicate to that family's specific needs.

ETO and assessment data is also used to drive the direction of future home visit activities and group meeting discussions. At times, it can also point out additional needs the participant may have so that the FSS can provide appropriate counseling. Often the data will point to an issue that the mother has not indicated in discussion and can further open the lines of communication.

During a monthly review of collected data by our Senior Director of Performance Management, all data is review/audited; then analyzed by the Director of Family Support. If data indicates that outcomes are not as expected, the Director of Family Support Oak Park identifies where problems exist and works with our Chief Program Officer to correct them. Reports to the Village of Oak Park are compiled by the Director of Family Support Oak Park, the Senior Director of Performance Management, Contracts Manager, and the Senior Director of Finance.

2. Successes and challenges

In the past year, we've noticed that many potential participants are focused on their housing needs. While referral agencies may direct these moms to New Moms, they ultimately become unresponsive when they learn we can only help refer them for housing resources, despite our efforts to highlight the importance of family support. Regardless of the efforts from our partner agencies to refer moms to New Moms, our referral partners have also had to endure a decrease in their own engagement/responsiveness, thus the numbers we receive are lower than that of the past. However, Housing Forward now has 3 new programs - 2 of which have a focus on youth and people experiencing domestic violence in need of housing placement – that we are hopeful will allow us to see an increase in referrals.

Despite this challenge, we are now fully staffed in our Oak Park office, which has allowed for an increase our outreach efforts. Our outreach specialist in Oak Park, keeps a regular presence at WIC once a week to provide resource bags and board books to families pregnant or with young children. We have also seen some success in our outreach efforts through Facebook posts. Within 2 days, we received roughly 1,000 inquiries and are optimistic that our efforts will result in an increase in enrollment numbers as we are currently engaging 8 Oak Park moms.

3. Intended accomplishments

As was the case last year, the FSOP program's short-term goals include 1) Parents learn new parenting skills and are linked to resources. Parental stress is reduced; 2) Both parents and children meet key health indicators related to subsequent pregnancy, immunizations and medical home; 3) Child and family functioning is monitoring; parents receive needed individual support & linkages; child development is monitored; 4) Parents read to and with their children daily & families start home libraries; 5) Families with transportation barriers are able to participate in programming; 6) Families with time and location barriers are able to receive home visiting services.

While the FSOP program's long-term goals include 1) Improved parental role functioning & reduced parental isolation; 2) Young families learn new ways to interact and enjoy each other. Nutrition habits are improved; 3) Parents develop increased confidence in their effective parenting skills; adverse generational family patterns are improved; children receive services for development delays; 4) Children develop improved social skills and progress developmentally; 5) Parents learn to engage children in interactive reading; children develop a love of learning; children are prepared for formal education; parents continue their own education & workforce development; 6) Families develop financial capacity to become independent regarding transportation; and 7) Parents learn that even with limited time and/or resources, taking time for themselves and their families are beneficial.

4. Project management process

There has been no significant change from last year as this is our standard protocol. Mothers are referred into the program by many community partners. Referrals for the program are largely obtained from other community social service organizations targeting low-income families along with Coordinated Intake, which is supported by Easter Seals. These include: Children's Clinic, PCC Wellness, and other medical practices; WIC office; District 97 and 200 counselors and homeless liaisons; Childcare centers; Housing Forward; Beyond Hunger; Thrive Counseling Center; and others. Some other referral sources are libraries, WonderWorks, The Conservatory, and local parks. Increasingly, adolescent parents are referring their peers—this reflects the fact that adolescent parents often know within their age cohort that a peer is pregnant long before they come to the attention of the high school or other system.

Once the referral is received by New Moms, our Parental Education & Outreach Coordinator reaches out to the family within 72 business hours to assess the need and interests of the mother. An in-person appointment is scheduled with the mother, and typically held within one week of the initial contact. The Oak Park staff describes the program structure and services to the family. The FSOP program offers a comprehensive array of services that includes groups, home visits, case management, childcare during program events, a family meal, and transportation. The FSOP program provides support to overcome the barriers that frequently prevent a family from receiving the help they need, primarily childcare, transportation, and time. Inviting staff into one's home via a formal 'home visit' requires a significant level of trust

on behalf of the mother. It often takes up to 2 months after referral for the mother to feel comfortable allowing staff to come into their home setting, this is particularly true of mothers with the highest levels of psychological vulnerability. Because mothers quickly develop trust with their peers in the group setting, and accordingly with the FSOP staff members, this comfort level is often achieved sooner than 2 months. The group activities involve a two-hour time span and begin with a family meal. This meal is provided for both the parent and the child and allows our staff to observe parent/child interaction and model and mentor in vivo. Following the meal, the children go to age-appropriate child development classrooms where they are engaged in activities supporting their literacy and motor skill development. During this time the mothers participate in support/education group that addresses child development, parenting skills and parental well-being topics. At times, mothers have indicated that they cannot attend group meetings due to lack of transportation. By offering free transportation (utilizing Lyft or Uber) to and from the Oak Park office, this barrier is successfully removed. For certain participants, home visiting can be a challenge. A mother might not want the program staff to come to her house because of other people who live there, or because she does not have stable housing. Other mothers cite lack of time to participate in a home visit. Our FSOP staff conduct relentless outreach to engage these reluctant participants. They are available to do what is necessary to see their client, including meeting them at the Oak Park office, community locations, the participant's workplace, the laundromat, or even while providing a ride to work.

Mothers receive an average of four parenting group sessions and two home visits per month. Services can increase or decrease in intensity to meet the needs of each individual family. Many families require additional contact through telephone support or additional visits during times of increased stress and crisis. Mothers may participate in FSOP from the time of their pregnancy until the time a child completes kindergarten. This allows the child to be firmly and successfully anchored in their academic setting before the family leaves the program. Thus, there is a 6-year window of time when a family may participate in the program. Most families do not require this length of program support. The average length of time in the program is two years. The focus is on helping the families develop their skills to the point that they are successfully independent.

5. Income Documentation

During the intake process, each client discloses her family income and signs/certifies that her statements are true. Later, income is verified by one of the following means: proof of SNAP, proof of living in Section 8 Housing, a recent pay stub, or the past year's tax returns. Income is the main determinant of eligibility for CDBG services.

Participant files are audited periodically for completeness. New Moms maintains strict confidentiality standards regarding client's identifiable information. We have written board-approved policies & procedures, governing the actions of all employees and volunteers and employees are given an employee handbook as part of our orientation process, where they are required to sign a code of conduct, which includes guidelines on client confidentiality, workplace behavior, and agency policies. Because we serve children & minors, both staff and volunteers are required to submit to background checks, and complete mandatory training, orienting them to agency policies & programs. Staff members are trained in Illinois Mental Health Code level confidentiality practices and all client records and data are kept in secure and locked files in both paper and electronic formats.

6. Procurement and Management Process

New Moms utilizes a quality assurance process to ensure that services are having the maximum intended impact on the parents and children enrolled in its programs. At our Oak

Park office, the Director of Family Support – Oak Park is responsible for implementing this process. The programs are evaluated in terms of functional impact on participants via the assessment instruments listed above. This ensures that there is a quantitative marker for clients and staff to gauge their progress. Carefully reported ETO data allows for thorough, ongoing evaluation of both program-specific and agency-wide program goals and outcomes that inform continuous quality improvement activities.

Program participants contribute a more qualitative perspective through surveys aimed at highlighting the successes of the program in addition to the areas that need improvement. Every 3 months, each participant completes a group satisfaction survey, and every 6 months, she completes a home visiting client satisfaction survey. Taken together, these two surveys cover participants' experiences in both the group and home visit aspect of the program. Our continuous feedback loop ensures that participants are informed of what we learned from their input, and what we plan to do about it.

Compliance with federal and local regulations is revisited annually by Contracts Managers that carefully review contractual obligations and update PowerPoint presentations for each program team, so they are aware of all governing regulations. We are committed to quality management. Internal audits and recordkeeping guidelines and checklists as well as Performance Management Reports on each program ensure compliance with all regulations as well as fidelity to employed best-practice models.

7. Public Facility Improvement Details

N/A

Attachments

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

Timeline

[new_moms_timeline.pdf](#) [5]

Logic model

[new_moms_logic_model.pdf](#) [6]

Articles of Incorporation and By-Laws

[new_moms_articles_of_incorporation_by-laws.pdf](#) [7]

Non-Profit Determination (IRS Letter)

[new_moms_non-profit_determination_irs_letter.pdf](#) [8]

List of Board of Directors

[new_moms_list_of_fy24_board_of_directors.pdf](#) [9]

Organizational Chart

[new_moms_organizational_chart.pdf](#) [10]

Resumes

[new_moms_resumes.pdf](#) [11]

Financial Statement and Audit

[new_moms_financial_statement_audit.pdf](#) [12]

Conflict of interest statement

[new_moms_conflict_of_interest_statement.pdf](#) [13]

Anti-lobbying statement

[new_moms_anti-lobbying_statement.pdf](#) [14]

EEO Form

[new_moms_eeo_form.pdf](#) [15]

Statement of ADA Compliance

[new_moms_statement_of_ada_compliance.pdf](#) [16]

Support Statements**Project client evaluation tool**

[new_moms_project_client_evaluation_tools.pdf](#) [17]

Beneficiary Form

[new_moms_beneficiary_form.pdf](#) [18]

Certificate of insurance

[new_moms_certificate_of_insurance.pdf](#) [19]

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

Laura Zumdahl

Title of Authorized Official of Applicant Organization

President & CEO

Date of Submittal

Thu, 2024-02-29

Do you have a CDBG application guide?

Yes

Affirmation

I agree

Source URL:<https://www.oak-park.us/node/3346/submission/42360>

Links

[1] <https://www.oak-park.us/village-oak-park-community-development-block-grant-cdbg-submission-form> [2] https://www.oak-park.us/sites/default/files/webform/new_moms_dei_policy.pdf [3] https://www.oak-park.us/sites/default/files/webform/new_moms_persons_served_0.pdf [4] https://www.oak-park.us/sites/default/files/webform/py24_new_moms_budget_worksheet.pdf [5] https://www.oak-park.us/sites/default/files/webform/new_moms_timeline_4.pdf [6] https://www.oak-park.us/sites/default/files/webform/new_moms_logic_model_3.pdf [7] https://www.oak-park.us/sites/default/files/webform/new_moms_articles_of_incorporation_by-laws_2.pdf [8] https://www.oak-park.us/sites/default/files/webform/new_moms_non-profit_determination_irs_letter_4.pdf [9] https://www.oak-park.us/sites/default/files/webform/new_moms_list_of_fy24_board_of_directors.pdf [10] https://www.oak-park.us/sites/default/files/webform/new_moms_organizational_chart_2.pdf [11] https://www.oak-park.us/sites/default/files/webform/new_moms_resumes_3.pdf [12] https://www.oak-park.us/sites/default/files/webform/new_moms_financial_statement_audit_3.pdf [13] https://www.oak-park.us/sites/default/files/webform/new_moms_conflict_of_interest_statement_4.pdf [14] https://www.oak-park.us/sites/default/files/webform/new_moms_conflict_of_interest_statement_4.pdf

[park.us/sites/default/files/webform/new_moms_anti-lobbying_statement_3.pdf](https://www.oak-park.us/sites/default/files/webform/new_moms_anti-lobbying_statement_3.pdf) [15] https://www.oak-park.us/sites/default/files/webform/new_moms_eeo_form_4.pdf [16] https://www.oak-park.us/sites/default/files/webform/new_moms_statement_of_ada_compliance_4.pdf [17] https://www.oak-park.us/sites/default/files/webform/new_moms_project_client_evaluation_tools_3.pdf [18] https://www.oak-park.us/system/files/webform/new_moms_beneficiary_form.pdf [19] https://www.oak-park.us/system/files/webform/new_moms_certificate_of_insurance.pdf

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**

*Village of Oak Park
Personnel Manual*

Adopted 3/31/97

Exhibit D: PY 2024 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.	

[illegible]

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

	Total Oak Park Resident Beneficiaries	Total Oak Park Extremely Low/Low/Moderate Income Beneficiaries (0-80% median income)
Q1		
Q2		
Q3		
Q4		
Total	0	0

Project Goals	
Total of all persons benefitting (without regard to income or residency)	0
Number of all Extremely Low, Low and Moderate Income persons to be served	0
Percentage of LMI benefit	#DIV/0!
Number of all Oak Park persons benefitting	
Percentage of Oak Park persons benefitting	#DIV/0!
Number of Extremely Low, Low and Moderate Income Oak Park persons to be served	0

Exhibit E: PY 2024 Final Report Form, Oak Park CDBG Program

FINAL REPORT COMPONENT (Please explain even if you exceeded goals)

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
-----------------	---

Signature of Authorized Official	Typed or Printed Name	Date