

## **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 THRIVE COUNSELING CENTER, 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 cover the costs of rehabilitating bathrooms and drinking fountains, and project management time for two staff members. A total of 1,200 persons (560 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 fifty thousand dollars (\$50,000) (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  
Thrive Counseling Center  
120 South Marion Street  
Oak Park, Illinois 60302

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**

**THRIVE COUNSELING CENTER**

\_\_\_\_\_  
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 #64

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## Submission information

Form: [Village of Oak Park Community Development Block Grant \(CDBG\) Submission Form](#)  
Submitted by thrive  
Mon, 2023-03-13 16:12  
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**

Thrive Counseling Center

**2. Organization Mailing Address**

120 South Marion St., Oak Park, IL 60302

**3. Organization Phone Number**

(708) 383-7500

**4. Executive Director**

Jennifer Rook

**5. Executive Director's Email Address**

jrook@thrivecc.org

**6. FEIN #**

36-2179793

**7. Unique Entity Identifier (UEI#)**

NAW2LJE2Y7F5

**8. Project Manager/Primary Contact**

Laura Palmer

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

Yes

### B. Agency Overview

**1. Background and Need**

**Mission:** Thrive Counseling Center is the community mental health center for the region and has been providing mental health services to Oak Park for over 120 years. The mission of Thrive Counseling Center is to build healthy minds, families, and communities by empowering people to attain mental and emotional well-being. Hope, resilience, and recovery form the heart of our programs and services. Thrive plans to increase the number of clients served by 25% over the next 2 years, returning to pre-pandemic levels.

**Reporting:** Thrive is confident in its ability to meet all financial, programmatic, and management reporting requirements. This is demonstrated by its decades-long relationship with the Village of Oak Park during which Thrive consistently meets all monthly, quarterly, and annual reporting requirements. Thrive has written policies and procedures that will allow it to successfully manage this facilities improvement project including the safeguarding of funds, property, and other assets against loss from unauthorized use of disposition and ensuring that activities and expenses are reasonable and allowable. Executive leadership is familiar with this funding opportunity and is confident of Thrive's ability to fulfill all requirements. We have set aside the resources needed to administer this project successfully should it be approved.

**Collaboration:** Thrive provides Client Advocacy by helping to coordinate and advocate for individual wellness services that enhance recovery. For example, Thrive provides referrals to outside providers for health, legal, medical, and transportation services; and helps clients determine eligibility and apply for benefits such as Medicaid, SNAP, and Social Security. It maintains excellent working relationships with many outside providers to enable this work. Thrive is a contributing partner and user of HUB, a regional electronic resource sponsored by the Community Mental Health Board of Oak Park to send and receive social service agency referrals for clients throughout the area.

Thrive regularly participates in community coalitions, consortiums, committees, and workgroups. It maintains important collaborations with area hospitals, local police departments, schools, and local human service agencies. Some examples include River Edge Hospital, Rush Oak Park Hospital, the Oak Park Police Department, School District 200, Housing Forward, Sarah's Inn, Beyond Hunger, the local Behavioral Health Consortium, the Oak Park Homelessness Coalition, and the Oak Park Opioid Task Force.

Thrive's new Community Education and Outreach Coordinator will continue to develop relationships that strengthen its community ties and allow it to reach more people. We envision a world where mental health is valued, proactively nurtured, and is in reach of everyone.

## **2. Type of Organization**

Non-profit

## **3. CDBG Eligible Populations**

Mental health

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

Thrive has been providing mental health services to the community for over 120 years. We are proud to be a full-service mental health center offering individual, family and group therapy as well as psychiatric services. Psychiatric Services include psychiatric assessment and diagnosis, medication management, integrated care with other services, and a weekly injection clinic. Psychiatric Services are primarily involved with medication management and are difficult to find, especially for individuals who reside in disproportionately impacted areas because of the high cost to run them.

Thrive's 24/7/365 Crisis Team supports people experiencing a mental health crisis through de-escalation, emotional support, risk assessment, and safety planning. Our crisis team includes a master's level clinician and an engagement specialist (a person with lived experience). The team is available 24/7 to respond off site, and open to walk-ins during business hours. Thrive has an established co-response model with the local police departments and was recently selected to be one of the mobile dispatch centers for 988 Suicide Prevention line for our communities. This grant proposal requests funds to support the expansion of Thrive's Crisis Team to accommodate the increased number of employees in this program.

Thrive also delivers community education programs on timely mental health topics and trains several thousand teens annually through evidence-based Question, Persuade and Refer (QPR) suicide prevention workshops.



Thrive's curriculum-based Group Services help participants overcome challenges together in a group setting. They learn coping strategies to manage psychological symptoms, maximize the ability to live independently, and increase skills to effectively navigate a social environment. Current offerings include Sib Shops for siblings of children with special needs, Art Therapy, Mindfulness Basics, Empowered for Greatness (for youth to explore self-esteem and body image), Learning to Manage (for anger management), and Coping Cat (for 7th and 8th graders struggling with anxiety).

The funds from this grant will be used to improve Thrive's facility where these services are provided to hundreds of clients every year. Specifically, funds will be used for the rehabilitation of eight bathrooms including the installation of four water bottle filling stations. These restrooms are used by clients that are seeking and receiving services from Thrive. Thrive believes this is an eligible request for rehabilitation of bathrooms in a public facility by installing new floors, sinks, toilets, and paint under 570.201(c).

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

### **HEALTH EQUITY**

Thrive acknowledges the many social determinants of health such as poverty, unequal access to health care, lack of education, stigma, and racism that are linked to disparities in health access and outcomes. Thrive is committed to serving everyone, regardless of their socioeconomic status or ability to pay, in its efforts to advance health justice.

Clinical staff have deep experience working with adolescents, adults, and families who experience trauma, anxiety, depression, and life challenges. They encourage and guide clients to overcome individual and familial obstacles and they receive ongoing training in domestic violence, trauma-focused therapies, anger management, and case management services. They are required to undertake continuing education to maintain their licensure, including several focused on meeting the needs of a diverse client base. For example, Alzheimer's training and Sexual Harassment training.

Thrive acknowledges and addresses racism as a threat to public health, including the mental health care that is provided. All clinical staff participate in specialized training workshops delivered by external parties to enhance therapists' ability to address racial trauma and related issues with their clients. Already this year clinicians have received the following training: Addressing Racial Trauma in Clinical Practice (1/17/23), and all staff members participated in Disarming Implicit Bias in Clinical Practice (2/21/23). Upcoming training includes Cultural Humility and Social Justice in Clinical Practice (3/21/23), and Racial Disparities with Black Clients in Substance Use Treatment (4/18/23).

Thrive understands that mental health must be supported in ways that go beyond therapeutic care and that inequities prevent some people from accessing the services they need. Thrive provides Client Advocacy by helping to coordinate and advocate for individual wellness services that enhance recovery. For example, we provide referrals to outside providers for health, legal, medical and transportation services; and help clients determine eligibility and apply for benefits such as Medicaid, SNAP and Social Security.

### **DEI ACTIVITIES**

Thrive has established clear and targeted goals regarding its diversity, equity and inclusion (DEI) work and has begun to work towards these goals. In 2022, new agency values were created that include DEI: 'We actively pursue diversity at every level of our organization and are dedicated to cultivating a multicultural, inclusive, and equitable environment that considers the many life experiences and perspectives of our employees and those who seek our services.'

In living this value, Thrive established a DEI Committee of diverse staff members who applied for the opportunity to have a strong voice and leadership role in integrating DEI into all aspects of the organization. Five staff members from across the organization are currently on the Committee representing diverse races, sexual orientations, genders (including non-binary), and neurodiversity. Among its priorities are goals to improve health equity by increasing access to mental health care and reducing persistent disparities in mental health and substance use services for underserved populations and communities. By serving on the DEI Committee, these diverse leaders can raise their

visibility within the organization and the community, making sure their voices, and those of other groups who have been historically left out of power, are heard.

Individuals turn to Thrive in moments of crisis, emotional distress, and disruption in their ability to function day-to-day. Thrive's clinicians are deeply committed to the values of compassion and respect for their clients and to honoring their unique experiences and identity, helping them to reclaim their belief in their strengths and their hope for the future.

Thrive embraces diversity at every level of the organization to cultivate a multicultural, inclusive, and equitable environment that considers the many life experiences and perspectives of its employees and those who seek its services. Thrive believes that DEI should be upheld by all members of the Thrive staff and board of directors and integrated into every conversation, policy, and decision-making process – including at the point of delivery. For example, every employee is required to create a professional development plan with their supervisor with 3-4 goals for the year. At least one of those goals must be focused on some aspect of DEI.

Thrive continues to positively influence its workplace culture by rolling out a series of questions and commitments that all staff will use when proposing or discussing new initiatives, planning events, writing job descriptions, revising policies, etc. These tools help establish guidelines for Thrive employees to center DEI in their work and to minimize unintentional harm. Questions are based on the ADDRESSING model of diversity to facilitate recognition and understanding of the complexities of individual identity. Some of the questions include (1) How are we considering diverse perspectives and needs? (2) How are we ensuring everyone can access/fully participate in what we are planning to do? (3) What potential harm could be prevented? (4) Who benefits from this? Commitments are designed to create a space for conversation that minimizes harm, fosters accountability, and promotes the sharing of ideas, opinions, and concerns. Some of the commitments include: (1) To respect when others represent a group that holds less power than us and not challenge or question their experiences, and to leave space for them to speak, and (2) to assume that we are all acting with the best intentions and will attribute mistakes to the “head and not to the heart.”

Over 40% of Thrive's clients are People of Color who are disproportionately affected by economic, social, racial, and other obstacles to mental health care. 40% of Thrive's clinical staff are also People of Color and live all over Cook County, reflecting the communities they serve. In addition, many of Thrive's clinical staff and leadership team have lived experience with mental health or substance use disorder, and several therapists identify as having a mental health condition. Thrive recently added two Engagement Specialists to the Crisis Team who serve as peer support specialists because they have lived experience with mental health or substance use issues. These connections allow for a greater impact when supporting the communities, we serve. In recent surveys, nearly nine in ten clients rated Thrive's services as very good or excellent; 78% would recommend Thrive to a friend or family member.

Thrive's DEI Committee includes People of Color who impact decision-making at the highest level by serving as advisors to the Executive Director and senior management. Thrive's leadership team includes a black female Finance Director, which is particularly notable as finance is a traditionally white male dominated field. Two out of three of Thrive's program managers are Hispanic, its HR Generalist is Mexican American, and its full-time Community Education and Engagement Coordinator identifies as Latina. Thrive's Board of Directors include 30% who identify as People of Color including three African American members. By centering diverse leaders in all areas of its work, Thrive believes it can begin to break down the root causes of structural racism upheld by existing systems, help overcome the potential barriers to care, and better meet the unique needs of the communities it serves.

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

No

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

N/A

### C. Project Narrative

#### **1. Project Title**

Rehabilitation of Bathrooms Including Hydration Stations

## **2. Project Description**

### **PROJECT DESCRIPTION**

The project will take place at Thrive Counseling Center which is located at 120 S. Marion Street in Oak Park, Illinois, in a four story, 15,000 square foot office building built in 1990 and owned by Thrive Counseling Center. Each floor is accessible by an elevator and has two single-use gender-neutral bathrooms. Bathrooms on floors one and two are ADA accessible.

Currently, the toilets installed in Thrive's bathrooms use an old power flushing technology that frequently breaks down, is costly to repair, and can't be retrofitted with a better system. In fact, Thrive was recently unable to repair one of the old-style toilets and had to replace it. Bathroom sinks, some floors and paintwork are also in need of replacement. Currently, Thrive has a water fountain on each of the first three floors and no water station on its fourth floor. Neither clients nor staff use the old water fountains, especially since the onset of Covid19.

This project will rehabilitate the 8 bathrooms including replacing 4 drinking fountains with bottle filling stations, ensuring the bars, mirrors and hand dryers are at ADA standards, that equipment uses water saving technology including aerators, replacing damaged tile in 2 bathrooms, and paint and patch work for a total cost of \$44,749. These improvements will provide several benefits to all Thrive employees, clients, and client families who use the building. Bathroom improvements will eliminate costly maintenance issues and always keep every bathroom available for service. And it will replace a dingy, drab experience with a bright, clean, uplifting one. Hydration stations will use touchless, sensor-activated systems that are very hygienic and reduce water waste. They increase access to clean water and improve hydration by providing free, clean water to anyone who wants it. A recent Green Business Baseline Report developed specifically for Thrive by the Smart Energy Design Assistance Center at the University of Illinois Urbana-Champaign indicates that eliminating single use water bottles with bottle filling stations can help Thrive reduce 520lbs of CO2 annually, which is the equivalent to eliminating 621 miles driven annually. Together, these changes will improve the look and feel of Thrive's Oak Park building, and contribute to the health, happiness, and comfort of everyone who uses it.

### **SUMMARY OF ACTIVITIES**

Thrive has secured two estimates for these services, which was all that was possible in the available grant cycle timeframe. These quotes were sufficient to compile a reliable budget. However, during the first two months of the grant period, Thrive plans to seek additional estimates so that there will be three distinct itemized quotes for review by the selection committee. Quotes will be reviewed by the selection committee, and questions/clarifications will be made if needed. The committee will then make final vendor selections for the described work.

The facility improvement construction work will be completed very quickly and will take place over a maximum of two weekends only. Thrive services will not be interrupted as a result of this facilities improvement project.

Once improvements have been completed, Thrive will make announcements about the facility improvements to its Board, volunteers, staff, clients, and to the community through social media and e-mail communications.

### **CDBG FUNDING**

Thrive is requesting \$50,000 in CDBG funding for facility improvements that will help all Oak Park residents including low income and very low-income residents who come to Thrive for services, their family members who come to support them, and the staff who work to help them attain mental and emotional well-being.

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

N/A

## **D. Approach**

Clients enter Thrive's facility to receive treatment and recovery for behavioral and mental health conditions like anxiety, depression, schizophrenia, dementia, substance addiction, eating disorders, and more. Many of these clients may exhibit symptoms such as suicide ideation, aggression, self-harm, psychosis, or difficulty with executive function. As a 24/7

crisis center equipped to accommodate walk-in clients for mental health emergencies, Thrive treats many patients who are in a state of crisis when they arrive at the facility.

Imagine suffering from ongoing feelings of anxiousness and entering Thrive’s building for your weekly therapy appointment. You check in at the front desk, show your Medicaid card, and proceed to the waiting room near your therapist’s office on the third floor. While waiting you decide to use the bathroom. When you attempt to flush the toilet, it won’t flush, which adds to your anxiety. You wash your hands in a sink with rust stains, which makes you feel uncertain about Thrive as the best place for you to receive therapy. Wanting to get a drink of water, you look around for a place to fill your water bottle. There is none. You wonder if being on Medicaid means you don’t merit the exceptional care you deserve.

Though bathrooms represent just a small fraction of Thrive’s floor plan, they have an outsized influence on how people experience the space. Improvements in these relatively small areas will make a lasting impression on clients, other visitors, and Thrive’s employees.

Wide discrepancies in health insurance coverage makes mental health care a luxury, rather than a service for all. The under or uninsured are further marginalized because they struggle to gain access to mental health care. According to the Kaiser Family Foundation, approximately one in five Americans report symptoms of anxiety or depression, but nearly one-third of them do not receive treatment. The largest group not receiving treatment for their mental health disorders is the under/uninsured. ([www.kff.org/health-reform/issue-brief/how-does-use-of-mental-health-care-vary-by-demographics-and-health-insurance-coverage/](http://www.kff.org/health-reform/issue-brief/how-does-use-of-mental-health-care-vary-by-demographics-and-health-insurance-coverage/)).

More than 75% of Thrive’s 1,200-plus clients are Medicaid-insured or uninsured. Providing accessible, affordable care is a core Thrive value, as well as a requirement of being a Community Mental Health Center. Thrive helps overcome barriers to care by providing a sliding scale payment schedule including zero pay for under and uninsured clients, and taking Medicaid and Medicare patients when most other providers will not. In addition, it provides targeted community outreach to direct people on how to find help. Thrive also provides case management to clients to assist with establishing insurance coverage, assisting with Medicaid/Medicare enrollment, or providing sliding scale payment options; and connecting them to wrap-around services such as housing, food, career training, tutoring, legal, or other social services.

Unlike other behavioral health providers, Thrive does not turn anyone away regardless of their ability or willingness to pay for services. And Thrive works with each client to help them on their mental health journey and find the wrap around services they need to help them live happy, healthy lives. This facilities improvement project will ensure that all clients – including Oak Park’s low and very low income residents – have access to fully functioning, attractive, up-to-date facilities while receiving services in Thrive’s building.

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

380 (Last year's submission only reported psychiatry clients and was therefore lower)

### **Persons served form**

[py\\_2023\\_persons\\_served.xlsx](#)

#### **E. Budget Narrative**

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

\$ 50,000

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

\$ 50,000

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

Thrive has been working to secure accurate project quotes from multiple plumbing and construction vendors since the grant cycle opened. To date, two bathroom plumbing quotes, two water bottle filling quotes, and one patching/painting quote have been secured. These are generally ‘project-based’ quotes and not ‘itemized’ based quotes. The most promising quotes are uploaded with this application and were used to create the corresponding budget. Additional quotes are being sought as part of Thrive’s process for this work.

For one of the two quotes received, the cost for rehabilitating the 8 bathrooms and 4 drinking fountains is \$30,850. Although this includes equipment and labor, it does not include patch and painting. An independent patch and painting quote has not been received at this time. The second quote includes the cost of rehabilitating the 8 bathrooms and 4 drinking fountains, and also includes ensuring the bars, mirrors and hand dryers are at ADA standards, replacing damaged tile in 2 bathrooms, and paint and patch work for a total cost of \$44,749. Although Thrive will continue to source quotes for the work, the budget submitted is from the second quote, which provides the best rehabilitation options at this time. Thrive has included an 8% overrun protection. Project management time for two Thrive staff members is also included in the budget.

If CDBG does not fund this project, it will not go forward at this time. Of course, this project could be divided into smaller projects for which Thrive would actively seek other sources of funding. However, the outcome of such efforts would be very uncertain.

### **Budget Worksheet**

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

## **F. Program Eligibility**

### **1. Meeting Outcomes**

Thrive is applying for a facilities improvement project for Rehabilitation of Bathrooms Including Hydration Stations, and as such, is not providing a logic model with this application. Two types of indicators will help Thrive measure the success of this project. First, key milestones will be identified and tracked for successful completion. For example, three comparable quotes have been collected, a vendor has been selected, work has been scheduled, work has been completed and signed off on, etc. Second, employees will be asked to provide feedback about the improvement via an e-mail survey. Thrive expects that 95% of all survey participants will report feeling better about their workplace as a result of the project.

The proposed upgrades will better serve Thrive's clients by improving their overall experience and impression of Thrive as a world class provider of mental health services. Private practice facilities can fund state-of-the art therapy spaces for their clients. Thrive's low-income and very low-income clients deserve no less.

### **2. Successes and challenges**

Thrive has completed similar capital investment projects in the past including a site-wide flooring replacement, among others. The flooring replacement project involved replacing all worn and uncleanable carpeting throughout the building. Six months prior to installation, the Operations Department surveyed the building to determine which hallways and rooms needed flooring replaced. The Operations Coordinator spoke and met with the previous flooring contractor in addition to other contractors. With input from the Operations Director, the contractor that was the most responsive regarding timing, pricing, and adequate product availability (supply chain challenges due to the pandemic were pervasive) was selected. The project was completed while the building was closed for the holiday break so as not to interfere with client sessions.

The Operations Department worked with the contractor's flooring team to determine which product would work best. The fourth floor had not been renovated previously and had all carpets removed and replaced with vinyl flooring. Additionally, the first-floor offices and board room, and second and third-floor restrooms all had the floors replaced. The Operations Team worked with those currently on the first and fourth floors to schedule and organize the moving of all office items and furniture. The Team also worked with the flooring contractor on design, scheduling, and supply delivery. Once the floors were complete, The Operations Team scheduled with Thrive's maintenance company to clean all floors thoroughly before items and furniture were moved back into offices. Throughout the process, the Operations team worked closely with the Finance Director to monitor expenses and ensure adherence to budgets, as well as incoming invoice accuracy, approvals, and payments. This experience, as well as several others, has prepared Thrive and this leadership team to successfully execute the activities in the proposed project.

Thrive maintains a small balance of reserve funds to manage instances such as a project that might run over budget.

Of course, it works diligently to ensure those instances are rare, but it can absorb a portion of the cost overruns should they arise. In addition, Thrive has a weekend window from Saturday afternoon through Sunday during which this type of facility improvement work can be done without interfering with ongoing program operations. This project is expected to take no more than two weekends, but should more time be required, it could easily be accommodated. Based on these risk management measures, Thrive believes it to be an excellent candidate for funding for a facility improvement project.

### **3. Intended accomplishments**

The long-term outcome of the proposed Rehabilitation of Bathrooms Including Hydration Stations is that clients feel safe, supported, and valued when they are at Thrive, regardless of their income status, as well as an overall improved environmental impact. Short term outcomes include less water waste, less plastic waste, less costly maintenance, fewer closed facilities, and improved hydration.

### **4. Project management process**

The project will be managed by the Operations Director with support from the Operations Coordinator. They are experienced and skilled at negotiating contracts, working with outside vendors and contractors, and managing complex timelines and budgets. In addition, Thrive maintains a strict adherence to established and followed financial controls and closely monitors revenue and expenses on a monthly basis.

The total timeframe for this project will be six months although the construction work will only take two weekends.

Month 1-2: Seek additional quotes for services such that there are three distinct itemized quotes for review.

Month 3: Review quotes and identify questions/areas for clarification; collect clarification from potential vendors.

Month 4: Make final vendor selection, schedule work, complete process for advance payments that might be required.

Month 5: Prepare physical space for work including signage, prepare staff for work including e-mail communications, oversee workers during project to ensure it is meeting expectations, review all completed work and build a 'punch list' of any final items that need to be completed, schedule a time for final 'punch list' items to be completed, conduct a final review of work and 'sign off' on successful project completion, and complete process for final payment.

Month 6: Announce facilities improvements internally and externally.

Thrive will maintain contracts with all vendors and contractors. Its solid financial procedures will facilitate the easy management of funds and deadlines. Thrive will be able to anticipate payment deadlines, process checks weekly, and monitor cash flow monthly. The Operations Team will work closely with all outside contractors to manage timelines and work expectations and liaise with executive management and the Board on progress.

### **5. Income Documentation**

CDBG funding will support Oak Park residents who are Medicaid-insured or uninsured and are therefore low or very low-income residents. Their status is verified monthly through Medi check, the CMS tool that documents an individual's eligibility for Medicaid services. Thrive tracks client demographics including zip code via its electronic medical records system, CareLogic, and requires residency proof in the form of a driver's license or state ID. Financial data is tracked through QuickBooks. Using these systems, Thrive can accurately provide the data required to fulfill all CDBG reporting requirements.

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

Thrive has written policies and procedures that will allow us to successfully manage this project including the safeguarding of funds, property and other assets against loss from unauthorized use of disposition. We have policies that are implemented and followed to ensure activities and expenses are reasonable and allowable.

Thrive will maintain contracts with all vendors and contractors. Our solid financial procedures will facilitate the easy management of funds and deadlines. Thrive will be able to anticipate payment deadlines, process checks weekly, and monitor cash flow monthly. The Operations Team will work closely with all outside contractors to manage timelines

and work expectations and liaise with executive management and the Board on progress.

Thrive will work closely with its selected contractors, and the authorities from the Village of Oak Park, especially from the Building Services Department, to ensure compliance with all federal, state, and local laws in relation to this project.

Thrive is accredited by CARF, the Commission on the Assessment of Rehabilitation Facilities, and recently received a three-year certification, the highest level possible. CARF outlines the requirements and quality standards for community mental health agencies vis-a-vis patient care, financial controls, risk policies, strategic planning and governance. Thrive also maintains a Policy and Procedure Manual that is reviewed and updated annually and approved by the board of directors. The manual was updated in 2021. It covers a host of administrative, financial and fundraising standards to ensure compliance with local, state, federal requirements as well as professional standards like GAP (General Accounting Principles).

Thrive also administers an annual Client Perception of Care survey to all active clients and reviews results for possible areas of improvement in the client experience.

## 2. Attachments

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

### **Timeline**

[py\\_2023\\_timeline\\_form.docx](#)

### **Logic model**

[not\\_required.docx](#)

### **Articles of Incorporation and By-Laws**

[articles\\_of\\_incorporation\\_and\\_bylaws.pdf](#)

### **Non-Profit Determination (IRS Letter)**

[irs\\_federal\\_tax\\_exempt\\_status\\_letter.pdf](#)

### **List of Board of Directors**

[thrive\\_board\\_of\\_directors\\_external\\_list\\_jan2023\\_-\\_copy.docx](#)

### **Organizational Chart**

[thrive\\_org\\_chart\\_march\\_2023.pdf](#)

### **Resumes**

[job\\_descriptions.pdf](#)

### **Financial Statement and Audit**

[audited\\_financials\\_and\\_current\\_budget.pdf](#)

### **Conflict of interest statement**

[conflict\\_of\\_interest\\_11.18.pdf](#)

### **Anti-lobbying statement**

[anti-lobbying\\_statement.pdf](#)

### **EEO Form**

[py\\_2023\\_eeo\\_report\\_chart.docx](#)

### **Statement of ADA Compliance**

[ada\\_statement.pdf](#)

**Support Statements**

**Project client evaluation tool**

[not\\_required.docx](#)

**Beneficiary Form**

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

**Certificate of insurance**

[cert\\_of\\_ins\\_-\\_proof\\_of\\_coverage.pdf](#)

3. Proposal Agency Information and Verification

**Name of Authorized Official of Applicant Organization**

Jennifer Rook

**Title of Authorized Official of Applicant Organization**

Executive Director

**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 Facilities & Improvements**

<b>Organization Name</b>	Thrive Counseling Center
<b>Proposed Project Name</b>	Bathroom improvements and hydration stations

<b>Beneficiary Component</b>	<b>Number or Percent</b>
Total of all Persons Benefiting, without regard to income or residency	1647
Number of all Very Low, Low and Moderate-Income (LMI) Persons to be served	1341
Percentage of LMI benefit (above ÷ total persons x 100)	76%
Number of all <b>Oak Park</b> persons benefiting	791
Percentage of <b>Oak Park</b> persons benefiting (# <b>Oak Park</b> persons benefiting ÷ total persons benefiting x 100)	46%
Number of Very Low, Low and Moderate-Income (LMI) <b>Oak Park</b> Persons to be served	598
Percentage of <b>Oak Park</b> persons that are <b>LMI</b> (# <b>LMI Oak Park</b> persons benefiting ÷ total Oak Park persons benefiting x 100)	33%

The data in this form is based on an estimate of the number of people who use the building and includes staff, volunteers, clients, and people who accompany clients.



**PY 2023 Timeline, CDBG Public Services**

As with all application components, please carefully read the Instructions

Organization	Thrive Counseling Center
Project Name	Bathroom Improvements and Hydration Stations

Timeframe	Activity	Person Responsible
Month 1	<ul style="list-style-type: none"> <li>Seek additional quotes for services such that there are three distinct itemized quotes for review</li> </ul>	Operations Coordinator
Month 2	<ul style="list-style-type: none"> <li>Seek additional quotes for services such that there are three distinct itemized quotes for review</li> </ul>	Operations Coordinator
Month 3	<ul style="list-style-type: none"> <li>Review quotes and identify questions/areas for clarification</li> <li>Collect clarification from potential vendors</li> </ul>	Operations Coordinator and Operations Director
Month 4	<ul style="list-style-type: none"> <li>Make final vendor selection and schedule work</li> <li>Complete process for advance payments that might be required</li> </ul>	Vendor Selection Committee made up of Operations Coordinator, Operations Director, Finance Director and others as needed
Month 5	<ul style="list-style-type: none"> <li>Prepare physical space for work including signage</li> <li>Prepare staff for work including e-mail communications</li> <li>Oversee workers during project to ensure it is meeting expectations</li> <li>Review all completed work and build a 'punch list' of any final items that need to be completed</li> <li>Schedule a time for final 'punch list' items to be completed</li> <li>Conduct a final review of work and 'sign off' on successful project completion</li> <li>Complete process for final payment</li> </ul>	Operations Coordinator, Operations Director, Finance Director, Executive Director and other staff members as needed.
Month 6	<ul style="list-style-type: none"> <li>Announce facilities improvements internally and externally</li> </ul> Project complete.	Operations Coordinator and Administrative Staff
Month 7		
Month 8		
Month 9		
Month 10		
Month 11		
Month 12		

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Client: Thrive Counseling Center  
Property: 120 S Marion St  
Oak Park, IL 60302

Estimator: PB Construction  
Business: 2647 Davisson St  
River Grove, IL 60171

Business: (312) 907-0055  
E-mail: [gerardosulic@sbcglobal.net](mailto:gerardosulic@sbcglobal.net)

Type of Estimate:  
Date Entered: 3/7/2023

Price List: ILCC8X\_FEB23  
Labor Efficiency: Restoration/Service/Remodel  
Estimate: 2023-03-07-1758

2023-03-07-1758

Main Level

Main Level

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
<b>1. R&amp;R ADA Toilet - Wall Mounted</b>	<b>8.00 EA</b>	<b>42.13</b>	<b>1,587.97</b>	<b>609.02</b>	<b>1,364.98</b>	<b>15,014.80</b>

Includes: Toilet (american standard) , wax ring, one supply line, 4 bowl bolts/screws, caulking, and installation labor.  
 Replace 1/2 in water supply to 1 inch.  
 New shut off valve for the main water supply.

<b>3. R&amp;R Handicap grab bar - Stainless steel, 1 1/2" x 36"</b>	<b>16.00 EA</b>	<b>25.28</b>	<b>92.73</b>	<b>86.10</b>	<b>197.42</b>	<b>2,171.68</b>
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Includes: Stainless steel grab bar and installation labor. Labor cost to remove a grab bar and to discard in a job-site waste receptacle.  
 Quality: ADA Standards.

<b>11. R&amp;R Ceramic/porcelain tile - Premium grade</b>	<b>128.00 SF</b>	<b>3.03</b>	<b>19.38</b>	<b>144.84</b>	<b>301.32</b>	<b>3,314.64</b>
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Includes: Third Floor Bathrooms, Tile, grout, thinset or mastic, the use of a ceramic tile saw, and installation labor. Labor cost to remove ceramic/porcelain tile and to discard in a job-site waste receptacle.  
 Excludes: Backer board for the tile.

<b>13. R&amp;R Bathroom mirror - w/metal frame - ADA</b>	<b>8.00 SF</b>	<b>3.04</b>	<b>29.05</b>	<b>12.25</b>	<b>26.90</b>	<b>295.87</b>
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Includes: Wall mounted bathroom mirror (1/4") with metal frame and installation labor. Labor cost to remove a bathroom mirror and to discard in a job-site waste receptacle.

<b>14. Install Hot air hand dryer - High grade</b>	<b>8.00 EA</b>	<b>0.00</b>	<b>986.29</b>	<b>0.00</b>	<b>789.04</b>	<b>8,679.36</b>
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Includes: High grade hand dryer and installation labor. Labor cost to remove a hot air hand dryer and to discard in a job-site waste receptacle.  
 Quality: Surface mounted, electric, stainless steel, sensed or touchless hand dryer. Nova - Nova 6 "Airwave", Bobrick B7007, American GB series, or equal.

<b>16. R&amp;R Drinking fountain with cooler</b>	<b>4.00 EA</b>	<b>136.62</b>	<b>1,292.77</b>	<b>283.38</b>	<b>600.08</b>	<b>6,601.02</b>
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Includes: Drinking fountain and water filling station touchless, supply line, and installation labor.

Model: Elkay EZSDWSLK

<b>17. Paint two coats</b>	<b>2,816.00 SF</b>	<b>0.00</b>	<b>2.54</b>	<b>77.93</b>	<b>723.06</b>	<b>7,953.63</b>
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Includes: Eight Bathrooms latex paint, painter's putty, sandpaper, and labor.  
 Quality: Two coats, low VOC paint; if using no/zero-VOC paint, verify and adjust the material component cost for paint from the "Components" tab of the estimate.

<b>19. R&amp;R Baseboard - 4 1/4"</b>	<b>64.00 LF</b>	<b>0.77</b>	<b>5.42</b>	<b>16.99</b>	<b>41.30</b>	<b>454.45</b>
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<b>22. Outlet or switch - Detach &amp; Move</b>	<b>8.00 EA</b>	<b>0.00</b>	<b>26.64</b>	<b>0.00</b>	<b>21.32</b>	<b>234.44</b>
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Total: Main Level				1,230.51	4,065.42	44,719.89
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Labor Minimums Applied

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
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**CONTINUED - Labor Minimums Applied**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
23. Finish carpentry labor minimum	1.00 EA	0.00	26.58	0.00	2.66	29.24
Totals: Labor Minimums Applied				0.00	2.66	29.24
<b>Line Item Totals: 2023-03-07-1758</b>				<b>1,230.51</b>	<b>4,068.08</b>	<b>44,749.13</b>

**Grand Total Areas:**

288.00 SF Walls	64.00 SF Ceiling	352.00 SF Walls and Ceiling
64.00 SF Floor	7.11 SY Flooring	32.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	32.00 LF Ceil. Perimeter
64.00 Floor Area	75.11 Total Area	288.00 Interior Wall Area
346.67 Exterior Wall Area	34.67 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

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**Recap of Taxes, Overhead and Profit**

	<b>Overhead (5%)</b>	<b>Profit (5%)</b>	<b>Material Sales Tax (10.25%)</b>	<b>Food &amp; Med State Tax (0%)</b>	<b>Food &amp; Med Local Tax (1.25%)</b>
<b>Line Items</b>	2,034.04	2,034.04	1,230.51	0.00	0.00
<b>Total</b>	<b>2,034.04</b>	<b>2,034.04</b>	<b>1,230.51</b>	<b>0.00</b>	<b>0.00</b>

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### Recap by Room

Estimate: 2023-03-07-1758

<b>Area: Main Level</b>	<b>39,423.96</b>	<b>99.93%</b>
<hr/>		
<b>Area Subtotal: Main Level</b>	<b>39,423.96</b>	<b>99.93%</b>
<b>Labor Minimums Applied</b>	<b>26.58</b>	<b>0.07%</b>
<hr/>		
<b>Subtotal of Areas</b>	<b>39,450.54</b>	<b>100.00%</b>
<hr/>		
<b>Total</b>	<b>39,450.54</b>	<b>100.00%</b>

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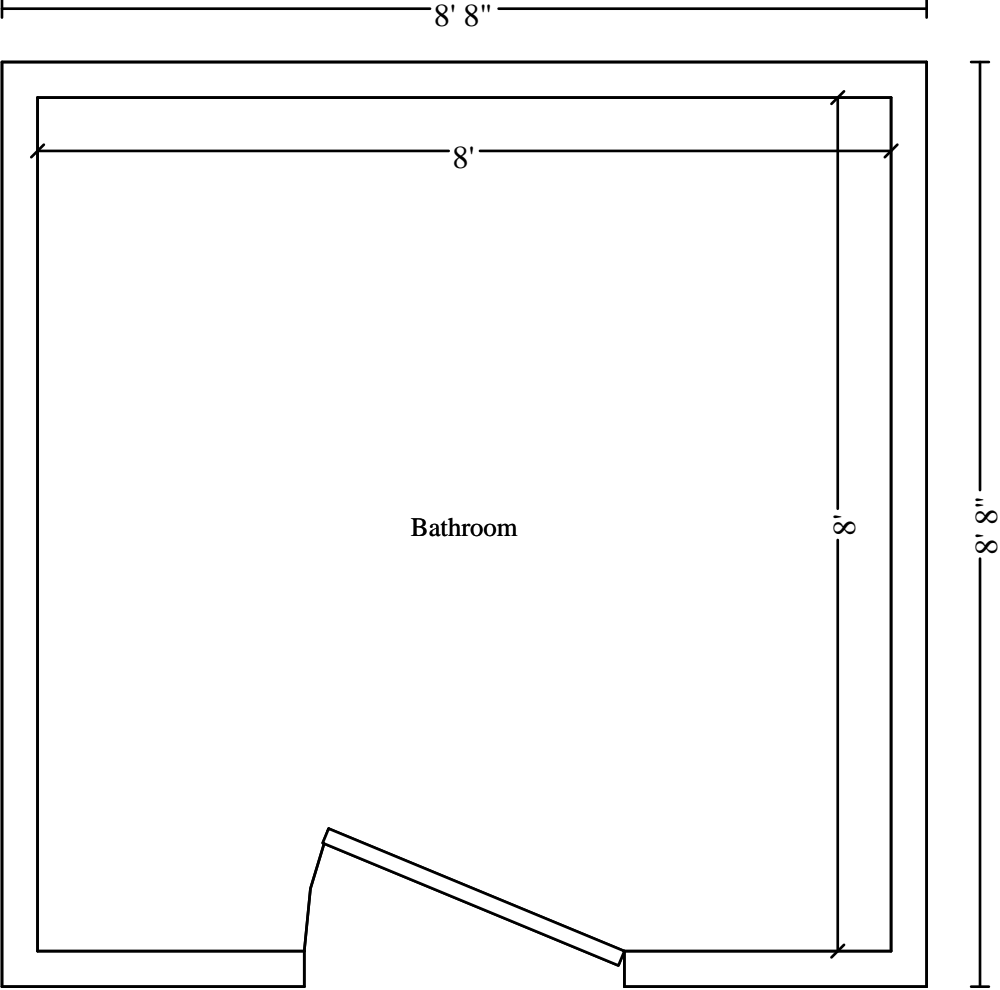
### Recap by Category

O&P Items	Total	%
GENERAL DEMOLITION	1,749.44	3.91%
ELECTRICAL	213.12	0.48%
FINISH CARPENTRY / TRIMWORK	373.46	0.83%
PLUMBING	17,874.84	39.94%
PAINTING	7,152.64	15.98%
TOILET & BATH ACCESSORIES	9,606.40	21.47%
TILE	2,480.64	5.54%
O&P Items Subtotal	39,450.54	88.16%
Material Sales Tax	1,230.51	2.75%
Overhead	2,034.04	4.55%
Profit	2,034.04	4.55%
<b>Total</b>	<b>44,749.13</b>	<b>100.00%</b>

Each Floor will take approximately seven business days and we are going to work in one floor at the time.

We are a true general contractor and we have been tasked with performing all tasks in this project, associated with several trades. This project requires the use of subcontractors for all of its tasks listed. We coordinate all of these subcontractors and their tasks, over the course of many weeks (planing and assessing included). It required several trips made by many personnel. We financed the cost of this project, order materials (including special order) pick up materials, delivery materials, etc...

The level of complexity and coordination required of us to carry out this project definitely meets and exceeds any threshold necessary to obtain Overhead and Profit (5.0%). It has been assessed to this estimate.



**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:					
<b>Personnel Costs</b>									
Salaries	\$1,273	\$1,273	100%					\$0	0%
Benefits	\$138	\$138	100%					\$0	0%
Taxes	\$97	\$97	100%					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$1,508</b>	<b>\$1,508</b>	<b>100%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Operating Costs:</b>									
Rent/Lease	\$0	\$0	#DIV/0!					\$0	0%
Utilities	\$0	\$0	#DIV/0!					\$0	0%
Telephone	\$0	\$0	#DIV/0!					\$0	0%
Postage	\$0	\$0	#DIV/0!					\$0	0%
Supplies	\$0	\$0	#DIV/0!					\$0	0%
Mileage	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Operations</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>Professional/Services</b>									
Consultant	\$0	\$0	#DIV/0!					\$0	0%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Bathroom Rehabilitation	\$48,492	\$48,492	100%					\$0	0%
<b>Subtotal: Professional Services</b>	<b>\$48,492</b>	<b>\$48,492</b>	<b>100%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL (all categories)</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>100%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

**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?
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
<b>TOTAL, where applicable</b>		<b>\$0</b>				

**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					
The total should equal the number from the Race and Ethnicity count above.	Q1	Q2	Q3	Q4	Total
<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