

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 BEYOND HUNGER, 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 2023 Program Year; and

WHEREAS, the Village has considered and approved the application of Subrecipient and hereby agrees to distribute to Subrecipient a portion of the total CDBG funds allotted to the Village by HUD, with the portion distributed to Subrecipient being in the amount provided in this Agreement and upon the conditions set forth herein; and

WHEREAS, the Village and Subrecipient, acting through their respective Boards are each authorized to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. INCORPORATION OF RECITALS. The foregoing recitals are incorporated into this Agreement as though fully set forth herein.

2. SCOPE OF SERVICES.

A. Subrecipient’s project schedule and project budget (hereinafter collectively referred to as “the Project”) are set forth in the Subrecipient’s Program Year 2023 Community Development Block Grant Program Proposal attached hereto and incorporated herein by reference as Exhibit A (hereinafter referred to as the “Subrecipient’s Proposal”).

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

C. The funds to be provided by the Village to Subrecipient pursuant to this Agreement shall be used to partially pay salary costs for three Food Pantry employees (Senior Pantry Programs Manager, Social Services Coordinator, and Nutrition Education Coordinator and Dietitian) and food for low-income persons. A total of 11,500 persons (1,600 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-four thousand dollars (\$24,000) (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 st Quarter: October-December, 2023	Progress report due by January 15, 2024
2 nd Quarter: January–March, 2024	Progress report due by April 15, 2024
3 rd Quarter: April–June, 2024	Progress report due by July 15, 2024
4 th 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
Beyond Hunger
848 Lake Street
Oak Park, Illinois 60301

B. Either of the parties may designate in writing from time to time substitute addresses or persons in connection with required notices.

19. EFFECTIVE DATE. The effective date of this Agreement as reflected above shall be the date that the Village Manager for the Village of Oak Park executes this Agreement.

20. COUNTERPARTS; FACSIMILE OR PDF SIGNATURES. This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement. A facsimile or pdf copy of this Agreement and any signature(s) thereon will be considered for all purposes as an original.

21. CAPTIONS AND SECTION HEADINGS. Captions and section headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

22. NON-WAIVER OF RIGHTS. No failure of any Party to exercise any power given to it hereunder or to insist upon strict compliance by any other Party with its obligations hereunder, and no custom or practice of the Parties at variance with the terms hereof, shall constitute a waiver of that Party's right to demand exact compliance with the terms hereof.

23. ATTORNEY'S OPINION. If requested, the Subrecipient shall provide an opinion by its attorney in a form reasonably satisfactory to the Village Attorney that all steps necessary to adopt this Agreement, in a manner binding upon the Subrecipient have been taken by the Subrecipient.

24. BINDING AUTHORITY. The individuals executing this Agreement on behalf of the Parties represent that they have the legal power, right, and actual authority to bind their respective Party to the terms and conditions of this Agreement.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

BEYOND HUNGER

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 #58

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Submission information

Form: [Village of Oak Park Community Development Block Grant \(CDBG\) Submission Form](#)
Submitted by Beyond Hunger
Fri, 2023-03-10 14:07
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

Beyond Hunger

2. Organization Mailing Address

848 Lake Street

3. Organization Phone Number

7086134200

4. Executive Director

Michele Zurakowski

5. Executive Director's Email Address

Michele@gobeyondhunger.org

6. FEIN #

27-2018997

7. Unique Entity Identifier (UEI#)

96246073

8. Project Manager/Primary Contact

Michele Zurakowski

9. Did you attend the mandatory PY2023 grants workshop?

Yes

B. Agency Overview

1. Background and Need

Beyond Hunger formed as a food pantry in 1978 to address the immediate needs of people struggling with hunger. It was incorporated in 2010 as a 501c3 with the realization that people need a greater measure of food security than simply a bag of groceries. Beyond Hunger evolved and now takes a multi-pronged approach to combatting hunger. Our mission, “harnessing the power of communities to end hunger,” acknowledges that in addition to providing food, promoting lasting food security requires an asset-based and whole-person approach. Thus, we engage participants in shaping and evaluating programming, empower community members to advocate for systemic change, help connect people to income-stabilizing benefits such as SNAP, refer clients to social and health-related services, and promote health by offering nutritious food and wellness education.

We serve approximately 11,500 unique individuals living in 13 ZIP codes in Chicagoland each year—over 42,800 with repeat visits—through four distribution options: a Drive-thru food pantry, a traditional Community Market pantry that functions as a kind of corner grocery store, an off-site monthly Despensa pop-up food pantry serving vulnerable immigrant families, and a vastly expanded Home Delivery program for older adults and people with disabilities. SNAP outreach accompanies these delivery models.

Beyond Hunger has received CDBG funds from the Village of Oak Park for the past 13 years (including Gap year funding), has timely met all service goals, and submitted all required documentation and reports to satisfy program requirements. To ensure capacity to handle grants and demonstrate compliance with all requirements, we have hired necessary staff and implemented procedures for smooth operations. The Chief Executive Officer is in daily contact with program staff and receives regular updates to ensure progress towards all goals and objectives. Staff meetings are held every two weeks. Nine Board meetings are held annually, and sub-committee meetings take place monthly. Accounting protocols in line with GAAP are in place and are reviewed and updated annually. In addition to successfully managing CDBG grants in previous years, we have successfully managed large grants from United Way of Metropolitan Chicago, United Way DuPage/West Cook, many grants from independent foundations, including the Oak Park River Forest Community Foundation, and numerous corporate partners.

Beyond Hunger will continue to work with dozens of community partners to leverage resources for our clients in PY2023. For example, we partner with Housing Forward as a sub-recipient of an AmeriCorps member who assists with recruiting new food rescue partners, manages the logistics of food rescues and distribution, and oversees sustainability practices such as composting and recycling. We continue to partner with Oak Park Township to identify people in need of Home Delivery of groceries and to provide Nutrition Education programming. Through our participation on the Oak Park Homelessness Coalition, we advocate for policy and serve as referral partners to other non-profits, helping to prevent Oak Parkers from becoming homeless. As a formal Community Nutrition Rotation Site of the Academy of Nutrition and Dietetics, we partner with Dominican University, Loyola University, UIC, and others to place interns in our Nutrition Education programs. Through the Surplus Project, a collaboration with Rush Oak Park Hospital, we repackage remaining cafeteria food into single serving meals for distribution to food insecure individuals.

2. Type of Organization

Non-profit

3. CDBG Eligible Populations

- Severely disabled adults
- Elderly persons
- 51% or more low/moderate income persons

4. Type of services offered

Beyond Hunger offers multiple ways for low-income residents to access healthy food for free. We offer shoppers a traditional in person Community market that functions as a mini market, with choices of fresh produce, lean meats, and pantry staples. Much to our surprise, most people prefer our convenient Drive-Thru food pantry where pre-packed boxes are loaded into car trunks when people pull up to the pantry. (Since its inception as a pandemic response, we have surveyed participants multiple times to confirm this preference. Results overwhelmingly show the Drive-Thru to be the preferred method, and 75% of pantry participants use it.) Finally, homebound individuals receive food through our Home Delivery program via a referral process with local partners. Participants receive a phone call to personally curate the food they will receive. These calls serve an important social function, offsetting the isolation many older adults and people with disabilities experience. A recent survey of participants showed over

72% prefer this method of ordering food over any other option.

Unique among food pantries, Beyond Hunger has a Nutrition Education team who have created innovative digital, online, print, and in-person programming reaching 5000 individuals a year. The team has created several specialty boxes to accommodate the dietary restrictions of people utilizing our Drive-Thru, including Diabetes Friendly, Vegetarian, Gluten-Free, etc. To promote wellbeing, staff Registered Dietitians coordinate with local hospitals to provide free blood pressure screenings each week during food distributions.

With 40+ years of experience, we know that connecting people to federal benefits like SNAP ensures more long-lasting food security. All participants in our food programs are screened to determine if they receive SNAP and are offered assistance with applications. A Social Services Coordinator is present at all Community Market and Drive-Thru food pantry distributions as well as by appointment or during drop-in office hours. They process SNAP applications, trouble-shoot problems with denial of benefits, and help connect people to further benefits such as Medicare, Benefits Access Program, etc. They also conduct off-site SNAP outreach with partner organizations serving vulnerable populations.

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

While sporadic trainings had occurred for many years, Beyond Hunger's racial equity journey began in earnest in 2019. Board and staff took part in a series of Diversity, Equity and Inclusion trainings that led to deliberate steps to develop new, trusting relationships with community leaders from neighborhoods we serve. Leadership also developed more intentional processes for Board and staff recruitment. That same year, we created the Client Advisory Council (CAC), a group of current clients who provide invaluable input to the development of programs and services. Among their many accomplishments, they helped us adapt our services during the pandemic, created surveys to guide food distribution models, participated in national summit presentations and were instrumental in the research and development of the training manual for our newest program, In the Kitchen. Last summer, Tracey Showers, Founding Member of CAC, had the opportunity to present at the Hunger Free Communities Network on the CAC's accomplishments this past year. Tracey testified in a White House listening session and subsequently was invited to attend its National Conference on Hunger Nutrition and Health. In addition, members of our CAC gave input to help improve Oak Park's Climate Action Plan. The CAC is still regularly participating in Northwestern University's Food Pantry Survey Development. What's more, CAC members contributed to the Oak Park-River Forest Community Foundation's community needs assessment. As a group, our Client Advisory Council has had a growing presence of advocacy nationally and locally. In recognition of the value of their work, CAC members are compensated for all activities with Beyond Hunger.

In intervening years, our Board and staff have continued to engage in racial equity workshops and trainings, incorporating insights learned into annual staff goals. Monthly staff meetings address how we might better translate our commitment to racial equity in our policies, practices, and programs. Last fiscal year we engaged the consulting firm Envisioning Equity to conduct an organizational audit. Since then, they have helped us craft an ongoing work plan to become an explicitly anti-racist organization. We have created a roadmap of clear and targeted goals and identified some concrete steps, anticipated outcomes, and accountability mechanisms so that we can continue our racial equity work – and measure our progress.

In our programming, we have made adjustments to meet the needs of communities as identified by those communities. Culturally familiar groceries are tailored for our families who are surveyed to assess food-box composition, gauge satisfaction, and learn the reasons why families prefer a particular pantry model. (We maintain the Drive-Thru food distribution model because survey results overwhelmingly show it to be the preferred method.) We have begun to intentionally use our purchasing power to support local farmers and BIPOC vendors and distributors. Dietitians have created a Latin Flavors box to address the expressed needs of our increasing Latino client base. By tailoring our food delivery systems to the specific needs of traditionally marginalized communities, we help create a more racially equitable food system.

6. Did you return any CDBG funds in PY2021?

No

If you returned funds, please explain why

C. Project Narrative

1. Project Title

Direct Hunger Relief

2. Project Description

By helping low-income neighbors access nutritious food at no cost, we reduce immediate food insecurity in our community. Additionally, we understand that educating people about the connection between health and nutrition empowers them to make better food choices and better use of their limited food resources. In the long run, this leads to better health outcomes and more long-lasting food security. Finally, by connecting participants to SNAP and other income, health, and social supports, we help them move from hunger to enhanced food security, health, and well-being. Specific activities will include:

1. Food Pantry and Home Delivery serving 11,500 unique individuals (42,800 duplicated), averaging 70+ pounds of food per household visit, including 20 pounds of fresh produce, for 21 meals per individual
2. Food provided will have high nutritional value (89% in the Green/Yellow SWAP categories)
3. Public benefits assistance: screening all food pantry clients for SNAP enrollment, subsequently connecting 900 eligible household members to benefits
4. Virtual Nutrition Education programming including nutrition discussions, cooking classes, emailed newsletters, and social media posts reaching more than 5,000 duplicated individuals
5. In person consultations and Print newsletter focusing on nutrition, recipes, SWAP education, and cooking class recruitment reaching 11,500 unique individuals
6. Monthly virtual nutrition education and/or cooking classes tailored to client needs such as chronic disease states (e.g., heart healthy, hypertension, diabetes, etc.) serving 130 individuals

As in previous years, CDBG funding will help cover the cost of food as well as offset the personnel costs of Food Pantry, Nutrition Education, and Social Services staff.

3. Project Location (if different from above)

Oak Park

D. Approach

Virtually all (99%) of our clients last year fell within the LMI income category, with 92% in the low- or extremely low categories. Two years ago, clients utilized our food programs on average 3.4 times per year. Now, that is 4 times per year — an 18% increase that represents the highest frequency of visits we have seen. Oak Parkers utilize services even more frequently, averaging 4.7 visits per year—nearly 20% more frequently than others. Most people use our food pantry as a stopgap measure to help get through times of unusual hardship, such as loss of a job or medical crisis. Others report using a variety of coping strategies such as skipping meals so their children can eat, purchasing cheap but filling foods (i.e., ramen noodles) rather than more nutritious but costly foods, taking medications every other day, or going without heat. Being forced to take measures such as choosing between food and medication can exacerbate the effects of food insecurity, which in turn causes significant emotional and health issues for families. For children, long-term effects of food insecurity include lowered academic achievement, decreased emotional development, increased health problems and decreased chances for future economic well-being. For older adults, food insecurity exacerbates diseases, decreases resistance to infection, and extends hospital stays. For all people, hunger and obesity are intertwined due to cycles of food deprivation and overeating, as well as the fact that the least nutritious foods on the market (chips, candy, and processed foods high in sodium and fat) are often the cheapest, most readily available, and most filling.

Unique among direct food service providers, Beyond Hunger employs a health equity lens in the deployment of our services. Hunger and health are profoundly interconnected, and together they play a critical role in the life expectancy disparity between communities of color and white populations. Advanced age and disabilities increase food insecurity and compound these health disparities. We are committed to inclusively addressing hunger as a social determinant of health to reduce food insecurity in the communities we serve.

Beyond Hunger has sought to advance health equity by expanding the Home Delivery program to populations experiencing overlapping and compounding vulnerabilities of race, age, and disability. To further expand the program's

reach, we are working with Oak Park Township as well as community organizations in Austin to identify additional participants. Recognizing that one way to create a more equitable food system is to use our purchasing power intentionally, we have partnered with BIPOC vendors and local farmers, including Forty Acre, Dion's Chicago Dream, Growing Home, and Alden Farms. Home Delivery participants with larger families now receive an extra delivery each month consisting of fresh produce purchased from these vendors. Despensa and food pantry programs now also purchase from these vendors.

Finally, our dedication to connecting clients to SNAP and other benefits stands out among direct food service providers. We screen every program participant to determine benefits utilization and create multiple avenues for eligible participants to receive assistance in navigating the often arcane application processes.

A goal this year is to target SNAP outreach and escalate awareness among returning citizens, the LGBTQ+ community, and new parents. With recent funding from the Community Mental Health Board of Oak Park, we are creating a mobile station so that staff can meet with potential clients at partner agencies where they are already receiving services. By leveraging those trusted relationships, we expect to have more success connecting targeted populations to nutritional benefit supports.

Total Oak Park Low/Moderate Income Persons Served Annually

1600

Persons served form

[py_2023_persons_served.xlsx](#)

E. Budget Narrative

1. Total CDBG dollars requested

\$ 30,000

2. Total project budget

\$ 3,018,647

3. Budget description

Oak Parkers comprise 14% of the unique individuals we serve. Of course, each time clients visit our food pantry or enroll in a cooking class, we accrue costs to serve them. Oak Parkers visit our pantry, take nutrition education classes, and receive social services more frequently than residents of other zip codes, and thus represent nearly 20% of households served in Direct Hunger Relief. Our funding request for personnel (2%) and operating costs (1%) well below those thresholds to serve the local community.

Personnel Costs

CDBG funds are requested for 2% of total personnel costs associated with the Hunger Relief Program. Salary allocations for all staff associated with the program were determined based on FY2022 timesheets for relevant personnel which reflect proportional time spent in each program area. Although nine staff members and two AmeriCorps are involved in staffing the Direct Hunger Relief Program, we request CDBG support for only three of them:

- Senior Pantry Programs Manager: manages all operational activities for Direct Hunger Relief Program including inventory, food transportation, client relations, food safety, and volunteer recruitment/training/supervision. (1.0 FTE for this program).
 - o Salary: \$63,540
 - o CDBG request: \$5000
 - o % of salary charged to CDBG: 7.9%
- Social Services Coordinator: works individually with clients to connect them to SNAP and other benefits as available, makes referrals to local service agencies as appropriate for further assistance. (1.0 FTE for this program)
 - o Salary: \$47,126
 - o CDBG request: \$2500
 - o % of salary charged to CDBG: 5.3%

- Nutrition Education Coordinator and Dietitian: Supervises our Nutrition Education program including dietetic interns and Distribution Healthy Sampling. (.5 FTE for this program)
- o Salary: \$37,940
- o CDBG request: \$2500
- o % of salary charged to CDBG: 6.5%

Operating Costs

We are focusing our CDBG operating cost request of \$20,000 squarely on the primary need our clients face: food.

• Food costs are determined based on this year's projected budget, analysis and projection of need, discussion with vendors, and consumer price index (CPI). These direct costs are entirely borne by the Direct Hunger Relief Program.

- o Total Food Cost for Program: \$2,187,984 (a 25% increase from previous year)
- o Total In-kind Food Cost for Program: \$1,665,171 (up 29.5%)
- o Total Cash Food Cost for Program: \$522,813 (a 79% increase from previous year)
- o CDBG Cash Food Cost Request: \$20,000
- o % of Food Cash Cost charged to CDBG: 4%
- o % of Total Operating Costs charged to CDBG: 0.7%

Budget Worksheet

[py_2023_cdbg_project_budget_-_other_revenue_summary.xlsx](#)

F. Program Eligibility

1. Meeting Outcomes

Overall responsibilities:

Michele Zurakowski, CEO, works with the Board of Directors to set the strategic agenda for all Beyond Hunger programs. She oversees the development and implementation of all agency goals, providing development opportunities to staff as needed. She is responsible for the accuracy of all finance, data, and reporting systems. She is the main spokesperson for Beyond Hunger, liaising with dozens of other local agencies and coalitions to extend outreach to people experiencing food insecurity.

Sarah Corbin, Communications Manager, tracks and reports data on client usage of all programs. She monitors data input systems routinely, and alerts managers of any issues. She compiles data for all CDBG reports. She assists with client outreach through coalition work along with social media outreach.

Beth Klein, Finance and Office Manager, manages accounts receivable and payable. She tracks all expenditures related to CDBG funding and ensures appropriate allocation of resources.

Goal A: Emergency Food Provision to 11,500 individuals, enough for 7 days, 89% highly nutritious

Ricardo Garcia, Senior Pantry Programs Manager, sets annual programmatic and nutritional goals for all pantry programs, tailoring options to both meet these goals and to align with community-expressed preferences. He manages all the procurement logistics, purchasing relationships, and data collection/management. He is responsible for ensuring compliance with regulations and policies, including ensuring HUD forms are completed and recorded for all clients. Inventory and data tracking systems allow him to modify processes as needed to ensure the goals of seven days' worth of food with 89% Green/Yellow is consistently provided.

Sarah Cannington, Pantry Coordinator, manages the logistics of receiving and packing food boxes as well as overseeing volunteers and AmeriCorps members in the food distribution process.

Nina Bernacet, Programs Manager, sets annual programmatic and nutritional goals for the Home Delivery Program, focusing on the special dietary needs of a population experiencing both advanced age and disability. For instance, she introduced non-dairy "milk" and non-meat protein products as requested by participants. She also sets programmatic goals and manages implementation of all programming for Nutrition Education. She ensures compliance with regulations and program eligibility.

Brianne Kellogg and Maria Delis, Dietitian and Nutrition Education Coordinators, recommend nutritional goals for all programs, aiming for 89% of all food distributed to be in the Green or Yellow SWAP categories.

Daisy Gabriel, Programs Coordinator, oversees the process of calling each Home Delivery participant to curate their personal box selections. She manages all food stocking and delivery logistics, including supervising volunteers and AmeriCorps members.

Goal B: Provide income supports to LMI individuals:

Nina Bernacat, Programs Manager, sets annual goals and manages implementation of all programming for Social Services. She oversees annual staff training to ensure sensitivity to clients and confidentiality of data. She is responsible for compliance with all local, state, and federal regulations and laws regarding benefits eligibility and application procedures as well as for the accuracy of data and reporting.

Cristina Flores, Social Services Coordinator, implements the benefits connection program. She ensures that all clients are screened to determine benefits utilization and meets individually to assist people with applications and to troubleshoot any problems. Currently, Cristina is supported by Nina Bernacat who can assist with client triage, data collection, and hotline monitoring. To help ensure target numbers of applications are met, Cristina monitors utilization rates and coordinates outreach efforts with partner agencies to help enroll their participants in benefits programs as well.

Goal C: Increase knowledge of the intersections between health and diet, and support client agency in utilizing available healthful options.

Nina Bernacat, Programs Manager, sets annual goals and oversees programming for Nutrition Education. She ensures compliance with all partner agreements, including university intern programs. Brianne Kellogg and Maria Delis, Dietitian and Nutrition Education Coordinators, oversee nutrition education and outreach, offer or oversee the production of cooking classes, provide in-person nutrition education at the Pedestrian Pantry, recruit nurses for Blood Pressure checks, and manage the dietetic interns. Sarah Corbin, Communications Manager, assists with the development of content and distribution of social media, print, and e-newsletters related to Nutrition Education.

2. Successes and challenges

Since last spring, service utilization rates have been volatile, sometimes up as much as 40% from prior year. While unique individuals have held steady at an increased of 10%-15%, they are utilizing services more frequently—an 18% increase as noted above. As a result, we provided more groceries to individuals in the area, adding organic fresh produce to the menu and supporting local farmers and BIPOC food vendors. Since the beginning of this fiscal year, we have served nearly 350 unique households in Oak Park, River Forest and Austin through our Home Delivery Program – comparable to the previous year.

We helped connect even more people to money saving benefits. Our Social Services team added walk-in hours to our Chicago and Oak Park offices. And in this past fiscal year we were able to unlock \$200,000 in SNAP dollars helping more local families purchase healthy groceries in a convenient way.

To serve families in our Drive-Thru Food Pantry more quickly and efficiently, we reconfigured and refreshed the parking lot at First United Church of Oak Park. Through our Community Market and Drive-Thru pantry we've served over 22,000 people (duplicated) this fiscal year so far—6,000 more than this during this same time period last year.

This year we highlighted the expertise of people with lived experience with hunger more intentionally, ensuring they had a seat at the table to develop policies and programs that directly impact their lives. Our Client Advisory Council (CAC) worked with Northwestern University to help develop a Chicago-wide nutrition security solution. Tracey Showers, a founding member of CAC, helped to impact national policy with her personal testimony ahead of the White House Conference on Hunger, Nutrition, and Health – which she then attended this Fall.

Our first Health Ambassador cohort graduated in November. This group of six individuals with lived experience with

hunger will use their new knowledge and skills to greater engage the Austin area community with diabetes education and healthy cooking classes. This past summer, our Nutrition Education team completed a full season of cooking and nutrition education outreach with Austin area residents at the Austin Town Hall Farmers Market.

We refreshed our strategic plan this past year setting a new overarching goal to work collaboratively with our community to find solutions for hunger and nutrition security while forging a more racially equitable food system. We were the first food pantry in Illinois to sign the Good Food Purchasing Pledge, a way for us to further solidify that goal. Along with other food purveyors, nonprofits, and businesses, we pledged to work to create a transparent and equitable food system built on principles of social justice and racial equity and rooted in five core values: local economies, health, valued workforce, animal welfare, and environmental sustainability. Our ongoing work with the Envisioning Equity consulting group is further helping us dismantle perpetuating systems of inequity. Though this year has been marked by many successes, it has not been without its struggles. The logistics of meeting the need in our community is becoming increasingly taxing—our facilities and team are stretched to—and in some cases beyond--capacity. For instance, capacity caps have been reached in our Home Delivery program and we are no longer able to accept more participants. Food Pantry facilities limitations mean a finite amount of food can be stored and distributed. Thus, the increase in numbers of people coming to the food pantry means each of them may receive less food than in previous years. We predict the problem will intensify now that pandemic supports are sunseting. We expect even greater demand for food, but literally do not have the space to store or distribute more in our current location. We engaged an innovation expert to help staff plan for current and future needs through a formal Creative Problem Solving (CPS) process. That work centered on an analysis of facilities needs and how they are negatively impacting client service. Through the CPS process, we explored options to enhance the way we serve our community now and into an uncertain future by grounding our work in community connection.

3. Intended accomplishments

Goal A: Emergency Food Provision to 11,500 individuals, enough for 7 days, 89% highly nutritious
To meet the needs of approximately 11,500 unduplicated individual clients (1,600 from Oak Park), projected to visit our Pantry in PY2023, we procure foods that are rich in nutrients and low in fat, sodium, and sugar—the lean meat, whole grains, and fresh produce so often lacking in our low-income clients' diets. While we cannot provide 11,500 individuals (or more accurately 42,800 including repeat visits) with all their nutrition needs, we will continue to ensure that what food we do supply is as nutritious as possible—89% falling into the Green or Yellow SWAP categories indicating low in sugar, sodium, and fat. In the short term, we provide all visitors with a 7-day supply of groceries. Many SNAP participants note that their benefits run out the last week of the month, so our 7-day supply is meant to offset that lack. By providing healthy food in the short term along with connection to benefits and nutrition education (next 2 goals), participants have a higher chance of achieving the long-term goal of food security.

We procure food for our Direct Hunger Relief program from many sources. The Greater Chicago Food Depository (GCFD) continues to provide the food at deeply discounted rates, but in lesser quantities than when we could purchase previously. As a result, we established purchasing relationships with multiple food vendors to meet the nutritional needs of program participants. We purchase fresh produce from local wholesalers, with a goal of ensuring that all clients receive a hearty supply of produce as part of their food allotment—for food pantry households the goal is 21 pounds of produce per visit. We also conduct "food rescue" operations each week with local grocers and restaurants which donate fresh but imperfect produce and other products that are near their expiration date and receive generous weekly donations of food from individuals, groups, and congregations. In addition, we benefit from food drives organized by a wide variety of community volunteers, including Girl Scouts, high school hockey players, and local schools. In the summer months, local gardeners, the Oak Park Farmer's Market, and the Cheney Mansion Garden donate homegrown produce weekly. As our mission indicates and our food procurement methods reveal, we are serious about engaging the entire community to help end local hunger!

Goal B: Provide income supports to LMI individuals:

Many people who first come to Beyond Hunger are not aware of their eligibility for SNAP or for other forms of income assistance, such as Benefit Access Program (BAP) for seniors and people with disabilities, or Medicaid/Medicare health coverage. Cristina Flores, our full-time Social Services Coordinator, maintains a presence at food pantry distributions and follows up with participants to determine eligibility, provide guidance on filing benefits applications, coordinate with state agencies on applications, and provide assistance with denial of benefits. We estimate that we will help approximately 900 unique household members apply for federal and state benefits (including SNAP, State IDs, and other vital documents and supports). An additional 1,000 individuals will be assisted

with referrals and screenings each year. Some of these will have screened ineligible for SNAP; others already receive benefits but need some ancillary assistance.

In the short term, our social services coordination will help ensure that participants have enough food for their households for the initial SNAP benefit period—or 6 months. Other short-term goals include increasing understanding of the benefits' process and providing income supports so clients have more agency in controlling their finances. A final short-term goal is the simple provision of vital documents many of us take for granted (birth certificate, driver's license). Such documents are frequently required for leases, job seekers, etc., but the financial outlay too often puts them beyond the reach of our clients. By providing the financial resources to obtain these documents, we help reduce barriers to self-efficacy—and lay the groundwork for long-term food security.

Goal C: Increase knowledge of the intersections between health and diet, and support client agency in utilizing available healthful options.

Our nutrition team continues to offer innovative nutrition education programming. Through collaborations with Dominican University, Loyola University, University of Illinois/Chicago and others, we host education programs with registered dietitians and dietetic interns. These experts teach participants nutrition basics, demonstrate cooking techniques, and offer food samples featuring food pantry staples. Our virtual cooking classes feature guest chefs and our resident dietitians and interns using healthy and economical recipes, often focusing on personal ethnic heritage. Participation is incentivized with food gift cards which help clients purchase food for the demonstrated recipes. Class participants take pre-and post-tests to gauge knowledge acquisition and behavior intention. We expect 10-12 participants monthly for a total of 130 this year.

To extend basic nutrition education, dietitians are also providing a newsletter with nutritional analysis of the food included in the pre-packaged boxes distributed through the Drive-Thru Pantry. Educational materials highlight easy uses for the many unusual fresh fruit and vegetable options we receive, like leeks, kohlrabi, and all manner of greens. These educational materials reach 11,500 clients annually. Robust social media further engages clients with nutrition tips, recipe ideas, and offers for further engagement through classes. Over 5000 people actively engage in this virtual knowledge base. On food pantry distribution days, dietitians are available to discuss clients' nutrition needs, cultural preferences for food preparation, and any dietary or health concerns. In addition, all foods in the Community Market and Home Delivery programs are labeled Green, Yellow or Red in SWAP categories to assist shoppers in making informed choices. Health care practitioners from Rush Oak Park Hospital (ROPH) and others offer free blood pressure checks at food distributions and provide follow-up advice/referrals as needed.

In the short term, the goal is to increase engagement in nutrition programming and develop deeper understanding of and appreciation for the role of food in health. Further short-term goals are modest changes in behavior regarding the types of food people select and learn to prepare. In the long term, these small changes can have a profound impact, helping people better manage their own health by eating a healthier and more varied diet.

4. Project management process

People come to Beyond Hunger through a network of connections. Word of mouth among clients remains a strong base of referrals. But we do not depend on a “if we build it, they will come” mentality. Instead, we foster relationships with multiple agencies and networks to extend our ability to reach potential participants. At the regional level, we are members of the Greater Chicago Food Depository and of the Illinois Hunger Coalition. Both serve as referral agencies. Vivery is a new app that allows people to search for food pantries near them, and our team was integral in the testing and implementation of the tool. Additionally, we meet monthly to determine best practices and outreach efforts with the West Side United Pantry Initiative Group and Austin Eats Food Access group. More locally, we are part of the services intersection work group for the Oak Park Homelessness Coalition, a monthly call with the Oak Park Township Social Services Task Force, and the Youth Services Committee. We maintain routine outreach with all three local public-school districts, with individual congregations, the Community of Congregations, and with all senior housing facilities in Oak Park. We participate in NowPow with RUSH Oak Park Hospital as well as with the HUB of Oak Park Mental Health Board. All these networks provide bases for referrals.

Beyond these formal civic and NPO coalitions, our strong social media presence reaches over 30,000 (duplicated) people annually. We provide outreach specifically to current and past clients through written newsletters, digital newsletters, a dedicated Nutrition Facebook Group, and a group chat for the Despensa pantry. Texting has become a new form of outreach and we have incorporated it into our messaging channels as clients opt in.

5. Income Documentation

We use a cloud-based database built on the Salesforce platform to store participant information and demographics and to log confirmation of eligibility for services. All clients complete a HUD-approved intake form, entering the name, date of birth, address, disability status, race/ethnicity, gender, and veteran status for all members of the household. Clients must also provide a photo ID (driver's license, state ID, etc.) and proof of residence within service boundaries. (Financial assistance is offered for those who do not have and cannot afford a photo ID.) If the address on the ID is not current, the participant must show a lease, utility bill or similar indication of residence in the service area. People must also attest that family income does not exceed Illinois Emergency Food Assistance Program limits, set at 185% of Federal Poverty Limit. They further attest to the specific amount of household income entered on their client intake form and sign a statement certifying the information provided is true and they have not made any material misrepresentations.

All staff and volunteers are trained on confidentiality requirements. All databases with personal client information are password protected and hard copies of documents are in locked files when not in use by staff. Program supervisors review all data for accuracy and completeness on a weekly basis. They address discrepancies (such as typographical errors when entering data) promptly with program staff and volunteers and, if necessary, review policies and training practices to ensure careful tracking and data input.

6. Procurement and Management Process

Michele Zurakowski (CEO), Nina Bernacet (Program Manager), and Ricardo Garcia (Senior Pantry Programs Manager) review work within the Direct Hunger Relief program on a biweekly basis to ensure alignment with goals. Quarterly, the entire leadership team meets to evaluate progress and ensure compliance, with a thorough audit of practices occurring annually. For all areas, including Food Pantry, Home Delivery, Nutrition Education, and Social Services, we maintain a database to log the number of clients served. For some programs we also conduct qualitative surveys of clients to assess service impact or knowledge and understanding of food, nutrition, and health (Nutrition Education, Cooking Classes, Farmer's Market tours). We record the numbers of clients linked to public benefits. We track the nutritional content of the food we provide through the SWAP system that takes a more global approach to nutrient content.

We fully recognize that client input is essential to truly measure impact, which is why our program staff and CEO review both quantitative and qualitative information provided by participants to inform and shape future programs. Such feedback has driven adjustments to the types of food purchased to better meet participants' needs (more produce, adding tortillas), modifications to the format of the cooking classes to an on-line single class format, institutionalizing the Drive-Thru Food Pantry as a permanent option, and the introduction of a special blood-sugar management cooking class, among other examples.

Through our partnership with Greater Chicago Food Depository, we follow all food safety regulations with their guidance and oversight. An annual audit ensures we are meeting food handling safety guidelines, temperature logs for cold storage are maintained, staff are certified for food safe handling and signage and labeling meet the standards. We also follow USDA guidelines including postage Justice and Rights documentation, posting of hours of operation, food is clearly marked by program, maintenance of food storage areas as well as regular cold storage maintenance. Finally, the health department conducts an annual audit of our food handling and space. Ricardo Garcia, Senior Pantry Programs Manager, monitors all regulation and meets with staff regularly to ensure compliance with all three entities.

2. Attachments

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

Timeline

[py_2023_timeline_form.docx](#)

Logic model

[py_2023_cdbg_logic_model.docx](#)

Articles of Incorporation and By-Laws

[beyond_hunger_articles_of_incorporation_and_bylaws_2023.pdf](#)

Non-Profit Determination (IRS Letter)

[beyond_hunger_non-profit_determination_letter_cdbg_2023.pdf](#)

List of Board of Directors

[beyond_hunger_board_members_list.pdf](#)

Organizational Chart

[beyond_hunger_org_chart.pdf](#)

Resumes

[beyond_hunger_resumes_cdbg_py2023.pdf](#)

Financial Statement and Audit

[2022_beyond_hunger_audit_report.pdf](#)

Conflict of interest statement

[beyond_hunger_conflict_of_interest_statement_cdbg_2023.pdf](#)

Anti-lobbying statement

[beyond_hunger_anti-lobbying_statement_cdbg_2023.pdf](#)

EEO Form

[py_2023_eeo_report_chart.docx](#)

Statement of ADA Compliance

[beyond_hunger_statement_of_ada_compliance_2023.pdf](#)

Support Statements

[beyond_hunger_support_statements-mous_cdbg_2023.pdf](#)

Project client evaluation tool

[beyond_hunger_client_evaluation_tool_cdbg_py2023.pdf](#)

Beneficiary Form

[py_2023_cdbg_beneficiary_form_1.docx](#)

Certificate of insurance

[beyond_hunger_certificate_of_insurance_cdbg_2023.pdf](#)

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

Teri Miller

Title of Authorized Official of Applicant Organization

Director of Development

Date of Submittal

Fri, 2023-03-10

Do you have a CDBG application guide?

Yes

Affirmation

I agree

[Previous submission](#) Next submission

EXHIBIT B - ASSURANCES

Subrecipient hereby certifies that it will comply with the regulations, policies, guidelines and requirements with respect to the acceptance and use of Grant Funds in accordance with the Housing and Community Development Act of 1974 (“Act”), as amended, and will receive Grant Funds for the purpose of carrying out eligible community development activities under the Act, and under regulations published by the U.S. Department of Housing and Urban Development at 24 CFR Part 570. Also, Subrecipient certifies with respect to its receipt of Grant Funds that:

1. Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the person identified as the official representative of Subrecipient to execute the agreement, all understandings and assurances contained therein, and directing the authorization of the person identified as the official representative of Subrecipient to act in connection with the execution of the agreement and to provide such additional information as may be required.

2. Subrecipient shall conduct and administer the Project for which it receives Grant Funds in compliance with:

a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and implementing regulations issued at 24 CFR Section 1 (24 CFR 570.601(a)(1));

b. Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), as amended; and that the Subrecipient will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing (24 CFR 570.601(a)(2))

c. Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652; 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing), and implementing regulations in 24 CFR part 107. [24 CFR 570.601(b)].

d. Section 109 of the Housing and Community Development Act, prohibiting discrimination based on of race, color, national origin, religion, or sex, and the discrimination prohibited by Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Age Discrimination Act of 1975 (P.L. 94-135), as amended and implementing regulations when published. (24 CFR 570.602);

e. The employment and contracting rules set forth in (a) Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR 1964-1965 Comp. p. 339; 3 CFR, 1966-1970 Comp., p. 684; 3 CFR, 1966-1970., p. 803; 3 CFR, 1978 Comp., p. 230; 3 CFR, 1978 Comp., p. 264 (Equal Employment Opportunity), and Executive Order 13279 (Equal Protection of the Laws for Faith-Based and Community Organizations), 67 FR 77141, 3 CFR, 2002 Comp., p. 258; and the implementing regulations at 41 CFR chapter 60; and

- f. The employment and contracting rules set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR part 135; 24 CFR 570.607.
- g. The Uniform Administrative Requirements and Cost Principles set forth in 2 CFR 200.
- h. The conflict of interest prohibitions set forth in 24 CFR 570.611.
- i. The eligibility of certain resident aliens requirements in 24 CFR 570.613.
- j. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.
- k. The Uniform Administrative Requirements in 2 CFR 200.
- l. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60.

3. All procurement actions and subcontracts shall be in accordance with applicable local, State and Federal law relating to contracting by public agencies. For procurement actions requiring a written contract, Subrecipient may, upon the Village's specific written approval of the contract instrument, enter into any subcontract or procurement action authorized as necessary for the successful completion of this Agreement. Subrecipient will remain fully obligated under the provisions of this Agreement notwithstanding its designation of any third party to undertake all or any of the Project. Subrecipient may not award or permit an award of a contract to a party that is debarred, suspended or ineligible to participate in a Federal program.

Subrecipient will submit to the Village, the names of contractors, prior to signing contracts, to ensure compliance with 24 CFR Part 24, "Debarment and Suspension."

- 4. It has adopted and is enforcing:
 - a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction; against any individuals engaged in non-violent civil rights demonstrations; and
 - b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- 5. To the best of its knowledge and belief no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of Subrecipient, a Member of Congress, an officer or employee of Congress,

or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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

APPENDIX V

REAFFIRMATION STATEMENT

MARCH 31, 1997

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

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

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

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

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



Carl Swenson
Village Manager



PY 2023 CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Beyond Hunger
Project Name	Direct Hunger Relief

Goal Statement: In PY2023, Beyond Hunger will reduce local hunger. Approximately 11,500 unique residents from 13 zip codes in Cook County, including 1,600 Oak Park residents, will receive nutritious food, as well as access to nutrition education and public benefits assistance.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
A. Michele Zurakowski, CEO; Ricardo Garcia, Senior Pantry Programs Manager; Nina Bernacet, Programs Manager, B. Daisy Gabriel, Programs Coordinator, Sarah Cannington, Pantry Coordinator; Brianne Kellogg and Maria Delis, Dietitians, Beth Klein, Finance and Office Manager; Sarah Corbin, Communications Manager	A. Provide emergency supplies of nutritious food to community members experiencing food insecurity through food pantry and home delivery options	A. 11,500 Total unduplicated persons served (without regard to income or residency) 10,600 Extremely Low, Low and Mod-Income Persons served 1,600 Oak Park persons served 1,500 Extremely Low, Low and Mod-Income Oak Park Persons Served	A. Clients will have enough nutritious food for everyone in their households for seven days. 89% of all food will be in the Green/Yellow SWAP categories (Supporting Wellness at Pantries)	A. Participants will achieve food security	A. Client intake database will provide numbers of persons (including LMI persons) served and will document how frequently each person came. Database will show that over 98% of clients served are LMI persons. Product delivery forms/inventory/food rescue tracking forms will provide the raw data on amount and kind of products procured, averaging food for 21 meals per person per visit. Spreadsheets tracking food procurement via SWAP will indicate that 89% of all food meets nutritional standards associated with Green or Yellow categories (i.e., low fat, sodium, sugar in addition to nutrient density).

	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
<p>B. Michele Zurakowski, CEO; Nina Bernacet, Programs Manager, Cristina Flores, Social Services Coordinator</p>	<p>B. Provide income supports to LMI individuals by linking eligible households to SNAP benefits and other resources.</p>	<p>B. 900 Total unduplicated persons served (without regard to income or residency)</p> <p>850 Extremely Low, Low and Mod-Income Persons served</p> <p>125 Oak Park persons served</p> <p>110 Extremely Low, Low and Mod-Income Oak Park Persons Served</p>	<p>B. Participants will receive assistance applying for SNAP benefits to provide enough food for their households for 6 months.</p> <p>Participants will understand the re-application process beyond 6 months if needed.</p> <p>Eligible participants will be able to access public transportation (BAP), Access to Care, and Medicare Savings, Cash Assistance and Medicaid.</p> <p>Eligible participants will receive voucher for a state ID</p>	<p>B. Participants will achieve food security.</p>	<p>B. The Social Services Coordinator accesses a database system to document work with clients, including initial screenings for program eligibility, program applications, follow-up communications, and any benefits applied for and received. The system will show that the Social Services Coordinator assisted 800 unique persons apply for income supports. The same database system will document that an additional 100 persons received a state ID or driver's license for a total of 900 unique persons.</p>

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate /Long Term	
<p>C. Michele Zurakowski, CEO; Nina Bernacet, Programs Manager, Maria Delis and Bri Kellogg, both Nutrition Education Coordinator and Dietitian; Dietetic Interns from local Universities; Sarah Corbin, Communications Manager</p>	<p>C. Increase knowledge of the intersections between health and diet, and support client agency in utilizing available healthful options.</p> <p>Engagement activities include in-person info sessions, monthly cooking classes, SWAP education, and communication activities: social media, e-newsletters, and print newsletters focusing on nutrition, cooking skills, and recipe development</p>	<p>C. 11,500 Total persons will receive Nutrition Education programming (without regard to income or residency)</p> <p>10,600 Extremely Low, Low and Mod-Income Persons served</p>	<p>C. Participants will engage in programming that establishes a link between food choices and their specific health issues (i.e., diabetes).</p> <p>Virtual Cooking Class and Nutrition Education participants will learn to create healthy meals on a typical SNAP budget. Those participating in targeted classes will learn to prepare meals that support health within specific disease states.</p> <p>Through SWAP, participants will learn what foods should be enjoyed routinely, in moderation, and rarely.</p>	<p>C. Participants will be able to better manage their own health.</p> <p>Participants will eat a healthier and more varied diet.</p>	<p>C. Surveys following Cooking Class and Nutrition Education sessions will indicate clients' improved understanding of the recommended ranges, and connection between diet, general health status, and specific diseases.</p> <p>Social Media, Electronic Newsletter engagement will be tracked by number of clicks and open rates totaling 5,000+ annually. Monthly updates are made to improve outcomes.</p> <p>Box Newsletter – everyone receiving food (11,500 unique individuals) will receive a household newsletter with recipe of the month and upcoming opportunities to enroll in Nutrition Education classes.</p> <p>Inventory tracking system will show the number of participants selecting specialty diet boxes at each distribution. Inventory will also show selection rates of Green, Yellow, and Red (SWAP category) foods.</p>



PY 2023 Timeline, CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Beyond Hunger
Project Name	Direct Hunger Relief

Timeframe	Activity	Person Responsible
Month 1	<ol style="list-style-type: none"> 1. Conduct bi-weekly Food Distribution/Weds and Sat of each week. Provide groceries through Home Delivery. 2. Host 1 virtual Nutrition Education and/or Cooking Class. Bi-weekly nutrition education engagement at food pantry distributions. Ongoing weekly and monthly nutrition education engagement through print and electronic newsletters and social media accounts. 3. Conduct benefits counseling for pantry participants at each food distribution, by phone and in-person appointments as needed. 4. Monthly review and analysis of NE programming. 	<ol style="list-style-type: none"> 1. Ricardo Garcia, <i>Senior Pantry Programs Manager and Nina Bernacet, Programs Manager, Daisy Gabriel, Programs Coordinator</i> 2. Maria Delis and/or Bri Kellogg, <i>Nutrition Education Coordinator and Dietitian; Sarah Corbin, Communications Manager</i> 3. Cristina Flores, <i>Social Services Coordinator</i> 4. Nina Bernacet, <i>Programs Manager</i>
Month 2	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1
Month 3	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. Conduct first quarterly review and evaluation of all Direct Hunger Relief programs 	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. Ricardo Garcia, <i>Senior Pantry Programs Manager; Nina Bernacet, Programs Manager; Michele Zurakowski, CEO</i>

Month 4	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. 1st Quarter Report and quarter 1 billing to Village of Oak Park on 15th day of the 4th month 	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. Beth Klein, Finance and Operations Manager, Michele Zurakowski, CEO, Sarah Corbin, Communications Manager
Month 5	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1
Month 6	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. Conduct 2nd Quarterly Review and Evaluation of all Direct Hunger Relief Programs 	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. Ricardo Garcia, <i>Senior Pantry Programs Manager</i>; Nina Bernacet, <i>Programs Manager</i>; Michele Zurakowski, <i>CEO</i>
Month 7	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. 2nd Quarter Report and Billing to Village of Oak Park on 15th day of the 7th month 	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. Beth Klein, <i>Operations and Finance Manager</i>; Michele Zurakowski, <i>CEO</i>, Sarah Corbin, <i>Communications Manager</i>
Month 8	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1
Month 9	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. Conduct 3rd Quarterly Review and Evaluation of all Direct Hunger Relief Programs. 	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. Ricardo Garcia, <i>Senior Pantry Programs Manager</i>; Nina Bernacet, <i>Programs Manager</i>; Michele Zurakowski, <i>CEO</i>

<p>Month 10</p>	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. 3rd Quarter Report and Billing to Village of Oak Park on 15th day of the 10th month 	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. Beth Klein, <i>Operations and Finance Manager</i>; Michele Zurakowski, <i>CEO</i>, Sarah Corbin, <i>Communications Manager</i>
<p>Month 11</p>	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1
<p>Month 12</p>	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. Conduct Final Quarterly Review and Evaluation of all Direct Hunger Relief Programs 6. Final Report and Final Billing Due to Village of Oak Park within 15 days after grant completion. 	<ol style="list-style-type: none"> 1. Continue as month 1 2. Continue as month 1 3. Continue as month 1 4. Continue as month 1 5. Ricardo Garcia, <i>Senior Pantry Programs Manager</i>; Nina Bernacet, <i>Programs Manager</i>; Michele Zurakowski, <i>CEO</i>; 6. Beth Klein, <i>Finance and Operations Manager</i>; Michele Zurakowski, <i>CEO</i>, Sarah Corbin, <i>Communications Manager</i>

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:	Donations: Individuals, Congregations, Business, Events Etc	Grants, Community Foundation	In-Kind		
Personnel Costs									
Salaries	\$467,915	\$10,000	2%		\$352,165	\$105,750		\$457,915	98%
Benefits	\$34,924	\$0	0%		\$28,924	\$6,000		\$34,924	100%
Taxes	\$29,906	\$0	0%		\$24,906	\$5,000		\$29,906	100%
Service Learners	\$26,970	\$0	0%		\$18,470	\$8,500		\$26,970	100%
Subtotal: Personnel Costs	\$559,715	\$10,000	2%		\$424,465	\$125,250	\$0	\$549,715	98%
Operating Costs:									
Rent/Lease	\$28,797	\$0	0%		\$15,432	\$13,365		\$28,797	100%
Contract Services	\$33,400	\$0	0%		\$29,500	\$3,900		\$33,400	100%
Utilities	\$11,050	\$0	0%		\$9,760	\$1,290		\$11,050	100%
Transportation	\$21,161	\$0	0%		\$15,686	\$5,475		\$21,161	100%
Equipment Repair	\$13,000	\$0	0%		\$7,480	\$5,520		\$13,000	100%
Client Services	\$1,920	\$0	0%		\$1,695	\$225		\$1,920	100%
Supplies	\$81,899	\$0	0%		\$54,399	\$27,500		\$81,899	100%
Food Pruchased	\$522,813	\$20,000	4%		\$351,813	\$151,000		\$502,813	96%
Food (In-Kind)	\$1,665,171	\$0	0%				\$1,665,171	\$1,665,171	100%
Printing	\$8,830	\$0	0%		\$7,800	\$1,030		\$8,830	100%
Insurance	\$9,386	\$0	0%		\$8,286	\$1,100		\$9,386	100%
Tech Support	\$22,381	\$0	0%		\$9,731	\$12,650		\$22,381	100%
Professional Dev	\$5,562	\$0	0%		\$4,817	\$745		\$5,562	100%
Dues and Fees	\$22,064	\$0	0%		\$14,314	\$7,750		\$22,064	100%
Micellaneous	\$1,698	\$0	0%		\$1,498	\$200		\$1,698	100%
Subtotal: Operations	\$2,449,132	\$20,000	1%		\$532,211	\$231,750	\$1,665,171	\$2,429,132	99%
Professional/Services									
Accounting	\$9,800	\$0	0%		\$9,800			\$9,800	100%
Subtotal: Professional Services	\$9,800	\$0	0%		\$9,800	\$0	\$0	\$9,800	100%
TOTAL (all categories)	\$3,018,647	\$30,000	1%		\$966,476	\$357,000	\$1,665,171	\$2,988,647	99%

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 RESTRIC-TIONS	TYPE: Federal, State/Local or Private?
Individuals, Congragations, business, events	gifts	\$966,476	ongoing - continues to meet expectations	ongoing	none	Private
In-Kind	gifts in-kind	\$1,665,171	ongoing	ongoing	none	Private
The Chicago Communit Trust	Grant	\$50,000	Received	7/22	none	Private
Byline Bank	Grant	\$5,000	Received	7/22	none	Private
Albertsons	Grant	\$25,000	Received	8/22	Social Services	Private
Eisenberg	Grant	\$10,000	Received	12/22	none	Private
Healthy Communities Foundation	Grant	\$50,000	Received	11/22	none	Private
Tyson	Grant	\$2,800	Received	7/22	Summer Meals	Private
Manaaki Foundation	Grant	\$10,000	Received	7/22	none	Private
GCFD	Grant	\$3,200	Received	7/22	Pantry HD	Private
Archdioces of Chicago CRS Rice Bowl	Grant	\$3,500	Received	8/22	none	Private
IICF Insurance Industry Charitable	Grant	\$15,000	Received	11/22	none	Private
Nicor	Grant	\$5,000	Received	12/22	none	Private
Northern Trust	Grant	\$20,000	Received	7/22	Youth Age 16-24	Private
Austin Fresh	Grant	\$25,000	Received	12/22	Train the Trainer	Private
Healthy Communities Foundation	Gran	\$50,000	Applied For	8/23	none	Private
Chicago Community Trust	Grant	\$80,000	Applied For	8/23	none	Private
Rotary Club of Oak Park and River Froest	Grant	\$2,500	Applied For	7/23	Train the Trainer	Private
		\$0				
TOTAL, where applicable		\$2,988,647				

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

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Subtotal: Personnel Costs	\$559,715	\$4,000	1%		\$430,465	\$125,250	\$0	\$555,715	99%
Operating Costs:									
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Contract Services	\$33,400	\$0	0%		\$29,500	\$3,900		\$33,400	100%
Utilities	\$11,050	\$0	0%		\$9,760	\$1,290		\$11,050	100%
Transportation	\$21,161	\$0	0%		\$15,686	\$5,475		\$21,161	100%
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Professional/Services									
Accounting	\$9,800	\$0	0%		\$9,800			\$9,800	100%
Subtotal: Professional Services	\$9,800	\$0	0%		\$9,800	\$0	\$0	\$9,800	100%
TOTAL (all categories)	\$3,018,647	\$24,000	1%		\$972,476	\$357,000	\$1,665,171	\$2,994,647	99%

PY 2023 CDBG OTHER REVENUE SUMMARY

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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?
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In-Kind	gifts in-kind	\$1,665,171	ongoing	ongoing	none	Private
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Rotary Club of Oak Park and River Froest	Grant	\$2,500	Applied For	7/23	Train the Trainer	Private
		\$0				
TOTAL, where applicable		\$2,994,647				

Agency Name: Beyond Hunger

PY 2023 CDBG

a. Revised Budget Description

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

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

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

The percent CDBG to total project budget should be approximately equal to or less than the percent of total Oak Park persons served to total persons served.

CDBG funds are requested for 2% of total personnel costs associated with the Hunger Relief Program. Salary allocations for all staff associated with the program were determined based on timesheets for relevant personnel which reflect proportional time spent in each program area. Although nine staff members are involved in staffing the Direct Hunger Relief Program, we request CDBG support for only one of them:

- Pantry Programs Manager: manages all operational activities for Direct Hunger Relief Program including inventory, food transportation, client relations, food safety, and volunteer recruitment/training/supervision. (1.0 FTE for this program).
 - Salary: \$63,960
 - CDBG request: \$4,000
 - % of salary charged to CDBG: 6.3%

Operating Costs

We are focusing our CDBG operating cost request of \$20,000 squarely on the primary need our clients face: food. Food costs are determined based on this year's projected budget, analysis and projection of need, discussion with vendors, and consumer price index (CPI). These direct costs are entirely borne by the Direct Hunger Relief Program.

- Total Food Cost for Program: \$2,187,984 (a 25% increase from previous year)
- Total In-kind Food Cost for Program: \$1,665,171 (up 29.5%)
- Total Cash Food Cost for Program: \$522,813 (a 79% increase from previous year)
- CDBG Cash Food Cost Request: \$20,000
- % of Food Cash Cost charged to CDBG: 3.8%
- % of Total Operating Costs charged to CDBG: 0.7%

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
White									0	0
Black/African American									0	0
Asian									0	0
American Indian or Alaska Native									0	0
Native Hawaiian or Other Pacific Islander									0	0
American Indian or Alaska Native AND White									0	0
Asian AND White									0	0
Black/African American AND White									0	0
American Indian /Alaska Native AND Black/African American									0	0
Other Multi-Racial									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
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/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	
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