

**AN AMENDMENT TO A FUNDING GRANT AGREEMENT BETWEEN THE  
VILLAGE OF OAK PARK AND HOUSING FORWARD**

**THIS AMENDMENT TO THE FUNDING GRANT AGREEMENT** (hereinafter referred to as the “Amendment”) between the Village of Oak Park, an Illinois home rule municipal corporation, and Housing Forward, an Illinois not-for-profit corporation is entered into this 5th day of August, 2025 (collectively referred to as the “Parties”).

**RECITALS**

**WHEREAS**, the Parties entered into a Funding Grant Agreement dated February 4, 2025 (“Agreement”); and

**WHEREAS**, the Parties seek to amend the Agreement to change the budget and scope of work; and

**NOW THEREFORE**, in consideration of the foregoing, and the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties hereto agree as follows:

- 1. RECITALS INCORPORATED.** The above recitals are incorporated herein as those fully set forth.
- 2. AMENDMENT TO AGREEMENT.** Section 3 of the Agreement is amended by adding the underlined language and deleting the overstricken language as follows:  
  
In consideration of the Grantee undertaking and performing the Project, the Village shall pay to Grantee ~~\$366,965~~ \$314,380, payable as set forth in Exhibit 1 (amended and attached), provided that the Grantee has performed its obligations pursuant to this Agreement. Grantee shall submit an invoice to the Village together with a progress report on Grantee’s completion of the Project goals, which invoice will be paid upon approval as provided herein.
- 3. OTHER PROVISIONS OF THE CONTRACT TO REMAIN IN EFFECT.** All other terms and conditions of the Agreement shall remain in full force and effect.
- 4. EFFECTIVE DATE.** This Amendment to the Agreement shall be deemed dated and become effective on the date of its execution by the Village Manager of the Village of Oak Park.

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

**IN WITNESS WHEREOF** the parties hereto have caused this Amendment to the Agreement to be signed by their duly authorized representatives on the day and date first written above.

**VILLAGE OF OAK PARK**

**HOUSING FORWARD**

\_\_\_\_\_  
By: Kevin J. Jackson

\_\_\_\_\_  
By: Lynda Schueler

Its: Village Manager

Its: Chief Executive  
Officer

Date: \_\_\_\_\_, 2025

Date: \_\_\_\_\_, 2025

**ATTEST**

**ATTEST**

\_\_\_\_\_  
By: Christina M. Waters

\_\_\_\_\_  
By:

Its: Village Clerk

Its:

Date: \_\_\_\_\_, 2025

Date: \_\_\_\_\_, 2025

## EXHIBIT 1 FUNDING SCHEDULE

The Grantee will submit monthly invoices for costs incurred carrying out the Scope of Services in Exhibit 2 to the Village. One quarter of the funds will be provided to Housing Forward in advance. All funds beyond that will be arrears and submitted and paid the following month. Invoices shall be submitted within 30 days of the end of each month. A complete invoice will include the following.

- Summary sheet showing:
  - The time period the bill covers.
  - The names and roles of the people billing hours.
  - The rates they are charging.
  - Itemized expenses charged.
  - All costs categorized based on the budget below.
  - A total cost for the bill.
- Back up documentation for all costs shown on the summary sheet.
  - The dates and amounts of staff hours were billed to the project for each day billed.
  - Back up documentation for all staffing costs.
  - Receipts for all expenses.

### Project Budget

Category	Original Amount	Amended Amount
Personnel	\$211,560	\$80,195
Hotel Stays	\$12,500	\$12,500
Food	\$37,440	\$18,720
Rent	\$27,500	\$19,020
One-time setup costs for equipment/ capital	\$3,864	\$119,365
Operational costs (utilities and internet)	\$42,000	\$27,523
Indirect Costs	\$32,100	\$37,057
Total	\$366,965	\$314,380

### Staff Rates

Title/Role	Rate
Shelter Engagement Specialist	\$32.80 (including benefits)
Shelter Manager	\$37.85 (including benefits)
Overnight Relief Worker	\$32.80 (including benefits)