

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT ("Agreement") is entered into as of the day of _____ October, 2018 between the VILLAGE OF OAK PARK, Illinois (hereinafter the "Village") and AFRICAN AMERICAN CHRISTIAN FOUNDATION, an Illinois not-for-profit Corporation (hereinafter the "Subrecipient").

RECITALS

WHEREAS, the Village has applied for Community Development Block Grant ("CDBG") funds from the United States Department of Housing and Urban Development ("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 2018 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 (collectively referred to as "the Project") are set forth in the Subrecipient's Program Year 2018 Community Development Block Grant Program Proposal, attached hereto and incorporated herein by reference as Exhibit A (hereinafter 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 cover operation costs for supportive services for the Youth Employment Entrepreneurship Program. A total of 105 persons (10 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 Three Thousand, Three Hundred and Forty Eight Dollars (\$3,348) (hereinafter 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 2018 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 at least quarterly. Final project invoices must be submitted to the Village no later than October 31, 2019. Any invoices submitted after October 31, 2019 shall not be paid by the Village.

5. PROGRAM YEAR.

A. The Subrecipient shall perform the Project beginning October 1, 2018 and ending on September 30, 2019 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2019. 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 Title 24, Part 570.502 of the Code of Federal Regulations

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.

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 time sheets, 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 given 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, 2018 | Progress report due by January 15, 2019 |
| 2 nd Quarter: January–March, 2019 | Progress report due by April 15, 2019 |

3rd Quarter: April–June, 2019
4th Quarter: July–September, 2019

Progress report due by July 15, 2019
Progress report/Final report due by October 15, 2019

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
African American Christian Foundation
6707 North Avenue
Oak Park, Illinois 60302

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

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

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

be considered for all purposes as an original.

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

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

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

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

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

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

VILLAGE OF OAK PARK

AFRICAN AMERICAN CHRISTIAN FOUNDATION

Name: Cara Pavlicek
Title: Village Manager

Name:
Title:

Date: _____, 2018

Date: _____, 2018

ATTEST:

ATTEST:

Name: Vicki Scaman
Title: Village Clerk

Name:
Title:

Date: _____, 2018

Date: _____, 2018

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Submission #37

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Submission information

Form: [Village of Oak Park CDBG Public Services Proposal](#)

Submitted by aacf

Thu, 2018-02-22 09:52

23.126.120.189

I. Applicant Information

A. Organization Information

1. Organization Name

African American Christian Foundation

2. Organization Mailing Address

6707 North Ave, Oak Park, IL 60302

3. Organization Phone

708-848-1700

4. Executive Director

Evelyn Antwi-Mensah

5. Email Address

evelyn@aacfworks.org

6. FEIN

36-3398925

7. DUNS

82-795-9941

B. Project Information

1. Proposed Project Name

Youth Employment Entrepreneurship Program

2. Proposed Project Address

6707 North Ave, Oak Park, IL 60302

3. Project Manager/Primary Contact

Evelyn Antwi-Mensah

4. Secondary Contact

Tami Yarbrough

5. Proposed Project Phone Number

708-848-1700

6. Email Address

evelyn@aacfworks.org

C. Type of Organization

Private non-profit

D. Project Overview**2. Total project budget**

\$ 414,558

1. Total CDBG dollars requested

\$ 14,921

3. Total Low/Moderate Income Persons Served Annually

250

4. Brief project description and purpose

Our project provides office vocational training and supportive services in the form of housing assistance and paid work experience for disengaged out of school 16 to 24 age youths to re-engage in post-secondary, GED, career services, subsidize or unsubsidized employment.

- I will revise below - and keep your original text above so you can refer to it when you make the final revisions.

- As you will see I have proposed the addition of a Intro to IT to your vocational training program as a possible use for CDBG funding. (You don't have to use this of course! It is just an idea).

Rationale: in study of the grant guidelines it looks like they are giving priority to programs which are either new or expanding considerably. You could insert data regarding the high increase of jobs in the IT field, as it is the highest professional field currently, in terms of growth and income. You could make the argument that you are BOTH adding a new training program AND growing in participant #'s - or else allocating resources towards growth - Here I would need your help: I can add descriptive details, but I do not know what kind of metrical data you have for your program participant #'s or how you track the results of outreach efforts. This seems like something that would take a lot of spreadsheets.

- PS - I believe there is grant money out there for Technology training/purchase of PC's. etc.

For the requested CDBG requested grant amount of \$14,950 we propose the following project: Youth Employment and Entrepreneurship Program (YEEP) with Industry Specific Bridge Program (ISBP). AACF will utilize awarded CDBG grant funds to achieve the following: add Introductory Information Technology training courses to YEEP, currently already offering vocational training in the following vocational fields: Certified Nurse Assistant, digital manufacturing, office administration, customer service, truck driving, and security. Funding will serve to pay instructors, expansion to the AACF Technology Center, and assistance for Program Participants to gain access to technology for education and training purposes.

5. Population Served

51% or more Low/Moderate Persons

E. Priority Addressed

Programs for Youth/Children

Other

2. Project Narrative

I. Background & Need

Our project will address the public service needs as it relate to youths, employment training, and employer services. 1.2 million students drop out of high school each year in the United States, according to the National Center for Education Statistics. A high school dropout is likely to earn \$200,000 less over her/his lifetime when compared to a high school graduate. Additionally, students who do not drop out and graduate however do not go to college, have a hard time establishing a career path or entering into the job market. Not surprisingly, because job opportunities are lessened for dropouts, these two groups have the highest incarceration rates. CDBG funding will enable our organization to continue our job training, placement and computer lab access to low to moderate Oak Park residents and surrounding communities and further extend our program offering to assist Oak Park River Forest High School students who are not college bound to access nontraditional career vocational services and job placement assistance.

Our target population requires our services because they suffer from lack of access to career information about the job market and age appropriate developmental guidance and assistance: they are in need of a better support network they are not able to obtain elsewhere including unfortunately in many cases in the home. Our services focus on the obstacles and barriers facing low income youths as they transition from being a child to being an adult. Societal and legal convention say 18-21 years of age, however there are no conclusive scientific evidence of the certain age at which this transition takes place in society, as does the nature of the change. Along with the transition of becoming of age are socio economic responsible that many low income youths are not equipped to cope with and handle successfully without assistance. Our services

provide an opportunity for low-income adults and out of school youths to get a job, acquire knowledge and skills for upward mobility in the job market, supportive services to assist with the transition to adulthood to enable them to become self-sufficient and support their future families. Our agency helps low to moderate income people become stable, healthy, and productive members of their community. AACF provides them with the tools and resources they need to live a good life.

Our project will address the public service needs as it relate to youths, employment training, and employer services. 1.2 million students drop out of high school each year in the United States, according to the National Center for Education Statistics. A high school dropout is likely to earn \$200,000 less over her/his lifetime when compared to a high school graduate. Additionally, students who do not drop out and graduate however do not go to college, have a hard time establishing a career path or entering into the job market. Not surprisingly, because job opportunities are less for dropouts, these two groups have the highest incarceration rates.

CDBG funding will enable AACF to expand our job training fields to include Information Technology, placement and computer lab access to LMI Oak Park residents, and its surrounding communities.

AACF helps low to moderate income people become stable, healthy, and productive members of their community. Along with the transition of becoming of age are socioeconomic challenges that many low income youths are not equipped to cope with and handle successfully without assistance. Our services provide an opportunity for low-income adults and out of school youths to get a job, acquire knowledge and skills for upward mobility in the job market, supportive services to assist with the transition to adulthood to enable them to become self-sufficient and support their future families.

Our Programs focus on the breakdown of obstacles faced by low income youths as they transition into adulthood. We believe we can be of great service to our target population with a 3-fold approach: attainable education, with support and tutoring; access to career information, vocational training and job placement; and guidance in the form of professional mentors.

II. Approach

a. Purpose

AACF has successfully served approximately 250 or more clients per year providing basic job skills, job placement services, as well as vocational training, and tutoring. Our Youth Employment Entrepreneurship Program is designed to afford low income, low skills, unemployed and underemployed youths and adults opportunities for career development, work skills, internship and job placement.

Our services provide opportunities for job training that offer upward mobility, a key element for providing economic opportunity and direction for low-income youths and adults. In addition, our CTC provide employer services to companies that are relocation to Oak Park and

neighboring Chicago community.

Information Technology is the fastest growing field of professional careers today. AACF will use CDBG awarded funding to add an Introductory Information Technology Program to our Youth Employment and Entrepreneurship Program (YEEP). Additional use of CDBG funding will serve to increase outreach and Mentoring Programs to maintain our steady growth in our participant numbers.

b. Target Populations

Our agency serves at risk youths 16 to 24 years of age that are not in School or employed. Over 90% of our youths are low-income and receive public assistance and some are experiencing homelessness or transient living conditions. Our Current participants are 200% below the poverty guidelines and over 90% are Black or Latino.

c. Strategies

Our service strategy engage disengaged youth includes a Customer Service Cohort, tutoring in the basic skills, mentoring, supportive services, career mobility and post-secondary education placement. Our program offering afford our low income participants opportunity. We believe our services create a livable and vibrant community where human initiative, work, and stable families can flourish which is contingent upon all members of the community having equal access to community resource. A community where human services are accessible, and where a vital civic spirit is nurtured by innovative design is a community that can be a source of strength and hope to its residents. To that end, we place over 90 youths in paid internships each year, provided computer training to our clients, and job search assistance to those that qualify and come for assistance.

Our Customer Service Training Program is a 5-week cohort designed to provide technical skills for our participants to operate a computer comfortably at the workplace. The program consist of 6 hours a week of classroom training and 32 hours a week of pay work experience. Additionally, participants are trained in Microsoft Word and Excel applications, Windows Operating System, customer service, basic Internet use and email as well as intensive job readiness training and provided with career services and job placement. A community where learning is a commitment for life can foster the skills, habits of mind, and attitudes that makes work rewarding and the retention of wok makes families thrives.

The services our agency provides create an opportunity for low-income persons to acquire vocational skills beyond life skills training for upward mobility in the job market and to move their families toward self-sufficiency. We expect to significantly raise the technical skills level of the individuals we serve.

AACF YEEP participants electing to complete the Introduction to Information Technology

Program will complete a 1 year course of the following: Fundamentals of Information Technology; Core Concepts of Computing; Understanding Modern Software Programs and Packages. This is free of charge to the participants. Program participants will also receive instruction in MS Office Suite, Windows OS, and additional training in our vocational fields with paid internships provided by local business partners.

Our service strategy engage disengaged youth includes a Customer Service Cohort, tutoring in the basic skills, mentoring, supportive services, career mobility and post-secondary education placement. Our program offering afford our low income participants opportunity. We believe our services create a livable and vibrant community where human initiative, work, and stable families can flourish which is contingent upon all members of the community having equal access to community resource. A community where human services are accessible, and where a vital civic spirit is nurtured by innovative design is a community that can be a source of strength and hope to its residents. To that end, we place over 90 youths in paid internships each year, provided computer training to our clients, and job search assistance to those that qualify and come for assistance.

Our Customer Service Training Program is a 5-week cohort designed to provide technical skills for our participants to operate a computer comfortably at the workplace. The program consist of 6 hours a week of classroom training and 32 hours a week of pay work experience. Additionally, participants are trained in Microsoft Word and Excel applications, Windows Operating System, customer service, basic Internet use and email as well as intensive job readiness training and provided with career services and job placement. A community where learning is a commitment for life can foster the skills, habits of mind, and attitudes that makes work rewarding and the retention of wok makes families thrives.

The services our agency provides create an opportunity for low-income persons to acquire vocational skills beyond life skills training for upward mobility in the job market and to move their families toward self-sufficiency. We expect to significantly raise the technical skills level of the individuals we serve.

d. Timeline

Use the attached chart format with applicant having the ability to complete the fields.

III. Outcomes & Evaluation

a. Goal Statement

The immediate goal of AACF is to provide vocational training and access to career information, career services and career placement to disengage out of school youths. We achieve our goal when we help low-income disengaged young adults who are out of school and not working in our community achieve economic independence and the ability to provide for themselves and their families.

We do this by 1.) Providing outreach and access to career information, career and employer services, and vocational training onsite or with a third party provider 2.) Provide the general public open access and use to computer lab technology 3.) Offering short term computer

vocational classes such as Microsoft Word and Excel 4.) Provide job placement assistance to our participants and local schools by arranging career fairs and serving as a referral source to local and regional employers. 5.) Conducting basic to advance computer software and customer service training 6.) Supporting youth participants that are 16 to 24 years of age with support (transportation, childcare, housing, food, clothing, etc.) to help them to succeed if they attend training or work 7.) Increase advance computer and technology training for young adults in the communities in which we serve 8.) Providing basic skills enhancement, GED preparation and post- secondary education placement. 9.) Provide employer services for new employers to the Oak Park and neighboring Chicago communities.

CDBG Public Services Application, PY 2018
FUNDING OPPORTUNITY DESCRIPTION:

1. Goal Statement – In one or two sentences, describe the overarching goal of the proposed program. The goal statement should be a very broad statement of intended accomplishments. A well-defined goal statement will establish the overall direction and focus for the program, define what the program will achieve, and serve as the foundation for developing program strategies and objectives.

To provide access, instruction, and experience to underserved, underemployed area youth ages: 16-24, to Introductory Information Technology knowledge and skills enabling them to expand their career opportunities and provide a firm foundation for further education in the field of Information Technology.

b. Narrative

1. Ensuring Outputs/Outcomes

The outcomes of our technology/public resources project will be:

- An increase in the number of Oak Park residents we serve per year, to 15 persons per year.
- Utilization of existing technology capacity to provide individuals with basic and advance computer literacy and access with the following outcomes:
 - Maintain 70% completing rate with 90% of those completing the class pass proficiency test base.
 - Assistance our youth with permanent housing solution for our youths that are experiencing homelessness or transient living conditions.
 - Providing Customer Services and computer vocational training that will lead to permanent employment for successful completers.

2. Data collection

Data will be collected from application forms, class enrollments, and test scores in accordance with program measures and guidelines. Job placement data are collected by our Job Developer. The collected data are then transfer to our in house access database. Our participant data is also duplicated online by a statewide database that tracks our

performance. Program audits are conducted by our internal audit team and grantors, financial audits are conducted by an independent auditing firm.

3. Evaluation Process

Participants in our customer service classes will be tested on lesson taught for proficiency and certificates are awarded for training completion. Participants will be evaluated monthly for their progress toward their individual assessment plan. Our case managers are evaluated by monthly progress report and establish program performance measures. Additionally, our employers and participants complete surveys provide feedback about our services.

2. Documenting Income

Currently AACF staffers collect food stamps and school lunch programs documentation as initial income verification as these individuals are consider very low income. Individuals that are not on any public assistance program are ask to bring in their pay stub to calculate their income during a 6 month period of a year to determine if they are moderate to low income persons. Income verification support are kept as back up documentation in the participants files for future program audits.

3. Evaluation Process

We periodically evaluate our actual program plan to the program required performance matrix and compare goals and objectives. Our agency Relying on participant surveys, supervisor observations and employee feedback. This instrument will be re-administered by the Project Director at the end of each course to measure the improvement in services provided per a grant source. Participant survey are completed per class per student. Employee surveys are completed per year during team meeting. The following outcomes are the goals which are the focus of the survey.

Outcome Goal:

- 1:)To provide staff and students with an industry-standard post computer lab to enhance student engagement, success, retention, and completion of our program.
- 2:)It is estimated that the percentage of students expressing satisfaction with the project should be at least 90%.
- 3:)A final narrative report collating data and survey question adjustment are completed each June yearly.

IV. Organization Capacity

a. Mission & Experience

The mission of The African American Christian Foundation (AACF) is to train and assist low-income residents of Cook County communities to acquire skills, actively foster economic opportunity and build effective social relations that lead to economic independence, individual welfare and promote community stability.

We believe that every person should have the opportunity to pursue a career and the tools to excel and achieve in their chosen career field. Our role in workforce development is to give our participants the tools they need to reach their full potential. No new staffers will be hired for this project.

African American Christian Foundation (AACF) is a nonprofit organization established in 1985 in Oak Park, Illinois. For the over 30 years, AACF has been providing employment training and career development to at risk and disadvantage youths , and unemployed adults under the Workforce Investment Act (WIA) now Workforce Innovation Opportunity Act

(WIOA). Last year AACF served 95 youth participants out of 250 walk-ins and placed 49 participants.

The organization is staffed with stable employees that have a combined 30 years of experience in workforce development with the origination. Qualified Staff supervise students in working toward their goals and getting their GED or increase in their grade level by at least 2 grades level in both reading and math and meetings with program staff and volunteers. Our instructors provide computer instructions in Word, Excel and Windows, in addition to monitoring students in the use of learning materials and equipment. Other duties includes planning lessons and assignments, tutoring youths in math and reading skills and encouraging and monitoring the progress of individual students.

b. Ability to Meet Reporting Requirements

We have operated WIOA Title IY programs with the State of Illinois and Cook County since 1994 with tremendous success. We currently operate opportunity youth program in which we assist out of school and in school youths to stay in school, go to college and/or enter employment along with other job related services. The program requires monthly reporting and has the following matrix youth entered employment rate, youth credential attainment, youth employment retention rate, of which AACF has met or exceeded the performance matrix. Our programs are audited programmatically and financially by our grantors annually.

Our last experience administering CDBG program was in 2017-2018 program year. The program year has not ended, however I believe we on track met and exceeded all the program benchmark and deliverables.

c. Collaboration with Others

2. The Oak Park Park District and Township where eligible youths can get on our waiting list.

3. Provide interns/employees to Oak Park business such as FFC, Batteries+, Prevail, Pete's Fresh Market, Wonder Works Children Museum, etc.,

4. Assisted Pete's Fresh Market with job fairs and recruiting events when they were moving into Oak Park a year ago.

We plan to increase collaboration our local collaboration efforts if funded include additional Oak Park business, schools and community organizations.

V. Budget Narrative

a. Budget Description

Our project budget will consist of personnel cost (staff salaries for a Career Coach) and supportive services cost outlined on the budget worksheet.

Salaries for one Career Coach for year is estimated.

Operation Cost

Supportive services Cost is estimated at \$300.00 per Participant for 10 participants for a total of \$3045 for a year .

b. Alternate Revenue Sources

At the moment there is no fallback or other alternative solution to what the Village of Oak Park

(CDBG) partnership can do for the out of school youths that our organization helps. Since funding is limited and there are many causes, our agency actively engaged in other fund raising activities, such as a benefit dinner, walkathon, submitting other proposals, and mailings soliciting donations from individuals and corporate sponsorship.

We hope the CDBG can help our organization to accomplish our mission and reengage young adults disengage from work and school. Supporting low-income persons as they strive to obtain employment is the first critical step toward the creation of a livable and vibrant community where human initiative, work, and stable families can flourish. If CDBG funding were not possible at this time, we would continue our fund raising effort to make up for the difference. Helping low-income youths and at-risk youth in our community to become employed and get back on their feet economically or return to school is a vital step toward promoting community stability.

Our goal is to ensure that all youth gain the skills they need for a successful career, stay gainfully employed adults, and excel in post-secondary education. We are committed to improving our youth's potential, world and future. Please partner with us to engage our youth academically and transform their prospect.

3. Attachments

Timeline

[cdbg_public_services - timeline form.docx](#)

Logic Model

[cdbg_public_services_logic_model_chart.docx](#)

Articles of Incorporation and By-Laws

[article_of_incorporation.pdf](#)

Non-Profit Determination (IRS Letter)

[501c.pdf](#)

List of Board of Directors

[officers_and_directors_list_2017.pdf](#)

Organizational Chart

[aacl_organizational_team_2016.pdf](#)

Resumes

[oak_park_cdbg_personnel_qualifications.docx](#)

Financial Statement and Audit

[audit_report_6-30-2017.pdf](#)

Conflict of Interest Statement

[aacf conflict of interest.pdf](#)

Conflict of Interest Statement AND Anti-Lobbying Statement

[aacf lobby statement 1.pdf](#)

EEO Form

[eeo report chart.docx](#)

Statement of ADA Compliance

[americans with disabilities act rev 2010.pdf](#)

Intake Documentation

[intake registration form.pdf](#)

Support Statements

[wonderworks museum.pdf](#)

Budget Worksheet

[cdbg project budget-other revenue summary updated2.xlsx](#)

4. Proposal Agency Information & Verifications

1. Name of Authorized Official of Applicant Organization

Evelyn Antwi-Mensah

2. Title of Authorized Official of Applicant Organization

Executive Director

3. Date of Submittal

Fri, 2018-03-02

4. Affirmation

I agree

[Previous submission](#)

[Next submission](#)



PY 2018 CDBG Public Services

Organization	African American Christian Foundation
Project Name	Youth Employment and Entrepreneurship Program

Goal Statement: Providing vocational training and access to career information, career services and career placement to disengaged out of school youths

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Customers Employers Staff Public Schools Community Organizations External Technical Assistance Government Agencies	Active Participation in program activities 1.Orientation, assessment, tutoring, technical computer skills training, customer service skills 2. the job placement Process 3. basic computer Skills attainment 4. job search, readiness skills training 5. career fairs 6.employer services 7. Advanced computer skills enhancement	165 Total unduplicated persons served (without regard to income or residency) 135 Extremely Low, Low and Mod-Income Persons served 15 Oak Park persons served 15 Extremely Low, Low and Mod-Income Oak Park Persons Served	Improved vocational options for non-college bound high school students Comprehensive, Integrated career services Improved and increased career knowledge & opportunities Entry into a career cohort Enhanced career preparation skills	Community-wide Coverage and Access Entry into vocational training or employment	Number of people trained in basic computer and/or tutoring skills 23 Number of people receiving vocational skills training 15 Number of successful job or career fairs hosted (2 job fairs hosted 2018-2019) The number of employer serves provided 7 Total number customers utilizing the open access lab time (15+ unduplicated per year) Job placements 25



PY 2018

Organization	African American Christian Foundation
Project Name	Community Technology Center and Youth Employment and Entrepreneur Program

Timeframe	Activity	Person Responsible
Month 1	General/ Administrative - Expand and convene CTC Program Committee to detail implementation planning - Finalize Formal Memorandum of Agreement with Partners and Schools - Monthly Team Meetings and Conference Calls - Conduct program roll-out meeting with Stake holders and evaluator Volunteers and Staff - Recruit volunteers from Volunteer Networks - Conduct academic and technology program training for volunteers and staff	Tami Yarbrough Arif Longe
Month 2	Participants Outreach - Ensure program web site with links from and to partner web sites - Create brochures, flyers, website and conduct publicity campaign in coordination with partners - Recruit participants through school partners and current AACF program participants	Tami Yarbrough
Month 3	Youth Program Orientation and Workshop Session - Adapt curriculum and assessment to alignment with Illinois Digital Divide Law - Conduct computer training classes programs -Program quarterly report -Tutoring in basic and life skills	Lauren Meeks
Month 4	Youth Program Orientation and Workshop Session - Monthly program Meeting - Submit Program quarterly report - Conduct technology programs - Tutoring in basic skills -Host job fair or BSR Meeting in Oak Park	Lauren Meeks
Month 5	Youth Program Planning - Monthly program meeting - Tutoring in basic skills - Prep for life skills workshop and vocational training	Lauren Meeks
Month 6	Youth Program Orientation and Workshop Session - Monthly program meeting - Tutoring in basic skills	Lauren Meeks

	- Conduct life skills workshop and vocational training	
Month 7	Youth Program Orientation and Workshop Session - Monthly program meeting - Conduct computer classes and training - Tutoring in basic skills -Host career fair in Oak Park - Submit Program quarterly report	Lauren Meeks
Month 8	Youth Program Planning - Monthly program meeting - Tutoring in basic skills - Conduct life skills workshop and vocational training	Lauren Meeks
Month 9	Youth Program Orientation and Workshop Session - Monthly program meeting - Tutoring in basic skills - Prep for life skills workshop and vocational training	Lauren Meeks
Month 10	Youth Program Orientation and Workshop Session - Monthly program meeting - Conduct life skills workshop and vocational training - Tutoring in basic skills -Host job fair - Submit Program quarterly report	Lauren Meeks
Month 11	Youth Program Planning - Monthly program meeting - Tutoring in basic skills - Conduct life skills workshop and vocational training	Lauren Meeks
Month 12	Evaluation and Reporting - External program evaluation -project monitoring (on-going) -Collect program data and compile comprehensive annual report	Evelyn Mensah

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

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

PY 2018 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:	CCWP/DHS	Dr. Scholl Fdn	Chi Com Trust		
Personnel Costs									
Salaries	\$150,608	\$10,542.56	7%		\$140,065			\$140,065	93%
Benefits	\$4,000	\$0	0%		\$4,000			\$4,000	100%
Taxes	\$19,052	\$1,334	7%		\$17,718			\$17,718	93%
Other (PWE)	\$117,370	\$0	0%		\$117,370			\$117,370	100%
Other (PWE Taxes)	\$11,005	\$0	0%		\$11,005			\$11,005	100%
Subtotal: Personnel Costs	\$302,035	\$11,876	4%		\$290,159	\$0	\$0	\$290,159	96%
Operating Costs:									
Rent/Lease	\$23,834	\$0	0%		\$23,834			\$23,834	100%
Utilities	\$6,700	\$0	0%		\$6,700			\$6,700	100%
Telephone	\$5,000	\$0	0%		\$5,000			\$5,000	100%
Postage	\$1,200	\$0	0%		\$1,200			\$1,200	100%
Supplies	\$7,000	\$0	0%		\$7,000			\$7,000	100%
Mileage	\$3,000	\$0	0%		\$3,000			\$3,000	100%
Other (Supportive)	\$30,962	\$3,045	10%		\$23,917	\$0	\$4,000	\$27,917	90%
Other (Other Exp.)	\$49,748	\$0	0%		\$49,748			\$49,748	100%
Subtotal: Operations	\$127,444	\$3,045	2%		\$120,399	\$0	\$4,000	\$124,399	98%
Professional/Services									
Consultant	\$0	\$0	0%					\$0	0%
Engineering	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
Subtotal: Professional Services	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
TOTAL (all categories)	\$429,479	\$14,921	3%		\$410,558	\$0	\$4,000	\$414,558	97%

PY 2018 CDBG OTHER REVENUE SUMMARY

This chart provides more information about the "Other Revenue" sources that were listed above in columns F, G & H. Please fully complete this table. The columns are self-explanatory

1	2	3	4	5	6	7
FUNDING SOURCE	LOAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAIL.	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or Private?
Cook County Workforce Partnership	Grant	\$183,000	Awarded	7/1/2017-6/30/2018	Limited to out of school youths with barriers to employment	Local
DHS	Grant	\$185,558	Received	7/1/2017	Limited to out of school youths	Local
Chicago Community Trust	Grant	\$4,000	Received	7/1/2017	Working Women only	Private
Cook County CDBG	Grant	\$17,000	Received	10/1/2017	None	Public
State of Illinois Treasury	Grant	\$25,000	Received	01/1/2018	None	Public
		\$0				
		\$0				
TOTAL, where applicable		\$414,558				



PY 2018 CDBG Public Services, rev.

Organization	African American Christian Foundation
Project Name	Youth Employment and Entrepreneurship Program

Goal Statement: Providing vocational training and access to career information, career services and career placement to disengaged out of school youths

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Customers	Active Participation in program activities 1.Orientation, assessment, tutoring, technical computer skills training, customer service skills 2. the job placement Process 3. basic computer Skills attainment 4. job search, readiness skills training 5. career fairs 6.employer services 7. Advanced computer skills enhancement	105 Total unduplicated persons served (without regard to income or residency)	Improved vocational options for non-college bound high school students	Community-wide Coverage and Access	Number of people trained in basic computer and/or tutoring skills 30
Employers		95 Extremely Low, Low and Mod-Income Persons served	Comprehensive, Integrated career services	Entry into vocational training or employment	Number of successful job or career fairs hosted (2 job fairs hosted 2018-2019)
Staff			10 Oak Park persons served		Improved and increased career knowledge & opportunities
Public Schools		8 Extremely Low, Low and Mod-Income Oak Park Persons Served		Entry into a career cohort	Enhanced career preparation skills
Community Organizations			Entry into a career cohort		
External Technical Assistance		Entry into a career cohort		Enhanced career preparation skills	Job placements 25
Government Agencies			Entry into a career cohort		
	Entry into a career cohort	Enhanced career preparation skills		Job placements 25	

PY 2018 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. 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.

_____ Supportive services will be used to pay for participant transportation services such as private transit by an independent driver to and from work, bus fare, and gas cards. The bus pass support is limited on average to \$20.00 per client for a total of \$2,048.00 per year. The gas card support is limited on average to \$25.00 per client for a total of \$1300.00 per year. Private transit is also provided where an independent driver contractor take our clients from our sites to work. Our agency will provide supportive services for a total of 155 separate disbursements to over 90 unduplicated participants and 100% of the cost will be charged to the Village of Oak Park CDBG fund. Supportive services in a form of bus passes and gas cards, for employment related activities are provided as one time support but maybe provided up to 3 times per registered and qualified participants. Supportive services are not distributed to the general public. Transportation supportive services are to be used to get to work for the first two weeks of a client starting work. Individuals are required to sign and acknowledge receipt of the support and the purpose of the support.

TYPE OF SUPPORTIVE SERVICES AWARDED AND AMOUNT:

Transportation:

CTA/PACE/Train Cards (\$ 20) times 102 disbursements for a total of \$2,040.00 and 1 card at (\$8) for a grand total of \$2048.00 for the program.

Gas Card (\$25) times 52 disbursement for a total of \$1300.00 for the program.

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

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

PY 2018 REVISED 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:	CCWP/DHS	Dr. Scholl Fdn	Chi Com Trust		
Personnel Costs									
Salaries	\$150,608	\$0	0%		\$150,608			\$150,608	100%
Benefits	\$4,000	\$0	0%		\$4,000			\$4,000	100%
Taxes	\$19,052	\$0	0%		\$19,052			\$19,052	100%
Other (PWE)	\$117,370	\$0	0%		\$117,370			\$117,370	100%
Other (PWE Taxes)	\$11,005	\$0	0%		\$11,005			\$11,005	100%
Subtotal: Personnel Costs	\$302,035	\$0	0%		\$302,035	\$0	\$0	\$302,035	100%
Operating Costs:									
Rent/Lease	\$23,834	\$0	0%		\$23,834			\$23,834	100%
Utilities	\$6,700	\$0	0%		\$6,700			\$6,700	100%
Telephone	\$5,000	\$0	0%		\$5,000			\$5,000	100%
Postage	\$1,200	\$0	0%		\$1,200			\$1,200	100%
Supplies	\$7,000	\$0	0%		\$7,000			\$7,000	100%
Mileage	\$3,000	\$0	0%		\$3,000			\$3,000	100%
Other (Supportive)	\$30,962	\$3,348	11%		\$23,614	\$0	\$4,000	\$27,614	89%
Other (Other Exp.)	\$49,748	\$0	0%		\$49,748			\$49,748	100%
Subtotal: Operations	\$127,444	\$3,348	3%		\$120,096	\$0	\$4,000	\$124,096	97%
Professional/Services									
Consultant	\$0	\$0	0%					\$0	0%
Engineering	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
Subtotal: Professional Services	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
TOTAL (all categories)	\$429,479	\$3,348	1%		\$422,131	\$0	\$4,000	\$426,131	99%

PY 2018 CDBG OTHER REVENUE SUMMARY

This chart provides more information about the "Other Revenue" sources that were listed above in columns F, G & H. Please fully complete this table. The columns are self-explanatory

1	2	3	4	5	6	7
FUNDING SOURCE	LOAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAIL.	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or
Cook County Workforce Partnership	Grant	\$183,000	Awarded	7/1/2017-6/30/2018	Limited to out of school youths with barriers to employment	Local
DHS	Grant	\$197,131	Received	7/1/2018	Limited to out of school youths	Local
Chicago Community Trust	Grant	\$4,000	Pending	7/1/2017	Working Women only	Private
Cook County CDBG	Grant	\$17,000	Received	10/1/2017	None	Public
State of Illinois Treasury	Grant	\$25,000	Received	01/1/2018	None	Public
		\$0				
		\$0				
TOTAL, where applicable		\$426,131				

**EXHIBIT A
SUBRECIPIENT'S PROPOSAL**

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 24 CFR 570.610
- 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 24 CFR 570.502
- 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, 1987

**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

Exhibit D: PY 2018 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 <i>All unanticipated persons served during the reporting period should be included. Do not count a person in more than one quarter. If a person identifies as Hispanic, they also need to be counted under a race</i>	Q1		Q2		Q3		Q4		TOTAL	
	RACE (including Hispanic)	ETHNICITY Hispanic	RACE (including Hispanic)	ETHNICITY Hispanic	RACE (including Hispanic)	ETHNICITY Hispanic	RACE (including Hispanic)	ETHNICITY Hispanic	RACE (including Hispanic)	ETHNICITY Hispanic
White										
Black/African American										
Asian										
American Indian or Alaska Native										
Native Hawaiian or Other Pacific Islander										
American Indian or Alaska Native AND White										
Asian AND White										
Black/African American AND White										
American Indian /Alaska Native AND Black/African American										
Other Multi-Racial	0	0	0	0	0	0	0	0	0	0

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

Project Goals	Total Oak Park Extremely Low/Low/Moderate Income Beneficiaries (0-80% median income)			
	Q1	Q2	Q3	Q4
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	0%			
Number of all Oak Park persons benefitting	0			
Percentage of Oak Park persons benefitting	0%			
Number of Extremely Low, Low and Moderate Income Oak Park persons to be served	0			

Exhibit E: PY 2018 Final Report Form, Oak Park CDBG Program
FINAL REPORT COMPONENT (Please explain even if you exceeded goals)
 Did the beneficiary number change from the number proposed in the original application? If so, why?

Funds Expended on CDBG Activity	
Total CDBG Project Funds Expended	
<i>Other funds expended and their source:</i>	
Other Federal	
HUD Funding (non-CDBG)	
State	
Local government	
Private	
Other (specify source) in-kind food donations	
Total	0

Total All funds	0
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Signature of Authorized Official	Typed or Printed Name	Date