

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT is entered into as of the ____ day of September, 2016 between the VILLAGE OF OAK PARK, Illinois (hereinafter the "Village") and HOUSING FORWARD, 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 2016 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 2016 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 personnel costs for the Shelter Manager. A total of 500 persons (60 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 Seventeen Thousand Dollars (\$17,000) (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 2016 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, 2017. Any invoices submitted after October 31, 2017 shall not be paid by the Village.

5. PROGRAM YEAR.

A. The Subrecipient shall perform the Project beginning October 1, 2016 and ending on September 30, 2017 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2017. 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, 2016	Progress report due by January 15, 2017
2 nd Quarter: January-March, 2017	Progress report due by April 15, 2017
3 rd Quarter: April-June, 2017	Progress report due by July 15, 2017
4 th Quarter: July-September, 2017	Progress report/Final report due by October 15, 2017

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 contract, 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 contract, 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:

Lynda Schueler, Executive Director
Housing Forward
1851 S. 9th Avenue
Maywood, IL 60153

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. This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

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 day and date first written above.

VILLAGE OF OAK PARK

HOUSING FORWARD

Name: Cara Pavlicek
Title: Village Manager

Name:
Title:

Date: _____, 2016

Date: _____, 2016

ATTEST:

ATTEST:

Name: Teresa Powell
Title: Village Clerk

Name:
Title:

Date: _____, 2016

Date: _____, 2016

EXHIBIT A
SUBRECIPIENT'S PROPOSAL

[Home](#) » [Village of Oak Park CDBG Public Services Proposal](#) » [Webform results](#)

Submission #5

[View](#)[Edit](#)[Delete](#)[Print](#) [Resend e-mails](#)[Previous submission](#)[Next submission](#)

Submission information

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

Submitted by pads

Fri, 2016-03-11 13:53

173.161.13.197

1. Applicant Information

A. Organization Information

1. Organization Name

Housing Forward

2. Organization Mailing Address

1851 S. 9th Ave., Maywood, IL 60153

3. Organization Phone

7,083,381,724.0000

4. Executive Director

Lynda Schueler

5. Email Address

lschueler@housingforward.org

6. FEIN #

363,876,660

7. DUNS #

798,229,725

B. Project Information

1. Proposed Project Name

PADS Shelter program

2. Proposed Project Address

1851 S. 9th Ave., Maywood, IL 60153

3. Project Manager/Primary Contact

Armando Smith, 708.338.1724 ext. 222

4. Secondary Contact

Lynda Schueler, 708.338.1724 ext. 223

5. Proposed Project Phone

7,083,381,724.0000

6. Email Address

asmith@housingforward.org

C. Type of Organization

Private non-profit

Other**D. Project Overview****1. Total CDBG Dollars Requested**

\$35,000

2. Total Project Budget

\$179,381

3. Total Low/Moderate Income Persons Served Annually

500 total low/moderate income individuals (60 low/moderate income Oak Park residents)

4. Brief project description and purpose

The PADS Emergency & Transitional Shelters provide immediate, temporary crisis response to individuals experiencing homelessness.

5. Population Served

Persons Experiencing Homelessness

Other

Re: Priority Addressed below - This project serves individuals experiencing homelessness, all of whom are low income.

E. Priority Addressed

Other (describe below)

2. Project Narrative**I. Background & Need**

Housing Forward's PADS Shelter program encompasses our PADS Emergency Shelter and PADS Transitional Shelter (summer). The emergency shelter was founded in Oak Park in 1992 in response to the growing problem of homelessness in Oak Park, River Forest and Forest Park. Today, Housing Forward remains the only provider of emergency shelter for the Village of Oak Park. During the 2014-2015 shelter season (Sept-May), we provided food and shelter to 448 unduplicated adults and children, and were forced to turn away guests on 282 occasions because our shelter sites were at capacity. 63 of these individuals were Oak Park residents. During the 2015 summer Transitional Shelter (June – Sept.), we provided food, shelter and case management services to 81 persons. Between both programs, we provided 12,886 nights of shelter. Without the PADS Shelter program, these individuals would be sleeping in places not meant for human habitation.

II. Approach

a. Purpose

From mid-September through mid-May, Housing Forward's PADS Emergency Shelter program serves 40 to 70 individuals at 10 rotating sites, six of which are located in the Village of Oak Park, providing access to an array of supportive services aimed at reducing clients' length of homelessness. The summer PADS Transitional Shelter program operates for a full 15 weeks (June to mid-Sept.) seven days a week at seven sites (five of them in Oak Park), and is designed to foster sustained stability by providing a combination of short-term shelter and supportive services for 15 participants nightly.

All of Housing Forward's PADS Shelter clients are homeless, and thus, are a presumed benefit population which meets the national objective.

b. Target Populations

PADS Shelter clients are a heterogeneous group – the unemployed or underemployed, the mentally ill, those with substance abuse conditions, the medically indigent and under-insured, and victims of domestic violence. But they have one thing in common: they are homeless and extremely low income people with urgent needs for food, shelter and safety, and for connections with community support systems to resolve underlying causes of their homelessness.

- 93% are adults; 7% are children
- 8% are U.S. Military Veterans.
- 33% of the adults have a serious disabling condition (medical, mental illness and/or substance abuse disorder).
- 14% are survivors of domestic violence.
- 87% of those served identify their ethnicity as Non-Hispanic/Non-Latino
- 53% of clients identify their race as Black/African American, 34% as White, 1% as American Indian/Alaskan Native, 7% as Multi-Racial, and the remaining 5% as either Asian or refused to identify.

As homeless individuals, all of our clients are part of a presumed benefit population. However, through internal data tracking, we can also report that all of our shelter clients are considered low- or extremely-low income.

No populations are explicitly excluded from the program, although we are unable to serve registered sex offenders due to the presence of children in the shelter. Failure to follow shelter rules may also result in being banned from the program. In either of these situations, the individual is provided with alternate options for service (e.g. information about shelters that accept sex offenders and transportation to these facilities or a referral to a more appropriate

Housing Forward program).

Housing Forward is also committed to provided services in a culturally competent manner. In 2015, we developed a cultural competency plan in accordance with guidelines set forth by the Illinois Department of Human Services. This plan is currently being reviewed by the state. We currently utilize a translation service over the phone when language is a barrier to service delivery.

c. Strategies

We do not actively recruit clients for the PADS Emergency Shelter, but information is available on our website, by phone and at referring agencies about the PADS Shelter program and other services we provide. When a client arrives at our shelter for the first time, he or she meets with a staff person or social work intern to complete a registration/intake form. Registration questions gather information about the guest's demographics, education and income, household status, last residence, public benefits and emergency contacts. During this interview, Housing Forward assesses if the client has special needs (e.g. substance abuse, medical condition, mental illness). At the conclusion, the guest receives a Housing Forward I.D. card, the "Shelter Rules" (to sign), a "Client Information Packet" (with information about Housing Forward's Supportive Services program and shelter sites) and an Information & Referral card listing services at other area agencies.

After dinner and before lights-out in the shelter, Housing Forward's Outreach & Engagement Specialists, Housing case managers and social work interns conduct outreach, in collaboration with Thrive Counseling Center staff. Volunteer medical residents from Loyola Medical Center and nurses staff a weekly medical clinic and in collaboration with the Chicago Volunteer Legal Services, an on-site legal clinic is available once a month. Client information from the registration/intake form is inputted into the Homeless Management Information System (HMIS) database and reviewed by our Supportive Services Manager. At our weekly client staffing meeting, this manager reviews client progress with Housing Forward and Thrive staff members, and assigns staff to each of that week's new shelter clients for targeted outreach to address their individual needs. The PADS Emergency Shelters are gateways to a variety of Housing Forward staff and resources. Shelter clients are encouraged to use Housing Forward's Maywood Support Center during the day to access a variety of services designed to begin their path out of homelessness, starting with basic self-care services (showers, laundry, clothing, haircuts) and basic needs services (computers, phones) and procurement of state IDs.

For the PADS Transitional Shelter, openings in the program are posted in the Maywood Support Center prior to the start of the summer. Up to 12 PADS Transitional Shelter clients will be selected, through application and interview, to participate in this program. An additional three emergency beds will be available for persons who are newly homeless. The structure is different from the emergency shelter environment in that guests are responsible for participating in the set-up and clean-up of the shelter space, for maintaining their own laundry and for participating in meal preparation and clean-up. They are required to participate in individual- and group-level Life Skills classes. For example, those with income must save 30% of their income, and Life Skills classes emphasize budgeting and money management.

Clients also have regular interaction with Housing Forward's Supportive Services and Employment Readiness case managers, for goal-setting and guidance toward achievement of self-sufficiency and sustained independent living.

There is no limit to the length of stay, though Housing Forward emphasizes early intervention to

alleviate clients' need for long-term shelter. Clients are required to visit the Support Center after seven nights in the PADS Shelter to begin the process of working with a case manager on their transition from homelessness. The average length of stay in the Emergency Shelter for the 2014--15 season was 24 nights.

Further, Housing Forward's Emergency Assistance program (including Homeless Prevention and Shelter Diversion services) diverts from the shelter those individuals and families who are at risk of homelessness but have not yet lost their housing.

d. Timeline

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

III. Outcomes & Evaluation

a. Goal Statement

The goal of the PADS Shelter program is to provide immediate, temporary crisis response to individuals experiencing homelessness, reduce the length of their homelessness and ultimately help them regain housing stability.

b. Narrative

1. Ensuring Outputs/Outcomes

The Director of Operations and Client Services is responsible for ensuring that all programs are working to achieve their stated outcomes. For the shelter program, the In-reach staff is responsible for collecting data on participants and entering that data into the HMIS system within 48 hours of a case management session. The Outreach and Engagement Manager (the direct supervisor of the In-reach workers) reviews the HMIS report on a weekly basis to ensure that the data is entered in a timely manner. At the end of the month of the Director of Operations and Client Services runs a report on clients served and presents that information to the Board of Directors.

On a quarterly basis the Alliance to end Homelessness in Suburban Cook County conducts a Data Quality Check. We are required to submit a report stating that all HMIS information is entered correctly.

In addition, a member of our staff attends the monthly meeting of the HMIS User group.

2. Documenting Income

All clients served during the course of this project are a presumed benefit population. There are no financial eligibility guidelines for this program.

3. Evaluation Process

The Manager of Outreach and Engagement, Jake Bradley, reviews with the In-Reach staff, on a weekly basis, their progress in entering case management data (new clients, and clients in the shelter). He also confirms these entries by reviewing reports in HMIS. The Director of Operations and Client Services, Armando Smith, reviews HMIS reports on a monthly basis,

as he prepares the monthly board report. At the end of each quarter, the senior management team (Lynda Schueler, Armando Smith, Janet Gow, and Misti Faust) compares results of the quarter against objectives, and propose corrective actions if needed.

In the past, we have updated the admission policies for the Emergency Shelter and many of the changes: restructuring the "banned client" policy, clarifying the intake process, among others, were informed by the evaluation process including client's feedback. Client complete satisfaction surveys at the end of the Shelter season and the Transitional Shelter season.

IV. Organization Capacity

a. Mission & Experience

The mission of Housing Forward is to transition people from housing crisis to housing stability. Founded in 1992, we are the primary provider of homeless services in west Cook County, an area with a population larger than most mid-sized cities.

Since 2001 we have prevented more than 1,700 people from becoming homeless. Since 2009, we have provided Rapid Re-housing to 148 households. Since 2013, we have engaged 583 individuals living on the street and housed 93. We have provided overnight Emergency Shelter in west Cook County to approximately 11,500 clients since 1992.

Lynda Schueler, Housing Forward's Executive Director, has been with the agency for 17 years and holds a Master's Degree in Public Administration. Armando Smith, Housing Forward's Director of Operations & Client Services, has been with the agency since November 2014 and supervises two program directors and three managers for the six-direct service programs that comprise Housing Forward's integrated solution to homelessness. Mr. Smith is a Licensed Clinical Social Worker (LCSW) with 38 years of experience.

Moreover, our staff of 44 is highly qualified to run this gateway program. Our staff includes several veteran case managers and program supervisors, most of whom have advanced degrees in relevant fields (one RN, an MPH, an MPA, an MS, and several LCSWs). In addition, our case management interns (who are pursuing Masters of Social Work degrees at area universities) work in the shelters and at the Maywood Support Center.

b. Ability to Meet Reporting Requirements

This year, the budget for Housing Forward is \$4.3 million (including in-kind). This budget is supported by a diverse funding mix that includes private contributions (individual, corporate, foundation and congregations), United Way and local, state and federal public grants and contracts. Government sources include the Corporation for National and Community Service; U.S. Department of Housing and Urban Development via the Supportive Housing Program, the Village of Oak Park (CDBG & ESG), the Cook County Department of Planning (CDBG & ESG), and the City of Berwyn (CDBG); U.S. Department of Veterans Affairs; Proviso Township Mental Health Commission; Community Mental Health Board of Oak Park Township; Illinois Department of Human Services; and the Federal Emergency Management Agency.

Housing Forward has been the recipient of large-scale government grants and contracts for more than a decade and has the financial and reporting infrastructure required to administer these grants. Staff is well-versed in both state and federal government regulations and

experienced with reporting to a wide range of public and private funders. Housing Forward's reputation for solid and effective programming with sound fiscal and programmatic oversight has made possible the continued expansion and diversification of public and private funding sources over the years.

In addition, Housing Forward has established fiscal and program policies, approved by the Board of Directors, and procedures to ensure compliance with funding rules and regulations at all levels of the program. Housing Forward's Director of Operations & Client Services and Director of Finance & Administration are responsible for the program and fiscal compliance, respectively. These positions are supervised by the agency Executive Director, who has final oversight and accountability of the program. These policies have resulted in total compliance with all regulations in the past, and thus, will be used going forward to maintain program integrity.

c. Collaboration with Others

Although we are unable to provide specialized services for every client who walks through our doors, we are committed to linking these clients with service providers who specialize in their area of need. Most Housing Forward programs operate through formal partnerships with specialist social service, medical and mental health agencies. We make extensive use of community resources through networking and referrals.

Partners for Supportive Services include Chicago Volunteer Legal Services, Loyola University Health Sciences Division & Health System, Oak Park & River Forest Food Pantry, PCC Wellness, Rush Oak Park Hospital, Hines VA, and Oak Park Township. Partners for Supportive Housing are Hines VA Hospital, Pillars, South Suburban PADS, Thresholds, Thrive, Heartland Alliance-Health the West Cook YMCA, Oak Park Residence Corporation, Oak Park Housing Authority, and BEDS Plus Care. For Housing Forward's PADS Shelter program, the agency is supported by site congregations (in Berwyn, Franklin Park, Forest Park and Oak Park). The agency also partners with BEDS Plus Care for overflow shelter space, and West Suburban Medical Center and Rush Oak Park Hospital for laundry services. For Emergency Assistance, Housing Forward partners with Catholic Charities and the Salvation Army. The Employment Program partners with Inspiration Corporation and Oak Park Township.

V. Budget Narrative

a. Budget Description

50% of the full time Shelter Manager salary at \$40,000 annually; 100% of one of two part-time Shelter Relief worker's wages at an average of \$15,000 annually

b. Alternate Revenue Sources

Housing Forward is the only provider of emergency and summer transitional shelter in the Village of Oak Park. The closest service alternatives are located in LaGrange and the City of Chicago. If the PADS Shelter did not receive funding, or received reduced funding for this program, it is likely that we would have to reduce the length of the shelter season.

In order to mitigate this risk, the agency continuously seeks private funding sources. The PADS Shelter program is currently supported by several private funders, and we are seeking increased contributions to insulate the program from government funding shortfalls.

3. Attachments

Timeline

[housing_forward_shelter_timeline_py2016.docx](#)

Logic Model

[housing_forward_pads_shelter_logic_model_cdbg.docx](#)

Articles of Incorporation

[emailed_due_to_size.pdf](#)

Non-Profit Determination (IRS Letter)

[housing_forward_nonprofit_determination_letter.pdf](#)

List of Board of Directors

[housing_forward_2015-16_board_of_directors.pdf](#)

Organizational Chart

[housing_forward_organizational_chart.pdf](#)

Resumes

[emailed_due_to_size.pdf](#)

Financial Statement and Audit

[emailed_due_to_size.pdf](#)

Conflict of Interest Statement

[housing_forward_conflict_of_interest_policy.pdf](#)

Lobbying Statement

[housing_forward_lobbying_statement.pdf](#)

EEO Form

[housing_forward_eeo_form.pdf](#)

Statement of ADA Compliance

[housing_forward_ada_compliance.pdf](#)

Intake Documentation

[housing_forward_pads_shelter_intake_documentation.pdf](#)

Support Statements

[housing_forward_support_statement_-_shelter.pdf](#)

Budget Worksheet

[housing_forward_pads_shelter_budget_cdbg.xlsx](#)

4. Proposal Agency Information & Verifications

1. Name of Authorized Official of Applicant Organization

Lynda Schueler

2. Title of Authorized Official of Applicant Organization

Executive Director

3. Date of Submittal

Fri, 2016-03-11

4. Affirmation

I agree

[Previous submission](#)

[Next submission](#)



Organization	Housing Forward
Project Name	PADS Shelter program (CDBG)

Timeframe	Activity	Person Responsible
Month 1	Ensure that all Shelter locations are ready for the opening of the season.	Shelter Manager
	Ensure that staff, and interns are prepared for seasons.	Outreach and Engagement Manager
	Ensure that all Shelter volunteers are in place,	Volunteer Coordinator and Shelter Manager
	Complete registration process for all clients.	In-reach staff
	Provide Shelter to clients.	In reach Staff and Shelter Volunteers
Month 2	Complete registration process for all new clients.	In-reach staff
	Provide shelter to clients.	In reach Staff and Shelter Volunteers
	By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.	Outreach and Engagement Manager
	Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.	Director of Operations
Month 3 November	Complete registration process	In-reach staff

	<p>for all new clients.</p> <p>Provide shelter to clients.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p>	<p>In reach Staff and Shelter Volunteers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>
Month 4 December	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Perform quarterly review of all programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Outreach and Engagement Manager</p> <p>Senior Management Team</p> <p>Director of Operations</p> <p>Director of Operations</p>

	<p>Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p>	Director of Operations
Month 5 January	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>
Month 6 February	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>

	<p>explanation of and improvement plan for any significant variance.</p>	
Month 7 March	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Perform quarterly review of all programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Outreach and Engagement Manager</p> <p>Senior Management Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Operations</p>
Month 8 April	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p>

	<p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p>	<p>Outreach and Engagement Manager</p> <p>Director of Operations</p>
Month 9 May	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Complete registration process for clients in the Summer Transitional Housing</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter Manager and In-Reach staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>
Month 10 June	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Outreach and Engagement Manager</p>

	Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.	Director of Operations
Month 11	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Perform quarterly review of all programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Outreach and Engagement Manager</p> <p>Senior Management Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Operations</p>

<p>Month 12</p>	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>
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Organization	Housing Forward
Project Name	PADS Shelter program (CDBG)

Goal Statement: The goal of the PADS Shelter program is to provide immediate, temporary crisis response to individuals experiencing homelessness.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
PADS Shelter Manager Three In-Reach Staff Three Bachelor Level Social Work Students A core group of trained volunteers that provide support and assistance to participants Ten congregations that donate space to the program - mid-Sept-May. Seven congregations donate space from June-mid Sept. Congregations and community groups that provide three meals for each participants Medical	Outreach to engage clients Outreach to recruit volunteers Volunteer training Operate the shelter seven nights per week and offer services (medical, counseling, etc.) as indicated. Provide basic service and case management while in Shelter. Offer long term case management to clients who request services.	500 Total unduplicated persons served (without regard to income or residency) 500 Low/Moderate Income individuals served 60 Oak Park residents served 60 Low/Moderate Income Oak Park residents served Less than 3% of individuals who present for shelter will be turned away due to space	Persons experiencing homelessness will have a place to sleep each night Some clients will engage in case management and be linked to other services including housing	Participants will use the PADS Shelter and Transitional Shelter (summer) as a gateway to supportive services that will lead to stability by working to remove barriers to housing Participants will build long term case management relationship that will assist them in achieving goals	500 clients will receive basic food (39,000 meals) and shelter (13,000) 350 clients from the shelter will connect to the Support Center for basic services (showers, mail services, hygiene products, etc.)

professionals that provide medical screenings and health education classes.	Submit monthly and quarterly reports as indicated.				
Linens and other bedding supplies					
Personal Hygiene supplies					

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

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

PY 2016 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	IDHS	FEMA	OTHER		
<u>Personnel Costs</u>									
Salaries	\$111,895	\$35,000	31%		\$37,392	\$30,000	\$9,503	\$76,895	69%
Benefits	\$7,857	\$0	0%		\$0	\$0	\$7,857	\$7,857	100%
Taxes	\$9,986	\$0	0%		\$0	\$0	\$9,986	\$9,986	100%
Other (Identify)	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Subtotal: Personnel Costs	\$129,738	\$35,000	27%		\$37,392	\$30,000	\$27,346	\$94,738	73%
<u>Operating Costs:</u>									
Rent/Lease	\$6,000	\$0	0%		\$0	\$0	\$6,000	\$6,000	100%
Utilities	\$1,263	\$0	0%		\$0	\$0	\$1,263	\$1,263	100%
Telephone	\$2,136	\$0	0%		\$0	\$0	\$2,136	\$2,136	100%
Postage	\$300	\$0	0%		\$0	\$0	\$300	\$300	100%
Supplies	\$15,500	\$0	0%		\$0	\$10,000	\$5,500	\$15,500	100%
Mileage	\$500	\$0	0%		\$0	\$0	\$500	\$500	100%
Other (Laundry)	\$17,000	\$0	0%		\$0	\$10,000	\$7,000	\$17,000	100%
Other (Office Expenses)	\$6,444	\$0	0%		\$0	\$0	\$6,444	\$6,444	100%
Subtotal: Operations	\$49,143	\$0	0%		\$0	\$20,000	\$29,143	\$49,143	100%
<u>Professional/Services</u>									
Consultant	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Engineering	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Other (Staff Development)	\$500	\$0	0%		\$0	\$0	\$500	\$500	100%
Subtotal: Professional Services	\$500	\$0	0%		\$0	\$0	\$500	\$500	100%
TOTAL (all categories)	\$179,381	\$35,000	20%		\$37,392	\$50,000	\$56,989	\$144,381	80%

PY 2016 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 AVAILABLE	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or Private?
IDHS	Grant	\$37,392	Pending			State
FEMA	Grant	\$50,000	Pending			Federal
Cook County ESG	Grant	\$32,000	Pending			Federal
Village of OP ESG	Grant	\$25,095	Pending			Federal
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$144,487				

PY 2016 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 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.

TOTAL: \$17,000

One FTE Shelter Manager salary at \$40,000 annually. The Shelter Manager will spend 100% of their time in the Emergency Shelter program and 42.5% of their salary will be billed to the CDBG project.

PY 2016 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:	IDHS	FEMA	OTHER		
Personnel Costs									
Salaries	\$111,895	\$17,000	15%		\$37,392	\$30,000	\$27,503	\$94,895	85%
Benefits	\$7,857	\$0	0%		\$0	\$0	\$7,857	\$7,857	100%
Taxes	\$9,986	\$0	0%		\$0	\$0	\$9,986	\$9,986	100%
Other (Identify)	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Subtotal: Personnel Costs	\$129,738	\$17,000	13%		\$37,392	\$30,000	\$45,346	\$112,738	87%
Operating Costs:									
Rent/Lease	\$6,000	\$0	0%		\$0	\$0	\$6,000	\$6,000	100%
Utilities	\$1,263	\$0	0%		\$0	\$0	\$1,263	\$1,263	100%
Telephone	\$2,136	\$0	0%		\$0	\$0	\$2,136	\$2,136	100%
Postage	\$300	\$0	0%		\$0	\$0	\$300	\$300	100%
Supplies	\$15,500	\$0	0%		\$0	\$10,000	\$5,500	\$15,500	100%
Mileage	\$500	\$0	0%		\$0	\$0	\$500	\$500	100%
Other (Laundry)	\$17,000	\$0	0%		\$0	\$10,000	\$7,000	\$17,000	100%
Other (Office Expenses)	\$6,444	\$0	0%		\$0	\$0	\$6,444	\$6,444	100%
Subtotal: Operations	\$49,143	\$0	0%		\$0	\$20,000	\$29,143	\$49,143	100%
Professional/Services									
Consultant	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Engineering	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Other (Staff Development)	\$500	\$0	0%		\$0	\$0	\$500	\$500	100%
Subtotal: Professional Services	\$500	\$0	0%		\$0	\$0	\$500	\$500	100%
TOTAL (all categories)	\$179,381	\$17,000	9%		\$37,392	\$50,000	\$74,989	\$162,381	91%

PY 2016 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?
IDHS	Grant	\$37,392	Pending			State
FEMA	Grant	\$50,000	Pending			Federal
Cook County ESG	Grant	\$32,000	Pending			Federal
Village of OP ESG	Grant	\$25,095	Pending			Federal
Private Funding	Private	\$17,894				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$162,381				

Match

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 contract 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

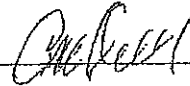
**REAFFIRMATION OF
EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEO)
VILLAGE OF OAK PARK**

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**

*Village of Oak Park
Personnel Manual*

Adopted 2/21/87

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.

Income Levels	Total Oak Park Extremely Low/Low/Moderate Income Beneficiaries (0-80% median income)				
	0-10%	10-20%	20-30%	30-40%	40-50%

	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

Exhibit E: PY 2016 Final Report Form, Oak Park CDBG Program

FINAL REPORT COMPONENT

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	
Other funds expended and their source:	
Other Federal	
HUD Funding (non-CDBG)	
State	
Local government	
Private	
Other (specify source) in-kind food donations	
Total	0

Total All funds	0
-----------------	---

Signature of Authorized Official	Typed or Printed Name	Date