

## 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 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 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 pay salary costs for the Employment Specialist position for the Employment Readiness project. A total of 125 persons (25 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 Twelve Thousand, Two Hundred and Seventy Four Dollars (\$12,274) (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 give notice to the Consultant not to dispose of or destroy said documents and records and to require Consultant to deliver same to the Village. The Subrecipient shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of Grant Funds passing in conjunction with the Agreement. The Agreement and all books, records and supporting documents related to the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Subrecipient agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this subsection shall establish a presumption in favor of the Village for recovery of any Grant Funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Subrecipient shall make the documents and records available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Project as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

C. Quarterly Progress Reports & Final Report. Subrecipient shall prepare and submit a quarterly Progress Report to the Village reporting on the status of the Project. Project progress is to be implemented based on the Project timeline set forth in the Proposal, attached hereto and incorporated herein as Attachment A. The information provided in the Progress Reports shall be forwarded to the United States Department of Housing and Urban Development and shall be made available to the Village's Community Development Citizen Advisory Committee in order to determine the success or failure of the Project.

All Progress Reports, unless otherwise specifically noted, shall be due by the 15th day of the month following the end of each quarter and shall contain data obtained during the preceding three months. The Subrecipient shall be required to submit a final report at the end of the Project in lieu of the last Progress Report.

The following schedule shall be applicable:

1 <sup>st</sup> Quarter: October-December, 2018	Progress report due by January 15, 2019
2 <sup>nd</sup> Quarter: January-March, 2019	Progress report due by April 15, 2019

3<sup>rd</sup> Quarter: April–June, 2019  
4<sup>th</sup> 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  
Housing Forward  
1851 S. 9<sup>th</sup> 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; 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**

**HOUSING FORWARD**

\_\_\_\_\_  
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

**EXHIBIT A  
SUBRECIPIENT'S PROPOSAL**

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

# Submission #48

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## Submission information

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

Submitted by pads3

Mon, 2018-03-12 20:38

96.72.69.105

## 1. Applicant Information

### A. Organization Information

#### 1. Organization Name

Housing Forward

#### 2. Organization Mailing Address

1851 S. 9th Avenue

#### 3. Organization Phone

708-338-1724

#### 4. Executive Director

Lynda Schueler

#### 5. Email Address

lschueler@housingforward.org

#### 6. FEIN #

36-3876660

#### 7. DUNS #

79-822-9725

## B. Project Information

### 1. Proposed Project Name

Employment Readiness Program

**2. Proposed Project Address**

6634 W. Roosevelt Road, 2nd Floor, Oak Park 60304

**3. Project Manager/Primary Contact**

Lynda Schueler

**4. Secondary Contact**

Armando Smith

**5. Proposed Project Phone Number**

708-338-1724

**6. Email Address**

asmith@housingforward.org

**C. Type of Organization**

Private non-profit

D. Project Overview

**2. Total project budget**

\$ 148,021

**1. Total CDBG dollars requested**

\$ 21,000

**3. Total Low/Moderate Income Persons Served Annually**

125 LMI Individuals total (25 LMI Oak Park residents)

**4. Brief project description and purpose**

Employment Readiness provides one-on-one and group based training in the "soft" skills necessary to become job ready and secure sustainable employment, as well as job location services to connect clients to long-term employment.

**5. Population Served**

51% or more Low/Moderate Persons

**E. Priority Addressed**

Other (describe below)

**Other**

Employment Readiness training for lowincome individuals.

2. Project Narrative

**I. Background & Need**

Across the suburban region, there is a dearth of employment resources designed to address the specific limitations and barriers to employment that low-income individuals face, especially those overcoming homelessness. The unemployment rate for the communities in our service area varies from 8.1% in Maywood where we are headquartered, to 4.6% in Cicero to the south, and 4.2% in Oak Park, where we conduct our Employment Readiness Program. The number of individuals in our community living in poverty has risen over the last decade. With as many residents now living in poverty in the suburbs as in the city of Chicago, demand for our services is great. The Heartland Alliance Social Impact Center reports that in the two state senate districts where we have offices, 20,238 households are living in poverty, with 7,012 of those in extreme poverty and 5,511 households severely rent-burdened, meaning residents pay over half their monthly income for housing. Countywide, well over a quarter of households are severely rent-burdened. On average, families in poverty in this region earn income at \$10,010 less annually than the federal poverty line. The growing cost of rent in the region exceeds wage growth and there is continued risk to social services funding. Now, as ever, it is important that individuals experiencing or at risk of homelessness be able to access employment as a means of augmenting their income and providing for their long-term stability. Furthermore, employment can impart a sense of dignity, purpose, and self-esteem for individuals who are overcoming overwhelming hardship, and this contributes to an improved quality of life for our clients.

## II. Approach

### a. Purpose

Employment Readiness is designed to facilitate (re)entry into the workforce through employment preparation training, career services, transportation and basic needs assistance, employer outreach, referrals to training and education, and job placement and retention services. The goal of the Employment Readiness program is to provide homeless and low-income individuals' experiencing a financial crisis with the services necessary to identify and overcome barriers to employment and to assist in their search for sustainable employment.

Employment Readiness offers one-on-one employment and basic skills assessment, career coaching, job search strategies, and job placement for low-barrier, low-income and/or homeless individuals in our service area. There is no time limit on a client's engagement with the program. The Career Passport program is more structured and encompasses individualized, income and employment directed case management as well as a highly intensive groupbased therapeutic sessions. This curriculum-based model is based on the fundamental belief that everyone is able to "find" a job, but not everyone is able to "keep" one. The program draws from a comprehensive portfolio of services and resources to create the optimal intervention for each client, integrating a proven therapeutic approach, employment readiness and job placement with the stability of case management, shelter and an established pathway that leads to stable housing. Ongoing case management and supportive services are incorporated into all aspects of the program and includes specific focus on life skills classes; budgeting and financial literacy, public transportation passes to get to interviews

Career Passport classes run once a quarter, four days a week from 9am to 1:30pm in five week sessions. Thereafter, clients are transitioned to job club for one-on-one appointments with skills-based volunteers who provide expert employment assistance, and/or training in 'soft skills'. During this phase clients are also meeting with our Job Developer who assists clients with suitable employment or job training placement opportunities. Employment Readiness staff conduct 30, 60 and 90 day follow ups with program participants to support them in their



transition into employment. Clients may return to the program in order to continue to develop their skills and look for a more suitable placement if needed. Both programs – one-on-one counseling and Career Passport, are tailored to the individual needs of the client with the near-term goal of improving their employability and shoring up their financial stability, while permanently solving their housing crisis in the long term. The programs are free to clients.

Computer training volunteers teach clients the basics of computer use including the creation of resumes and cover letters, how to create an email address, and the use of internet job sites. Clients are also able to receive assistance completing online job applications. The program facilitates access to publicized job leads and has initiated relationships with a local employers who are willing to interview clients. Sessions are by appointment three mornings per week and clients generally attend two to ten sessions depending on initial readiness and progress. The services provided ensure that each participant has the skills necessary to search for, earn and maintain employment.

#### **b. Target Populations**

The target population for this program are extremely low and low income individuals with varying barriers to employment. Often times individuals have experienced long-term unemployment, or consistent episodic unemployment. However, in some cases, participants are overqualified for the types of jobs they are seeking, and require help recalibrating their job search.

The education level of clients in the program varies; 27% have at least a high school diploma or equivalent and 35% have a some post-high school education or an associates, bachelors or masters degree. Demographic breakdown - 91% are Non-Hispanic/Non-Latino. 23% are White, 64% are Black or African American, and 1% are other or not collected; 6% of participants are between the ages of 18-24, 82% are 25-64, 10% are 65 and over. 56% are males and 44% are females.

#### **c. Strategies**

The overall objectives of our program is to address key employment barriers, increase access to employment opportunities, services, and support, build confidence and self-esteem, increase employability, and see that individuals maintain employment and improve their financial stability over the long-term.

The Employment Readiness program has two models, or tracks, for both high barrier or low barrier clients. High barrier clients may have a prolonged history of unemployment and homelessness coupled with a behavioral health disorder, and therefore, require more intensive case management. Our Career Passport program offers five weeks of intensive group therapy and case management combined with soft skills training and placement services. Participants are provided with guaranteed shelter for the intensive therapeutic portion of the program. Therapeutic aspects of the program emphasize the reduction of poverty-based logic, eliminating toxic relationships and developing psychosocial skills, increased awareness of inherited work ethic, and understanding how childhood experiences impact behavior in the workplace and how to manage those behaviors effectively. The purpose is to promote each clients' self-awareness and self-confidence, while also addressing underlying or unresolved issues that limit their employability. In its prescription of services, this model relies on an understanding of the entrenched social and environmental factors at work in the lives of individuals experiencing homelessness.

Our low-barrier clients may be better situated for employment, but lack the computer, internet, or interviewing skills necessary for finding a job. These individuals meet one-on-one with skilled volunteer employment specialists by appointment in our Oak Park office, from 10am-4:30pm Monday through Thursday. At their first meeting, a volunteer introduces the program and engages the client in a conversation about their employment history and a self-assessment of their own strengths and limitations where employability is concerned. The client signs a program agreement at this first meeting and returns for a second appointment where their soft skills are assessed. Clients typically engage in the program for a period of 6-8 weeks, meeting weekly with an Employment Specialist for about 45 minutes, though there is no limited timeframe for their engagement in the program. Additional visits to the Employment Readiness office cover resume development, interview coaching, and assistance with job search and placement. For interview coaching and resume development, Housing Forward secures volunteers with professional experience and education in Human Resources. These professionals also provide career counseling and guidance, and discuss job sustainability techniques such as timeliness, personal hygiene, anger management etc. These elements of employability are discussed throughout a clients' engagement with the program. Clients are able to schedule an appointment or visit during "drop-in" hours on Mondays to meet with these volunteers and use the computer lab. Participants are provided with assistance and training on their computer skills, including word processing for drafting resumes and cover letters, Internet job searches, email set-up and communication, etc. The program employs one FTE Employment Training Specialist, one full-time AmeriCorps member and one Job Developer (.5 PTE).

#### 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 Employment Readiness program is to provide the services necessary to break down barriers to employment, and to assist clients in the search for sustainable employment.

#### 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. The Employment Readiness Program, is managed by the Stability Services Managers who oversees both employment and prevention services at Housing Forward. All program-level staff are responsible for collecting data on participants and enters that data into Salesforce within 48 hours. The Stability Services Manager reviews the data (not homeless) on a weekly basis to ensure that the data is entered in a timely manner. At the end of the month, the Performance Evaluator runs a report on clients served as a means of quality assurance and presents that information to the Board of Directors.

##### 2. Documenting Income

In order to determine eligibility for the program, case managers reference documentation from the Social Security Administration or other third parties which provide client assistance. In cases where the client is employed, case managers reference recent paystubs to verify income either through employment or entitlement (e.g. LINK card, TANF SSI, etc.). A self-certification form is also used when other means of determining income are not possible.

### **3. Evaluation Process**

The Program Manager of the Employment Readiness program, Romiesha Tucker, meets weekly with program staff to review data entered in HMIS or Salesforce the previous week. This allows for consistent feedback on strategies for the program. The Director of Operations & Client Services, Armando Smith, reviews the reports on a monthly basis to ensure that goals are being met. At the end of each quarter, the leadership team comprised of the program managers and executive team compare outputs and outcomes for the quarter against stated objectives. Clients complete satisfaction surveys annually to help inform decision-making for possible areas of improvement.

## **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. Last year, Housing Forward served 1893 individuals, 947 of those were homeless, 343 were in supportive housing and 603 were at risk of becoming homeless.

Housing Forward is a demonstrated leader in suburban Cook County. We operate the largest scattered-site supportive housing program in suburban Cook County and maintain the only comprehensive approach and a full continuum of prevention, crisis response and housing solutions for those we serve. Housing Forward is also leading Coordinated Entry, on behalf of the Alliance to End Homelessness in Suburban Cook County, to standardize and prioritize the process for housing the most vulnerable in our continuum. Housing Forward manages a variety of federal, state, and local public funding and is accustomed to public financial and reporting requirements.

We have a track record of responsible management of our programs and the infrastructure in place to ensure the timely execution of services within the budget allowed. We also have a documented record for maximizing the impact of public and private funding with innovative program design and staffing and enabling outcomes exceeding original performance goals. Housing Forward's model for ending homelessness is supported by 17 formal partnerships and numerous informal collaborations. Executive Director Lynda Schueler is a founding member and past board chair of the Alliance to End Homelessness in Suburban Cook County, helping create systems that have been instrumental to coordinating homeless assistance efforts throughout all of Cook County outside of the city of Chicago. She has been with Housing Forward for 19 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 five program managers/directors for the six direct service programs and three operation managers

(Volunteers, Compliance and Data/Performance) Mr. Smith is a Licensed Clinical Social Worker (LCSW) with 38 years of experience in the social service sector.

**b. Ability to Meet Reporting Requirements**

Housing Forward's FY18 annual budget of \$7.3 million is a diverse mix of federal, state, local, private sector funds and in-kind resources. 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); Community Services Block Grant (CSBG), 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'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. Housing Forward staffs a Finance and Administration department that includes one Director, FTE accounting specialist, two FTE grants accountants and one office manager. We also employ a compliance manager and performance evaluator who are also full-time. Our accounting and administrative infrastructure allows us to center regulatory compliance as a core principle and facilitates efficient management of large-scale public grants.

Our fiscal and program policies, approved by the Board of Directors, incorporate 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, Lynda Schueler, who has final oversight and accountability of the program. These policies have resulted in total compliance with all regulations in the past, and will be used going forward to maintain program integrity.

**c. Collaboration with Others**

Housing Forward was selected by the Alliance to End Homelessness in Suburban Cook County to lead the development and implementation of a Coordinated Entry system, now called "Entry Point" for suburban Cook County that standardizes and expedites the process by which people experiencing homelessness or who are at imminent risk of homelessness. In partnership with 8 other homeless provider agencies, Housing Forward is providing training on best practices of using a low-barrier, housing first approach to working with the population.

The advancement of service coordination as well as building community support for addressing homelessness remains a core strategy of Housing Forward's efforts to end homelessness in the Oak Park area. Since the launch of the Oak Park Homelessness Coalition in 2016, Housing Forward continues to be a lead partner that brings together public servants, schools, social services agencies, businesses, and other stakeholders to educate the public about homelessness and implement coordinated strategies for addressing homelessness in Oak Park.

The Employment Readiness Program has formal partnerships with Inspiration Corporation,

The Cara Program and Oak Park Township and has formal contacts with over 50 area employers.

## V. Budget Narrative

### a. Budget Description

Housing Forward, PY 2017 CDBG, Employment Readiness

#### a. Revised Budget Description

50.00% of the Full Time Employment Specialist at \$42,000 per year (\$21,000). Does not include benefits or overhead.

### b. Alternate Revenue Sources

Housing Forward has actively sought and received additional funding from private sources for this mission-critical program. However, to support the full services of this program, if the full amount of requested funding is not received, we would likely need to reduce the number of clients who could receive services.

## 3. Attachments

### **Timeline**

[housing forward employment readiness timeline cdbg.pdf](#)

### **Logic Model**

[housing forward employment readiness logic model cdbg.pdf](#)

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

[articles of incorporation and bylaws.pdf](#)

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

[irs letter of determination - housing forward 2015.pdf](#)

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

[2017-18 board contact list.pdf](#)

### **Organizational Chart**

[2018 org chart.pdf](#)

### **Resumes**

[housing forward employment readiness resumes 2018.pdf](#)

### **Financial Statement and Audit**

[2015-2016 audit final.pdf](#)

### **Conflict of Interest Statement**

[housing forward conflict of interest policy.pdf](#)

**Conflict of Interest Statement AND Anti-Lobbying Statement**  
[conflict of interest and anti-lobbying statements.pdf](#)

**EEO Form**  
[eeo report chart.pdf](#)

**Statement of ADA Compliance**  
[housing forward statement of ada compliance signed.pdf](#)

**Intake Documentation**  
[employment readiness intake 2018.pdf](#)

**Support Statements**  
[alliance-hf final ce agreement 12-15-16.pdf](#)

**Budget Worksheet**  
[employment budget - housing forward cdbg.xlsx](#)

#### 4. Proposal Agency Information & Verifications

**1. Name of Authorized Official of Applicant Organization**  
Janet Gow

**2. Title of Authorized Official of Applicant Organization**  
Director of Development and Communications

**3. Date of Submittal**  
Tue, 2018-03-13

**4. Affirmation**  
I agree

[Previous submission](#)

[Next submission](#)



Organization	Housing Forward
Project Name	Employment Readiness (CDBG)

Goal Statement: The goal of the Employment Readiness program is to provide the services necessary to break down barriers to employment, and to assist clients in the search for sustainable employment.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Program Manager 1 PT Job Developer 1 Employment Training Specialist 1 Employment Readiness Specialist (AmeriCorps) Skills Based Volunteers <ul style="list-style-type: none"> <li>• Employment Specialists</li> <li>• Computer Specialists</li> </ul> Career Passport curriculum Volunteer training guide Computer Lab Client tutorials <ul style="list-style-type: none"> <li>• Basic job retention skills</li> <li>• Computer &amp; internet skills</li> <li>• Resume development</li> </ul>	Outreach to recruit clients Outreach to recruit volunteers Volunteer training 5 week intensive Career Passport class One to one counseling by appointment Initial client meeting to engage client in program and assess each individual's program needs Computer competency assessment &	125 unduplicated persons anticipated served 125 Extremely low, low and mod-income persons anticipated served. 25 Oak Park residents anticipated served 25 Extremely low, low and mod-income persons from Oak Park anticipated served	CP students address barriers, develop self-esteem and learn employment readiness skills Improved client engagement in the program Clients will develop or improve skills necessary to accomplish a successful, self-reliant job search. Clients desiring enhanced skills training will be identified and placed in	Participants achieving sustainable employment leads to improved financial stability. Improved financial stability means housing stability which improves living conditions for families in the community. Participants achieving sustainable employment reduces unemployment rates in	<ul style="list-style-type: none"> <li>• 75% of CP students graduate from class</li> <li>• Client attendance improves by 25%</li> <li>• Clients will be assessed before and after counseling /training sessions across four competency areas. Each competency area consists of skills or attributes identified as necessary to secure employment. Progress is measured based upon observed or demonstrated acquisition of defined skills or knowledge using a scoring matrix. Success =</li> <li>• 30% of clients will show improvement in Computer, Internet, and Job Search skills</li> <li>• 50% of clients will show improvement</li> </ul>

<ul style="list-style-type: none"> <li>• Interview Basics</li> </ul> <p>Competency area assessments</p> <p>Referral resources for training programs</p> <p>Referral relationships for employment placement</p>	<p>follow up training</p> <p>Resume development competency assessment &amp; follow up training</p> <p>Interview skills competency assessment &amp; follow up coaching</p> <p>Job search strategy competency assessment and follow up coaching</p> <p>Outreach to area training programs</p> <p>Outreach to area employers</p> <p>Employment retention program (in development)</p>		<p>appropriate programs</p> <p>Employment placement and retention program fully implemented</p>	<p>our community.</p> <p>Reduced unemployment and improved financial stability improves overall economic health for our community.</p>	<p>in Resume Development and Interview Skills</p> <ul style="list-style-type: none"> <li>• Baseline outcomes for training referral and completion to be measured.</li> <li>• Baseline outcomes for placement and retention to be measured.</li> </ul>
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PY 2018

Organization	Housing Forward
Project Name	Employment Readiness

Timeframe	Activity	Person Responsible
Month 1	<ul style="list-style-type: none"> <li>Recruit and train 1 new volunteer</li> <li>15 new clients</li> <li>8 students Career Passport</li> <li>Evaluate client data to ensure high quality client service is being provided</li> <li>3 new employment leads/3 new training opportunities</li> <li>3 employment placements</li> <li>Begin work on employment retention strategy</li> <li>Begin work on community outreach plan</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer Manager/Employment Training Specialist</li> <li>Employment Team</li> <li>Employment Specialist</li> <li>Program Manager</li> <li>Job Developer</li> <li>Employment Team</li> <li>Job Developer/Program Manager</li> <li>Program Manager</li> </ul>
Month 2	<ul style="list-style-type: none"> <li>Recruit and train 1 new volunteer</li> <li>15 new clients</li> <li>Evaluate client data to ensure high quality client service is being provided</li> <li>3 new employment leads/3 new training opportunities</li> <li>3 employment placements</li> <li>Implement community outreach plan</li> <li>Bill Village of Oak Park for services</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer Manager/Employment Training Specialist</li> <li>Employment Team</li> <li>Program Manager</li> <li>Job Developer</li> <li>Employment Team</li> <li>Program Manager</li> <li>Director of Finance and Admin</li> </ul>
Month 3	<ul style="list-style-type: none"> <li>Recruit and train 1 new volunteer</li> <li>15 new clients</li> <li>8 students Career Passport</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer Manager/Employment Training Specialist</li> <li>Employment Team</li> </ul>

	<ul style="list-style-type: none"> <li>• Evaluate client data to ensure high quality client service is being provided</li> <li>• 3 new employment leads/3 new training opportunities</li> <li>• 3 employment placements</li> <li>• Implement employment retention program</li> <li>• 1 Community event</li> <li>• Bill Village of Oak Park for services</li> </ul>	<ul style="list-style-type: none"> <li>• Employment Training Specialist</li> <li>• Program Manager</li> <li>• Job Developer</li> <li>• Employment Team</li> <li>• Job Developer</li> <li>• Program Manager</li> <li>• Director of Finance and Admin</li> </ul>
Month 4	<ul style="list-style-type: none"> <li>• Recruit and train 1 new volunteer</li> <li>• 15 new clients</li> <li>• Evaluate client data to ensure high quality client service is being provided</li> <li>• 3 new employment leads/3 new training opportunities</li> <li>• 3 employment placements</li> <li>• Employment retention follow up</li> <li>• 1 Community event</li> <li>• Submit quarterly report to Village of Oak Park and bill for services</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Manager/Employment Training Specialist</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Job Developer</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Director of Finance and Admin</li> </ul>
Month 5	<ul style="list-style-type: none"> <li>• Recruit and train 1 new volunteer</li> <li>• 15 new clients</li> <li>• 8 students Career Passport</li> <li>• Evaluate client data to ensure high quality client service is being provided</li> <li>• 3 new employment leads/3 new training opportunities</li> <li>• 3 employment placements</li> <li>• Employment retention follow up</li> <li>• 1 Community event</li> <li>• Bill Village of Oak Park for services</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Manager/Employment Training Specialist</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Job Developer</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Director of Finance and Admin</li> </ul>

<p>Month 6</p>	<ul style="list-style-type: none"> <li>• Recruit and train 1 new volunteer</li> <li>• 15 new clients</li> <li>• Evaluate client data to ensure high quality client service is being provided</li> <li>• 3 new employment leads/3 new training opportunities</li> <li>• 3 employment placements</li> <li>• Employment retention follow up</li> <li>• 1 Community event</li> <li>• Bill Village of Oak Park for services</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Manager/Employment Training Specialist</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Job Developer</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Director of Finance and Admin</li> </ul>
<p>Month 7</p>	<ul style="list-style-type: none"> <li>• Recruit and train 1 new volunteer</li> <li>• 15 new clients</li> <li>• 8 students Career Passport</li> <li>• Evaluate client data to ensure high quality client service is being provided</li> <li>• 3 new employment leads/3 new training opportunities</li> <li>• 3 employment placements</li> <li>• Employment retention follow up</li> <li>• 1 Community event</li> <li>• Submit a quarterly report to Village of Oak Park and Bill for services</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Manager/Employment Training Specialist</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Job Developer</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Director of Finance and Admin</li> </ul>
<p>Month 8</p>	<ul style="list-style-type: none"> <li>• Recruit and train 1 new volunteer</li> <li>• 15 new clients</li> <li>• Evaluate client data to ensure high quality client service is being provided</li> <li>• 3 new employment leads/3 new training opportunities</li> <li>• 3 employment placements</li> <li>• Employment retention follow up</li> <li>• 1 Community event</li> <li>• Bill Village of Oak Park for services</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Manager/Employment Training Specialist</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Job Developer</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Director of Finance and Admin</li> </ul>

<p>Month 9</p>	<ul style="list-style-type: none"> <li>• Recruit and train 1 new volunteer</li> <li>• 15 new clients</li> <li>• 9 students Career Passport</li> <li>• Evaluate client data to ensure high quality client service is being provided</li> <li>• 3 new employment leads/3 new training opportunities</li> <li>• 3 employment placements</li> <li>• Employment retention follow up</li> <li>• 1 Community event</li> <li>• Bill Village of Oak Park for services</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Manager/Employment Training Specialist</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Job Developer</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Director of Finance and Admin</li> </ul>
<p>Month 10</p>	<ul style="list-style-type: none"> <li>• Recruit and train 1 new volunteer</li> <li>• 15 new clients</li> <li>• Evaluate client data to ensure high quality client service is being provided</li> <li>• 3 new employment leads/3 new training opportunities</li> <li>• 3 employment placements</li> <li>• Employment retention follow up</li> <li>• 1 Community event</li> <li>• Submit to the Village of Oak Park a quarterly report and bill for services</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Manager/Employment Training Specialist</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Job Developer</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Director of Finance and Admin</li> </ul>
<p>Month 11</p>	<ul style="list-style-type: none"> <li>• Recruit and train 1 new volunteer</li> <li>• 15 new clients</li> <li>• 9 students Career Passport</li> <li>• Evaluate client data to ensure high quality client service is being provided</li> <li>• 3 new employment leads/3 new training opportunities</li> <li>• 3 employment placements</li> <li>• Employment retention follow up</li> <li>• 1 Community event</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Manager/Employment Training Specialist</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Job Developer</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Director of Finance and Admin</li> </ul>

	<ul style="list-style-type: none"> <li>• Bill Village of Oak Park for services</li> </ul>	
Month 12	<ul style="list-style-type: none"> <li>• Recruit and train 1 new volunteer</li> <li>• 15 new clients</li> <li>• Evaluate client data to ensure high quality client service is being provided</li> <li>• 3 new employment leads/3 new training opportunities</li> <li>• 3 employment placements</li> <li>• Employment retention follow up</li> <li>• 1 Community event</li> <li>• Bill Village of Oak Park for services</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Manager/Employment Training Specialist</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Job Developer</li> <li>• Employment Team</li> <li>• Program Manager</li> <li>• Director of Finance and Admin</li> </ul>

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

**COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL**

**PY 2017 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:	Local	Federal - Cook County	Private Contributions		
<b>Personnel Costs</b>									
Salaries	\$109,789	\$21,000	19%		\$5,000	\$15,000	\$68,789	\$88,789	81%
Benefits	\$15,664	\$0	0%				\$15,664	\$15,664	100%
Taxes	\$9,124	\$0	0%				\$9,124	\$9,124	100%
Other (Identify)		\$0	#DIV/0!					\$0	0%
Other (Identify)		\$0	#DIV/0!					\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$134,577</b>	<b>\$21,000</b>	<b>16%</b>		<b>\$5,000</b>	<b>\$15,000</b>	<b>\$93,577</b>	<b>\$113,577</b>	<b>84%</b>
<b>Operating Costs:</b>									
Rent/Lease	\$21,000	\$0	0%				\$21,000	\$21,000	100%
Utilities	\$2,496	\$0	0%				\$2,496	\$2,496	100%
Telephone	\$960	\$0	0%				\$960	\$960	100%
Postage		\$0	#DIV/0!					\$0	0%
Supplies	\$4,500	\$0	0%				\$4,500	\$4,500	100%
Mileage	\$500	\$0	0%				\$500	\$500	100%
Other (Office Expenses)	\$4,088	\$0	0%				\$4,088	\$4,088	100%
Other		\$0	#DIV/0!					\$0	0%
<b>Subtotal: Operations</b>	<b>\$33,544</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$33,544</b>	<b>\$33,544</b>	<b>100%</b>
<b>Professional/Services</b>									
Consultant	\$0	\$0	#DIV/0!					\$0	0%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Other (Volunteer Recruitment)	\$900	\$0	0%				\$900	\$900	100%
<b>Subtotal: Professional Services</b>	<b>\$900</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$900</b>	<b>\$900</b>	<b>100%</b>
<b>TOTAL (all categories)</b>	<b>\$169,021</b>	<b>\$21,000</b>	<b>12%</b>		<b>\$5,000</b>	<b>\$15,000</b>	<b>\$128,021</b>	<b>\$148,021</b>	<b>88%</b>

**PY 2017 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?
Proviso Township	Grant	\$5,000	Approved	7/1/2017	No	Local
Cook County - CDBG	Grant	\$15,000	Pending	Unknown	No	Federal
Private Foundations	Grant	\$31,000	Pending	Unknown	No	Private
Private Contributions	Private	\$97,021	Ongoing	Unknown	No	Private
<b>TOTAL, where applicable</b>		<b>\$148,021</b>				

## Housing Forward, PY 2017 CDBG, Employment Readiness

### a. Revised Budget Description

29.224% of the Full Time Employment Specialist at \$42,000 per year (\$12,274).



**WORKBOOK CONTAINS BOTH THE PROJECT BUDGET & THE OTHER REVENUE SUMMARY .  
COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL**

REVISED

**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:	Local	Federal - Cook County	Private Contributions		
<b>Personnel Costs</b>									
Salaries	\$109,789	\$12,274	11%		\$5,000	\$15,000	\$77,515	\$97,515	89%
Benefits	\$15,664	\$0	0%				\$15,664	\$15,664	100%
Taxes	\$9,124	\$0	0%				\$9,124	\$9,124	100%
Other (Identify)		\$0	0%					\$0	0%
Other (Identify)		\$0	0%					\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$134,577</b>	<b>\$12,274</b>	<b>9%</b>		<b>\$5,000</b>	<b>\$15,000</b>	<b>\$102,303</b>	<b>\$122,303</b>	<b>91%</b>
<b>Operating Costs:</b>									
Rent/Lease	\$21,000	\$0	0%				\$21,000	\$21,000	100%
Utilities	\$2,496	\$0	0%				\$2,496	\$2,496	100%
Telephone	\$960	\$0	0%				\$960	\$960	100%
Postage		\$0	0%					\$0	0%
Supplies	\$4,500	\$0	0%				\$4,500	\$4,500	100%
Mileage	\$500	\$0	0%				\$500	\$500	100%
Other (Office Expenses)	\$4,088	\$0	0%				\$4,088	\$4,088	100%
Other		\$0	0%					\$0	0%
<b>Subtotal: Operations</b>	<b>\$33,544</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$33,544</b>	<b>\$33,544</b>	<b>100%</b>
<b>Professional/Services</b>									
Consultant	\$0	\$0	0%					\$0	0%
Engineering	\$0	\$0	0%					\$0	0%
Other (Volunteer Recruitment)	\$900	\$0	0%				\$900	\$900	100%
<b>Subtotal: Professional Services</b>	<b>\$900</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$900</b>	<b>\$900</b>	<b>100%</b>
<b>TOTAL (all categories)</b>	<b>\$169,021</b>	<b>\$12,274</b>	<b>7%</b>		<b>\$5,000</b>	<b>\$15,000</b>	<b>\$136,747</b>	<b>\$156,747</b>	<b>93%</b>

**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?
Proviso Township	Grant	\$5,000	Approved	7/1/2017	No	Local
Cook County - CDBG	Grant	\$15,000	Pending	Unknown	No	Federal
Private Foundations	Grant	\$31,000	Pending	Unknown	No	Private
Private Contributions	Private	\$105,747	Ongoing	Unknown	No	Private
<b>TOTAL, where applicable</b>		<b>\$156,747</b>				

## 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 OAK PARK EXTREMELY Low/Low/Moderate Income Beneficiaries (0-80% median income)			
	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	Q1	Q2	Q3	Q4	Total
Total of all persons benefiting (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 benefiting	0				
Percentage of Oak Park persons benefiting	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

Signature of Authorized Official	Typed or Printed Name	Date