

EXHIBIT 2

OAK PARK HOUSING AUTHORITY 2020 SCOPE OF SERVICES AND PROGRAM GOALS AND MEASURES

Use the attached Agency Update Report form provided as a cover sheet for delivering each of your quarterly updates, audits, annual financials, and any other required deliverables.

The Village shall provide Contractor a stand by funding commitment not to exceed \$35,000 for the actual administrative expense shortfall due to decreases in federal funding of the administrative expenses of the Housing Choice Voucher Program. Contractor agrees to use its best efforts to operate the Housing Choice Voucher Program. Contractor agrees to provide the Village with the exact number of Housing Choice Vouchers administered by Contractor and include location at the census tract level. Annually on or before December 31st of each year, the Contractor agrees to provide the Village with information related to actual federal funding level of the administrative costs of the Housing Choice Vouchers including any funding received from other Public Housing Authorities due to portability of vouchers. Annually, on or before December 31st of each year, Contractor also agrees to provide the Village with the methodology used to calculate administrative expenses of the Housing Choice Voucher program and to inform the Village what percentage of the Contractor's total agency budget is due to administrative expenses.

[Insert Agency Name]

Your Address Line 2

Your Address Line 3

Your Address Line 4

Executive Director/CEO/President

Phone: (555) 555-5555

E-mail: yourname@email.com

Agency Update Report

To: Village of Oak Park

Date: December 25, 2099

From: [Insert Submitted by Name]

1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

Audit (Year and Date) Annual Financials Other

Confidentiality Statement

This report may contain confidential information and is intended for the exclusive use of the individual or entity to whom it is addressed. This report may also be privileged or protected by work product laws and regulations.