ORIGINAL

RES 18-1052_K_121018

RESOLUTION

A RESOLUTION APPROVING A FUNDING GRANT AGREEMENT BETWEEN THE VILLAGE OF OAK PARK AND THE OAK PARK REGIONAL HOUSING CENTER IN THE AMOUNT OF $391,382 FOR 2019 AND AUTHORIZING ITS EXECUTION

BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois ("Village"), in the exercise of their home rule powers, that the Funding Grant Agreement between the Village of Oak Park and the Oak Park Housing Center in the amount of $391,382 for 2019 ("Agreement") is approved and the Village Manager is authorized to execute the Agreement in substantially the form attached.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 10th day of December, 2018 pursuant to a roll call vote as follows:

Voting	Aye	Nay	Abstain	Absent
President Abu-Taleb	✓			
Trustee Andrews	✓			
Trustee Boutet	✓			
Trustee Button	✓			
Trustee Moroney	✓			
Trustee Taglia	✓			
Trustee Tucker	✓			

APPROVED this 10th day of December, 2018.

Anan Abu-Taleb, Village President

ATTEST

Vicki Scaman

Vicki Scaman, Village Clerk

FUNDING GRANT AGREEMENT BETWEEN THE VILLAGE OF OAK PARK AND THE OAK PARK REGIONAL HOUSING CENTER

THIS FUNDING GRANT AGREEMENT (hereinafter referred to as "Agreement") is entered this 1st day of January, 2019, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the "Village") and the Oak Park Regional Housing Center (hereinafter referred to as "Grantee"), an Illinois not-for-profit corporation.

RECITALS

WHEREAS, the Grantee is an Illinois not-for-profit corporation organized for the purpose of enhancing and promoting arts in the community; and

WHEREAS, Section 10 of Article 7 of the 1970 Constitution of the State of Illinois authorizes units of local government to contract and otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or by ordinance; and

WHEREAS, units of local government entering into such agreements may use their credit, revenues, and other resources to pay costs and to service debt related to activities which promote a public purpose; and

WHEREAS, on November 4, 1984, the Village adopted Ordinance Number 1984-0-68 "Providing Incentives to Discourage Unlawful Steering Practices to Counteract the Effects of Discrimination, and to Provide Prospective Renters with Information Concerning Available Housing to Expand Their Housing Choices;" and

WHEREAS, the Ordinance, in part, provides for the Village to contract with an agent or agents of its choice to affirmatively market the rental units of those owners of multiple-family dwellings with four or more units within the Village who have contracted with the Village for this service; and

WHEREAS, the Grantee, a community service agency in existence since 1972, has the overall goal of achieving racially diverse housing patterns and encouraging the quality maintenance and management of rental housing within the Village and has the capability of providing the affirmative marketing services required by the Village at this time; and

WHEREAS, the parties desire to enter into this agreement to provide funding for the Grantee's program to achieve racial diversity in Oak Park's housing market. The parties expect that by providing the services in this agreement, the Housing Center will make measurable strides toward the parties' mutual goal of stimulating the housing market and creating housing demand in the Village.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the Village and the Grantee agree as follows:

1.0. RECITALS INCORPORATED.

1.1. The above recitals are incorporated herein as though fully set forth.

2.0. TERM OF AGREEMENT.

2.1. The term of this Agreement shall commence on January 1, 2019, and shall terminate on December 31, 2019, unless earlier terminated by either party as set forth herein.

3.0. PAYMENTS TO GRANTEE.

3.1. In consideration of the Grantee undertaking and performing the Project, the Village shall pay to Grantee $391,382, payable as set forth in Exhibit 1, provided that the Grantee has performed its obligations pursuant to this Agreement. Grantee shall submit an invoice to the Village together with a progress report on Grantee's completion of the Project goals, which invoice will be paid upon approval as provided herein.

3.2. Payments pursuant to this Agreement are subject to availability of funds and their appropriation and authorized expenditure pursuant to applicable law. The Village's obligations shall cease immediately without penalty or liability for further payment, if, the Village or any other funding source fails to appropriate, budget or otherwise make available sufficient funds for this grant.

3.3. Payments to Grantee under this Agreement shall be made payable in the name of Grantee and sent to the following person and place, or directly deposited into a financial account maintained by the Grantee:

Executive Director
Oak Park Regional Housing Center
1041 South Boulevard
Oak Park, Illinois 60302

Grantee may change the person to whom payments are sent, or the place to which payments are sent, by delivering thirty (30) days prior written notice pursuant to Section 24.0 of this Agreement.

3.4. The Village's financial obligation under this Agreement shall not exceed the grant amount set forth in Section 3.1 of this Agreement.

4.0. SCOPE OF SERVICES.

4.1. The Grantee shall perform the services and make a good faith effort to achieve the goals set forth in the description of services attached hereto as Exhibit 2 and made a part hereof.

5.0. ADHERENCE TO VILLAGE POLICIES.

5.1. The Grantee shall adhere to the policies set forth in the Addendum to the Agreement, attached hereto as Exhibit 3, or, in the alternative, that it will have adopted policies of its own which are in substantial compliance with the policies set forth in the Addendum, attached hereto as Exhibit 3.

5.2. All such Grantee policies require prior review and approval by the Village before the Grantee can substitute adherence to its own policies for adherence to the Village policies set forth in Exhibit 3. Such policies may be submitted to the Village for review and approval prior to the execution of this agreement or at any time during the term of this agreement.

5.3. The Village shall provide the Grantee with timely written approval or disapproval of all such policies submitted by the Grantee. Disapproval shall be accompanied by the specific reasons why the submitted policy is not in substantial compliance with the Village policy set forth in Exhibit 3. The Grantee may revise and resubmit policies to the Village for review and approval. Approval shall not be unreasonably withheld by the Village.

5.4. The Grantee shall be obligated to adhere to the policies set forth in Exhibit 3 until such time as its own written equivalent policy or policies have been filed with and approved by the Village.

5.5. The Grantee shall be obligated to submit any change in, or amendment to, such approved policy during the term of this agreement to the Village for its approval in the same manner as if it were submitting an entire new policy to the Village for its review and approval.

6.0. GRANTEE'S AUTHORITY.

6.1. Grantee warrants that it is the real party in interest to this Agreement, that it is not acting for or on behalf of an undisclosed party, and that it possesses the legal authority to apply for this grant and to execute this Agreement. Any person binding the Grantee shall, when required, provide written evidence of the legal authority for his or her agency. The Grantee acknowledges that it has read, understood and agreed to all provisions of this Agreement.

7.0. GRANTEE'S RESPONSIBILITIES.

7.1. At the Village's request, Grantee shall also submit such written or verbal reports as reasonably deemed necessary by the Village Manager or the Village Manager's designee while this Agreement is in effect.

7.2. In connection with the foregoing and other actions to be taken under this Agreement, Grantee hereby designates Interim Executive Director Michele Rodriguez Taylor as its authorized representative who shall have the power and authority to make or grant or do all

things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of Grantee and with the effect of binding Grantee. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of Grantee as having been properly and legally given by the Grantee. Grantee shall have the right to change its authorized representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 24.0 of this Agreement.

7.3 Grantee shall provide the Village with a copy of its current strategic plan which shall include the date of adoption of the plan with the date of said plan's last adoption and any updates/amendments to the plan. If a schedule is in place to update Grantee's strategic plan on a regular basis, Grantee shall provide the Village with the schedule. If Grantee does not have an adopted strategic plan, Grantee shall provide the Village with a schedule showing when a strategic plan shall be adopted and said schedule shall be provided to the Village six months prior to the expiration of the term of this Agreement.

7.4 Grantee shall cooperate with the Village's branding and marketing program coordinated by the Oak Park Economic Development Corporation (Oak Park EDC) by participating in the marketing meetings scheduled by the Oak Park EDC and utilizing the materials developed pursuant to the marketing meetings in the Grantee's marketing materials to the public when communicating to the public the activities of the Grantee.

8.0. STATUS OF GRANTEE AND GRANTEE'S PERSONNEL OR CONTRACTED AGENTS.

8.1. Grantee shall be an independent contractor to the Village. Grantee shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Project.

8.2. All technical, clerical, and other personnel necessary for the performance required by this Agreement shall be Grantee's employees, or contracted agents, and shall in all respects be subject to Grantee's rules and regulations governing its employees. Neither the Grantee, nor its personnel, nor its contracted agents shall be considered to be agents or employees of the Village.

9.0. THE GRANTEE'S BUSINESS ORGANIZATION.

9.1. During the term of this Agreement, Grantee shall maintain its registration to do business in the State of Illinois with the Illinois Secretary of State, and be incorporated as an Illinois not-for-profit corporation. Grantee shall also be registered with the United States Internal Revenue Service and approved to operate as a tax exempt organization pursuant to 26 U.S.C. § 501(c)(6), commonly referred to as "501(c)(6)," as amended.

9.2. Grantee shall hire and maintain a qualified and competent staff to provide all management and administrative services necessary to accomplish the Project.

9.3. Grantee's Finance Committee shall oversee the expenditure of the funding grants provided pursuant to this Agreement.

9.4. Grantee shall operate in accordance with this Agreement, Grantee's articles of incorporation and by-laws, and actions of Grantee's board of directors.

10.0. FINANCIAL RECORDS.

10.1. At any time during the term of this Agreement, the Village shall have the right to examine Grantee's financial records with reasonable notice, during regular business hours, with regard to the funds provided pursuant to this Agreement. The Village's requests for information may be based on requests from federal or state regulatory agencies, other governmental agencies, courts of law, consultants hired by the Village or other parties, which in the Village's opinion, require the information.

10.2. Grantee is accountable for all Village disbursed funds under this Agreement. Grantee's financial management system shall be structured to provide for accurate, current, and complete disclosure of the expenditure of all funds provided by the Village under this Agreement. Grantee shall maintain effective control and accountability over all funds disbursed and equipment, property, or other assets acquired with Village funds. Grantee shall keep records sufficient to permit the tracing of funds to a level of expenditure adequate to insure that funds have not been unlawfully spent.

10.3. Grantee shall maintain for a minimum of five (5) years following the latter of the expiration or termination of this Agreement, or longer if required by law, adequate books, records, and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with this Agreement. All books, records and supporting documents related hereto shall be available for inspection and audit by the Village, or any duly authorized Village representative, and Grantee agrees to cooperate fully to accomplish any such audit. Grantee shall provide full access to all relevant materials and to provide copies of same upon request.

10.3.1. Grantee shall cooperate with the Village and provide the Village, when requested, with access to data, information and documentation pertaining to the Project.

10.3.2. The Village shall have the right to audit any records necessary to permit evaluation and verification of the Grantee's compliance with the requirements of this Agreement throughout the term of the Agreement and for a period of five (5) years after any payment, or longer if required by law.

10.3.3. The Village shall have the right to interview any of the Grantee's current and former employees, as related to this contract, during the audit.

10.3.4. Grantee shall provide the Village with adequate and appropriate workspace, with access to photocopy machines, during any audit.

10.3.5. Grantee shall provide the Village with copies of all requested records in a computer-readable format (if available) as well as hard copy.

10.4. If any of the services to be performed under this Agreement are subcontracted, Grantee shall include in all subcontracts a provision that the Village, or any duly authorized representative of the Village, shall have full access to and the right to examine any pertinent books, documents, papers and records of any subcontractor involving transactions related to this Agreement for a period of five (5) years from the later of the expiration or termination of this Agreement.

11.0. FINANCIAL DISCLOSURES.

11.1. If required by law, Grantee shall conduct an annual audit by an independent audit/accounting firm, which is licensed by the State of Illinois to conduct an audit in accordance with generally accepted auditing standards within six (6) months after the end of Grantee's fiscal year. The audit shall include all income received by Grantee, disbursements by Grantee, and all investment transactions for the prior fiscal year. Grant funds shall be included in Grantee's annual audit. If applicable by law, a copy of the audit report shall be provided to the Village within thirty (30) days of Grantee's receipt of the audit report.

12.0 PROCUREMENT OF CONSTRUCTION AND PROFESSIONAL SERVICES; ACQUISITION OF EQUIPMENT.

12.1. The Grantee shall procure all construction and professional services, and acquire assets and materials financed in whole or in part with grant funds provided hereunder, through written, contractual agreement(s).

12.2. In the event that Grantee ceases to exist, all such assets, equipment, and materials purchased with Village funds shall become Village property.

13.0. UNEXPENDED FUNDS.

13.1. Any unexpended funds provided by the Village pursuant to this Agreement shall be maintained in a federally insured account by Grantee and shall be returned to the Village within thirty (30) days of the expiration of this Agreement.

13.2. Upon dissolution of Grantee's corporation or termination of this Agreement, any unexpended funds originally provided by the Village to Grantee shall be immediately returned to the Village. Funds which have already been obligated by Grantee at the time of the dissolution of Grantee's corporation or at the time of Grantee's receipt of the Village's notice to terminate this Agreement, shall not be considered as "unexpended funds" for purposes of this

Section 13.0. Upon dissolution, Grantee shall notify the Village of the name of the individual or entity responsible for winding up its affairs.

14.0. LEGAL COMPLIANCE.

14.1. In addition to complying with the statutes and regulations specifically referenced in this Agreement, Grantee is responsible for determining the applicability of, and complying with, any other laws, regulations or ordinances.

14.2. Grantee shall 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.

14.3. Grantee shall take affirmative 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 affirmative action, including but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, or selection for training, including apprenticeship.

14.4. All applicable federal, state and local laws, rules and regulations applicable to this Agreement shall be deemed to be included in this Agreement as though fully set forth herein. Except where expressly required by applicable laws and regulations, the Village shall not be responsible for monitoring Grantee's compliance.

14.5. Grantee certifies that it shall comply with all applicable provisions of federal, state and local law in its performance of this Agreement.

14.6. Grantee shall comply with the policies set forth in the Addendum to this Agreement (hereinafter referred to as "Village Policies"), attached hereto and incorporated herein, or, in the alternative, that it has adopted policies of its own which are in substantial compliance with the Village Policies. All such Grantee policies require prior review and approval by the Village Manager or the Manager's designee. The Village shall provide Grantee with timely written approval or disapproval of all such policies submitted by Grantee. Disapproval shall be accompanied by the specific reasons why the submitted policy is not in substantial compliance with the Village's Policies. Grantee may revise and resubmit policies to the Village for review and approval. Approval shall not be unreasonably withheld by the Village. Grantee shall comply with the Village Policies until such time as its own written equivalent policy or policies have been approved by the Village. Grantee shall be obligated to submit any change in, or amendment to, such approved policy during the term of this Agreement to the Village for its approval in the same manner as if it were submitting a new policy to the Village for approval.

14.7. The Village is authorized to conduct reviews and conduct other procedures or practices regarding Grantee's compliance with this Section 14.0. Grantee agrees to post, in conspicuous places available to employees and applicants for employment or distribute to employees and applicants for employment, notices setting forth the non-discrimination provisions of this Section 14.0.

15.0. TERMINATION; SUSPENSION.

15.1. This Agreement may be terminated without cause by either party upon providing ninety (90) days written notice pursuant to Section 24.0 of its intention to terminate said agreement.

15.2. During the term of the Agreement, the Village may terminate the agreement for cause or suspend payments of grant funds due to: (1) use of funds in a manner inconsistent with this Agreement; (2) Grantee's failure to submit required documents pursuant to this Agreement; (3) Grantee's submission of incorrect or incomplete reports; or (4) Grantee's failure to perform in accordance with this Agreement.

15.3. In the event the Village elects to terminate this agreement for cause or to suspend payments under this agreement for any reason set forth in this Agreement, the Village shall provide written notice pursuant to Section 24.0 to Grantee of its intention to terminate this Agreement for cause or suspend payments if Grantee fails to cure the noted deficiency within thirty (30) days after receipt of the notice. The written notice shall provide Grantee with a description of the alleged deficiency, and Grantee shall be afforded an opportunity to refute the statement of deficiency set forth in the notice prior to the Village's termination or suspension of payments. If Grantee fails to adequately refute the alleged deficiency, or fails to correct the deficiency within thirty (30) days of the Village's notice, the Village may terminate or suspend payment of any funds to be provided pursuant to this Agreement.

15.4. The Village's obligations under this Agreement shall cease immediately without penalty of further payment being required if the Village or other funding source fails to, budget, appropriate, or otherwise make available sufficient funds for this Agreement. In the event a lack of funding occurs in full or in part, the Village shall give the Grantee written notice pursuant to Section 24.0, which shall set forth the effective date of full or partial termination, or if a change in funding is required, setting forth the change in funding and changes in the approved budget.

16.0. INDEMNIFICATION AND INSURANCE.

16.1. To the fullest extent permitted by law, Grantee shall defend, indemnify and hold harmless the Village, its officials, officers, agents, employees and volunteers against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including, but not limited to, reasonable attorneys' fees and court costs (hereinafter referred to as "Claims") which may accrue against the Village, its officers and employees to the extent

arising out of Grantee's performance of this Agreement, except for the negligence of the Village, its officials, officers, employees, or volunteers.

16.2. Grantee shall, at Grantee's expense, secure and maintain in effect throughout the duration of this Agreement, insurance of the following kinds and limits set forth in this Section 16.0. Grantee shall furnish Certificates of Insurance to the Village before starting work pursuant to this Agreement. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed or authorized to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the Village. This provision (or reasonable equivalent) shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail fifteen (15) days' written notice to the certificate holder named to the left." Grantee shall require any of its subcontractors to secure and maintain insurance as set forth in this Section 16.0 and indemnify, hold harmless and defend the Village, its officials, officers, employees, attorneys and volunteers as set forth in this Agreement.

16.3. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(A) **Commercial General Liability:**

i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.

ii. Limits:

General Aggregate	$ 2,000,000.00
Each Occurrence	$ 1,000,000.00
Personal Injury	$ 1,000,000.00

iii. Cover all claims arising out of Grantee's operations or premises, anyone directly or indirectly employed by Grantee.

(B) **Workers' Compensation:**

i. Shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who work on the Services, and in case work is sublet, Grantee shall require each subcontractor similarly to provide workers' compensation Insurance. In case employees engaged in hazardous work under this Agreement are not protected under workers' compensation insurance, Grantee shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(C) **Comprehensive Automobile Liability:**

i. Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.

ii. Limits:

Combined Single Limit	$1,000,000.00

(D) **Umbrella:**

i. Limits:

Each Occurrence/Aggregate	$2,000,000.00

(F) The Village, its officers, agents, employees and volunteers shall be named as an additional insured on all insurance policies identified herein except workers' compensation. Grantee shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, employees, and volunteers.

16.4. The Village and Grantee agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

16.5. Grantee understands and agrees that any insurance protection required by this Agreement or otherwise provided by Grantee shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village as herein provided. Grantee waives and agrees to require its insurers to waive its rights of subrogation against the Village, its officers, employees, agents and volunteers.

17.0. **COVENANT NOT TO SUE.**

17.1. Grantee forever releases and discharges the Village, its officials, officers, agents, employees and volunteers from all claims, demands, damages, actions or causes of action which arise out of the Village's performance of this Agreement.

17.2. Grantee covenants not to sue or otherwise bring any action in law or equity against the Village, its officials, officers, agents, employees or volunteers for any claims, loss, damage, expense, debt or liability of any nature whatsoever which the Grantee may sustain arising out of the Village's performance of this Agreement.

18.0. NON-WAIVER OF RIGHTS.

18.1. Any failure on the part of the Village to exercise any right under this Agreement shall not be construed as a waiver of that right.

19.0. NON ASSIGNMENT AND SUCCESSORS IN INTEREST.

19.1. This Agreement shall not be assigned, sublet, or transferred by either party hereto.

19.2. The parties each bind themselves and their successors, and assigns to the other party of this Agreement and to the successors, and assigns of such other party in respect to all covenants of this Agreement.

19.3. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the Village, nor shall it be construed as giving any right or benefits hereunder to anyone other than the Village and Grantee.

20.0 MODIFICATION AND AMENDMENT.

20.1. This Agreement may only be amended or modified by a written instrument, signed by the parties hereto, other than modifications required by changes in federal or state law or regulations or required by Village ordinance applicable to this Agreement. No amendment or modification of this Agreement shall be valid or enforceable unless in writing and signed by the authorized representatives of the parties.

20.2. This Agreement is subject to such modifications as the Village determines may be required by changes in federal, state or local law or regulations. Any such required modification shall be incorporated into and be part of this Agreement as if fully set forth herein. The Village shall notify the Grantee of any change in law or regulation which it has notice.

21.0. CONFLICT OF INTEREST.

21.1. The Grantee shall establish safeguards to prohibit its officers, directors, agents and employees from using Village funds for their own private use.

21.2. No Village officer or employee may be hired or paid with funds derived directly or indirectly through this Agreement.

21.3. The parties acknowledge and agree that Village officers and employees may serve as directors and volunteers of the Grantee and their service shall not be deemed to be a conflict of interest.

21.4. Grantee covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the Project pursuant to this Agreement. Grantee further covenants that in the performance under this Agreement, no person having a conflict of interest shall be employed by Grantee.

22.0. NO COLLUSION.

22.1. Grantee hereby represents and certifies that Grantee is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Grantee is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq*. Grantee hereby represents that the only persons, firms, or corporations interested in this Agreement are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Grantee has in procuring this Agreement, colluded with any other person, firm, or corporation, then Grantee shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Agreement shall, at the Village's option, be null and void and subject to termination by the Village.

23.0. GOVERNING LAW AND VENUE.

23.1. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

23.2. Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

24.0. NOTICE.

24.1. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by electronic transmission to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

If to the Village:

Village Manager
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302
Email: villagemanager@oak-park.us

If to Grantee:

Interim Executive Director
Oak Park Regional Housing Center
1041 South Boulevard
Oak Park, Illinois 60302
Email: mrodrigueztaylor@oprhc.org

24.2. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

24.3. Notice by email shall be effective as of date and time of email, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event the email is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

25.0. ENTIRE AGREEMENT.

25.1. This Agreement represents the entire agreement between the parties and supersedes all previous communications or understandings, whether oral or written.

25.2 There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

26.0. SAVINGS CLAUSE.

26.1. 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.

27.0. CAPTIONS AND PARAGRAPH HEADINGS.

27.1. Captions and paragraph headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

28.0. AUTHORIZATIONS.

28.1. Grantee's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by Grantee's board of directors or its by-laws to execute this Agreement on its behalf. The Village Manager and Village Clerk hereby warrant that they have been lawfully authorized by the Village Board to execute this Agreement. Grantee and the Village shall deliver, upon request, to each other at the respective time such entities cause their authorized agents to affix their signatures hereto copies of all articles of incorporation, bylaws, resolutions, ordinances or other documents required to legally evidence the authority to so execute this Agreement.

29.0. HEADINGS AND TITLES.

29.1. The headings or titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.

30.0. COUNTERPARTS; OR PDF SIGNATURES.

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

30.2 A pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

31.0 EFFECTIVE DATE.

31.1. This Agreement shall take effect on January 1, 2019.

IN WITNESS WHEREOF the parties to this Agreement by their signatures acknowledge they have read and understand this Agreement and intend to be bound by its terms as of the dates set forth below.

VILLAGE OF OAK PARK

By: Cara Pavlicek
Its: Village Manager

Date: 12/12, 2018

OAK PARK REGIONAL HOUSING CENTER

By: MICHELE R TAYLER
Its: Interim Executive Director

Date: 12/31, 2018

ATTEST

By: Vicki Scaman
Its: Village Clerk

Date: 12/12, 2018

ATTEST

By: Jennifer Hopkins
Its: Rental Housing Advisor

Date: 12·31, 2018

EXHIBIT 1

FUNDING SCHEDULE - 2019 BUDGET

Oak Park Regional Housing Center

Monthly Bills are Paid in Arrears and Submitted and Paid the Following Month

Month	CDBG Fund		General Revenue Funds	
	Public Services	Administrative Support/Cap Funds	Administrative Support	TOTAL
January	$ 6,410.41	$ 9,333.33	$ 32,666.66	$ 48,410.40
February	$ 6,410.41	$ 9,333.33	$ 32,666.66	$ 48,410.40
March	$ 6,410.41	$ 9,333.33	$ 32,666.66	$ 48,410.40
April	$ 6,410.41	$ 9,333.33	$ 32,666.66	$ 48,410.40
May	$ 6,410.41	$ 9,333.33	$ 32,666.66	$ 48,410.40
June	$ 6,410.41	$ 9,333.33	$ 32,666.66	$ 48,410.40
July*	$ 6,410.41	$ 9,333.33	$ 32,666.66	$ 48,410.40
August*	$ 6,410.41	$ 9,333.33	$ 32,666.66	$ 48,410.40
September*	$ 6,410.41	$ 9,333.33	$ 32,666.66	$ 48,410.40
October	$ 6,410.41	$ 9,333.33	$ 32,666.66	$ 48,410.40
November	$ 6,410.41	$ 9,333.33	$ 32,666.66	$ 48,410.40
December	$ 6,410.49	$ 9,333.37	$ 32,048.74	$ 47,792.60
Total Monthly Payments	$ 76,925.00	$ 112,000.00	$ 391,382.00	$ 580,307.00
TOTALS	$ 76,925.00	$ 112,000.00	$ 391,382.00	$ 580,307.00

All payments subject to Reimbursement Requests of Actual Costs Incurred by Agency

EXHIBIT 2

OAK PARK REGIONAL HOUSING CENTER

SCOPE OF SERVICES

PROGRAM GOALS AND MEASURES

A. The Housing Center will complete a strategic plan for the organization by June 30, 2019. The current Scope of Services, Program Goals and Measures will control until a new Scope of Services, Program Goals and Measures can be prepared to submit to the Village Board for review and approval. .

B. Conduct a comprehensive marketing program that is supportive and compatible with other marketing initiatives funded by the Village of Oak Park, including but not limited to the Oak Park Economic Development Corporation (Oak Park EDC) to attract racially diverse clients to the Village of Oak Park by advertising in accordance with the Marketing Plan:

1. Conduct outreach efforts to attract/counsel clients from all racial groups through marketing to area employers/institutions;
2. Provide counseling services to clients and listings of apartments to encourage affirmative moves to Oak Park;
3. Guide clients to available apartments;
4. Refer home seekers to area realtors;
5. Provide an evaluation of potential buildings/building owners to participate in the Multi-family Housing Incentives Program for review by the Village's Housing Programs Advisory Committee;
6. Work with the Village to promote and attract building owners into the Multi-family Housing Incentives Program; and
7. Include the official logo of the Village of Oak Park and the message "made possible with support from the Village of Oak Park" on all marketing materials, not including paid advertisements.

C. Cooperate with the Village of Oak Park and participate in activities and reviews as requested in response to the implementation of any and all recommendations of the Fair Housing Task

Force to the extent those recommendations are accepted by the Village Board and assigned to the Village Manager or her designee for implementation.

D. Contractor will continue to reduce its reliance on Village funding as set forth in the attached June 30, 2015 letter. Specifically, Contractor will work on a State Legislative Campaign to allow it to receive compensation from local landlords to cover the costs of services provided by the Contractor.

E. Serve as a designated marketing agent for the Multi-Family Housing Incentives Program fostering racial diversity in the apartment buildings that are participants.

1. Each Marketing Services Agreement entered into between the Village and an owner participating in the Multi Family Incentive Program authorized by the Incentives Ordinance (Ordinance Number 1984-0-68) shall specify the Contractor as the Village's designated marketing agent and the Contractor will be promptly provided with a copy of that Agreement by the Village.
2. The Marketing Services Agreement shall specify the Contractor as the Village's designated marketing agent, such that whenever the owner has a unit which the owner knows is or will become vacant in any of his/her buildings included in the Marketing Services Agreement, the owner shall immediately notify the Contractor, which shall in turn notify the Village immediately of such a vacancy. Both the Village and the Contractor shall then inspect any unit eligible for rental reimbursement within five (5) working days of the owner's notification or within five (5) working days after a vacancy actually occurs, whichever is later, to determine if the unit is in proper condition to rent. Both the Village and the Contractor must concur that the unit is "available" in accordance with the Incentives Ordinance and the Marketing Services Agreement between the Village and the owner in order for the unit to be eligible for rental reimbursement.
3. Upon concurrence that the unit is available for rental, the Village shall execute a written authorization for the Contractor to begin marketing the unit for rental. The authorization shall state the date of execution and shall be delivered by the Village to the Contractor with a copy to the owner. The Contractor shall date the authorization when it is received and shall maintain a dated copy of the authorization on file. The authorization shall

clearly identify the unit and shall contain the date upon which the unit will be available, the rent for the unit, the maximum number of occupants, and any other restriction placed on the unit by the owner. The time period specified in the Incentives Ordinance shall begin to run either upon the execution of authorization by the Village or upon the date the unit becomes available, whichever is later.

4. The Contractor will implement its Marketing Plan to affirmatively promote all the units in the program, following at all times the provisions and purposes of the Incentives Ordinance in cooperation with the Village Housing Programs Manager.
5. In connection with its marketing of units in the program, the Contractor shall employ special outreach efforts for all buildings in the program, including inspecting and previewing units prior to showing them to prospective tenants, counseling clients, distributing the Village of Oak Park Model Lease Addendum to all clients, using escort services where appropriate, recording showings, and performing other services to aid the affirmative marketing of units in the program. The Contractor shall advise clients as prospective tenants for units in the program as to the reasonable qualifications set forth by the owner in the Village's written authorization to the Contractor.
6. The Contractor shall show units to counseled clients and shall refer all counseled clients who wish to apply to rent any unit in the program to the owner or owner's agent and shall keep records on inspections and showings, but shall have no duties or obligations with regard to the actual rental process.

F. The Contractor shall provide the same services as listed in section B 4-6 above for the Village's Small Rental Rehab Program.

G. During the term of this Agreement between the Village and the Contractor, the Contractor shall cooperate with evaluation in regard to its services under the Agreement. The evaluation will be quantitative and descriptive and available to both parties. The Village will refer to the Contractor any inquiry from program participants concerning the Diversity Assurance Marketing Services provided by the Contractor. If the inquiry from a program participant is not resolved to his/her satisfaction, then the Village and the Contractor will address the matter jointly with the program participant.

H. During the term of this Agreement between the Village and Contractor, using the report forms attached hereto, the Contractor will report on its progress toward achieving the following program goals on a quarterly basis:

1. The Contractor will register 3,000 individuals for its services and will provide the Village with information on those individuals based on race and community of origin.
2. The Contractor will effectuate 900 moves within the Village of Oak Park. For each move, the Contractor will report on the race of the individual, community of origin and if the move involved a unit enrolled in the Multi-family Housing Incentives Program.
3. The Contractor will effectuate 600 affirmative moves within the Village of Oak Park. An affirmative move will be defined as a move of any African-American household in any building west of Ridgeland Avenue or north of Garfield (counseling location #1) and any other move east of Ridgeland or south of Garfield (counseling location #2). By January 30th of each year, the Development Customer Services shall prepare a map at the block level showing which blocks within each counseling location in which the Housing Center should focus its affirmative marketing efforts. The map shall be prepared using occupancy data obtained from multi-family owners as part of the owner's annual licensing requirements. For each affirmative move, the Contractor will report on the race of the individual, community of origin and if the move involved a unit enrolled in the Multi-family Housing Incentives Program.

I. The Contractor shall also provide the Village during the term of this Agreement with the Housing Center's customary monthly reports covering Village funded activities. These reports and any other service delivery program items pertinent to our mutual working relationship will be discussed in monthly coordination meetings between the Village and the Contractor. The requested CDBG program quarterly reports are due within 30 days of the end of each quarter ending on March 31, June 30, September 30, and December 31, in accordance with HUD requirements.

Specific content and formats for these reports will be agreed upon by the Contractor and the Village and will be provided as indicated:

1. Monthly and/or quarterly reporting forms for CDBG and Multi-family Housing Incentives Program.
2. Weekly activity reports that demonstrate the activity for each building in the Multi-Family Housing Incentives Program including the date of listing; date inspected and approved; and the number of showings.
3. Monthly draw requests that include actual expenditures including detailed staff employment summary, as well as applicable receipts and invoices of expenses for the draw-down of all Village funds.
4. On a semi-annual basis, the Contractor shall provide the Village with year-to-date financial statements including statement of income and expenses and a balance sheet. The Contractor shall also submit any amended budgets approved by its Board of Directors. The year-to-date financial statements shall breakdown expenses by administration, program and capital expenditures.
5. List of all funded positions of the agency with appropriate job descriptions.
6. On a semi-annual basis, the Contractor shall submit documentation of its operating hours.
7. On an annual basis, the Contractor shall submit its Marketing Plan.
8. On an annual basis, the Contractor shall submit a statement setting forth the parameters and rates for escort fees and rental bonuses.

J. The Contractor shall not become involved in landlord-tenant disputes and shall refer any dispute to the Village's Community Relations Department.

K. During the term of this Agreement between the Village and the Contractor, Contractor and the Village shall cooperate with evaluation in regard to its services under the Agreement. Any evaluation may be quantitative and descriptive and available to both parties.

2019 Village Partner Agency Scope of Service Requirements and Scope of Service Deliverables

Oak Park Regional Housing Center (OPRHC)

Updated: October 30, 2019

Scope of Service Requirements	Completed	Notes
1 Comprehensive Marketing Plan		
a. Conduct outreach to attract from all racial groups.	Yes	
b. Provide counseling services to encourage affirmative moves.	Yes	
c. Guide clients to available apartments and refer home seekers to area realtors.	Yes	
d. Provide an evaluation of potential buildings to clients in Multi-Family Housing.	Yes	
e. Work with Village to promote/attract owners into Multi-Family Housing.	Yes	
f. Include "made possible with support from Village of Oak Park" on all marketing materials.	Yes	In process - made clear to include
2 Cooperate with Village of Oak park on Fair Housing Task Force as accepted by Village Board.	Yes	
3 Reduce reliance on Village funding with State Campaign to allow compensation from local landlords.	Yes	
4 Designate Marketing Agent for Multi-Family Housing Program (MFHP)		
a. Specify Village as contractor for all authorized MFHP agreements.	Yes	
b. Inspect all rental reimbursement units within 5 days with Village.	N/A	rental reimbursement not funded; inspections on standby
c. Concur with Village on all "available" units.	Yes	Michael Stuart w/ Jeff Prior
d. State all dates of execution and maintained copy on file for rental units.	Yes	
e. Implement marketing plan to affirmatively promote all units in program.	Yes	
f. Advise all clients reasonable qualifications set forth by owner in Village authorization.	Yes	
g. Refer all counseled clients to rental owners and maintained showing record.	Yes	
5 Designate Marketing Agent for Small Rental Rehab Program (SRRP)		
a. Specify Village as contractor for all authorized SRRP agreements.	Yes	
b. Inspect all rental reimbursement units within 5 days with Village.	N/A	rental reimbursement not funded; inspections on standby
c. Concur with Village on all "available" units.	Yes	Michael Stuart w/ Jeff Prior
d. State all dates of execution and maintained copy on file for rental units.	Yes	
e. Implement marketing plan to affirmatively promote all units in program.	Yes	
f. Advise all clients reasonable qualifications set forth by owner in Village authorization.	Yes	
g. Refer all counseled clients to rental owners and maintained showing record.	Yes	
6 Evaluation of services per agreement		
a. Cooperate on evaluation of services with quantitative and descriptive items with Village.	Yes	Operational Assessment of "OP Housing"
b. Make evaluation available to both parties (Village and Contractor).	Yes	
7 Hold monthly coordination meeting with Village of Oak Park.	Yes	
8 OPRHC not involved with any landlord-tenant disputes.	Yes	
9 Complete weekly activities report for each building including listing, inspection, showings.	Yes	

Scope of Service Deliverables	Completed	Notes
1 Quarterly Village report including:		
how many individuals were registered; 3,000 required	Yes	Quarter 1 - Mar 31
how many moves effectuated within Oak Park; 900 required	Yes	Quarter 2 - Jun 30
how many affirmative moves effectuated within Oak Park; 600 required	Yes	Quarter 3 - Sep 30
how much of monthly activity is funded by the Village	No	Quarter 4 - Dec 31
2 Funded activities CDBG report	Yes	Quarter 1 - Mar 31; due before Apr 30
	Yes	Quarter 2 - Jun 30; due before Jul 30
	Yes	Quarter 3 - Sep 30; due before Oct 30

		No	Quarter 4 - Dec 31; due before Jan 30
3	**CDBG and Multi-Family Housing Incentives Program report**	Yes	Quarter 1 - Mar 31
		Yes	Quarter 2 - Jun 30
		Yes	Quarter 3 - Sep 30
		No	Quarter 4 - Dec 31
4	**Monthly draw request report to include:**	Yes	Month 1 - Jan 31
	actual expenditures	Yes	Month 2 - Feb 28
	staff employment summary	Yes	Month 3 - Mar 31
	applicable receipts	Yes	Month 4 - Apr 30
	invoices of expenses	Yes	Month 5 - May 31
		Yes	Month 6 - Jun 30
		Yes	Month 7 - Jul 31
		Yes	Month 8 - Aug 31
		Yes	Month 9 - Sep 30
		No	Month 10 - Oct 31; not due yet
		No	Month 11 - Nov 30; not due yet
		No	Month 12 - Dec 31; not due yet
5	**Semi-Annually**		
	Year-to-date financials report	Yes	Month 6 - Jun 30
		No	Month 12 - Dec 31; not due yet
	Documentation of operating hours	Yes	Month 6 - Jun 30
		No	Month 12 - Dec 31; not due yet
	Amended Budget approvals	Yes	Month 6 - Jun 30
		No	Month 12 - Dec 31; not due yet
6	**Annually**		
	Marketing Plan submittal	No	Month 12 - Dec 31; not due yet
	Parameters and rates for escort fees and rental bonus	No	Month 12 - Dec 31; not due yet
	All funded positions of with appropriate job descriptions	No	Month 12 - Dec 31; not due yet

The Village of Oak Park
Village Hall
123 Madison Street
Oak Park, Illinois 60302

708 383 6400
Fax 708 383 6692
village@oak-park.us
www.oak-park.us

June 12, 2019

Jeff Readey
Oak Park Regional Housing Center
1041 South Blvd.
Oak Park, IL 60302

Re: 2020 Village of Oak Park Budget Request

Dear Jeff,

The Village of Oak Park would like to invite you to submit your 2020 Budget request. All budget requests must be submitted no later than 3 p.m. (CST) on August 1, 2019. It is important to note that the Village continues to navigate through a prolonged period of financial uncertainty. As a result, the impact on the last several years remains with us, as the Village continues to recover from deep dips in state and local funding resources. Also, as the State of Illinois continues to cut resources we expect that the financial burden on local municipalities will continue. As in years past, we will need the following documents when you submit your 2020 budget request:

- 2018 Audit
- 2019 Budget and YTD actuals
- 2020 agency and or program budget
- Report on 2019 accomplishments to date
- Chart of existing staff and interns detailing salary and benefits

Please contact Vanetta Logan, at 708-358-5773, to schedule an appointment with the Village Manager to review the status of your request. The meetings will be scheduled in late August, after your submittal is received and reviewed by the Village. Feel free to contact my office should you have additional questions at 708-358-5422.

Sincerely,

Tammie Grossman
Director, Development Customer Services
Village of Oak Park

THE
Oak Park Regional
HOUSING
CENTER

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1041 South Boulevard
Oak Park, IL 60302
(708) 848-7150

July 31, 2019

Ms. Cara Pavlicek, Village Manager
Village of Oak Park
123 Madison Street
Oak Park, IL 60302

RE: Partner Agency Budget Request for 2020

Dear Ms. Pavlicek,

I am pleased to reach out to you upon the conclusion of the organization's strategic planning process with Mission + Strategies, a best-in-class nonprofit consulting shop that helped The Oak Park Regional Housing Center (OPRHC) fulfill its promise to the Village and Trustees to engage in such a process. Emerging from the planning process, OPRHC is underway working in ways that are more nimble, more technologically savvy both in terms of program operations and data tracking, and which will ultimately revolutionize the way that we promote truly integrated living in the neighborhoods of Oak Park. We request that the Village maintain its place as OPRHC's primary funder in order to validate the results of the planning process and enable the extraordinary changes that the agency is undergoing to better serve the present and future residents of Oak Park. The value-added changes that we have identified through the planning process will more than justify the Village's investment of resources because even amidst challenging market dynamics, we will demonstrate a dynamic set of program activities that promote and enhance the Village's character as a racially-integrated community that will continue to attract the families of the future to Oak Park.

OPRHC is a 501(c)(3) non-profit organization and a proud and grateful Partner Agency with the Village of Oak Park. The Housing Center's mission (slightly restated as a result of the strategic plan) is to achieve vibrant communities and promote intentional and stable residential integration throughout Oak Park and the region. To that end, the Housing Center works in Oak Park to promote diversity and integration in the community's housing market, primarily through rental housing but also now in homeownership as an outcome of the strategic planning process.

In order to continue our mission, the Housing Center is requesting support of $390,000 in General Funds, or level funding from our previous allocations. This amount would account for 38% of our total budget of $1,028,888 for 2020. This funding is critical to provide our services to the Village and will allow us to deal with many things that we will be doing differently as a result of our new strategic plan – from technology to data tracking to community engagement.

Over the twelve-month period ending June 30, 2018, the Housing Center served over 2,000 households looking to move to Oak Park. Of those households 423 made moves that either sustained or improved the integration of the village. (Moves always lag behind registrations by about 3 months as people search for apartments and we work to get follow up information on their moves.) We continue to be involved in more than one quarter of all rental moves to Oak Park, at a significantly better integration rate than occurs without the Housing Center's assistance. That rate is estimated to be about 25% of moves based on academic research, demographic data, and anecdotal evidence from owners in Oak Park. Moves made without the assistance of the Housing Center integrate less than 50% of the time.

Please note that within meaningful statistical ranges, 2019 rates of registrations, assistance and affirmative moves remain consistent with the 2018 rates – even with a bullish and increasingly expensive rental market that continues to make our work more and more difficult. The Housing Center staff continues to produce results at a high level – which bodes well for the potential of the technological and programmatic improvements we are making as a result of our strategic plan.

Our service is essential to the community's social and economic well-being. The Housing Center has been a central institution for promoting the integrated character that Oak Park enjoys today. Our advertising and marketing of the community ensures that a diverse demand, reflective of the region, is continuously seeking housing in Oak Park. Our rental advising service provides prospective residents with factual information about the opportunities in the community and improves their understanding about neighborhood quality. This service is essential to overcome new residents' misperceptions and stereotypes, based largely on racial attitudes, about where to move in Oak Park. We are the face-to-face market auxiliary for the values that the Village holds dear and promotes through its own communications and public services.

In order to combat possible discrimination, the Housing Center also informs each of our clients about their fair housing rights and the remedies available at Village Hall. This work supports the efforts of the Village's fair housing task force recommendations and strategies.

We ensure a desirable supply of rental units as well. Annually we work with over 200 property owners, ranging from some of Oak Park's largest landlords to the owners of 2-flats, condominiums, and single-family homes. Through the strategic plan we have developed mechanisms to engage the newest high-rise buildings in Oak Park, including through our mobile App and beefed-up online offerings, but also through relationship building and community-building programming that will engage all new residents of the Village. Our ambitious engagement goals for 2020 include connecting with over 60% of the building owners in the Village to frame our services in new ways and engage their collaboration to promote Oak Park as one of the most authentically integrated places in America.

Our technical assistance ensures that landlords act in compliance with fair housing law, provides advice on marketing and unit improvements, and serves as a helpful resource for questions ranging from rental pricing to parking to tenant selection. This collaboration also ensures that landlords understand the value of diversity within their buildings and gives us a direct line to communicate the Village's values to landlords in the course of our relationship-building with them.

A significant portion of this work happens directly with property owners enrolled in the Village's Multi-Family Housing Incentives Program (MFHIP). The Housing Center markets the units in the program and assists all the participating landlords. Our technological upgrades will assure renewed high compliance with MFHIP, and our community engagement upgrades will provide both housing seekers and landlords new ways to think about the Oak Park market. Our assistance ensures that units in the program remain attractive and that they will be rented in a timely fashion. Indeed, in a typical year Housing Center clients rent approximately 85% of all MFHIP units and at a significantly higher integration rate than would otherwise occur.

This work is coming at a critical moment in the rental market. Turnover in the rental market is at an historic low. Rents are increasing at a rapid pace. And, new development is overwhelming the imagery of the rental market in Oak Park. These three factors have made the effort to promote both diversity and integration more difficult. But we believe that the Village's continued support for OPRHC, on the heels of an election in which support for the Housing Center was a contested topic but the victors uniformly announced full support for OPRHC, will make a statement about diversity, inclusion and integrated living dynamics at a time that is critically important on the heels of the educational documentary "America to Me." As presidential candidates debate the importance of school busing to integration, OPRHC reaffirms the principle that residential patterns are critical to truly integrated schools, and OPRHC's planned community-building activities relating to priorities for integrated living are absolutely essential to the Village at this moment in time. And with Bobbie Raymond's passing, this is a critical moment to reaffirm the commitment to integrated housing.

The rapid increase in rents is deterring many from moving. Luckily, our collaborating owners report that a high rate of lease renewals has mitigated this somewhat. Because of the increase in rents, households of modest means are having trouble finding a unit they can afford in Oak Park. As people of all income levels register with our service in the hopes of finding a home, this has been a factor in our ability to serve clients and promote the community.

The new development that has been focused in downtown Oak Park has also changed the perception of renting in Oak Park. This change is akin to the perceptions of gentrification in Chicago neighborhoods. The overwhelming marketing and the visual change in the skyline are promoting an impression that Oak Park has changed into an exclusive community. While the Housing Center welcomes new development, we also have to manage the change in perception to assure potential residents that other options are also available. This is very difficult to do with the limited marketing budget we can afford. The large corporate buildings spend much more in marketing than we can. But with the encouragement of Tammie Grossman and the results of our strategic planning process, we are redoubling our efforts to work with the largest and newest rental buildings in the market. We expect that the creation of a mobile-enabled search app to promote inclusion and integration will be an easy on-ramp for large apartment building owners to list with us with minimal exertion, cost and trouble.

As a result of our strategic plan and our efforts to develop resource partners beyond the Village, we have already begun the process of developing a mobile App for integrated housing searches, that will serve both the rental and homeownership markets. Village funding is an important component to support this direction, but we are pleased to have initiated the development and taken the first steps with outside private funding. The App will enable all listing apartment owners, listing sales brokers and housing seekers to access information in real time, but through a lens that also promotes integrative moves and inclusive neighborhoods.

In the past two years we have built the capability to provide online counseling via Skype, FaceTime, Google Hangout, and other video conference methods. This additional convenience allows clients to go through the Advising process entirely online and will be fully integrated into the App so that our housing advisors and counselors can serve more people, and serve them all over the globe, in a greatly condensed period of time.

Funds to maintain and improve the online portal, our rental tracking database, and the more intense IT needs associated with App development and maintenance are factored into this request.

As part of our strategic plan we are also realigning our social media and online marketing strategies to more appropriately serve the pace of today's housing market searches. Our Google search numbers have been consistently up in 2019, and we expect that addition of an App and our participation in wider regional and national pro-integration networks will position the Housing Center as the go-to resource for those searching for housing throughout the Village. We are planning significantly expanded community outreach, community building and engagement activities for the 2020 program year, so that our expected numbers for registrations, counseling, and affirmative moves will rise across the board. The board and staff of the Housing Center have

recognized the need to do things in new, faster and more technologically savvy ways, and our resolve to change and the hard work we have engaged through the strategic planning period merit the Village's continued funding at the full level of support that the relationship has experienced to date. Our level funding request provides for level funding of our marketing function, as we look to put the Village's inclusion and diversity values out into the public domain in new and more creative ways.

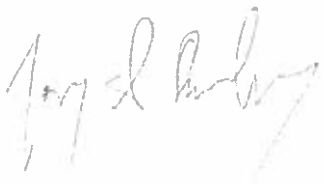
This request accompanies a strategic restructuring of our staff. The departure of both the previous Executive Director and the Assistant Director within one year's time left many questioning the organization's viability to continue. But the depth and vitality of the plans we have developed emerging from strategic planning should give all partners, especially the Village as our lead funder, confidence to move into the future. I joined the organization in February 2019 as interim executive director and have committed to remaining on board until new leadership is firmly in place. To that end, we have increased the responsibility of Associate Director Athena Williams to include Oak Park programming, have given increased staff leadership roles to Maggie Leininger and Michael Stewart, and have promoted two internal candidates to full time positions, Juan Arriaza and Gretchen Worley. We anticipate bringing on an additional staff leader in a program management role, but are confident that with the right coaching and mentorship, existing talent from within the organization stands the best chance of implementing the changes we have identified while maintaining fidelity to the relationships and functions we have built over decades of strong performance.

Finally, we have continued to grow our board in order to improve our fundraising and other technical capacities. This includes individuals with development experience, human resources experience, and accounting experience. We believe this highly engaged board will allow us to continue our efforts to improve internal structures and raise funds. We have taken on a number of dedicated volunteers in the development and event spaces, with ambitious plans for this year's benefit gala and other fundraising events.

The Housing Center continues to be essential to the Village's core values as outlined in the Village's Diversity Statement, its Comprehensive Plan, and many other ordinances and resolutions. Our work is at the heart of a diverse, welcoming, and increasingly equitable community. Furthermore, the Housing Center adds additional value to the community. Pursuant to conversations with Tammie Grossman, we are reinvigorating our efforts to work well with others in the Oak Park community and move away from any siloed operations. By effectively integrating housing in Oak Park, our schools, parks, businesses, and social networks are integrated as well. By promoting the community as an attractive and welcoming place to live, we further a sense of place that fosters harmony and affinity among all residents. And, by promoting inclusion in the community, we turn diversity into an asset that promotes strong and stable property values. In addition to supporting our necessary services, an investment in the Housing Center pays dividends to the community through these added values, both tangible and intangible.

Funding from Village Hall is essential to the Housing Center. We appreciate our strong and long-standing partnership with the Village of Oak Park and look forward to continuing to work with the Village in sustaining a diverse, inclusive, and prosperous community.

Sincerely,



Jay Readey
Interim Executive Director

THE
Oak Park Regional
HOUSING
CENTER

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1041 South Boulevard
Oak Park, IL 60302
(708) 848-7150

July 29, 2019

Ms. Cara Pavlicek, Village Manager
Village of Oak Park
123 Madison Street
Oak Park, IL 60302

RE: Partner Agency Budget Request Audit for 2018

Dear Ms. Pavlicek,

I am writing to inform you that our financial audit for fiscal year 2018 is still currently underway and is expected to be completed by the end of the third quarter, 2019. The audit is being performed by Ringold Financial Management Services, 850 S. Wabash Avenue, Suite 320, Chicago, IL 60605. If you have any questions regarding this audit, please do not hesitate to contact Lily Bartkoske at 312-566-9705.

Sincerely,

Jay Readey
Interim Executive Director

2020 Budget	GenOP	Oak Park	WCHC	TOTAL
Revenue				
VOP General Revenue		$390,000		$390,000
VOP CDBG		$163,438		$163,438
Other Government Funding			$175,000	$175,000
Corporate and Foundation Grants	$18,000		$135,000	$153,000
Donations and Contributions	$25,000			$25,000
Special Events	$35,000		$30,000	$65,000
Program Income	$33,000		$20,000	$53,000
Other Income	$350			$350
TOTAL	**$111,350**	**$553,438**	**$360,000**	**$1,024,788**
Expense				
Payroll	$21,500	$493,232	$245,500	$760,232
Occupancy (Rent/Util/Maint/Licenses)	$7,003	$70,437	$19,220	$96,660
Professional Services	$5,000	$8,000	$5,000	$18,000
Advertising & Promotions	$2,000	$45,000	$2,000	$49,000
Supplies	$3,200	$7,500	$8,300	$19,000
IT	$3,200	$13,600	$5,100	$21,900
Insurance	$1,000	$3,500	$1,500	$6,000
Professional Development	$1,000	$500	$5,000	$6,500
Program Expenses	$2,000	$2,500	$18,596	$23,096
Fund Raising Expense	$22,000	$0	$5,000	$27,000
Misc	$500	$500	$500	$1,500
TOTAL	$68,403	$644,769	$315,716	$1,028,888
Net	**$42,947**	**($91,331)**	**$44,284**	**($4,100)**

2017 Budget	GenOP	Oak Park	WCHC	TOTAL
Revenue				
VOP - Multi-Family Incentives Program		$391,382		$391,382
VOP - CDBG		$188,925		$188,925
Other Government Funding		$46,101	$176,241	$222,342
Corporate and Foundation Grants	$18,000		$140,000	$158,000
Donations and Contributions	$30,000			$30,000
Special Events	$35,000			$35,000
Program Income	$33,000		$18,450	$51,450
Other Income	$350			$350
TOTAL	**$116,350**	**$626,408**	**$334,691**	**$1,077,449**
Expense				
Payroll	$19,130	$490,372	$237,779	$747,281
Occupancy	$7,003	$70,437	$19,220	$96,660
Professional Services	$18,000	$20,000	$12,500	$50,500
Advertising & Promotions	$2,000	$45,000	$2,000	$49,000
Supplies	$3,200	$7,500	$8,300	$19,000
IT	$3,200	$13,600	$5,100	$21,900
Insurance	$1,000	$3,500	$1,500	$6,000
Professional Development	$1,000	$500	$5,000	$6,500
Program Expense	$2,000	$2,500	$18,596	$23,096
Fund Raising Expense	$22,000	$0	$2,500	$24,500
Miscellaneous	$500	$500	$500	$1,500
TOTAL	**$79,033**	**$653,909**	**$312,995**	**$1,045,937**
NET	$37,317	($27,501)	$21,696	$31,512

Payroll (salary and benefits) for all employees paid for in part or in full by Village of Oak Park funding sources

Staff	Title	Full/Part	2020 Payroll	Benefits	Payroll Taxes	2020 Payroll Estimate	Village Percentage	Amount
TBA	Rental Advisor	Full	$ 35,000	$ 3,120	$ 3,188	$ 41,308	100%	$ 41,308.00
Readey, Jay	Interim Executive Director	Part	$ -	$ -	$ -	$ -	50%	$ -
TBA	Executive Director	Full	$ 89,000	$ 5,520	$ 8,348	$ 102,868	50%	$ 51,434.00
Eckhoff, Sharon	Intake Specialist	Part	$ 21,840	$ -	$ 2,184	$ 24,024	100%	$ 24,024.00
Ehernberger, Jerry	Lead Rental Advisor	Full	$ 48,960	$ 5,520	$ 4,344	$ 58,824	100%	$ 58,824.00
Hopkins, Jennifer	Rental Advisor	Full	$ 36,400	$ 3,120	$ 3,328	$ 42,848	100%	$ 42,848.00
Leininger, Maggie	Director of Finance	Full	$ 72,500	$ -	$ 7,250	$ 79,750	33%	$ 26,317.50
Lewis, Derrick	Communications Manager	Full	$ 42,120	$ 9,360	$ 3,276	$ 54,756	50%	$ 27,378.00
TBA	Affirmative Marketing Specialist	Part	$ 13,200	$ -	$ 1,320	$ 14,520	100%	$ 14,520.00
McKinney, John	Affirmative Marketing Specialist	Part	$ 13,200	$ -	$ 1,320	$ 14,520	100%	$ 14,520.00
Murnan, Arthur	Affirmative Marketing Specialist	Part	$ 13,200	$ -	$ 1,320	$ 14,520	100%	$ 14,520.00
Stewart, Michael	Director TA and Marketing	Full	$ 66,500	$ -	$ 6,650	$ 73,150	100%	$ 73,150.00
Arriaza, Juan	Listing Coordinator	Full	$ 31,000	$ 3,120	$ 2,788	$ 36,908	100%	$ 36,908.00
Williams, Athena	Associate Director	Full	$ 75,000	$ 5,278	$ 6,972	$ 87,250	25%	$ 21,812.55
Worley, Gretchen	Affirmative Marketing Specialist	Full	$ 37,000	$ 5,520	$ 3,148	$ 45,668	100%	$ 45,668.00
TOTAL			**$ 594,920**		**$ 55,436**	**$ 690,914**	$ 100.00	**$ 493,232.05**

Oak Park Regional Housing Center
Profit and Loss
January - June, 2019

	General Operating	OPRHC Counseling	West Cook HC	TOTAL
Income				
4100 Government Grants	31,250.00	283,289.39	48,178.95	362,718.34
4190 Program Income			30,628.00	30,628.00
4200 Foundation Grants	6,813.74		75,250.00	82,063.74
4400 Contributions	20,710.00			20,710.00
4600 Special Events Income	3,976.00			3,976.00
4900 Other Income	1,305.00		300.17	1,605.17
Sales of Product Income	0.00			0.00
Total Income	**$ 64,054.74**	**$ 283,289.39**	**$ 154,357.12**	**$ 501,701.25**
Expenses				
5100 Payroll Expense	20,716.07	232,133.10	87,682.84	340,532.01
5200 Occupancy	1,748.91	32,219.10	6,976.25	40,944.26
5250 Program Expense	111.97	6,138.66	5,647.09	11,897.72
5300 Professional Fees	694.09	38,682.61	1,461.61	40,838.31
5310 Advertising & Promotions	0.00	25,786.51	240.00	26,026.51
5330 Office Expenses	607.35	2,518.52	3,922.86	7,048.73
5340 Technology	300.00	75.00	16,560.25	16,935.25
5350 D/O & WC Insurance	197.52	2,513.20	1,221.61	3,932.33
5400 Training & Education	0.00	685.00	1,994.22	2,679.22
5500 Travel & Meeting Costs	0.00	760.94	955.91	1,716.85
5600 Fund Raising Expense	1,203.56	0.00	0.00	1,203.56
5900 Miscellaneous	0.00	0.00	0.00	0.00
Total Expenses	**$ 25,579.47**	**$ 341,512.64**	**$ 126,662.64**	**$ 493,754.75**
Net Operating Income	**$ 38,475.27**	**-$ 58,223.25**	**$ 27,694.48**	**$ 7,946.50**

THE *Oak Park Regional*
HOUSING CENTER

Promoting and Sustaining Integrated and Inclusive Communities in Oak Park and Beyond

OAK PARK REGIONAL HOUSING CENTER
STRATEGIC PLAN 2020–2023

Prepared by:
Mission + Strategy Consulting

Mission + Strategy CONSULTING
Accelerating Social Value for Non-Profits

Jean Butzen, President
Rashmi Narsana, Senior Advisor, Operations & Revenue Analysis

MISSION STATEMENT

To achieve vibrant communities and promote intentional and stable residential integration throughout Oak Park and the region.

VISION STATEMENT

We envision a diverse Greater Westside of vibrant, sustainably integrated communities.

PROGRAMS STRATEGIES

OAK PARK: AFFIRMATIVE MOVES STRATEGY

a. Counseling and educating renters and property owners
b. Building relationships with property owners and community stakeholders
c. Community education and programming about racial diversity and integrated living

WEST COOK HOUSING CENTER: COMMUNITY REINVESTMENT WITHOUT DISPLACEMENT STRATEGY

a. Housing counseling
b. Financial counseling and education
c. Financial assistance
d. Building relationships with Greater Westside community stakeholders

FINAL SWOT ANALYSIS

STRENGTHS	WEAKNESSES
1. Strong reputation locally and nationally for Oak Park housing integration program 2. Continued support from the Village of Oak Park and other funders to the mission	1. Lack of technology to provide rental assistance services to clients 2. Staff turnover (ED, Deputy Director) has led to increased overload on current staff and inconsistencies across the organization 3. Lack of impact and outcomes data collection and management systems in place for both programs
OPPORTUNITIES	**THREATS**
1. Hire ED who can position OPRHC strongly and firmly locally and nationally; embrace diversity internally, as well as externally 2. Re-establish and build relationships with major funders	1. Risk of losing Village of Oak Park funding 2. Zillow Apartments and Apartments.com will decrease the OP Program clientele further

STRATEGIC PLAN GOALS

1. **Talent Management** — Hire a strong ED and reduce staff turnover by an average of 10% or more per year by 2021 so that staff, board, and external stakeholders have confidence in the direction of the organization and its long-term health.

2. **Technology** – Deploy a comprehensive plan for technology around data collection and community engagement across both programs for the organization by 2021.

3. **Financial Stability** — Have predictable consistent revenue to support the organization, reduce Village funding below 50% of total revenue, and the total revenue grows by $250K–$500K by 2022.

Strategic Priorities

Talent Management, Technology, Financial Stability

#1 STRATEGIC PRIORITY: TALENT MANAGEMENT	
Three-Year Goal: Hire a strong Executive Director and reduce staff turnover by an average of 10% or more per year, by 2021, so that staff, board, and external stakeholders have confidence in the direction of OPRHC and its long-term health.	
Outcome Measures	**Year One Objectives**
• Hire an Executive Director, from a diverse pool of candidates, who meets all of the qualifications. • Set goals and meet or exceed them for on-boarding process for the Executive Director. • Set annual goal for staff turn-over rate; measure and report on staff retention to the Board of Directors and to the Staff each year in the month of June. • [employee satisfaction rate]	1. Complete a search and hire a new Executive Director by Q4 of 2019. 2. Design and execute an onboarding process for the new Executive Director with the goal of successfully launching their leadership tenure with staff and board, regional community stakeholders, funders, and national leadership circles by Q3 2020. 3. Prepare internal and external communication strategy around the hire of the new Executive Director to introduce this person to the stakeholders and the community by within 60 days of hire. 4. Develop and implement employee retention plan to lower turnover rate. 5. Create staff retention survey; measure and communicate results to the staff and the board by 6/20.

Strategic Priorities

Talent Management, Technology, Financial Stability

#2 STRATEGIC PRIORITY: TECHNOLOGY	
Three-Year Goal: Deploy a comprehensive plan for upgrading or introducing technology around data collection and community engagement across both programs for the organization by 2021.	
Outcome Measures	**Year One Objectives**
• Committee to guide the plan with appropriate technological, community, and program experts is assembled to identify the goals and project priorities • Careful, realistic planning is given to all the ways technology can aid each program strategy • Realistic, prioritized expense budgets with identified funding sources are identified with appropriate timeframes • Partnerships with appropriate funders, corporations, businesses, and government agencies are considered to achieve the goals • A revitalizing, engaged approach to how we do what we do, and how we measure the impact of what we do with clients and other stakeholders, in terms of continuous improvement	1. Create an Ad Hoc OPRHC Technology Committee; develop the committee charter, recruit the Chairperson(s), the members, launch the Committee and write the planning document by 4/20. 2. Finish the plan and report to the Board by 4/20. 3. Secure the remainder of the funding to support the planning process by 6/20.

Strategic Priorities

Talent Management, Technology, Financial Stability

#3 STRATEGIC PRIORITY: FINANCIAL STABILITY	
Three-Year Goal: Have predictable consistent revenue to support the organization, reduce Village funding below 50% of total revenue, and the total revenue grows by $250K-$500K by 2022.	
Outcome Measures	**Year One Objectives**
• In year 2020: 1-2; In 2021: 3-5; and in 2022: 5 - 10 prospective major donors/funders (foundations) to be identified and cultivated • Minimum of 1, 2, and then 3 pending requests totaling $15,000, $50,000, and then $100,000 in 2020, 2021, 2022; • Total of $750K in requests by 2023 to foundations, corporations, and high net worth individuals	1. Prepare and launch a three-year fundraising plan for OPRHC for foundations, corporations, individuals, and events, by 1/20. 2. Hire and on-board Development Director to guide and accomplish goals by 3/20 3. Develop donor research and cultivation system for OPRHC for all contacts by 4/20.

MFHIP Quarterly Report for 2018 Q1-Q4
Summary

Oak Park Affirmative Rate*	64%
% of Available Oak Park Units Rented	78%
New Registrations per Move to Oak Park	3.57

*Ratio of Affirmative Moves to Moves

New Registrations

Total Registrations	1994
CDBG	1132
Oak Park Residents	467

New Moves to Oak Park

Total Oak Park Moves	559
Affirmative Moves	360

New Units Listed / Rented

Total Units Listed	778
Oak Park Units Listed	706
Oak Park Units Rented	553

MFHIP Quarterly Report for 2018 Q1-Q4
Active & Closed Registrations by Race, Ethnicity & Location

	African American		Asian		Multiracial		Native American		White		Total	
		Hispanic		Hispanic		Hispanic		Hispanic		Hispanic		Hispanic
Active Registrations	**169**	**6**	**24**	**2**	**5**	**2**	**4**	**3**	**126**	**35**	**328**	**48**
Closed Registrations	**755**	**21**	**216**	**16**	**50**	**12**	**18**	**12**	**895**	**199**	**1,934**	**260**
Moved To:	**226**	**7**	**130**	**4**	**24**	**4**	**11**	**7**	**495**	**88**	**886**	**110**
Chicago	29	1	16	1	0	0	0	0	49	8	94	10
Oak Park	126	3	78	3	19	4	7	5	329	54	559	69
Forest Park	16	0	15	0	1	0	0	0	31	4	63	4
Berwyn	6	0	1	0	1	0	0	0	8	5	16	5
River Forest	3	1	0	0	1	0	0	0	7	1	11	2
Other IL Location	42	2	19	0	2	0	4	2	62	16	129	20
Other Location	4	0	1	0	0	0	0	0	9	0	14	0
Not Moving	**56**	**1**	**16**	**5**	**7**	**3**	**1**	**0**	**82**	**18**	**162**	**27**
Client Not reporting	**473**	**13**	**70**	**7**	**19**	**5**	**6**	**5**	**318**	**93**	**886**	**123**

2019 Q1

Raw Data	**Registrations**	364
	Oak Park Resident Registrations	35
	Moves to Oak Park	56
	Affirmative Moves to Oak Park	34
	Units Listed	156

Relative Data	Oak Park Affirmative Rate (Affirmative Moves / Moves)	61%
	Moves per Unit Listed	22%
	Registrations per Move to Oak Park	6.50

2019 Q1	African American	Asian	Hispanic	Multiracial	Native American	White	Total
Clients Reporting Results	115	26	48	2	1	121	313
Moved to Chicago	35	3	13	0	0	22	73
Moved to Oak Park	39	7	9	0	0	35	90
Moved to Forest Park	4	1	0	0	0	3	8
Moved to Berwyn	2	1	0	0	0	2	5
Moved to River Forest	2	1	0	0	0	2	5
Moved to Other Suburb	19	8	19	2	1	38	87
Out of State or Other	14	5	7	0	0	24	50
Not Moving	0	0	0	0	0	0	0
Clients Not Reporting Results	27	2	6	0	0	11	46
Total Clients	142	28	54	2	1	137	364

Reminder

Move data always lags registration data by about 2 months. End of year report occurs after lag to catch all moves. Quarterly reports do NOT.

MFHIP Quarterly Report for 2019 Q2
Summary

Oak Park Affirmative Rate*	62%
% of Available Oak Park Units Rented	67%
New Registrations per Move to Oak Park	4.39

*Ratio of Affirmative Moves to Moves

New Registrations

Total Registrations	601
CDBG	326
Oak Park Residents	144

New Moves to Oak Park

Total Oak Park Moves	137
Affirmative Moves	85

New Units Listed / Rented

Total Units Listed	218
Oak Park Units Listed	202
Oak Park Units Rented	136

MFHIP Quarterly Report for 2019 Q2
Active & Closed Registrations by Race, Ethnicity & Location

	African American		Asian		Multiracial		Native American		White		Total	
		Hispanic		Hispanic		Hispanic		Hispanic		Hispanic		Hispanic
Active Registrations	**18**	**0**	**3**	**0**	**2**	**0**	**0**	**0**	**20**	**7**	**43**	**7**
Closed Registrations	**144**	**4**	**42**	**4**	**9**	**2**	**8**	**6**	**191**	**38**	**394**	**54**
Moved To:	**45**	**0**	**30**	**3**	**3**	**1**	**4**	**3**	**124**	**18**	**206**	**25**
Chicago	6	0	3	0	0	0	1	1	9	0	19	1
Oak Park	26	0	17	3	2	1	3	2	89	11	137	17
Forest Park	5	0	4	0	0	0	0	0	7	1	16	1
Berwyn	1	0	0	0	0	0	0	0	2	2	3	2
River Forest	1	0	0	0	0	0	0	0	2	0	3	0
Other IL Location	5	0	6	0	1	0	0	0	12	3	24	3
Other Location	1	0	0	0	0	0	0	0	3	1	4	1
Not Moving	**10**	**0**	**6**	**0**	**1**	**0**		**0**	**20**	**3**	**37**	**3**
Client Not reporting	**89**	**4**	**6**	**1**	**5**	**1**	**4**	**3**	**47**	**17**	**151**	**26**

MFHIP Quarterly Report for 2019 Q2
Closed Registrations by Race, Ethnicity & Move From Location

	African American		Asian		Multiracial		Native American		White		Total	
Closed Registrations		Hispanic		Hispanic		Hispanic		Hispanic		Hispanic		Hispanic
Moved From:	**45**	**0**	**30**	**3**	**3**	**1**	**4**	**3**	**124**	**18**	**206**	**25**
Chicago	12	0	4	0	1	1	0	0	27	3	44	4
Oak Park	19	0	7	2	0	0	2	2	28	4	56	8
Forest Park	0	0	1	0	0	0	0	0	2	0	3	
Berwyn	0	0	0	0	1	0	0	0	0	0	1	
River Forest	0	0	0	0	0	0	0	0	0	0		
Other IL Location	9	0	6	0	1	0	2	1	32	7	50	8
Other Location	5	0	12	1	0	0	0	0	35	4	52	5

MFHIP Quarterly Report for 2019 Q3
Summary

Oak Park Affirmative Rate*	65%
% of Available Oak Park Units Rented	84%
New Registrations per Move to Oak Park	2.89

*Ratio of Affirmative Moves to Moves

New Registrations

Total Registrations	508
CDBG	296
Oak Park Residents	116

New Moves to Oak Park

Total Oak Park Moves	176
Affirmative Moves	115

New Units Listed / Rented

Total Units Listed	222
Oak Park Units Listed	204
Oak Park Units Rented	172

MFHIP Quarterly Report for 2019 Q3
Active & Closed Registrations by Race, Ethnicity & Location

	African American		Asian		Multiracial		Native American		White		Total	
		Hispanic		Hispanic		Hispanic		Hispanic		Hispanic		Hispanic
Active Registrations	**166**	**3**	**35**	**1**	**6**	**3**	**4**	**2**	**141**	**34**	**352**	**43**
Closed Registrations	**223**	**9**	**64**	**3**	**16**	**6**	**12**	**10**	**303**	**62**	**618**	**90**
Moved To:	**56**	**3**	**44**	**2**	**9**	**3**	**4**	**3**	**183**	**27**	**296**	**38**
Chicago	5	0	4	0	2	0	0	0	19	2	30	2
Oak Park	28	2	26	1	5	1	2	1	115	18	176	23
Forest Park	5	0	4	0	0	0	0	0	14	1	23	1
Berwyn	1	0	1	0	0	0	0	0	3	1	5	1
River Forest	3	0	1	0	0	0	0	0	0	0	4	0
Other IL Location	14	1	7	1	2	2	2	2	29	5	54	11
Other Location	0	0	1	0	0	0	0	0	3	0	4	0
Not Moving	**9**	**0**	**2**	**0**	**2**	**0**	**1**	**1**	**34**	**11**	**48**	**12**
Client Not reporting	**158**	**6**	**18**	**1**	**5**	**3**	**7**	**6**	**86**	**24**	**274**	**40**

MFHIP Quarterly Report for 2019 Q3
Closed Registrations by Race, Ethnicity & Move From Location

	African American		Asian		Multiracial		Native American		White		Total	
Closed Registrations		Hispanic		Hispanic		Hispanic		Hispanic		Hispanic		Hispanic
Moved From:	**56**	**3**	**44**	**2**	**9**	**3**	**4**	**3**	**183**	**27**	**296**	**38**
Chicago	18	0	4	0	4	2	1	1	31	5	58	8
Oak Park	13	1	7	0	1	0	0	0	32	6	53	7
Forest Park	5	0	3	0	1	1	0	0	5	0	14	1
Berwyn	0	0	0	0	0	0	0	0	2	1	2	1
River Forest	0	0	1	0	0	0	0	0	1	0	2	0
Other IL Location	10	1	17	2	1	0	2	2	62	11	92	16
Other Location	10	1	12	0	2	0	1	0	50	4	75	5

RINGOLD

CERTIFIED PUBLIC ACCOUNTANTS
& CONSULTANTS

October 25, 2019

Athena Williams
Executive Director
The Oak Park Regional Housing Center (OPRHC)
1041 South Boulevard
Oak Park, IL 60302

Ms. Williams,

It was a pleasure meeting with you yesterday, per our conversation we have been engaged to prepare OPRHC's Audit and 990 for the year 2018; we will have the audit & 990 completed on or before November 30, 2019.

We recommend you contact the State and the IRS to explain the reason for the delays and request an additional extension.

If you have any questions please do not hesitate to give me a call directly.

Sincerely,

Michelle Ringold, CPA
President & CEO

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OAK PARK
REGIONAL HOUSING CENTER
Independent Auditors' Report
And Financial Statements
Years Ended
December 31, 2017 and 2016

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Oak Park Regional Housing Center

We have audited the accompanying financial statements of Oak Park Regional Housing Center (a nonprofit organization), which comprise the statements of financial position as of December 31, 2017 and 2016, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Oak Park Regional Housing Center as of December 31, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of program service expenses on pages 12-13 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Ringold Financial Management Serv. Inc

Chicago, IL
September 21, 2018

OAK PARK REGIONAL HOUSING CENTER
STATEMENTS OF FINANCIAL POSITION
AS OF DECEMBER 31, 2017 AND 2016

ASSETS

	2017	2016
Current Assets		
Cash and Cash Equivalents	$ 234,614	$ 122,552
Prepaid Expenses	6,797	3,749
Security Deposit	1,550	1,550
Grants and Other Receivables	166,820	85,897
Total Current Assets	409,781	213,748
Fixed Assets		
Property & Equipment	79,096	207,612
Leasehold Improvements	42,742	42,742
Less: Accumulated Depreciation	(116,437)	(240,998)
Total Fixed Assets	5,401	9,356
Total Assets	$ 415,182	$ 223,104

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts Payable	$ 646	$ 16,238
Payroll Liabilities	12,927	10,377
Deferred Revenue	19,250	26,153
Total Current Liabilities	32,823	52,768
Net Assets		
Unrestricted Net Assets	282,359	170,336
Temporarily Restricted Net Assets	100,000	-
Total Net Assets	382,359	170,336
Total Liabilities and Net Assets	$ 415,182	$ 223,104

See independent auditors' report and accompanying notes to financial statements

OAK PARK REGIONAL HOUSING CENTER
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	2017			2016		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
Support and Revenue						
Government Grants	$ 820,849	$ -	$ 820,849	$ 696,982	$ -	$ 696,982
Corporate & Foundation Grants	211,123	100,000	311,123	181,914	-	181,914
Individual Contributions	154,647	-	154,647	97,276	-	97,276
Special Events	54,782	-	54,782	73,241	-	73,241
Investment Income	8	-	8	9	-	9
Other Income	5,789	-	5,789	3,000	-	3,000
Net Assets Released From Restrictions	-	-	-	-	-	-
Total Support and Revenue	1,247,198	100,000	1,347,198	1,052,422	-	1,052,422
Expenses						
Program Service Expenses						
Oak Park Rental Program	726,068	-	726,068	713,351	-	713,351
Regional Home Ownership	309,646	-	309,646	304,225	-	304,225
Austin Ascending	32,032	-	32,032	31,474	-	31,474
Total Program Service Expenses	1,067,746	-	1,067,746	1,049,050	-	1,049,050
Supporting Service Expenses						
Management and General	51,080	-	51,080	50,576	-	50,576
Fundraising	16,349	-	16,349	15,454	-	15,454
Total Supporting Service Expenses	67,429	-	67,429	66,030	-	66,030
Total Expenses	1,135,175	-	1,135,175	1,115,080	-	1,115,080
Increase (Decrease) in Net Assets	112,023	100,000	212,023	(62,658)	-	(62,658)
NET ASSETS, beginning of year	$ 170,336	$ -	$ 170,336	$ 232,994	$ -	$ 232,994
NET ASSETS, end of year	$ 282,359	$ 100,000	$ 382,359	$ 170,336	$ -	$ 170,336

See independent auditors' report and accompanying notes to financial statements

OAK PARK REGIONAL HOUSING CENTER
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017

	Program Services	Management and General	Fundraising	Total
Salaries and Wages	$ 703,710	$ 36,326	$ 10,111	$ 750,147
Payroll Taxes	70,172	986	986	72,144
Employee Benefits	33,673	310	310	34,293
Advertising	46,633	-	96	46,729
Office Expense	22,924	1,028	471	24,423
Occupancy	148,027	3,845	3,845	155,717
Professional Fees	7,525	143	105	7,773
Insurance	4,712	1,256	129	6,097
Travel	18,035	863	55	18,953
Bank Charges	-	1,945	196	2,141
Miscellaneous	66	72	-	138
Training and Education	4,155	352	45	4,552
Depreciation	-	3,954	-	3,954
Program Expense	8,114	-	-	8,114
	$ 1,067,746	$ 51,080	$ 16,349	$ 1,135,175

OAK PARK REGIONAL HOUSING CENTER
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2016

	Program Services	Management and General	Fundraising	Total
Salaries and Wages	$ 665,331	$ 34,345	$ 9,559	$ 709,235
Payroll Taxes	57,710	810	810	59,330
Employee Benefits	34,858	321	321	35,500
Advertising	43,072	-	89	43,161
Office Expense	26,921	1,207	553	28,681
Occupancy	145,018	3,767	3,767	152,552
Professional Fees	5,054	96	71	5,221
Insurance	3,163	843	86	4,092
Travel	19,217	920	59	20,196
Bank Charges	-	425	43	468
Miscellaneous	255	281	-	536
Training and Education	8,923	755	96	9,774
Depreciation	-	6,806	-	6,806
Program Expense	39,528	-	-	39,528
	$ 1,049,050	$ 50,576	$ 15,454	$ 1,115,080

See independent auditors' report and accompanying notes to financial statements

OAK PARK REGIONAL HOUSING CENTER
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ 212,023	$ (62,658)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation Expense	3,954	6,806
(Increase) Decrease in Assets:		
Accounts Receivable	(80,923)	105,854
Prepaid Expenses and Other Current Assets	(3,048)	(570)
Increase (Decrease) in Liabilities:		
Accounts Payable	(15,592)	12,182
Accrued Expenses and Other Liabilities	(4,352)	(11,026)
Cash provided by operating activities	112,062	50,588
Net Increase in Cash and Cash Equivalents	112,062	50,588
CASH AT BEGINNING OF YEAR	122,552	71,964
CASH AT END OF YEAR	$ 234,614	$ 122,552
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid for:		
Interest	$ -	$ -
Taxes	$ -	$ -

See independent auditors' report and accompanying notes to financial statements

NOTE A - Nature of Business

Oak Park Regional Housing Center (the "Center") is a not-for-profit corporation founded in 1971, whose mission is to achieve meaningful and lasting racial diversity throughout Oak Park and surrounding communities. The Center's programs include housing outreach, counseling, previewing housing units and escorting clients to available housing units, corporate outreach to encourage affirmative moves, cooperation with real estate firms and education and communication regarding racial diversity. The Center also networks with other housing agencies with similar goals.

NOTE B - Summary of Significant Accounting Policies

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. The Center maintains its accounts in accordance with the principles and practices of fund accounting. Fund accounting is the procedure by which resources for various purposes are classified for accounting purposes in accordance with activities or objectives specified by donors.

These financial statements have been prepared to focus on the Center as a whole and to present balances and transactions according to the existence or absence of donor-imposed restrictions. This has been accomplished by classification of fund balances and transactions into three classes of net assets – permanently restricted, temporarily restricted or unrestricted.

Accordingly, net assets and changes therein are classified as follows:

Unrestricted net assets: Net assets not subject to donor-imposed restrictions.

Temporarily restricted net assets: Net assets subject to donor-imposed stipulations that may or will be met by actions of the Center and/or passage of time. The Center had $100,000 and $0 of temporarily restricted net assets as of December 31, 2017 and December 31, 2016, respectively.

Permanently restricted net assets: Net assets subject to donor-imposed stipulations that they be maintained by the Center. Generally, the donors of these assets permit the Center to use all or part of the income earned on related investments for general or specific purposes. The Center had no permanently restricted net assets as of December 31, 2017 and 2016.

Revenues are reported as increases in unrestricted net assets unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Gains and losses on investments and other liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Expirations of temporary restrictions on net assets (i.e., the donor stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as reclassifications between applicable classes of net assets.

Contributions

Contributions, including unconditional promises-to-give, are recognized as revenue in the period received. Conditional promises to give are not recognized as revenue until the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value. The Center collects all of its contributions, thus, no allowance for doubtful accounts is necessary.

NOTE B - Summary of Significant Accounting Policies (Continued)

Contributions (Continued)

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted net assets depending upon the existence or nature of any donor restrictions.

Contributions from unconditional promises to give that are to be received after one year are discounted at an appropriate discount rate based on an average Federal Funds rate.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

The Center considers cash on deposit at banks and highly liquid investments with maturities of three months or less at the date of purchase to be cash and cash equivalents.

Fixed Assets

Acquisitions of property and equipment in excess of $1,000 are capitalized. Property and equipment are recorded at cost when acquired, or if donated, at the fair market value at the date of donation. Depreciation is calculated using the straight-line method, over 5 to 10 years, based on the estimated useful lives of the assets. Depreciation expenses for the years ended December 31, 2017 and 2016 are $3,954 and $6,806, respectively.

Advertising

Advertising costs are expensed as incurred. Advertising expense for the years ended December 31, 2017 and 2016 was $46,729 and $43,161, respectively.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the Statements of Activities and Statements of Functional Expenses. Accordingly, certain costs have been allocated to specific program services based on direct benefit obtained. All remaining costs are considered general support to all programs and the Center in general.

Income Taxes

The Center is recognized as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is exempt from federal and state income taxes on related income. The Center had no unrelated business income during fiscal year 2017 and 2016 and, therefore, no provision for federal or state income taxes has been made in the accompanying financial statements. The Center files its 990 forms in the U.S. federal jurisdiction and the office of the state's attorney general for the State of Illinois.

NOTE C. - Grants and Other Receivables

As of December 31, 2017 and 2016, all of the Center's grants receivable were due within one year with balances of $166,820, and $85,897, respectively. No allowance has been established as Oak Park Regional Housing Center believes the entire amount is collectible.

NOTE D. - Lease Commitments

The Center has separate lease agreements for the Oak Park office and the Forest Park office, which expire on June 30, 2020 and September 30, 2018, respectively. The combined rent expenses for the years ended December 31, 2017 and 2016 totaled $64,412 and $62,205, respectively.

The total minimum rental commitment under these separate lease agreements as of December 31, 2017, is as follows

Year ending December 31,	Forest Park	Oak Park
2018	$ 13,995	$ 48,060
2019	-	49,140
2020	-	24,840
Total	$ 13,995	$ 122,040

NOTE E. - Government Grants

Government grants consisted of the following during the years ended December 31:

	2017	2016
Village of Oak Park CDBG	$ 166,048	$ 171,048
Cook County CDBG	54,990	48,000
Village of Oak Park MFIP	425,000	425,000
IHDA Foreclosure Prevention Program	111,265	-
Department of Housing and Urban Development	63,546	23,134
Illinois Facilities Fund	-	29,800
Total	$ 820,849	$ 696,982

NOTE F. – Temporarily Restricted Net Assets

Temporarily restricted net assets at December 31, 2017 are as follows:

	2017	2016
West Cook Homeownership Center (Program Restriction)	$ 100,000	$ -

NOTE G. - Subsequent Events

Management has evaluated subsequent events through September 21, 2018, the date which the financial statements were available for issue. There were no subsequent events which require disclosure.

SUPPLEMENTARY INFORMATION

OAK PARK REGIONAL HOUSING CENTER
SCHEDULE OF PROGRAM SERVICE EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017

	Oak Park Rental Program	Regional Home Ownership	Austin Ascending Program	Total
Salaries and Wages	$ 478,523	$ 204,076	$ 21,111	$ 703,710
Payroll Taxes	47,717	20,350	2,105	70,172
Employee Benefits	22,898	9,765	1,010	33,673
Advertising	31,710	13,524	1,399	46,633
Office Expense	15,588	6,648	688	22,924
Occupancy	100,658	42,928	4,441	148,027
Professional Fees	5,117	2,182	226	7,525
Insurance	3,205	1,366	141	4,712
Travel	12,264	5,230	541	18,035
Miscellaneous	45	19	2	66
Training and Education	2,825	1,205	125	4,155
Program Expense	5,518	2,353	243	8,114
	$ 726,068	$ 309,646	$ 32,032	$ 1,067,746

See independent auditors' report and accompanying notes to financial statements

OAK PARK REGIONAL HOUSING CENTER
SCHEDULE OF PROGRAM SERVICE EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2016

	Oak Park Rental Program	Regional Home Ownership	Austin Ascending Program	Total
Salaries and Wages	$ 452,425	$ 192,946	$ 19,960	$ 665,331
Payroll Taxes	39,243	16,736	1,731	57,710
Employee Benefits	23,703	10,109	1,046	34,858
Advertising	29,289	12,491	1,292	43,072
Office Expense	18,306	7,807	808	26,921
Occupancy	98,612	42,055	4,351	145,018
Professional Fees	3,436	1,466	152	5,054
Insurance	2,151	917	95	3,163
Travel	13,067	5,573	577	19,217
Miscellaneous	173	74	8	255
Training and Education	6,067	2,588	268	8,923
Program Expense	26,879	11,463	1,186	39,528
	$ 713,351	$ 304,225	$ 31,474	$ 1,049,050

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