

## **SUBRECIPIENT GRANT AGREEMENT**

**THIS SUBRECIPIENT GRANT AGREEMENT** (hereinafter referred to as the “Agreement”) is entered into as of the day of \_\_\_\_\_ September, 2023 between the VILLAGE OF OAK PARK, Illinois (hereinafter referred to as the “Village”) and HOUSING FORWARD, an Illinois not-for-profit corporation (hereinafter referred to as the “Subrecipient”).

### **RECITALS**

**WHEREAS**, the Village has applied for Community Development Block Grant (hereinafter referred to as “CDBG”) funds from the United States Department of Housing and Urban Development (hereinafter referred to as “HUD”) as provided by the Housing and Community Development Act of 1974, as amended (P.L. 93-383) (hereinafter referred to as “the Act”); and

**WHEREAS**, Subrecipient has applied to the Village for CDBG funds for the 2023 Program Year; and

**WHEREAS**, the Village has considered and approved the application of Subrecipient and hereby agrees to distribute to Subrecipient a portion of the total CDBG funds allotted to the Village by HUD, with the portion distributed to Subrecipient being in the amount provided in this Agreement and upon the conditions set forth herein; and

**WHEREAS**, the Village and Subrecipient, acting through their respective Boards are each authorized to enter into this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

**1. INCORPORATION OF RECITALS.** The foregoing recitals are incorporated into this Agreement as though fully set forth herein.

**2. SCOPE OF SERVICES.**

A. Subrecipient’s project schedule and project budget (hereinafter collectively referred to as “the Project”) are set forth in the Subrecipient’s Program Year 2023 Community Development Block Grant Program Proposal attached hereto and incorporated herein by reference as Exhibit A (hereinafter referred to as the “Subrecipient’s Proposal”).

B. The Project will proceed in accordance with the terms of this Agreement, the Subrecipient’s Proposal and all laws and regulations referenced in this Agreement. Any changes(s) in the Project must be approved by the Village prior to the Subrecipient incurring any Project costs or implementing any substantial Project modifications. Such approval shall only be effective if authorized by a written amendment to this Agreement.

C. The funds to be provided by the Village to Subrecipient pursuant to this Agreement shall be used to partially pay salary costs and program supplies related to the Wraparound Services Program's Community Case Manager. A total of 120 persons (20 Oak Park persons) will benefit.

**3. ALLOCATION OF FUNDS.**

A. The Village shall distribute to Subrecipient as Subrecipient's portion of the total grant received by the Village from HUD a maximum of thirteen-thousand three-hundred and forty-seven dollars (\$13,347) (hereinafter referred to as the "Grant Funds") to be paid in accordance with the terms of this Agreement. The Subrecipient acknowledges and agrees that only those budget line items and percentages that appear in its Program Year 2023 Project Budget will be considered for reimbursement through the Grant Funds.

B. The Grant Funds shall not be used for ineligible or unallowable costs, including costs incurred prior to the effective date of this Agreement as defined herein. In the event the Village does not receive the Grant Funds from HUD, the Village shall not provide the Grant Funds, or any other funds, to Subrecipient.

**4. PAYMENT.**

A. The Village shall make all Grant Funds payments on a reimbursement basis. To request a payment of Grant Funds, the Subrecipient must submit a request for payment to the Village in the form of an invoice, together with such supporting documentation as the Village deems necessary in its discretion to support the invoice. The Village shall only reimburse the Subrecipient for approved expenditures to the maximum of the allocated Grant Funds for the Project.

B. The Village may refuse to reimburse the Subrecipient if the Subrecipient is not in compliance with any applicable law, rule or regulation or this Agreement. In such case, the Village shall assist the Subrecipient to bring the Project into compliance.

C. The Subrecipient shall submit invoices to the Village for reimbursement monthly for the first quarter (a separate invoice for October, November and December, 2023, respectively) and at least quarterly for the last three quarters of the Program Year, as defined below. Final project invoices must be submitted to the Village no later than October 31, 2024. Any invoices submitted after October 31, 2024 shall not be paid by the Village.

**5. PROGRAM YEAR.**

A. The Subrecipient shall perform the Project beginning October 1, 2023 and ending on September 30, 2024 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2024. Project costs shall not be incurred after the Program Year.

C. If the Subrecipient is delayed in the completion of the Project by any cause legitimately beyond its control, it shall immediately, upon receipt and knowledge of such delay, give written notice to the Village and request an extension of time for completion of the Project. The Subrecipient shall request an extension from the Village in writing at least thirty (30) days before the end of the Program Year. The Village shall either grant or deny the request for an extension in its discretion and shall provide notice to the Subrecipient of its grant or denial of the request.

D. The Subrecipient shall return any funds not expended by the end of the Project to the Village. All funds obligated or committed by the Subrecipient to contractors, suppliers, etc. during the Program Year must be expended by the end of the Program Year unless an extension has been given to the Subrecipient. The Subrecipient shall have 30 days after the close of the Program Year to request reimbursement for costs incurred for the Project, unless an extension has been granted pursuant to this Agreement.

## **6. COMPLIANCE WITH LAWS AND REGULATIONS.**

A. The Subrecipient shall comply with the applicable provisions Housing and Community Development Act of 1974, 42 U.S.C. § 5301 *et seq.* (hereinafter referred to as the "Act"), and all applicable rules and regulations promulgated under the Act by the Department of Housing and Urban Development (HUD), including, but not limited to 24 CFR Part 570, and all other applicable federal, state, county and local government laws, ordinances or regulations which may in any manner affect the performance of this Agreement, including but not limited to those set forth herein, and those identified in the document titled "Assurances," attached hereto and incorporated herein by reference as Exhibit B.

B. The Subrecipient shall comply with the applicable administrative requirements set forth in the Code of Federal Regulations at 2 CFR 200.

C. The Subrecipient shall comply with the following in its performance of the Project:

1. Not discriminate against any worker, employee, or applicant, or any member of the public because of race, religion, disability, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, nor otherwise commit an unfair employment practice;

2. Take action to ensure that applicants are employed without regard to race, religion, handicap, creed, color, sex, age, sexual orientation, status as a

disabled veteran or Vietnam era veteran, or national origin, with such action including, but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, selection for training, including apprenticeship; and

3. The Village's Reaffirmation of Equal Employment Opportunity Policy ("EEO"), attached hereto and incorporated herein by reference as Exhibit C.

D. Subrecipient agrees not to violate any state or federal laws, rules or regulations regarding a direct or indirect illegal interest on the part of any employee or elected officials of the Subrecipient in the Project or payments made pursuant to this Agreement.

E. Subrecipient agrees that, to the best of its knowledge, neither the Project nor the funds provided therefore, nor the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 of Title 5 of the United States Code, otherwise known as the "Hatch Act."

F. Subrecipient shall be accountable to the Village for compliance with this Agreement in the same manner as the Village is accountable to the United States government for compliance with HUD guidelines.

G. The Village, as a condition to Subrecipient's receipt of Grant Funds, requires Subrecipient, when applicable, to assist in the completion of an environmental review as needed for the Project.

H. Subrecipient shall permit the authorized representatives of the Village, HUD, and the Comptroller General of the United States to inspect and audit all data and reports of Subrecipient relating to its performance of this Agreement.

I. Subrecipient agrees and authorizes the Village to conduct on-site reviews, examine personnel and employment records and to conduct other procedures or practices to assure compliance with these provisions. The Subrecipient agrees to post notices, in conspicuous places available to employees and applicants for employment, setting forth the provisions of this non-discrimination clause.

J. The Village will provide technical assistance as needed to assist the Subrecipient in complying with the Act and the rules and regulations promulgated for implementation of the Act.

K. The Project shall be administered in accordance with all applicable federal, state, and local laws, codes, ordinances, and regulations, including the federal Davis-Bacon Act and related acts, requirements, environmental regulations, and all conditions and exhibits attached

hereto. Eligible costs are limited to those associated with the scope of the Project described herein. It is mutually understood that allocated funds are to be expended by the Subrecipient. The Subrecipient shall provide documentation to the Village as required to sufficiently document financial compliance, the beneficiaries of the Project, and compliance with applicable laws concerning equal opportunity and non-discrimination. This Agreement is subject to the completion of the environmental review in accordance with 24 CFR Part 58 and HUD regulations set forth in 24 CFR Part 58, as amended. The Village shall receive approval of a "Request for Release of Funds" from HUD before the Subrecipient enters into any written contracts pursuant to this Agreement. If the environmental review requires conditions to mitigate any environmental impacts, the Village shall enter into an agreement with any applicable purchaser and ensure any conditions set forth in the environmental review shall be undertaken.

**7. REPORTING AND RECORD KEEPING.**

A. Subrecipient's Maintenance of Required Records. Subrecipient shall maintain records to show actual time devoted and costs incurred in connection with the Project. Upon fifteen (15) days' notice from the Village, originals or certified copies of all timesheets, billings, and other documentation used in the preparation of said Progress Reports required pursuant to Section 7(C) below shall be made available for inspection, copying, or auditing by the Village at any time, during normal business hours.

B. Subrecipient's documents and records pursuant to this Agreement shall be maintained and made available during the Project Period and for three (3) years after completion of the Project. The Subrecipient shall give notice to the Village of any documents or records to be disposed of or destroyed and the intended date after said period, which shall be at least 90 days after the effective date of such notice of disposal or destruction. The Village shall have 90 days after receipt of any such notice to give notice to the Consultant not to dispose of or destroy said documents and records and to require Consultant to deliver same to the Village. The Subrecipient shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of Grant Funds passing in conjunction with the Agreement. The Agreement and all books, records and supporting documents related to the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Subrecipient agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this subsection shall establish a presumption in favor of the Village for recovery of any Grant Funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Subrecipient shall make the documents and records available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Project as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois

Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

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

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

The following schedule shall be applicable:

1 <sup>st</sup> Quarter: October-December, 2023	Progress report due by January 15, 2024
2 <sup>nd</sup> Quarter: January–March, 2024	Progress report due by April 15, 2024
3 <sup>rd</sup> Quarter: April–June, 2024	Progress report due by July 15, 2024
4 <sup>th</sup> Quarter: July–September, 2024	Progress report/Final report due by October 15, 2024

Each quarterly Progress Report and the Final Report shall include information regarding activity compliance pursuant to the national objective criteria set forth in 24 C.F.R. Section 208 (2) and 570 and in Section 2 - Scope of Services. See the attached formats Exhibits D & E. The Village may request additional reports from the Subrecipient as necessary to comply with any applicable federal law requirements.

D. Penalty for Late Submission of Quarterly Reports or Final Report. In the event the Subrecipient does not provide the Village with any report within the required time period, the Village shall withhold \$25.00 from the Grant Funds for each business day the report remains overdue. Funds charged for failure to submit a required report shall be deducted from the total Grant Funds and the amount allocated to reimburse for the scope of services shall be reduced accordingly. It is the Subrecipient’s sole responsibility to be aware of the reporting schedule and to provide the Village with timely reports.

E. Subrecipient will keep and maintain such records and provide such reports and documentation to the Village as the Village deems necessary to further its monitoring obligations.

**8. MONITORING AND PERFORMANCE DEFICIENCIES.**

A. Village Project Monitoring. The Village will monitor the Subrecipient's planning and implementation of the Project on a periodic basis to determine Subrecipient's compliance with all laws, rules and regulations and to determine whether Subrecipient is adequately performing and operating the Project in accordance with the approved Project guidelines. Subrecipient acknowledges the necessity for such monitoring and agrees to cooperate with the Village in this effort by providing all requested records and information and allowing such on-site visits as the Village determines is necessary to accomplish its monitoring function.

B. Performance Deficiency Procedures. The Village may take such actions as are necessary to prevent the continuation of a performance deficiency, to mitigate, to the extent possible, the adverse effects or consequences of the deficiency, and to prevent a recurrence of the deficiency. The following steps outline the general procedure the Village will use when it becomes aware of a performance deficiency. The Village is not bound to follow these steps. Depending on the seriousness of the deficiency, the Village may take any steps it deems necessary to address the deficiency, including immediate termination of the Project and any other remedies available by law.

1. When an issue involving a performance deficiency arises, including performance reporting requirements, the Village will first attempt to resolve the issue by informal discussions with the Subrecipient. The Village will attempt to provide Technical Assistance, to the maximum extent practicable, to help the Subrecipient successfully resolve the performance issue.
2. If discussion does not result in correction of the deficiency, the Village will schedule a monitoring visit to review the performance area that must be improved. The Village will provide the Subrecipient with a written report that outlines the results of the monitoring. Generally this report will include a course of corrective action and a time frame in which to implement corrective actions.
3. If, despite the above efforts, the Subrecipient fails to undertake the course of corrective action by the stated deadline, the Village will notify the Subrecipient in writing that its Project is being suspended. CDBG funds may not be expended for any Project that has been suspended.
4. The Village's written suspension notice will include a specified, written course of corrective action and a timeline for achieving the changes. Generally, corrective action plans will require a 15 to 60 day period of resolution (depending upon the performance issue).

5. The Village may lift a suspension when the performance issue has been resolved to the satisfaction of the Village. The Village will release a suspension by written release signed by the Village Manager or her designee.

C. Unresolved Performance Deficiencies. Subrecipient's failure, in whole or in part, to meet the course of corrective action to have a suspension lifted, shall constitute cause for termination pursuant to the procedures set forth in Section 9 below.

## **9. TERMINATION.**

This Agreement may be terminated as follows:

A. By Fulfillment. This Agreement will be considered terminated upon fulfillment of its terms and conditions.

B. By Mutual Consent. The Agreement may be terminated or suspended, in whole or in part, at any time, if both parties consent to such termination or suspension. The conditions of the suspension or termination shall be documented in a written amendment to the Agreement.

C. Lack of Funding. The Village reserves the right to terminate this Agreement, in whole or in part, in the event expected or actual funding from the Federal government or other sources is withdrawn, reduced or eliminated.

D. For Cause. The Village may terminate this Agreement for cause at any time. Cause shall include, but not be limited to:

1. Improper or illegal use of funds;
2. Subrecipient's suspension of the Project; or
3. Failure to carry out the Project in a timely manner.

E. Termination for Illegality. This Agreement shall be subject to automatic termination due to the Subrecipient's improper or illegal use of the Grant Funds. Notice of termination for illegality shall be provided by the Village to Subrecipient pursuant to Section 18 below.

## **10. REVERSION OF ASSETS.**

A. At the termination of this Agreement, Subrecipient shall transfer to the Village any CDBG funds on hand, and any accounts receivable attributable to the use of CDBG funds.

B. Any real property under Subrecipient's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to Subrecipient in the form of



a loan) in excess of \$25,000 must be either:

1. Used to meet one of the national objectives in Section 570.208 for a period of five years after the expiration of the agreement, or for such longer period of time as determined to be appropriate by the recipient; or
2. If not so used, Subrecipient shall then pay to the Village an amount equal to the current market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the property, which payment shall be considered program income to the Village, as required by law. Such change in use or property disposition will be reported to the Village within 30 days of the intent to dispose of said property. Promissory notes, deeds of trust or other documents may additionally be negotiated as a term for receipt of funds.

C. If Subrecipient intends to dispose of any real property acquired and/or improved with CDBG funds, Subrecipient must report, in writing, to the Village, such intent to dispose of said property 30 days prior to the negotiation and/or agreement to dispose of said property.

D. For a period of 5 years after the Project Year, Subrecipient will provide the Village with an annual report inventorying all real property acquired or improved with CDBG funds and certifying its use in accordance with the CDBG National Objectives.

## **11. REMEDIES.**

A. In the event of any violation or breach of this Agreement by Subrecipient, misuse or misapplication of funds derived from the Agreement by Subrecipient, or any violation of any laws, rules or regulations, directly or indirectly, by Subrecipient and/or any of its agents or representatives, the Village shall have the following remedies:

1. The Subrecipient may be required to repay the Grant Funds to the Village;
2. To the fullest extent permitted by law, the Subrecipient will indemnify and hold the Village harmless from any requirement to repay the Grant Funds to HUD previously received by the Subrecipient for the Project or penalties and expenses, including attorneys' fees and other costs of defense, resulting from any action or omission by the Subrecipient; and
3. The Village may bring suit in any court of competent jurisdiction for repayment of Grant Funds, damages and its attorney's fees and costs, or to seek any other lawful remedy to enforce the terms of this Agreement, as a result of any action or omission by the

Subrecipient.

**12. INDEPENDENT CONTRACTOR.** Subrecipient is and shall remain for all purposes an independent contractor and shall be solely responsible for any salaries, wages, benefits, fees or other compensation which she may obligate herself to pay to any other person or consultant retained by her.

**13. NO ASSIGNMENT.** Subrecipient shall not assign this Agreement or any part thereof and Subrecipient shall not transfer or assign any Grant Funds or claims due or to become due hereunder, without the written approval of the Village having first been obtained.

**14. AMENDMENTS AND MODIFICATIONS.**

A. The nature and the scope of services specified in this Agreement may only be modified by written amendment to this Agreement approved by both parties.

B. No such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Subrecipient.

**15. SAVINGS CLAUSE.** If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

**16. ENTIRE AGREEMENT.**

A. This Agreement sets forth all the covenants, conditions and promises between the parties.

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

**17. GOVERNING LAW, VENUE AND SEVERABILITY.**

A. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance. Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

B. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring

any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

**18. NOTICES.**

A. All notices or invoices required to be given under the terms of this Agreement shall be given by United States mail or personal service addressed to the parties as follows:

For the Village:

Grants Supervisor  
Village of Oak Park  
123 Madison Street  
Oak Park, Illinois 60302

For Subrecipient:

Executive Director  
Housing forward  
1144 Lake Street, Fifth Floor  
Oak Park, Illinois 60301

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

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

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

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

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

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

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

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

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

**VILLAGE OF OAK PARK**

**HOUSING FORWARD**

\_\_\_\_\_  
Name: Kevin J. Jackson  
Title: Village Manager

\_\_\_\_\_  
Name:  
Title:

Date: \_\_\_\_\_, 2023

Date: \_\_\_\_\_, 2023

**ATTEST**

**ATTEST**

\_\_\_\_\_  
Name: Christina M. Waters  
Title: Village Clerk

\_\_\_\_\_  
Name:  
Title:

Date: \_\_\_\_\_, 2023

Date: \_\_\_\_\_, 2023

**EXHIBIT A**  
**SUBRECIPIENT'S PROPOSAL**

# Submission #63

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## Submission information

Form: [Village of Oak Park Community Development Block Grant \(CDBG\) Submission Form](#)  
Submitted by lynda.murphy  
Mon, 2023-03-13 12:32  
172.16.0.102

## 1. Applicant Information

Please provide the following information about your organization and the project your organization is proposing.

### A. Organization Information

**1. Organization Name**

Housing Forward

**2. Organization Mailing Address**

1851 S 9th Ave

**3. Organization Phone Number**

708-338-1724

**4. Executive Director**

Lynda Schueler

**5. Executive Director's Email Address**

lschueler@housingforward.org

**6. FEIN #**

36-3876660

**7. Unique Entity Identifier (UEI#)**

K2B3TGP3EG77

**8. Project Manager/Primary Contact**

Erik Johnson

**9. Did you attend the mandatory PY2023 grants workshop?**

Yes

### B. Agency Overview

**1. Background and Need**

Housing Forward was founded in 1992 by a group of congregations and lay people to provide emergency shelter services for those experiencing homelessness in the communities of Oak Park, River Forest and Forest Park. Our mission has since evolved from simply responding to the symptoms of homelessness to providing a wide range of permanent solutions to prevent the occurrence or reoccurrence of homelessness.

Today, Housing Forward is a recognized leader in suburban Cook County offering a coordinated response that allows people experiencing a housing crisis to quickly resolve their situation. We offer comprehensive, wrap-around support from the onset of a financial or housing crisis to its resolution, preventing homelessness whenever possible, and providing permanent, stable housing for the most vulnerable members of our community.

The Wraparound Services Program was established in late 2022 to address the complex needs of individuals and families in the midst of homelessness and housing insecurity. This program includes several previous areas of organizational services (Employment Services, Community Nursing) and incorporates them into a unified approach to providing clients the support they need to building long-term stability and independence.

## **2. Type of Organization**

Non-profit

## **3. CDBG Eligible Populations**

Persons experiencing homelessness

## **4. Type of services offered**

Wraparound Services is the focus of this application for Village of Oak Park CDBG funds and if funded, will support the Community Case Manager portion of the Wraparound Services team for the upcoming program year.

Housing Forward's programs and services focus on the three areas that comprise our comprehensive approach to addressing homelessness and housing crisis: preventing homelessness before it begins, responding to immediate crisis and creating stability through long-term housing. Our services are organized in each of these areas of focus:

### **PREVENT**

1. Homeless Prevention and Emergency Assistance: helps individuals and families at imminent risk of homelessness remain in their current housing and avoid the trauma of homelessness.

### **RESPOND**

1. Street Outreach: identifies unsheltered individuals and families and works to transition them into supportive housing using a housing first approach.

2. Diversion: an intervention designed to immediately address the needs of individuals and families who are imminently homeless and seeking shelter.

3. Interim Housing: Provides individual accommodations for individuals and families experiencing homelessness for up to 90 days. Housing Forward maintains three distinct interim housing facilities totaling 70 beds.

a. Hotel-based Interim Housing: 24/7 individual accommodations for individuals and families experiencing homelessness as they work with a dedicated case manager towards permanent, independent living. 45 beds are dedicated to Interim Housing, including dedicated rooms for small families and persons with mobility challenges.

b. Sojourner House: offers a "bridge to housing" in a community-based setting of five apartments and one three-bedroom coach house in Oak Park. This 90-day program provides safe, stable living while participants are assisted with improved health, employment, family reunification, and linkage to community-based services until a permanent destination is identified. Sojourner House is the first program of its kind in suburban Cook County.

c. Ohana House: a three-unit apartment building in Oak Park dedicated to housing larger families. Program participants work with a Family Support Specialist who provides the family with intensive case management and life skills training, empowering them for their return to housing.

4. Medical Respite: short-term residential and medical care for individuals experiencing homelessness discharged from a hospital stay but too frail to recover on the streets.

5. Wraparound Services: comprehensive, personalized supports and resources so that individuals and families are able to address the complex issues and challenges that often accompany homelessness and can interfere with obtaining long-term housing stability:

a. The Wraparound Team: provide clients with specialized services and a continuity of care across program areas from a client's initial entry and until a permanent destination is found. This interdisciplinary team strengthens the agency's service integration model in the areas of health and behavioral health, employment and income supports, and other critical needs of clients.



- b. Behavioral Health Services provide support for mental and behavioral health needs through referrals, counseling services, psychosocial education, and advocacy for clients throughout all Housing Forward programs.
- c. Community Nursing: provides medical assessment, resource referrals, low-level care and health education to individuals exiting homelessness. Employment Services engages and equips clients in breaking the cycle of unemployment and establishing reliable income. Clients build soft skills, receive career coaching, and job search strategies. Traditional wages and on-the-job skill development are available to eligible clients enrolled in our Career Passport Program.
- d. Families in Transition Services supports the unique needs of families with minor children to guide them in the transition from crisis to housing stability as quickly as possible. A family-centered approach helps them navigate the maze of school, government, and social services which are important steps to strengthening the family's support system.
- e. Financial Literacy is provided to clients engaged in our Employment Services. Skills-based volunteers and bankers educate clients on how to develop a household budget, understanding credit history, and the benefits of banking versus using a currency exchange.
- f. Legal Clinic provides pro-bono legal services to support clients in resolving problems such as evictions, criminal records expungement, immigration status, disability benefits, family law, and other issues in partnership with Greater Chicago Legal Clinic.
- g. Medical Clinic empowers clients to take care of their health and well-being and build a personal healthcare routine. Resident physicians from Loyola University's Stritch School of Medicine and our staff community health nurse perform health assessments, offer health education, and provide basic care twice a month at our Interim Housing Program.

## STABILIZE

- 1. Permanent Supportive Housing: affordable housing assistance with voluntary support services to address the needs of adults and families who have a long-term disability.
- 2. Rental Assistance:
  - a. Rapid Re-Housing: minimize the trauma of a homelessness by moving individuals and families into stable, permanent housing as quickly as possible through short to medium-term rental support and supportive services.
  - b. Bridge for Youth: a collaborative project which serves youth experiencing homelessness by addressing the barriers that limit youth access to housing.
  - c. Victory's Path: transitions homeless Veterans to stable housing as quickly as possible using a low-barrier, Housing First approach.
  - d. IHDA Long-Term Rental Assistance: partnership with Cook County Health which provides long-term rental assistance.
  - e. Flexible Housing Pool: Supportive housing resources in Chicago and Cook County for populations at the intersection of homelessness, complex physical and behavioral health needs, and criminal justice involvement.

## **5. How is Diversity, Equity, and Inclusion (DEI) incorporated in your request for CDBG funds?**

Housing Forward recognizes that our effectiveness will be enhanced, and its mission well served when the practice of diversity is reflected in all aspects of the organization. Thus, as an organization, we value inclusiveness and strive to consider the unique perspectives of persons from varying backgrounds and experiences (e.g., racial, ethnic, age, gender, sexual orientation, disability, military/veteran, geographical, religious, socioeconomic, and population served). Throughout our work, we will support diversity in all its forms. Housing Forward seeks to serve those who have been marginalized or previously rendered service-ineligible for any of the above reasons. Therefore, we do not tolerate any speech, language, or behavior that is abusive or demoralizing to anyone who might participate in our services. We expect staff, interns, and volunteers to be vigilant in enforcing this standard.

Housing Forward participates in The Alliance to End Homelessness in Suburban Cook County's Coordinated Entry system, in which individuals and families who present for services across the continuum are assessed and ranked based on vulnerability. Through this participation, we adopt the policy of non-discrimination in the course of assessment, services provided, and referrals for services on the sole basis of anyone's: Gender, gender status, or gender expression; age; LGBTQ+ status; marital, family, or partnership status; race, color, tribe, or ethnicity; legal history; immigration, refugee, or citizenship status; veteran or military discharge status; income level, or source of income; body size; ability to read, write, or speak English; participation in the street economy; job status or education level; religion or personal philosophy; alcohol or drug use or addiction, or other addictions; not following a doctor's or therapist's medical treatment suggestions; health or mental health status, or having HIV or AIDS; and

physical, developmental, intellectual, or emotional ability.

As an organization, Housing Forward is invested in advancing diversity, equity and inclusion at all levels of the organization. Program staff receive periodic internal training on topics that address cultural competency topics including our anti-discrimination policy and procedures. In 2021, the Housing Forward participated in a series of agency-wide Diversity, Equity, and Inclusion training provided by Inclusive Resolution's principal Thyanna Mack. The goal was to increase staff's awareness and knowledge regarding DEI issues and provide usable tools for interactions with clients. All program staff are provided with external training opportunities (typically through CSH) on an array of cultural competency topics, such as Cultural and Developmental Competence for Transition Aged Youth (TAY), Cultural Competency and Making Safe Space for LGBTQI-GNC People, Adult Mental Health First Aid, among others. In March 2023, Housing Forward convened the IDEA (Inclusion, Diversity, Equity, and Accessibility) Team to continue advancing the organization's focus on DEI on an ongoing basis.

**6. Did you return any CDBG funds in PY2021?**

No

**If you returned funds, please explain why**

**C. Project Narrative**

**1. Project Title**

Wraparound Services Program

**2. Project Description**

The Wraparound Services Program provides comprehensive, personalized support and resources so that individuals and families are able to address the complex issues and challenges that often accompany homelessness and can interfere with obtaining long-term housing stability. A team of specialists that provide and facilitate a mix of professional supports, natural supports, and partnerships to supplement case management activities in addressing the comprehensive needs of the individuals and families we assist. Funding from the Village of Oak Park CDBG grant program will support the community case management portion of the Wraparound Services Program. Community case management provides longer-term case management support to individuals who have successfully transitioned into permanent housing in the community through an Oak Park Housing Choice Voucher. The focus is on ensuring greater long-term independence and housing stability.

**3. Project Location (if different from above)**

211 North Oak Park Avenue and Scattered site housing in Oak Park

**D. Approach**

As Housing Forward's response to homelessness and housing instability continues to evolve, we recognize that housing alone does not resolve the issues that resulted in a housing crisis. It is very rare that homelessness and housing crisis are solely housing issues exclusively. Most often, they are complex issues that stem from a variety of factors, including mental health, domestic violence, substance use, financial crisis, employment instability/unemployment, and others. Accordingly, left unaddressed, the issues that resulted in the presenting housing crisis will recur and undermine longer-term housing stability.

There is a critical need for a flexible, person-oriented, and comprehensive approach to providing a holistic program of support. To support our clients, including residents of Oak Park, in building long-term stability and improved quality of life, Housing Forward is formalizing our approach to wraparound services by establishing the Wraparound Services Program.

The Wraparound Services Program is designed to provide comprehensive, personalized support and resources so that individuals and families are able to address the complex issues and challenges that often accompany homelessness and can interfere with obtaining long-term housing stability. A team of specialists that provide and facilitate a mix of professional supports, natural supports, and partnerships to supplement case management activities in addressing the

comprehensive needs of the individuals and families we assist. This team will be comprised of direct services staff including one community nurse, two behavioral health specialists, two substance use case managers, two employment specialists, two community case managers, and two family support specialists. In addition, the team will include one client assessor and one client data specialist. The program also includes the expertise of two topic-specific service clinics. The Medical Clinic is offered in partnership with Loyola University's Stritch School of Medicine Street Medicine project; the Legal Clinic is offered in partnership with Greater Chicago Legal Clinic. The Program is supervised by the Director of Impact & Systems Performance and overseen by the Chief Program Officer.

The target population of the Wraparound Services Program is individuals experiencing homelessness with complex barriers to housing stability and independent living, including mental and behavioral health issues, substance use, family dynamics, and more. By surrounding a household with an interdisciplinary team of professionals, our aim is to provide a high level of services to address barriers to stable housing and prepare the client for independent living.

Individuals are referred to Wraparound Services through a Housing Forward case manager. Most often, this referral is prompted when in the course of individual service planning, the case manager and the client identify issues and challenges that contributed to the client's housing crisis and if left unaddressed, will likely threaten the client's long-term stability. The Wraparound Services team member focused on the specifically identified issues will follow up and schedule an initial appointment within 48 hours of referral.

In the initial appointment, the Wraparound Services team member will assess the client's need(s) for wraparound services and establish an individualized plan to provide the mix of professional support, resources for long-term services, and natural supports that will address the issues and provide the client the support and structure they need to take the critically important steps to issue resolution.

In most cases, the role of the Wraparound Services team members is to provide bridge services that support the client, while providing resources and referrals to longer-term services from partnering organizations focused on the client's area of need(s). The length and duration of bridge services will be individualized to the client's specific situation and need for support.

Funding from the Village of Oak Park CDBG grant program will support the community case management portion of the Wraparound Services Program. Community case management provides longer term case management support to individuals who have successfully transitioned into permanent housing in the community through a Housing Choice voucher. Attaining housing is seldom last step to long-term housing stability. The community case manager works with the Wraparound Services Team to provide the support and services clients need to ensure greater long-term independence and housing stability. The community case manager works with the client to assess their needs for support and resources, identify potential problems and roadblocks related to maintaining permanent housing, and to establish the client's goals for the future. The client and case manager then establish an individual service plan to address these areas.

As a leader in the Cook County homelessness services arena, Housing Forward offers a 30-year track record of building effective systems of care for Oak Park residents experiencing a housing crisis. Housing Forward is the only provider offering a coordinated response that allows people experiencing a housing crisis to quickly resolve their situation. Our comprehensive support from the onset of a financial or housing crisis to its resolution prevents homelessness whenever possible, and provides permanent, stable housing for the most vulnerable members of our community. While there are other social service providers that may offer certain components of the Wraparound Services Program, there are no other organizations with the experience and expertise for the complex needs of individuals and families in midst of homelessness and housing insecurity.

### **Total Oak Park Low/Moderate Income Persons Served Annually**

20

### **Persons served form**

[wrap\\_py\\_2023\\_persons\\_served.xlsx](#)

## **E. Budget Narrative**

### **1. Total CDBG dollars requested**

\$ 62,500

## **2. Total project budget**

\$ 764,258

## **3. Budget description**

### Personnel

- \$628,568 reflects the total personnel direct cost related Wraparound Services Program staffing, including salaries plus benefits.
- \$62,500 reflects the portion requested from the Village of Oak Park CDBG funding will fund the Community Case Manager salary plus benefits

### Supplies

- Reflects program supplies, including technology, phone, cellphone and operating supplies for the 9-persons Wraparound Services Team.

### Indirect

- The \$119,447 organizational indirect costs, including leadership and administrative staff, allocated to the program.

## **Budget Worksheet**

[wrap\\_py\\_2023\\_cdbg\\_project\\_budget\\_-\\_other\\_revenue\\_summary.xlsx](#)

## **F. Program Eligibility**

### **1. Meeting Outcomes**

Housing Forward's Chief Program Officer is responsible for ensuring that all programs are working to achieve their stated program service targets and program outcomes. With the Wraparound Services program specifically, the Chief Program Officer will work with the program directors and manager to ensure the following:

- The Director of Impact & Systems Performance establishes internal referral targets and reports progress toward achieving targets weekly.
- The program referral criteria and process are widely distributed among all program staff;
- Program directors and managers are tracking program referrals and troubleshooting any gray areas in periodic department meetings.
- The Director of Impact & Systems Performance and the CPO will enact swift course-correcting action steps if referrals of proposed beneficiaries fall below target at any point in time.

Organization-wide, Housing Forward's Chief Program Officer is responsible for ensuring that all programs are working to achieve their stated targets and outcomes. For the proposed program, Wraparound Services team members are responsible for referral and service data into the Homeless Management Information System (HMIS) within 48 hours of an intake or client interaction session. The Director of Impact & Systems Performance will review an HMIS report on a weekly basis to ensure that the data is entered in a timely manner and the program is on track to meet the established outcomes. In the event that progress is not on track in any given area, the Director will work with the Wraparound Services Team and the Chief Program Officer to assess the situation and take the appropriate corrective action, whether that be shifting the approach to achieving the outcome or revising the outcome altogether.

### **2. Successes and challenges**

The Wraparound Services Program is a new to Housing Forward; as such, there is not a specific track record of successes and challenges in meeting outcomes for this proposed program. Based on our well-established programmatic systems, we are confident that if challenges arise at the client level or the programmatic level that our experience and infrastructure will enable us to enact an effective response swiftly.

### **3. Intended accomplishments**

The goal of the Wraparound Services Program is to foster long-term housing stability by assisting individuals and families to address the complex issues and challenges which frequently accompany homelessness and housing crisis.

Short Term Outcomes:

- Clients in need of a variety of supports will have service goals based on their medical, behavioral, legal, psycho-social, and other support service needs.

- Clients will be engaged in the wraparound support service(s) that is address their goals.

Long Term Outcomes:

- Clients will reach increased stability by addressing factors that contributed to personal instability and housing crisis
- Clients will build long-term life skills through Wraparound Services that will assist them in achieving longer-term stability.

#### **4. Project management process**

In order to participate in Housing Forward’s Wraparound Services Program, an individual must be a participant in another Housing Forward program focused on obtaining and maintaining long term housing. The program does not currently provide services to individuals referred from an external entity. Accordingly, the program director team, under the supervision for the Chief Program Officer have a high level of input and participation on the flow of clients into the program.

#### **5. Income Documentation**

There are no income eligibility guidelines for this program. Income status is documented during the initial intake process using our Universal Intake Form. All clients served through Housing Forward’s housing programs meet the definition of low, very low or extremely low income.

#### **6. Procurement and Management Process**

Housing Forward’s history of solid and effective programming with sound fiscal and programmatic oversight has made possible the continued expansion and diversification of public and private funding sources over the years. Housing Forward maintains a Finance department that includes one Chief Financial Officer, one FTE accounting specialist, one FTE grants accountant, and two FTE accounting specialists. In 2020, we hired one FTE Chief Operations Officer to manage operations, administration, and compliance functions, including managing one FTE Compliance Manager, one FTE Performance Evaluator, and an office manager. Our accounting and administrative infrastructure allows us to center regulatory compliance as a core principle and facilitates efficient management of large-scale public grants.

Our fiscal and program policies, approved by the Board of Directors, incorporate procedures to ensure compliance with funding rules and regulations at all levels of the program. Housing Forward’s Chief Program Officer and Chief Finance Officer are responsible for the program and fiscal compliance, respectively. These positions are supervised by the agency Executive Director, Lynda Schueler, who has final oversight and accountability of the program. These policies have resulted in total compliance with all regulations in the past and will be used going forward to maintain program integrity.

## **2. Attachments**

Attach the following documents, with the saved name formatted as required (see Application Instructions).

### **Timeline**

[wrap\\_py\\_2023\\_timeline\\_form.docx](#)

### **Logic model**

[wrap\\_py\\_2023\\_cdbg\\_logic\\_model.docx](#)

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

[hf\\_articles\\_of\\_incorporation\\_and\\_bylaws.pdf](#)

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

[irs\\_letter\\_of\\_determination\\_-\\_housing\\_forward\\_2015.pdf](#)

**List of Board of Directors**

[2021-2024\\_board\\_contact\\_list - 9.22.22.pdf](#)

**Organizational Chart**

[hf\\_organizational\\_chart\\_jan2023.pdf](#)

**Resumes**

[hf\\_resumes.pdf](#)

**Financial Statement and Audit**

[hf\\_financial\\_statement\\_and\\_audit.pdf](#)

**Conflict of interest statement**

[hf\\_conflict\\_of\\_interest\\_statement\\_2023.pdf](#)

**Anti-lobbying statement**

[hf\\_anti-lobbying\\_statement\\_2023.pdf](#)

**EEO Form**

[hf\\_py\\_2023\\_eeo\\_report\\_chart.doc](#)

**Statement of ADA Compliance**

[hf\\_ada\\_compliance\\_statement\\_2023.pdf](#)

**Support Statements****Project client evaluation tool**

[village-of-oak-park\\_housing-forward\\_23-24-liability\\_1-20-2023\\_coi.pdf](#)

**Beneficiary Form**

[wrap\\_py\\_2023\\_cdbg\\_beneficiary\\_form.docx](#)

**Certificate of insurance**

[village-of-oak-park\\_housing-forward\\_23-24-liability\\_1-20-2023\\_coi.pdf](#)

**3. Proposal Agency Information and Verification****Name of Authorized Official of Applicant Organization**

Erik Johnson

**Title of Authorized Official of Applicant Organization**

Chief Development Officer

**Date of Submittal**

Mon, 2023-03-13

**Do you have a CDBG application guide?**

Yes

**Affirmation**

I agree

## EXHIBIT B - ASSURANCES

Subrecipient hereby certifies that it will comply with the regulations, policies, guidelines and requirements with respect to the acceptance and use of Grant Funds in accordance with the Housing and Community Development Act of 1974 (“Act”), as amended, and will receive Grant Funds for the purpose of carrying out eligible community development activities under the Act, and under regulations published by the U.S. Department of Housing and Urban Development at 24 CFR Part 570. Also, Subrecipient certifies with respect to its receipt of Grant Funds that:

1. Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the person identified as the official representative of Subrecipient to execute the agreement, all understandings and assurances contained therein, and directing the authorization of the person identified as the official representative of Subrecipient to act in connection with the execution of the agreement and to provide such additional information as may be required.

2. Subrecipient shall conduct and administer the Project for which it receives Grant Funds in compliance with:

a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and implementing regulations issued at 24 CFR Section 1 (24 CFR 570.601(a)(1));

b. Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), as amended; and that the Subrecipient will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing (24 CFR 570.601(a)(2))

c. Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652; 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing), and implementing regulations in 24 CFR part 107. [24 CFR 570.601(b)].

d. Section 109 of the Housing and Community Development Act, prohibiting discrimination based on of race, color, national origin, religion, or sex, and the discrimination prohibited by Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Age Discrimination Act of 1975 (P.L. 94-135), as amended and implementing regulations when published. (24 CFR 570.602);

e. The employment and contracting rules set forth in (a) Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR 1964-1965 Comp. p. 339; 3 CFR, 1966-1970 Comp., p. 684; 3 CFR, 1966-1970., p. 803; 3 CFR, 1978 Comp., p. 230; 3 CFR, 1978 Comp., p. 264 (Equal Employment Opportunity), and Executive Order 13279 (Equal Protection of the Laws for Faith-Based and Community Organizations), 67 FR 77141, 3 CFR, 2002 Comp., p. 258; and the implementing regulations at 41 CFR chapter 60; and

- f. The employment and contracting rules set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR part 135; 24 CFR 570.607.
- g. The Uniform Administrative Requirements and Cost Principles set forth in 2 CFR 200.
- h. The conflict of interest prohibitions set forth in 24 CFR 570.611.
- i. The eligibility of certain resident aliens requirements in 24 CFR 570.613.
- j. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.
- k. The Uniform Administrative Requirements in 2 CFR 200.
- l. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60.

3. All procurement actions and subcontracts shall be in accordance with applicable local, State and Federal law relating to contracting by public agencies. For procurement actions requiring a written contract, Subrecipient may, upon the Village's specific written approval of the contract instrument, enter into any subcontract or procurement action authorized as necessary for the successful completion of this Agreement. Subrecipient will remain fully obligated under the provisions of this Agreement notwithstanding its designation of any third party to undertake all or any of the Project. Subrecipient may not award or permit an award of a contract to a party that is debarred, suspended or ineligible to participate in a Federal program.

Subrecipient will submit to the Village, the names of contractors, prior to signing contracts, to ensure compliance with 24 CFR Part 24, "Debarment and Suspension."

- 4. It has adopted and is enforcing:
  - a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction; against any individuals engaged in non-violent civil rights demonstrations; and
  - b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- 5. To the best of its knowledge and belief no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of Subrecipient, a Member of Congress, an officer or employee of Congress,



or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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

APPENDIX V

REAFFIRMATION STATEMENT

MARCH 31, 1997

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

It is the policy of the Village of Oak Park to afford equal opportunity in employment to all individuals, regardless of race, color, religion, age, sex, national origin, sexual orientation, disability, or status as a disabled veteran or Vietnam era veteran. The Village is committed to this policy because of legal requirements set forth in the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972, and because such principles are fundamental to Oak Park's existence as a racially and culturally diverse community. Equal Employment Opportunity within the Village government is essential if Oak Park is to effectively pursue community-wide goals of racial diversity and increased economic opportunity. EEO is, therefore, a legal, social, moral and economic necessity for the Village of Oak Park.

Chapter 13, Article III of the Code of the Village of Oak Park expressly prohibits discrimination in hiring, terms and conditions of employment, and promotions. Appeal procedures set forth in the Village Personnel Manual provide a mechanism for reporting any such practice to the Village Manager, who is empowered to hold hearings and issue decisions on such matters in behalf of the Village.

Policy statements alone are not sufficient, however, to address longstanding social barriers which have resulted in under-utilization of the skills and abilities of certain groups within our society. The Village of Oak Park, therefore, embraces a policy of affirmative recruitment, whereby specific efforts are made to attract and retain qualified female, minority, and disabled employees in the Village work force.

Responsibility for administering the Village of Oak Park's Equal Employment Opportunity/Affirmative Recruitment Plan lies with the Village Manager, who is assisted by the Human Resources Director in implementing policies which ensure Equal Employment Opportunity within the Village work force. Ultimately, however, the Village's EEO/Affirmative recruitment efforts will succeed only with the cooperation of all Village employees. Each of us is responsible for creating a work environment which encourages full participation by women, minorities and the disabled. Each of us is responsible for forging a Village work force that reflects the diversity of our community and utilizes the best talent available for serving the residents of Oak Park.



Carl Swenson  
Village Manager



**PY 2023 CDBG Public Services**

As with all application components, please carefully read the Instructions

<b>Organization</b>	Housing Forward
<b>Project Name</b>	Wraparound Services

**Goal Statement:** The goal of the Interim Housing program is to provide 24-hour-a-day housing for people experiencing homelessness to stabilize them while they seek permanent housing.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Director of Impact & Systems Performance	Internal outreach to program directors and case manager	120 unduplicated persons served (without regard to income or residency)	Clients in need of a variety of supports will have goals based on their medical, behavioral, legal, psycho-social, and other support service needs	Clients will receive supportive services that will lead to stability by addressing factors that contributed to personal instability and housing crisis	100% of clients referred to Wraparound Services will have an individual service goal based on their support service needs.
Wraparound Services Team members	External outreach to partner support service providers	120 extremely low, low and moderate-income persons served			
Medical Clinic volunteers	Legal Clinic volunteers	20 - 25 Oak Park persons served	Clients will be engaged in the wraparound support service(s) that address their goal(s).	Participants will build long-term life skills through Wraparound Services that will assist them in achieving longer-term stability.	75% of clients will achieve a minimum of 50% of individual service goals within the planned timeframe.
MSW Student Interns	Intern training	20 - 25 extremely low, low and moderate-income Oak Park persons served			
AmeriCorps/VISTA member	AmeriCorps/VISTA member training	Provide wraparound support services			
Chief Program Officer	Make referrals to external partner for longer-term support services				
Finance Department					
Development Department					
Partner Resources					



**PY 2023 Timeline, CDBG Public Services**

As with all application components, please carefully read the Instructions

Organization	Housing Forward
Project Name	Wraparound Services Program

Timeframe	Activity	Person Responsible
Month 1	<ul style="list-style-type: none"> <li>Complete client needs assessment and service planning goals;</li> <li>Address support goals through Wraparound Services;</li> <li>Provide referrals and connections to longer-term services as appropriate and needed;</li> <li>Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Wraparound Services team member focused on the client's individual need area.</p> <p>Finance Department</p>
Month 2	<ul style="list-style-type: none"> <li>Complete client needs assessment and service planning goals;</li> <li>Address support goals through Wraparound Services;</li> <li>Provide referrals and connections to longer-term services as appropriate and needed;</li> <li>Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Wraparound Services team member focused on the client's individual need area.</p> <p>Finance Department</p>
Month 3	<ul style="list-style-type: none"> <li>Complete client needs assessment and service planning goals;</li> <li>Address support goals through Wraparound Services;</li> <li>Provide referrals and connections to longer-term services as appropriate and needed;</li> <li>Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Wraparound Services team member focused on the client's individual need area.</p> <p>Finance Department</p>
Month 4	<ul style="list-style-type: none"> <li>Complete client needs assessment and service planning goals;</li> <li>Address support goals through Wraparound Services;</li> <li>Provide referrals and connections to longer-term services as appropriate and needed;</li> </ul>	<p>Wraparound Services team member focused on the client's individual need area.</p>

	<ul style="list-style-type: none"> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	Finance Department
Month 5	<ul style="list-style-type: none"> <li>• Complete client needs assessment and service planning goals; Address support goals through Wraparound Services;</li> <li>• Provide referrals and connections to longer-term services as appropriate and needed;</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Wraparound Services team member focused on the client's individual need area.</p> <p>Finance Department</p>
Month 6	<ul style="list-style-type: none"> <li>• Complete client needs assessment and service planning goals;</li> <li>• Address support goals through Wraparound Services;</li> <li>• Provide referrals and connections to longer-term services as appropriate and needed;</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Wraparound Services team member focused on the client's individual need area.</p> <p>Finance Department</p>
Month 7	<ul style="list-style-type: none"> <li>• Complete client needs assessment and service planning goals;</li> <li>• Address support goals through Wraparound Services;</li> <li>• Provide referrals and connections to longer-term services as appropriate and needed;</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Wraparound Services team member focused on the client's individual need area.</p> <p>Finance Department</p>
Month 8	<ul style="list-style-type: none"> <li>• Complete client needs assessment and service planning goals;</li> <li>• Address support goals through Wraparound Services;</li> <li>• Provide referrals and connections to longer-term services as appropriate and needed;</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Wraparound Services team member focused on the client's individual need area.</p> <p>Finance Department</p>
Month 9	<ul style="list-style-type: none"> <li>• Complete client needs assessment and service planning goals;</li> <li>• Address support goals through Wraparound Services;</li> </ul>	Wraparound Services team member focused on the client's individual need area.

	<ul style="list-style-type: none"> <li>• Provide referrals and connections to longer-term services as appropriate and needed;</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	Finance Department
Month 10	<ul style="list-style-type: none"> <li>• Complete client needs assessment and service planning goals;</li> <li>• Address support goals through Wraparound Services;</li> <li>• Provide referrals and connections to longer-term services as appropriate and needed;</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Wraparound Services team member focused on the client's individual need area.</p> <p>Finance Department</p>
Month 11	<ul style="list-style-type: none"> <li>• Complete client needs assessment and service planning goals;</li> <li>• Address support goals through Wraparound Services;</li> <li>• Provide referrals and connections to longer-term services as appropriate and needed;</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Wraparound Services team member focused on the client's individual need area.</p> <p>Finance Department</p>
Month 12	<ul style="list-style-type: none"> <li>• Complete client needs assessment and service planning goals;</li> <li>• Address support goals through Wraparound Services;</li> <li>• Provide referrals and connections to longer-term services as appropriate and needed;</li> <li>• Submit monthly billing to the Village of Oak Park</li> </ul>	<p>Wraparound Services team member focused on the client's individual need area.</p> <p>Finance Department</p>
Month 13	Submit 12-month grant report to the Village of Oak Park	Development Manager

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

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

**PY 2023 PROPOSED PROJECT BUDGET.** Project budget must include the entire project funding even if CDBG

is only funding a portion of the activity. You must limit your amount/percentage of Oak Park CDBG

funds requested to match or be less than the proportional amount of Oak Parkers to Non-Oak Parkers served.

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue List Source	Other Revenue List Source	Other Revenue List Source	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	HUD	IDHS ARPA	Other Sources		
<b><i>Personnel Costs</i></b>									
Salaries	\$520,465	\$50,000	10%		\$81,204	\$216,517	\$172,744	\$470,465	90%
Benefits	\$68,288	\$8,675	13%		\$14,089	\$37,566	\$7,958	\$59,613	87%
Taxes	\$39,815	\$3,825	10%		\$6,212	\$16,564	\$13,214	\$35,990	90%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$628,568</b>	<b>\$62,500</b>	<b>10%</b>		<b>\$101,505</b>	<b>\$270,646</b>	<b>\$193,917</b>	<b>\$566,068</b>	<b>90%</b>
<b><i>Operating Costs:</i></b>									
Rent/Lease	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Utilities	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Telephone	\$450	\$0	0%		\$0	\$0	\$450	\$450	100%
Postage	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Supplies	\$13,700	\$0	0%		\$0	\$0	\$13,700	\$13,700	100%
Mileage	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Miscellaneous)	\$2,093	\$0	0%		\$0	\$0	\$2,093	\$2,093	100%
Other (Indirect Costs)	\$119,447	\$0	0%		\$20,606	\$54,941	\$43,900	\$119,447	100%
<b>Subtotal: Operations</b>	<b>\$135,690</b>	<b>\$0</b>	<b>0%</b>		<b>\$20,606</b>	<b>\$54,941</b>	<b>\$60,143</b>	<b>\$135,690</b>	<b>100%</b>
<b><i>Professional/Services</i></b>									
Consultant	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Engineering	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
<b>Subtotal: Professional Services</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL (all categories)</b>	<b>\$764,258</b>	<b>\$62,500</b>	<b>8%</b>		<b>\$122,111</b>	<b>\$325,587</b>	<b>\$254,060</b>	<b>\$701,758</b>	<b>92%</b>

**PY 2023 CDBG OTHER REVENUE SUMMARY**

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

1	2	3	4	5	6	7
FUNDING SOURCE	LOAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAIL.	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or Private?
Oak Park CMHB		\$29,000	Received	4/1/2023		Local
Proviso Township MHC		\$15,000		7/1/2023		Local
Village of Oak Park ARPA		\$50,700	Received	1/1/2023		Federal
Private Foundations		\$99,360				Private
United Way		\$60,000				Private
		\$0				
<b>TOTAL, where applicable</b>		<b>\$254,060</b>				



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

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

**PY 2023 PROPOSED PROJECT BUDGET.** Project budget must include the entire project funding even if CDBG

is only funding a portion of the activity. You must limit your amount/percentage of Oak Park CDBG

funds requested to match or be less than the proportional amount of Oak Parkers to Non-Oak Parkers served.

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue - List Source	Other Revenue - List Source	Other Revenue - List Source	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	HUD	IDHS ARPA	Other Sources		
<b><i>Personnel Costs</i></b>									
Salaries	\$520,465	\$10,851	2%		\$81,204	\$216,517	\$211,893	\$509,614	98%
Benefits	\$68,288	\$1,666	2%		\$14,089	\$37,566	\$14,968	\$66,622	98%
Taxes	\$39,815	\$830	2%		\$6,212	\$16,564	\$16,209	\$38,985	98%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$628,568</b>	<b>\$13,347</b>	<b>2%</b>		<b>\$101,505</b>	<b>\$270,646</b>	<b>\$243,070</b>	<b>\$615,221</b>	<b>98%</b>
<b><i>Operating Costs:</i></b>									
Rent/Lease	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Utilities	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Telephone	\$450	\$0	0%		\$0	\$0	\$450	\$450	100%
Postage	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Supplies	\$13,700	\$0	0%		\$0	\$0	\$13,700	\$13,700	100%
Mileage	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Miscellaneous)	\$2,093	\$0	0%		\$0	\$0	\$2,093	\$2,093	100%
Other (Indirect Costs)	\$119,447	\$0	0%		\$20,606	\$54,941	\$43,900	\$119,447	100%
<b>Subtotal: Operations</b>	<b>\$135,690</b>	<b>\$0</b>	<b>0%</b>		<b>\$20,606</b>	<b>\$54,941</b>	<b>\$60,143</b>	<b>\$135,690</b>	<b>100%</b>
<b><i>Professional/Services</i></b>									
Consultant	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Engineering	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
<b>Subtotal: Professional Services</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL (all categories)</b>	<b>\$764,258</b>	<b>\$13,347</b>	<b>2%</b>		<b>\$122,111</b>	<b>\$325,587</b>	<b>\$303,213</b>	<b>\$750,911</b>	<b>98%</b>

**PY 2023 CDBG OTHER REVENUE SUMMARY**

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

1	2	3	4	5	6	7
FUNDING SOURCE	LOAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAIL.	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or Private?
Oak Park CMHB		\$29,000	Received	4/1/2023		Local
Proviso Township MHC		\$15,000		7/1/2023		Local
Village of Oak Park ARPA		\$50,700	Received	1/1/2023		Federal
Private Foundations		\$99,360				Private
United Way		\$60,000				Private
Ill Dept of Human Services ARPA		\$440,000	Received	7/1/2023		Federal
Cook County ARPA		\$40,400	Received	1/1/2023		Federal
Private Contributions		\$16,451				
<b>TOTAL, where applicable</b>		<b>\$750,911</b>				

Agency Name:

PY 2023 CDBG

**a. Revised Budget Description**

Describe each CDBG cost in detail (e.g. specific positions, % FTE, % of time spent on the CDBG portion of the project, type of supplies).

Focus on the Village of Oak Park CDBG portion of the project, and show the *percentage* of each category charged to this budget.

Be exact with staff time percentages by including one or two decimal points, if necessary. The percentage times the salary should always be exactly at the amount or a little over the amount of the budget line item; never under.

The percent CDBG to total project budget should be approximately equal to or less than the percent of total Oak Park persons served to total persons served.

CDBG Cost Area	Description	Amount	CDBG % of Total
Staff Salary	21.70% of the Community Case Manager's annual salary for Oak Park residents' services.  .22FTE Oak Park Community Case Manager time is allocated.	\$10,851.00	4%
Staff Benefits	Taxes and benefits expense for Community Case Manager at agency rate of 23% of salary	\$ 2,496.00	4%
Total		\$13,347.00	2%

**Exhibit D: PY 2023 Quarterly Report Form, Oak Park CDBG Program**

Subrecipient:	
Project Name:	
Prepared by:	Email:

Accomplishment Narrative: Describe your successes and challenges meeting your project goals this quarter, or for entire year if at the Final stage.

Beneficiaries by Race and Ethnicity	Q1		Q2		Q3		Q4		TOTAL	
	RACE	ETHNICITY	RACE	ETHNICITY	RACE	ETHNICITY	RACE	ETHNICITY	RACE	ETHNICITY
	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic
<b>White</b>									0	0
<b>Black/African American</b>									0	0
<b>Asian</b>									0	0
<b>American Indian or Alaska Native</b>									0	0
<b>Native Hawaiian or Other Pacific Islander</b>									0	0
<b>American Indian or Alaska Native AND White</b>									0	0
<b>Asian AND White</b>									0	0
<b>Black/African American AND White</b>									0	0
<b>American Indian /Alaska Native AND Black/African American</b>									0	0
<b>Other Multi-Racial</b>									0	0
0	0	0	0	0	0	0	0	0	0	0

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

	Total Oak Park Resident Beneficiaries	Total Oak Park Extremely Low/Low/Moderate Income Beneficiaries (0-80% median income)
Q1		
Q2		
Q3		
Q4		
Total	0	0

Project Goals	
<b>Total of all persons benefitting (without regard to income or residency)</b>	0
<b>Number of all Extremely Low, Low and Moderate Income persons to be served</b>	0
<b>Percentage of LMI benefit</b>	#DIV/0!
<b>Number of all Oak Park persons benefitting</b>	
<b>Percentage of Oak Park persons benefitting</b>	#DIV/0!
<b>Number of Extremely Low, Low and Moderate Income Oak Park persons to be served</b>	0