

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 EASTERSEALS, 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 "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 cover costs to train five staff members in two trainings (Car Seat Installation and “Oh Crap!” Potty Training) and partial costs of food and supplies for six Parent Café trainings. A total of 145 persons (130 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 five thousand dollars (\$5,000) (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 st Quarter: October-December, 2023	Progress report due by January 15, 2024
2 nd Quarter: January–March, 2024	Progress report due by April 15, 2024
3 rd Quarter: April–June, 2024	Progress report due by July 15, 2024
4 th 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
Easterseals
171 S. Oak Park Avenue
Oak Park, Illinois 60302

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

EASTERSEALS

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 #56

[View](#) [Edit](#) [Delete](#)

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[Print](#) [Resend e-mails](#)

Submission information

Form: [Village of Oak Park Community Development Block Grant \(CDBG\) Submission Form](#)
Submitted by easterseals
Fri, 2023-03-10 09:24
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

Easterseals Serving Chicagoland and Greater Rockford

2. Organization Mailing Address

1939 West 13th Street, Suite 300, Chicago, IL 60608

3. Organization Phone Number

312-491-4110

4. Executive Director

Dr. Sara Ray Stoelinga

5. Executive Director's Email Address

srstoelinga@eastersealschicago.org

6. FEIN #

36-2169153

7. Unique Entity Identifier (UEI#)

UXEXLHVYPYG6

8. Project Manager/Primary Contact

Michelle Howell

9. Did you attend the mandatory PY2023 grants workshop?

Yes

B. Agency Overview

1. Background and Need

Easterseals Serving Chicagoland and Greater Rockford provides exceptional services, education, outreach, and advocacy in our communities. Easterseals is a non-profit organization changing the lives of individuals of all abilities via access to expert educational, family, and community services. Easterseals has 2 pillars of work: Early Learning Services and Disability Services. From early childhood programs to job training for people with disabilities, we offer a variety of services to help people with disabilities and their families address life's challenges and achieve personal goals. Through each program, our purpose is to change the way the world defines and views disabilities by making profound, positive differences in people's lives every day. Easterseals Serving Chicagoland and Greater Rockford has been helping individuals with disabilities and special needs, and their families, live better lives for more than 80 years and operates independently from the national Easterseals organization. Although we are an affiliate, we receive no funding from the national Easterseals entity. The Early Learning Services portion of our organization includes a division called Partnering with Parents, which is a home visiting program designed to meet the unique needs of Oak Park and River Forest families with children under Kindergarten age. Families receive bi-monthly home visits, have access to monthly playgroups, receive bi-annual developmental screenings, and are connected with appropriate resources, as needed. All services are free to families.

2. Type of Organization

Non-profit

3. CDBG Eligible Populations

- Persons experiencing homelessness
- Victims of domestic violence
- 51% or more low/moderate income persons
- Mental health

4. Type of services offered

The funding received will be used to pay for the cost of training staff in how to run three new programs that will directly benefit local families and children. Specifically, these programs include Car Seat Safety Certification, "Oh Crap!" Potty Training, and Parent Cafés.

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

Easterseals Chicago is a strong believer in the importance of DEI and has adopted administrative policies that outline our non-discrimination, cultural competency, and Code of Ethics policies associated with hiring and admission into our programs. These policies help us attract and retain a diverse workforce and volunteer leadership reflective of the communities in which we operate. As an agency, we actively recruit staff who reflect our community and possess the required education and expertise to effectively serve children and adults with disabilities. Our current staff members reflect our commitment to racial and gender diversity. Our staff also reflect the communities we serve, with at least 53% being minorities.

The CDBG funds received for these programs will go directly to training staff in 3 programs that are essential to our community. With over half the families served being minorities, these funds will have an immediate impact on a diverse population, and allow them to receive the essential services they need for the health and wellness of their families.

6. Did you return any CDBG funds in PY2021?

No

If you returned funds, please explain why

C. Project Narrative

1. Project Title

Empowering Parents: Training Staff on Three Tools for Supporting Parents

2. Project Description

Within Easterseals, the Partnering with Parents program focuses on meeting the needs of families of young children. This division is always looking to better meet the needs of the families we serve. We would love to expand our

services and offer three specific programs: “Oh Crap!” Potty Training, Parent Cafés, and Car Seat Certification. Our program is already meeting frequently with parents of at-risk children, so we are in the perfect position to make a huge impact on Oak Park Families in need by bringing them these essential services and supports.

While 96% of parents and caregivers believe they have correctly installed their child’s car seats, NHTSA research shows that only 30% are actually installed properly. This misconception is incredibly dangerous for children. By having our staff certified in car seat installation, we can quickly and easily increase the safety of a huge number of Oak Park children by ensuring each child’s seat is properly installed in the car and ensuring parents know the proper way to place their child in that car seat.

Parent Cafés are a program that supports local parents by linking them with one another. The Parent Cafés model has become known throughout the world as a simple way of having a tremendous impact on families and helping them connect with one another. Each Café is parent-led and allows parents to discuss the topics that matter most to them. This allows Cafés to meet the needs of each individual community and help parents find strength and connection in one another.

Finally, the expenses related to having a child in diapers can be monumental. Additionally, the process of trying to toilet train a child can be frustrating and lead to feelings of helplessness and anger in parents. By helping families learn an effective approach to toilet training their children, we enable them to not only feel like effective parents, but also to reallocate their financial resources to cover their other essential expenses.

Easterseals is requesting funds to offer these three services to Oak Park families. Specifically, CDBG funds would provide the team with funding to send staff to all three trainings so they could begin offering these services at no cost to local families. We believe these trainings will allow us to have a huge impact on the mental health, safety, stress-levels, and feelings of efficacy in Oak Park parents.

3. Project Location (if different from above)

171 S. Oak Park Avenue Oak Park, IL 60302

D. Approach

We would like to provide trainings to our staff on three services: Car seat installation, “Oh Crap!” Potty Training, and Parent Cafés. We would like to offer these services to our Oak Park families because all three represent key areas of need to any family and are relevant to all children. While all families need to learn about potty training and need car seats safely installed, low income families with additional stressors related to domestic violence, homelessness, low income, or mental health struggles are likely to have more difficulty accessing these essential services. By creating these programs through a resource these families are already using (Easterseals Partnering with Parents), we immediately and dramatically increase their likelihood of being able to get the supports they need. Additionally, we frequently hear from the families we serve that they feel disconnected from others in the community. This disconnect has become even more apparent since COVID. The Parent Café model would allow us to help parents connect with each other in a format that is parent-led and supported by our team.

Total Oak Park Low/Moderate Income Persons Served Annually

90

Persons served form

[py_2023_persons_served.xlsx](#)

E. Budget Narrative

1. Total CDBG dollars requested

\$ 6,231

2. Total project budget

\$ 10,050

3. Budget description

We are requesting from CDBG 62% of the full cost to provide all three trainings to our staff, including basic supplies to run the Parent Cafés. We are requesting 62% coverage to match the proportional number of Oak Parkers served by the programs.

The total cost of the events (at 100%) includes \$475 to train 5 staff in car seat installation, \$8150 to complete a Parent Café training, and \$225 to train 5 staff in “Oh Crap!” Potty Training. This totals \$8850 for all 3 trainings. Additionally, we are anticipating a total cost of \$200 per Parent Café for additional costs (e.g., food, copies, supplies). This additional cost totals \$1200 for all Parent Cafés. The total expected cost of all three programs is \$10,050. We are, therefore, requesting 62% of that cost, for a request of \$6231.

Trainings: We anticipate a cost of \$475 to train 5 staff in car seat installation, at a 62% allowable cost of \$294.50. We anticipate a cost of \$8150 to complete a Parent Café training, at a 62% allowable cost of \$5053. We anticipate a cost of \$225 to train 5 staff on “Oh Crap!” Potty Training, at an allowable cost of \$139.50. All three trainings, taken together, have a grand total allowable cost of \$5487.

Supplies: We are budgeting photocopies per parent training at \$25, at a 62% allowable cost of \$15.50 per training. With 6 trainings totals, this translates to a total allowable cost of \$93. We are budgeting food per parent training at \$125, at a 62% allowable cost of \$77.5 per training. With 6 trainings totals, this translates to a total allowable cost of \$465. We are budgeting paper supplies per parent training at \$25, at a 62% allowable cost of \$15.50 per training. With 6 trainings total, this translates to a total allowable cost of \$93. We are budgeting pens, paper, and other materials for families to use at Parent Cafés at \$25, at a 62% allowable cost of \$15.50 per training. With 6 trainings totals, this translates to a total allowable cost of \$93. Supplies all together have a grand total of \$744 in allowable costs.

The allowable amount for all trainings and supplies totaled, therefore, is \$6231.

Budget Worksheet

[budget_worksheet.xlsx](#)

F. Program Eligibility

1. Meeting Outcomes

There are three program trainings being funded through this grant proposal. The initial target for each program will be meeting the needs of the families currently being served through home visits. All families will be offered information based on the “Oh Crap!” Potty Training method, as appropriate, during home visits. Additionally, each family receiving home visits receives specific visits focused on safety. All participating families will be offered a car seat check as part of one of their safety visits. All families will also receive information about any upcoming Parent Cafés. These steps will be taken by all program staff who are conducting home visits. The program manager will have continued conversations with program staff to remind them of these expectations and ensure completion. In addition to offering these services to families already linked with Easterseals services, a primary goal of this grant proposal is to expand services to a broader range of families. This expansion will be done with targeted events throughout the grant cycle which we will market in places designed to reach appropriate families. Specifically, we will ensure we are hosting events in more low to moderate income areas of Oak Park and will hang flyers in places where we might reach more low to moderate income participants, such as WIC offices, clinics throughout town, and childcare centers that receive Illinois Action for Children. We will also reach out to families through programs at the local library to try to connect with additional potential participants. This advertising will be completed by the program manager.

2. Successes and challenges

N/A

3. Intended accomplishments

This grant request has three primary intended accomplishments: 1) increase child safety by increasing the rate of properly installed car seats; 2) increase parental feelings of efficacy by providing parents with a sense of accomplishment through “Oh Crap!” Potty Training; and 3) increase parental feelings of support by providing parents with a sense of community through Parent Cafés. When parents feel supported and efficacious, they are more likely to be able to manage their daily challenges, both in regards to their children and in regards to other life

stressors. When these three accomplishments all occur simultaneously, we can help parents raise healthier, happier, more successful children.

4. Project management process

Easterseals already has a large number of families receiving services from us who would automatically be invited to take advantage of these services. All 25 families with whom we are currently connected are low to moderate income and would be invited to attend Parent Cafés initiatives through flyers, emails, and personal invitations from their Parent Educator. They will also automatically receive the benefits of the “Oh Crap!” Potty Training and the Car Seat Safety Checks by having Parent Educators who are trained in these initiatives and who are providing them during scheduled home visits. In addition to providing these services to our current families, we also hope to broaden our reach by advertising these offerings throughout the community and offering them at community-wide events. We have significant experience recruiting families because the individuals using our services are constantly moving or graduating out of our eligibility criteria. Our staff does an incredible job sharing information about our services through meetings with other local agencies and programs, coordinated intake, and word of mouth. We would plan to share information about these services both to our existing families and the larger community. Information is shared by posting details outside our office, sharing it with a local email distribution list called Mom Mail, and having the Collaboration for Early Childhood promote it in their community wide newsletter. Additionally, the Oak Park Library willingly posts our recruitment efforts in their spaces and has allowed us to attend their story times to promote workshops to those in attendance. Through these varied means of sharing information, we have a long history of recruiting those families most in need of services.

5. Income Documentation

Easterseals documents participant income very methodically. At enrollment we ask all participants to disclose their monthly income and to indicate how much is from the following sources: Salary, TANF, Unemployment, Social Security/Disability, SNAP, WIC, Child support/alimony, energy assistance, and housing assistance. We then enter that information, along with the number of dependents, into our database which automatically computes the federal poverty level percentage. We do not ask families to provide any documentation for their income at this time. All information is kept confidential. Easterseals staff undergo annual trainings on the importance of confidentiality and the proper measures for ensuring confidential information remains confidential.

6. Procurement and Management Process

Easterseals has a well-established procurement and management process. In terms of project management, we hold an initial meeting with all stakeholders to talk through the goals and needs of the project. A budget is set, as necessary. Next, an Excel formatted project action plan is created and items are assigned due dates. A copy of the plan is then sent out to all stakeholders. The Project Manager then tracks upcoming due date on all items and follow up on progress. The entire team meets as necessary, and any needed equipment is ordered, inventoried and tracked. The budget is revisited as needed. Finally, when the project is completed, a close out meeting is held to review achieved goals/objectives.

In terms of compliance, quality management and federal regulation, we have internal systems that we monitor to ensure we are following various requirements including HS Performance Standards, DCFS, DFSS, ISBE, and Office of HS, among others. The Director of Quality and Compliance provides guidance, as necessary, and stays updated on amendments and other changes made to local and federal regulations. Easterseals strives to maintain high quality outcomes and participates in a variety of audits and accreditations (e.g. CLASS assessments, ECERS, HOVERS, FA2, and ExcelRate). We also provide education and ongoing training and resources to our staff, including CFR trainings and Thompson Grant workshops.

Finally, we put a high value on participant feedback. Currently, our families fill out an end of the year survey that has questions about the services they received as well their satisfaction. Center staff also fill out a wellness survey 1-2 times per year. The directors participate in the self-assessment process, as well. We also realize that every system has the opportunity for growth and improvement, and we are always working to identify ways to improve the efficacy of our approaches.

2. Attachments

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

Timeline

[py_2023_timeline_form.docx](#)

Logic model

[py_2023_cdbg_logic_model_mh_edit_3.6.23.docx](#)

Articles of Incorporation and By-Laws

[articles_and_bylaws.pdf](#)

Non-Profit Determination (IRS Letter)

[501c3_determination_letter.pdf](#)

List of Board of Directors

[board_of_directors_directory_2022.pdf](#)

Organizational Chart

[easterseals_organizational_structure.pdf](#)

Resumes

[resumes.pdf](#)

Financial Statement and Audit

[easter_seals_metropolitan_finances_and_audit.pdf](#)

Conflict of interest statement

[easterseals_conflict_of_interest_policy.pdf](#)

Anti-lobbying statement

[anti_lobbying_statement.docx](#)

EEO Form

[2021_ecoc_report_certified.pdf](#)

Statement of ADA Compliance

[easterseals_reasonable_accommodation_policy_-_ada.pdf](#)

Support Statements**Project client evaluation tool**

[final_evaluation_surveys.pdf](#)

Beneficiary Form

[py_2023_cdbg_beneficiary_form.docx](#)

Certificate of insurance

[easter_seals_proof_of_insurance_all_lines.pdf](#)

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

Stacie Pozdol

Title of Authorized Official of Applicant Organization

Grants and Contracts Specialist

Date of Submittal

Fri, 2023-03-10

Do you have a CDBG application guide?

Yes

Affirmation

I agree

[Previous submission](#) Next submission

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

Organization	Easterseals Serving Chicagoland and Greater Rockford
Project Name	Empowering Parents: Training Staff on 3 Tools for Supporting Parents

Goal Statement:

Inputs	Outputs		Outcomes		Measurement/Indicators for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
		X Total unduplicated persons served (without regard to income or residency) X Extremely Low, Low and Mod-Income Persons served X Oak Park persons served X Extremely Low, Low and Mod-Income Oak Park Persons Served			
Car seat certification	Staff will begin ensuring car seats are properly installed for all families served	X80 X50 X70 X50	Parents will feel more secure in the safety of their children	Children will be safer in case of car accident or other car-related emergency	Parents will complete a survey at the time of their car seat inspection.
“Oh Crap!” Potty Training	Staff will begin supporting families in toilet training through a proven method	X40 X25 X35 X20	Parents will feel competent in their ability to toilet train their children	Children will toilet train more easily and successfully; families will have fewer expenses without the need for diapers	Parents will complete a survey at the completion of the training method.
Parent Café Training	Staff will begin supporting parents in leading monthly cafés	X30 X18 X25 X20	Parents will feel a sense of community by having a place to talk about needs/ concerns	Parents will develop a support network to help them navigate difficult times and allow them to better access resources	Parents will complete surveys at the end of each Parent Cafe



PY 2023 Timeline, CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Easterseals Serving Chicagoland and Greater Rockford	
Project Name	Empowering Parents: Training Staff on 3 Tools for Supporting Parents	
Timeframe	Activity	Person Responsible
Month 1	Schedule trainings	Program Manager
Month 2	Attend car seat certification training Complete “potty training” training	All staff
Month 3	Attend Parent Café training Begin publicity push on all 3 trainings	All staff
Month 4	Offer car seat safety checks Offer potty training support and community workshop	All staff
Month 5	Offer car seat safety checks Offer potty training support Host 1 st parent cafe	All staff
Month 6	Offer car seat safety checks Offer potty training support Host 2 nd parent cafe	All staff
Month 7	Offer car seat safety checks Offer potty training support Host 3 rd parent cafe	All staff
Month 8	Offer car seat safety checks Offer potty training support	All staff
Month 9	Offer car seat safety checks during public event Offer potty training support	All staff
Month 10	Offer car seat safety checks Offer potty training support and community workshop Host 4 th parent café	All staff
Month 11	Offer car seat safety checks Offer potty training support Host 5 th parent cafe	All staff
Month 12	Offer car seat safety checks Offer potty training support Host 6 th parent cafe	All staff

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:	Collaboration for Early Childhood				
Personnel Costs									
Salaries	\$0	\$0	#DIV/0!					\$0	0%
Benefits	\$0	\$0	#DIV/0!					\$0	0%
Taxes	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Personnel Costs	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Operating Costs:									
Rent/Lease	\$0	\$0	#DIV/0!					\$0	0%
Utilities	\$0	\$0	#DIV/0!					\$0	0%
Telephone	\$0	\$0	#DIV/0!					\$0	0%
Postage	\$0	\$0	#DIV/0!					\$0	0%
Supplies	\$1,200	\$744	62%		\$456			\$456	38%
Mileage	\$0	\$0	#DIV/0!					\$0	0%
Other (Trainings)	\$8,850	\$5,487	62%		\$2,546			\$2,546	29%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Operations	\$10,050	\$6,231	62%		\$3,002	\$0	\$0	\$3,002	30%
Professional/Services									
Consultant	\$0	\$0	#DIV/0!					\$0	0%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Professional Services	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
TOTAL (all categories)	\$10,050	\$6,231	62%		\$3,002	\$0	\$0	\$3,002	30%

Please ensure that percentages, subtotals & totals are listed & accurate. Ensure formulas are active.

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?
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$0				

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:	Collaboration for Early Childhood				
Personnel Costs									
Salaries	\$0	\$0	#DIV/0!					\$0	0%
Benefits	\$0	\$0	#DIV/0!					\$0	0%
Taxes	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Personnel Costs	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Operating Costs:									
Rent/Lease	\$0	\$0	#DIV/0!					\$0	0%
Utilities	\$0	\$0	#DIV/0!					\$0	0%
Telephone	\$0	\$0	#DIV/0!					\$0	0%
Postage	\$0	\$0	#DIV/0!					\$0	0%
Supplies	\$1,950	\$1,326	68%		\$624			\$624	32%
Mileage	\$0	\$0	#DIV/0!					\$0	0%
Other (Trainings)	\$5,300	\$3,604	68%		\$1,726			\$1,726	33%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Operations	\$7,250	\$4,930	68%		\$2,350	\$0	\$0	\$2,350	32%
Professional/Services									
Consultant	\$0	\$0	#DIV/0!					\$0	0%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Professional Services	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
TOTAL (all categories)	\$7,250	\$4,930	68%		\$2,350	\$0	\$0	\$2,350	32%

Please ensure that percentages, subtotals & totals are listed & accurate. Ensure formulas are active.

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?
The 32% of funds would come from the Partnering With Parents (PWP). The PWP program is funded by the Collaboration for Early Childhood and administered through Easterseals Chicago.	Grant	\$2,350	available from FY24 PD funds	7/1/23	For Professional Development and associated Supplies	Private
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$2,350				

3. Budget description *

Please provide a detailed description of costs for each item listed in the budget, including a breakdown of the project expense and the proportion detailing your application request.

As of June 30th, our program year ended and with the start of our new year on July 1st, we've enrolled new families, changing the percentage of eligible families. We currently serve 34 unduplicated families, 31 families are Oak Park Residents and of those, 23 Oak Park resident families fall into the extremely low, low or moderate income brackets as specified by CDBG requirements – or 68% of the families to be served.

We are requesting from CDBG 68% of the full cost to provide all three trainings to our staff, including basic supplies to run the Parent Cafés. We are requesting 68% coverage to match the proportional number of Oak Parkers served by the programs.

We have revised the requested trainings to fit a lower total budget. Primarily, we have chosen to use the virtual Parent Café Training, rather than the in-person pricing, as it is significantly lower.

Parent Café Training: We would like to have staff attend a virtual Parent Café training (rather than in-person), at a reduced rate of \$4150. We are requesting coverage for 68% of that cost, at a total of **\$2822**.

Parent Café Supplies: We are budgeting photocopies per parent training at \$25, food per parent training at \$250, paper supplies per parent training at \$25, and pens/pencils/etc. per training at \$25. This cost translates to a total of \$1950 for 6 trainings. We are requesting coverage for 68% of that cost, at a total of **\$1326**.

Car Seat Installation training: The cost of training a staff member on car seat installation is \$95 per person. We would like to train 5 staff on this process, for a total of \$475. We are requesting coverage for 68% of that cost, at a total of **\$323**

Oh Crap! Potty Training: The cost for training 5 staff members has changed, but per recent conversations with the trainers is now \$675. We are requesting coverage for 68% of that cost, at a total of **\$459**.

Therefore, the revised total cost of the events (at 100%) is \$7250. We are requesting coverage for 68% of that cost, which is **\$4930**.

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
White									0	0
Black/African American									0	0
Asian									0	0
American Indian or Alaska Native									0	0
Native Hawaiian or Other Pacific Islander									0	0
American Indian or Alaska Native AND White									0	0
Asian AND White									0	0
Black/African American AND White									0	0
American Indian /Alaska Native AND Black/African American									0	0
Other Multi-Racial									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
Extremely low (0-30% of median income)					0
Low (31-50%)					0
Moderate (51-80%)					0
Non-Low/Moderate (81%+)					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	
Total of all persons benefitting (without regard to income or residency)	0
Number of all Extremely Low, Low and Moderate Income persons to be served	0
Percentage of LMI benefit	#DIV/0!
Number of all Oak Park persons benefitting	
Percentage of Oak Park persons benefitting	#DIV/0!
Number of Extremely Low, Low and Moderate Income Oak Park persons to be served	0