

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT is entered into as of the ____ day of September, 2016 between the VILLAGE OF OAK PARK, Illinois (hereinafter the "Village") and NEW MOMS, INC., an Illinois not-for-profit Corporation (hereinafter the "Subrecipient").

RECITALS

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

WHEREAS, Subrecipient has applied to the Village for CDBG funds for the 2016 Program Year; and

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

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

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

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

2. **SCOPE OF SERVICES.**

A. Subrecipient's project schedule and project budget (collectively referred to as "the Project") are set forth in the Subrecipient's Program Year 2016 Community Development Block Grant Program Proposal, attached hereto and incorporated herein by reference as Exhibit A (hereinafter the "Subrecipient's Proposal").

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

C. The funds to be provided by the Village to Subrecipient pursuant to this Agreement shall be used to partially cover personnel costs to assist teen mothers, young adult

mothers, and their children. A total of 80 persons (74 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 Seventeen Thousand Dollars (\$17,000) (hereinafter the "Grant Funds") to be paid in accordance with the terms of this Agreement. The Subrecipient acknowledges and agrees that only those budget line items and percentages that appear in its Program Year 2016 Project Budget will be considered for reimbursement through the Grant Funds.

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

4. PAYMENT.

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

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

C. The Subrecipient shall submit invoices to the Village for reimbursement at least quarterly. Final project invoices must be submitted to the Village no later than October 31, 2017. Any invoices submitted after October 31, 2017 shall not be paid by the Village.

5. PROGRAM YEAR.

A. The Subrecipient shall perform the Project beginning October 1, 2016 and ending on September 30, 2017 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2017. Project costs shall not be incurred after the Program Year.

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

before the end of the Program Year. The Village shall either grant or deny the request for an extension in its discretion and shall provide notice to the Subrecipient of its grant or denial of the request.

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

6. COMPLIANCE WITH LAWS AND REGULATIONS.

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

B. The Subrecipient shall comply with the applicable administrative requirements set forth in Title 24, Part 570.502 of the Code of Federal Regulations

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

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

2. Take action to ensure that applicants are employed without regard to race, religion, handicap, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, with such action including, but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, selection for training, including apprenticeship; and

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

D. Subrecipient agrees not to violate any state or federal laws, rules or regulations

regarding a direct or indirect illegal interest on the part of any employee or elected officials of the Subrecipient in the Project or payments made pursuant to this Agreement.

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

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

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

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

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

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

7. REPORTING AND RECORD KEEPING.

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

B. Subrecipient's documents and records pursuant to this Agreement shall be maintained and made available during the Project Period and for three (3) years after completion of the Project. The Subrecipient shall give notice to the Village of any documents or records to be disposed of or destroyed and the intended date after said period, which shall be at least 90 days after the effective date of such notice of disposal or destruction. The Village shall have 90 days after receipt of any such notice to given 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, 2016	Progress report due by January 15, 2017
2 nd Quarter: January-March, 2017	Progress report due by April 15, 2017
3 rd Quarter: April-June, 2017	Progress report due by July 15, 2017
4 th Quarter: July-September, 2017	Progress report/Final report due by October 15, 2017

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 contract, 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 contract, 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:

Laura Zumdahl, President & CEO
New Moms, Inc.
5317 W. Chicago Ave
Chicago, IL 60651

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

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 day and date first written above.

VILLAGE OF OAK PARK

NEW MOMS, INC.

Name: Cara Pavlicek
Title: Village Manager

Name:
Title:

Date: _____, 2016

Date: _____, 2016

ATTEST:

ATTEST:

Name: Teresa Powell
Title: Village Clerk

Name:
Title:

Date: _____, 2016

Date: _____, 2016

EXHIBIT A
SUBRECIPIENT'S PROPOSAL

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

Submission #7

Agency merged and is now called New Moms, INC.

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Submission information

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

Submitted by parenthesis

Fri, 2016-03-11 14:52

50.77.135.178

1. Applicant Information

A. Organization Information

1. Organization Name

Parenthesis Family Center

2. Organization Mailing Address

405 S. Euclid Ave. Oak Park, IL 60302

3. Organization Phone

7,088,482,227.0000

4. Executive Director

Amy Starin

5. Email Address

astarin@parenthesis-info.org

6. FEIN #

363,083,195

7. DUNS #

694,998,674

B. Project Information

1. Proposed Project Name

Specialized Parenting Populations: Teen & Adult

2. Proposed Project Address

405 S. Euclid Av.
Oak Park, IL 60302

3. Project Manager/Primary Contact

Amy Starin

4. Secondary Contact

Gail Shelton

5. Proposed Project Phone

7,088,482,227.0000

6. Email Address

astarin@sbcglobal.net

C. Type of Organization

Private non-profit

Other**D. Project Overview****1. Total CDBG Dollars Requested**

40,000

2. Total Project Budget

250,726

3. Total Low/Moderate Income Persons Served Annually

88

4. Brief project description and purpose

Specialized Parenting Populations (SPP) delivers twice monthly home visiting services focused on developmental parenting, parent/child relationship development and family wellbeing. Weekly therapeutic groups, developmental child care, case management and resource referrals are provided. This program operates with two separate peer groups of Mothers; Teen parents age 14-22 (Parenteen), and low income single Mothers age 22 and above (Mothering on Our Own).

5. Population Served

51% or more Low/Moderate Persons

Other**E. Priority Addressed**

Programs for Youth/Children

2. Project Narrative

I. Background & Need

In recent census data, 71% of the families living in poverty in Oak Park were single female headed households. Of note, in Oak Park, the disability rate among poor females is 28.4%, versus 17.8% statewide. (2013 census data) These are often families living in unstable and transient housing, struggling with food insecurity, and often unable to obtain basic needs for themselves and their children. This is the population of families most in need of the Mothering on Our Own programs, and the target population Parenthesis focuses this program on. Parents living in abject poverty or low incomes often also suffer from depression and other mental illnesses, which further impacts their ability to respond sensitively to their children's needs. (Child trends, 2013) Children growing up in low income families are most vulnerable to adverse childhood experiences that have lasting impact on their ability to achieve typical development. This vulnerability has an impact on both the family themselves as well as on the community.

There are particular areas of vulnerability for both the teen and the single adult parents. Most teens acknowledge that their pregnancy was unplanned; that they did not intend to have a child as a result of becoming sexually active. Teen pregnancy is closely linked other social issues that drain a community's resources-poverty and income, overall child well-being, out-of-wedlock births, responsible fatherhood, health issues, education, child welfare, and other risky behavior. There are also substantial public costs associated with adolescent childbearing. (The Campaign to Prevent Teen Pregnancy, 2015)

The long range impact of a teen pregnancy can be devastating to both the mother and the child. Only 38% of teen girls who have a child before age 18 get a high school diploma by age 22. This means that 62% of teen moms who fail to graduate high school will work at minimum wage jobs and/or be a drain on public assistance programs. 30% of teen girls who have dropped out of high school cite pregnancy or parenthood as a reason. 67% of teen mothers who moved out of their own families' household (usually not by choice) live below the poverty level. 63% of teen mothers receive some type of public benefits within the first year after their children were born. Less than one quarter of teen mothers receive any child support payments and typically the father is absent from the child's life. Teen pregnancy is viewed as the mother's problem. Finally, children born to mothers younger than 18 years old score significantly worse on measures of school readiness including math and reading tests. (The Campaign to Prevent Teen Pregnancy, 2015)

The single adult parents in the Special Parenting Population program is comprised of a diverse group. These women range in age from 22 to 42 years old and are nearly all low or very low income. Many of these women have histories of being traumatized themselves through child or partner abuse. There is a significant level of mental illness amongst this population, and most of the families require a significant amount of case management activity outside of the home visits and groups to help them remain stable in meeting basic needs. There are frequent referrals to service providers in the community dealing with high level mental health issues for the parents, early intervention child development, housing, food, utilities etc. These same organizations refer clients to Parenthesis to assist in the tasks of improving the effectiveness of parenting practices for struggling families.

II. Approach

a. Purpose

: Specialized Parenting Populations: Teen and Adult addresses two of the Oak Park Village Public Service priorities: mental health programs and programs for youth/children. The SPP programs utilize evidence based parenting intervention models as the basis for the programs. Both the Parents as Teachers and the Chicago Parent Program models are used as the foundation for the program interventions. Referrals into both age cohorts for the program are largely obtained from other community social service organizations targeting low income families. These include FQHC medical clinics, the Children's Clinic, WIC offices, the High School Counselors, Housing

agencies, the food pantries and others. Increasingly teen parents are referring other teens when they learn that they are pregnant. SPP provides counseling and case management support to parents to meet mental health needs, and is at minimum a two generations intervention serving both the mother and the child. In the teen population, the intervention frequently involves three generations and the mother's parents are frequently involved. SPP focuses on helping parents learn parenting skills, gain financial stability via work and school support, stop generational cycles of abuse, and learn advocacy skills so that they can meet their children's needs outside of the CPP program and Parenthesis.

b. Target Populations

SPP meets the need of two distinct age populations; teen parents age 14 – 22 and low income single mothers over the age of 22. Program materials and group and home visiting topics are tailored to the specific needs of each family. Program staff have the expertise to be able to communicate the learning content to parents at many different learning levels. Both the Teen and the Adult parent populations contain Mothers with learning disabilities of varying degrees. The SPP program contains a racial and ethnic profile that is more diverse than that reported in the Oak Park 2010 census. The CPP Mothers are 66% African American/Black, 14% Multi-racial, 10% Hispanic and 10% Caucasian/White. Parenthesis makes significant efforts to employ staff that reflect the cultural make-up of the families involved in each program. Staff at Parenthesis represent Black, Hispanic, Multi-racial, white and LGBT families. Moreover, recently hired staff have included two with teen parenting histories in their own lives. The Parents as Teachers curriculum is evidence based for families from diverse cultures. Of note, the addition of the Chicago Parent Program curriculum brings DVD scenarios that show a very diverse set of families in real life settings. The material was filmed using real families from the West and South sides of Chicago, and are primarily Black and Hispanic families. Materials for the Chicago Parent program are available in both English and Spanish, as is the Parents as Teachers curriculum. The environment at Parenthesis is likewise reflective of the cultures of the families it serves. Reading material and the décor purposefully reflects a diverse array of family cultures and types. Parenthesis also serves families with economic diversity in programs outside the SPP programs.

c. Strategies

The SPP program addresses the Oak Park community's need for parenting education and supports to low-income single adult and teen parents using the evidence based programs 'Parents as Teachers' and the 'Chicago Parent Program'. The SPP program goals include 1) Reducing parental isolation by building healthy social connections among the group; 2) Developing parental understanding and skills related to realistic child development expectations, thus reducing the likelihood of child abuse; 3) Engaging in early literacy activities with the babies and toddlers to promote school readiness; 4) strengthening the parent/child bond; 5) assisting the Mothers in meeting basic family needs, including furthering their own education and employment; 6) Providing connections to higher level mental health services as needed; and 7) Ensuring parental well-being. Both 'Parents as Teachers' and the 'Chicago Parent Program' were developed from a strong theoretical evidence base model of 'Behavioral Parent Training'. This theory blends behavioral and cognitive theories of change and positive parent/child relationship development. All evidence based parenting interventions rely on this theory. (Oregon Social Learning Group).

Parenthesis employs a multi-disciplinary staff teams composed of Social Workers, Early Childhood Education Professionals, and Child Development experts. All program staff have a minimum of a master's degree in their area of specialization. Regardless of the discipline, all staff are also experts on the science of parenting.

Mothers are referred into the program by many community partners. The most common referral sources are the WIC program, the Children's Clinic, PCC Wellness, family physicians, Thrive,

Pillars, OPRF high School, Wonder Works, the OP and RF libraries and others. Increasingly, teen parents are referring their fellow teens; this reflects the fact that teen parents often know within their age cohort that a peer is pregnant long before they come to the attention of the high school or other system.

Once the referral is received by Parenthesis, the program director reaches out to the family within 24 business hours to assess the need and interests of the mother. An in-person appointment is scheduled with the mother, and is typically held within 72 hours of the initial contact. The Parenthesis staff describes the program structure. The SPP programs offer a comprehensive array of services that includes groups, home visits, case management, child care during program events, a family meal, and transportation. The SPP program provides support to overcome the barriers that frequently prevent a family from receiving the help they need, primarily child care and transportation. Inviting a professional into one's home via a formal 'home visit' requires a significant level of trust on behalf of the mother. It often takes up to 2 months after referral for the mother to feel comfortable allowing Parenthesis staff to come into their home setting, this is particularly true of mothers with the highest levels of psychological vulnerability. This comfort level is likely accelerated by the fact that mothers quickly develop trust with their peers in the group setting. The group activities involve a two hour time span and begin with a family meal. This meal is provided for both the parent and the child, and allows Parenthesis staff to observe parent/child interaction and model and mentor in vivo. Following the meal, the children go to age appropriate child development classrooms where they are engaged in activities supporting their literacy and motor skill development. During this time the mothers participate in a support/education group that addresses child development, parenting skills and parental well-being topics. Many of the teen mothers utilize transportation support from Parenthesis, three of the current adult mothers who have disabilities do as well.

Mothers may receive up to four parenting group sessions and two home visits per month. Services can increase or decrease in intensity to meet the needs of each individual family. Many of the families require additional contact through telephone support or additional visits during times of increased stress and crisis. Mothers may participate in SPP from the time of their pregnancy until the time a child completes kindergarten. This allows the child to be firmly and successfully anchored in their academic setting before the family leaves the program. Thus, there is a 6 year window of time when a family may participate in Parenthesis Teen and Adult SPP. The vast majority of families do not require this length of program support. The mean length of time in the program is two years. The focus is on helping the families develop their skills to the point that they are successfully independent.

d. Timeline

Use the attached chart format with applicant having the ability to complete the fields.

III. Outcomes & Evaluation

a. Goal Statement

Teen and Low-income single Mothers with psychological vulnerabilities receive the education, support and linkages they need in order to become effective parents to children from pregnancy through kindergarten.

b. Narrative

1. Ensuring Outputs/Outcomes

The outputs and the outcomes for the Specialized Parenting Populations (SPP) is achieved utilizing Master's level Family Support Specialist staff to implement the program. The staff are responsible for completing the assessments on both the parents and the children and prescribed times during program implementation. During the intake session and during the next two months families complete the Life Skills Progression Measure; the Parental Stress Scale, the Edinburgh Post-Natal Depression inventory and the Ages and Stages Questioners assessments on the child. The Staff give the clients the family satisfaction survey twice a year to ascertain the impact of the program from a qualitative perspective. The data is reviewed/audited first by the Program Director during a monthly review of collected data, and the by the Executive Director on a quarterly basis. The reports to the Oak Park Village are compiled by the Program Director, the Finance Director and the Executive Director.

2. Documenting Income

2. Services at Parenthesis are provided solely on a voluntary basis on behalf of the clients. Each registered client of the organization is required to disclose their family income during the intake process. This is currently done through self-report. Staff are also aware of client's low income levels by virtue of questioning them on what public financial supports they are receiving, such as SNAP, and Section 8 Housing. However the organization is moving one of its programs to a sliding scale and clients will be required to submit tax returns to be eligible. Parenthesis maintain strict confidentiality standards regarding client's identifiable information. Staff are trained in Illinois Mental Health Code level confidentiality practices and all client records and data are kept in secure and locked files in both paper and electronic formats.

3. Evaluation Process

3. Parenthesis utilizes a quality assurance process to ensure that services are having the maximum intended impact on the parents and children enrolled in its programs. The Program Director has responsibility for implementing this process. The programs are evaluated in terms of functional impact on clients via the previously listed assessment instruments. This ensures that there is a qualitative marker for clients and staff to gage their progress. It is also important that Parenthesis has a client satisfaction process that captures the more qualitative perspective of the program participants. Every six months a client completes a client satisfaction survey that asks them to report both on their experience of the program and ideas to improve programming. In addition, the staff at Parenthesis are invited to talk with the Executive Director on a quarterly basis to express ideas they have for program improvement. An example of a new practice initiated based on client and staff feedback is the implementation of the Chicago Parent Program curriculum which meets a need for parents of children 3-5, and gives the staff an additional tool to assist families.

IV. Organization Capacity

a. Mission & Experience

Parenthesis' Mission is to 'support parents in their efforts to create a loving, nurturing and happy environment for their children by connecting them to parenting tools, one another, and their community.' Parenthesis has been providing a wide array of parenting services to the Oak Park community since 1980. The organization employs highly skilled master's level staff to ensure that it is able to meet the needs of clients with a wide array of parenting difficulties. The 'average' staff member has nearly 20 years of experience in the field of child services. There are no new staff being hired to implement the programs. When former clients of the

organization are asked about its impact on them, a majority of them literally state 'Parenthesis saved my life when my child was small'. Parenthesis has long and deep roots in the Oak Park community.

b. Ability to Meet Reporting Requirements

Parenthesis has successfully implemented CDBG funded programs for many years in the Oak Park community. A recent challenge involved the new Executive Director learning the HUD reporting requirements. This process required significant mentoring through the Village Grant Manager, and was ultimately successful. Parenthesis was recently awarded at Cook County CDBG grant to provide services to families outside of Oak Park and River Forest.

c. Collaboration with Others

Parenthesis has long standing partnerships with most of the current child serving organizations in Oak Park, both public and private. Parenthesis has formal referral relationships with child care organizations, the local WIC office, the local park districts, the high school, the Federally Qualified Health Center (Children's Clinic), Wonder Works, the Club House, Thrive and Pillars mental health agencies, Hephzibah Children's Association, Sarah's Inn, Housing Forward, and several local governmental bodies. These partnerships typically involve reciprocal referrals, with Parenthesis referring out to meet client needs and the other organizations referring to Parenthesis to assist with parenting issues.

V. Budget Narrative

a. Budget Description

i. Parenthesis is requesting \$40,000 to cover 16% of the total cost of the Specialized Parenting Populations program. The vast majority of the expense of running Parenthesis' programming is the cost of highly trained program staff. \$40,000 represents the salary cost of a .5 FTE staff Member. All staff involved in providing direct services are in the job title 'Family Support Specialists'. Running the full program requires approximately 3.6 FTE's in total. Full time staff members receive a health care stipend and vacation/sick time as benefits. The agency operates at a 20% indirect rate which covers administrative and other expenses.

b. Alternate Revenue Sources

If Parenthesis does not receive the requested funding the number of Oak Park families served will need to be reduced.

3. Attachments

Timeline

[parenthesis_2016_timeline.docx](#)

Logic Model

[parenthesis - logic_model_chart_py_2016.docx](#)

Articles of Incorporation

[parenthesisarticlesofincorporationbylaws.pdf](#)

Non-Profit Determination (IRS Letter)

[iltax_exemptletter2015.pdf](#)

List of Board of Directors

[parenthesisboardofdirectors.pdf](#)

Organizational Chart

[parenthesisorganizationalchart.pdf](#)

Resumes

[parenthesischiefadministratorfinancialofficer.pdf](#)

Financial Statement and Audit

[parenthesisfinancialstatementauditagencybudget.pdf](#)

Conflict of Interest Statement

[parenthesis-conflict_of_interest_doc.pdf](#)

Lobbying Statement

[parenthesis_anti-lobbying_statement.pdf](#)

EEO Form

[parenthesiseeoform.pdf](#)

Statement of ADA Compliance

[parenthesis_ada_compliance_statement.pdf](#)

Intake Documentation

[parenthesis_intake_packet.pdf](#)

Support Statements

[mou_hephzibah_3.pdf](#)

Budget Worksheet

[parenthesisbudgetworksheet2.pdf](#)

4. Proposal Agency Information & Verifications

1. Name of Authorized Official of Applicant Organization

Amy Starin

2. Title of Authorized Official of Applicant Organization

Executive Director

3. Date of Submittal

Fri, 2016-03-11

4. Affirmation

I agree

[Previous submission](#)

[Next submission](#)



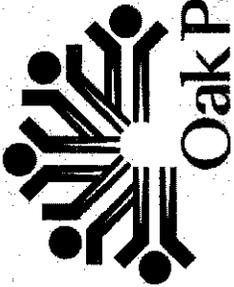
PY 2016

Organization	Parenthesis Family Center
Project Name	Specialized Parenting Populations: Teen & Adult

Timeframe	Activity	Person Responsible
Month 1	<ol style="list-style-type: none"> 1. Twice monthly home visits & counseling 2. Weekly Therapeutic Groups & Family Meals 3. Child assessments 4. Parent well-being assessments 	Parenthesis Family Support Specialist
Month 2	<ol style="list-style-type: none"> 1. Twice monthly home visits & counseling 2. Weekly Therapeutic Groups & Family Meals 3. Child assessments 4. Parent well-being assessments 	Parenthesis Family Support Specialist
Month 3	<ol style="list-style-type: none"> 1. Twice monthly home visits & counseling 2. Weekly Therapeutic Groups & Family Meals 3. Child assessments 4. Parent well-being assessments 5. Quality Assurance Program Review 6. OP CDBG Billing & Quarterly Reporting 	Parenthesis Family Support Specialist Executive Director & Finance Manager
Month 4	<ol style="list-style-type: none"> 1. Twice monthly home visits & counseling 2. Weekly Therapeutic Groups & Family Meals 3. Child assessments 4. Parent well-being assessments 	Parenthesis Family Support Specialist
Month 5	<ol style="list-style-type: none"> 1. Twice monthly home visits & counseling 2. Weekly Therapeutic Groups & Family Meals 3. Child assessments 4. Parent well-being 	Parenthesis Family Support Specialist

	assessments	
Month 6	<ol style="list-style-type: none"> 1. Twice monthly home visits & counseling 2. Weekly Therapeutic Groups & Family Meals 3. Child assessments 4. Parent well-being assessments 5. Quality Assurance Program Review 6. OP CDBG Billing & Quarterly Reporting 	Parenthesis Family Support Specialist Executive Director & Finance Manager
Month 7	<ol style="list-style-type: none"> 1. Twice monthly home visits & counseling 2. Weekly Therapeutic Groups & Family Meals 3. Child assessments 4. Parent well-being assessments 	Parenthesis Family Support Specialist
Month 8	<ol style="list-style-type: none"> 1. Twice monthly home visits & counseling 2. Weekly Therapeutic Groups & Family Meals 3. Child assessments 4. Parent well-being assessments 	Parenthesis Family Support Specialist
Month 9	<ol style="list-style-type: none"> 1. Twice monthly home visits & counseling 2. Weekly Therapeutic Groups & Family Meals 3. Child assessments 4. Parent well-being assessments 5. Quality Assurance Program Review 6. OP CDBG Billing & Quarterly Reporting 	Parenthesis Family Support Specialist Executive Director & Finance Manager
Month 10	<ol style="list-style-type: none"> 1. Twice monthly home visits & counseling 2. Weekly Therapeutic Groups & Family Meals 3. Child assessments 4. Parent well-being assessments 	Parenthesis Family Support Specialist
Month 11	<ol style="list-style-type: none"> 1. Twice monthly home visits & counseling 2. Weekly Therapeutic Groups & Family Meals 3. Child assessments 4. Parent well-being assessments 	Parenthesis Family Support Specialist

Month 12	<ol style="list-style-type: none">1. Twice monthly home visits & counseling2. Weekly Therapeutic Groups & Family Meals3. Child assessments4. Parent well-being assessments5. Quality Assurance Program Review6. OP CDBG Billing & Final Reporting	Parenthesis Family Support Specialist Executive Director & Finance Manager
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Oak Park

PY 2016

Organization	Parenthesis Family Center
Project Name	Specialized Parenting Populations

Goal Statement: Teen and Low-income single Mothers with psychological vulnerabilities receive the education, support and linkages they need in order to become effective parents to children from pregnancy through kindergarten.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
<ol style="list-style-type: none"> 1. Master's Degree Level Staff 2. Family Meals 3. Home Visits 4. Child Development Staff 5. Literacy Materials & academic problem solving for parents education 6. Transportation 	<ol style="list-style-type: none"> 1. Support & Education Groups; case management 2. Clinical Observation and modeling during family meals 3. Clinical, family and developmental assessments & 1:1 or 1:2 parenting education 4. Age appropriate child development teaching & child care 5. Mentoring parents on engaging children in reading activities 6. Overcoming 	<ol style="list-style-type: none"> 88 Total unduplicated persons served (without regard to income or residency) 80 Extremely Low, Low and Mod-income Persons served 80 Oak Park persons served 78 Extremely Low, Low and Mod-income Oak Park Persons Served 	<ol style="list-style-type: none"> 1. Parents learn new parenting skills and are linked to resources. Parents are linked with each other. Parental stress is reduced. 2. Parents develop new skills for interacting with their children during family meal times. 3. Child and family functioning is monitored; parents receive needed individual support & linkages; child development is monitored. 4. Children are engaged in developmentally enhancing activities during parental groups, Parents read to and with their children daily & Families start 	<ol style="list-style-type: none"> 1. Improved parental role functioning & reduced parental isolation. 2. Young families learn new ways to interact and enjoy each other. Healthy nutrition is improved. 3. Parents develop increased confidence in their effective parenting skills; adverse generational family patterns are improved. 4. Children develop improved social skills and progress developmentally. 5. Parents learn to engage children in interactive reading; children develop a love of learning; children are prepared for formal education; parents continue their 	<ol style="list-style-type: none"> 1. Life Skills Progression measure (LSP) relationships section; Parental Stress Index; Edinburgh Post-natal depression Index; client satisfaction survey. 2. LSP relationships with children section. 3. Referrals are tracked; LSP Mental Health, substance abuse and supportive services sections are tracked; child ASQ scores. 4. Teachers' reports to Master's level staff; participation numbers; ASQ scores. 5. Number of books distributed to

	barriers to participation		<p>home libraries. Families with transportation barriers are able to participate in programming.</p> <p>6.</p>	<p>own education & workforce development. Families develop financial capacity to become independent regarding transportation.</p> <p>6.</p>	<p>families during home visits; Parent's report of reading activity. Patterns/trends per family of Parenthesis supported transportation</p> <p>6.</p>
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WORKBOOK CONTAINS BOTH THE PROJECT BUDGET & THE OTHER REVENUE SUMMARY.

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

PY 2016 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	Estimated Costs	CDBG Proportion Amount	CDBG % of Total (2%)	Other Revenue Sources	Grants	Other Revenue Sources	Total Other Revenues	Other Revenue % of Total
Funding Source:				Public Support/Donations	Grants	Fee for Service		
Personnel Costs								
Salaries	\$142,860	\$40,000	27%		\$73,100	\$29,760	\$102,860	72%
Benefits	\$7,200	\$0	0%			\$7,200	\$7,200	100%
Taxes	\$11,254	\$0	0%			\$11,254	\$11,254	100%
Other Indirect costs	\$32,262	\$0	0%	\$20,476		\$11,786	\$32,262	100%
Other (Identify)	\$0	\$0	0%				\$0	0%
Subtotal: Personnel Costs	\$193,576	\$40,000	21%	\$20,476	\$73,100	\$50,000	\$153,576	79%
Operating Costs:								
Rent/Lease	\$17,760	\$0	0%				\$17,760	100%
Utilities	\$0	\$0	0%				\$0	0%
Telephone	\$3,700	\$0	0%				\$3,700	100%
Postage	\$1,332	\$0	0%				\$1,332	100%
Supplies	\$2,960	\$0	0%				\$2,960	100%
Mileage	\$5,920	\$0	0%				\$5,920	100%
Other (Identify)	\$0	\$0	0%				\$0	0%
Other (Identify)	\$0	\$0	0%				\$0	0%
Subtotal: Operations	\$31,672	\$0	0%	\$31,672	\$0	\$0	\$31,672	100%
Professional/Services								
Consultant	\$9,600	\$0	0%				\$9,600	100%
Engineering	\$0	\$0	0%				\$0	0%
Other (Identify)	\$0	\$0	0%				\$0	0%
Subtotal: Professional Services	\$9,600	\$0	0%	\$9,600	\$0	\$0	\$9,600	100%
TOTAL (all categories)	\$234,848	\$40,000	17%	\$61,748	\$73,100	\$60,000	\$194,848	83%

PY 2016 CDBG OTHER REVENUE SUMMARY

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

1	2	3	4	5	6	7
FUNDING SOURCE	EDUCATION GRANTS	FUNDING AMOUNT	FUNDING STATUS	DATE-YEAR	REVENUE RESTRICTION	FUNDING SOURCE
Individual donations & special events (Dream Makers & Kitchen Walk)	Donation	\$61,748	On going	Current	Unrestricted, unless donor indicates otherwise	Private
Oak Park Township	Grant	\$12,000	Applied	4/1/2016, if approved	Direct Salary	Local
CDBG-Cook County	Grant	\$10,000	Approved	10/1/2015-9/30/2016	Direct Salary	Local
United Way	Grant	\$33,600	Approved	7/1/2015-6/30/2017	Teen, MOO, FW, Morton	Private
McCormick Foundation	Grant	\$17,500	Approved	10/7/2015-10/6/2017	Teen & MOO	Private
OP CMHB	Fee for Service	\$60,000	Approved	4/1/2016-3/31/2017	Teen, MOO & FW	Local
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$194,848				



PY 2016 REVISED LOGIC MODEL

Organization	New Moms, Inc. (formerly Parenthesis Family Center)
Project Name	Specialized Parenting Populations

Goal Statement: Teen and Low-income single Mothers with psychological vulnerabilities receive the education, support and linkages they need in order to become effective parents to children from pregnancy through kindergarten.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
<ol style="list-style-type: none"> 1. Master's Degree Level Staff 2. Family Meals 3. Home Visits 4. Child Development Staff 5. Literacy Materials & academic problem solving for parents education 6. Transportation 	<ol style="list-style-type: none"> 1. Support & Education Groups; case management 2. Clinical Observation and modeling during family meals 3. Clinical, family and developmental assessments & 1:1 or 1:2 parenting education 4. Age appropriate child development teaching & child care 5. Mentoring parents on engaging children in reading activities 6. Overcoming barriers to participation 	<p>80 Total unduplicated persons served (without regard to income or residency)</p> <p>74 Extremely Low, Low and Moderate Income Persons served</p> <p>74 Oak Park persons served</p> <p>68 Extremely Low, Low and Moderate Income Oak Park Persons Served</p>	<ol style="list-style-type: none"> 1. Parents learn new parenting skills and are linked to resources. Parents are linked with each other. Parental stress is reduced. 2. Parents develop new skills for interacting with their children during family meal times. 3. Child and family functioning is monitored; parents receive needed individual support & linkages; child development is monitored. 4. Children are engaged in developmentally enhancing activities during parental groups, 5. Parents read to and with their children daily & Families start home libraries. 6. Families with transportation barriers are able to participate in programming. 	<ol style="list-style-type: none"> 1. Improved parental role functioning & reduced parental isolation. 2. Young families learn new ways to interact and enjoy each other. Healthy nutrition is improved. 3. Parents develop increased confidence in their effective parenting skills; adverse generational family patterns are improved. 4. Children develop improved social skills and progress developmentally. 5. Parents learn to engage children in interactive reading; children develop a love of learning; children are prepared for formal education; parents continue their own education & workforce development. 6. Families develop financial capacity to become independent regarding transportation. 	<ol style="list-style-type: none"> 1. Life Skills Progression measure (LSP) relationships section; Parental Stress Index; Edinburgh Post-natal depression Index; client satisfaction survey. 2. LSP relationships with children section. 3. Referrals are tracked; LSP Mental Health, substance abuse and supportive services sections are tracked; child ASQ scores. 4. Teachers' reports to Master's level staff; participation numbers; ASQ scores. 5. Number of books distributed to families during home visits; Parent's report of reading activity. 6. Patterns/trends per family of Parenthesis supported transportation

PY 2016 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 CDBG portion of the project, and show the percentage of each category charged to this budget. 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.

Personnel Costs, Parenthesis

Program Facilitator

Gail Shelton budgeted for \$58,594 or 93.13% of total salary listed in Parenthesis budget and representing 1,937 hours of work per year. This is a salaried position at 1.0 FTE. The CDBG portion of that allocation is 21.87% or \$12,814 for 423.62 hours of work.

Program Facilitator

Noemy Cespedes budgeted for \$8372 or 35.0% of total salary listed in Parenthesis budget and representing 364 hours of work per year. This is a salaried position at .50 FTE. The CDBG portion of that allocation is 50% or \$4,186 for 182 hours of work.

PY 2016 REVISED PROJECT BUDGET. Project budget must include the entire project funding even if CDBG is only funding a portion of the activity. You must limit your amount/percentage of Oak Park CDBG funds requested to match or be less than the proportional amount of Oak Parkers to Non-Oak Parkers served.

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue - List Source	Other Revenue - List Source	Other Revenue - List Source	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	Public Support/ Donations	Grants	Fee for Service		
Personnel Costs									
Salaries	\$121,945	\$17,000	14%			\$73,100	\$31,845	\$104,945	86%
Benefits	\$7,200	\$0	0%				\$7,200	\$7,200	100%
Taxes	\$9,169	\$0	0%				\$9,169	\$9,169	100%
Other Indirect costs	\$32,262	\$0	0%		\$20,476		\$11,786	\$32,262	100%
Other (Identify)	\$0	\$0	0%					\$0	0%
Subtotal: Personnel Costs	\$170,576	\$17,000	10%		\$20,476	\$73,100	\$60,000	\$153,576	90%
Operating Costs:									
Rent/Lease	\$17,760	\$0	0%		\$17,760			\$17,760	100%
Utilities	\$0	\$0	0%					\$0	0%
Telephone	\$3,700	\$0	0%		\$3,700			\$3,700	100%
Postage	\$1,332	\$0	0%		\$1,332			\$1,332	100%
Supplies	\$2,960	\$0	0%		\$2,960			\$2,960	100%
Mileage	\$5,920	\$0	0%		\$5,920			\$5,920	100%
Other (Identify)	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
Subtotal: Operations	\$31,672	\$0	0%		\$31,672	\$0	\$0	\$31,672	100%
Professional/Services									
Consultant	\$9,600	\$0	0%		\$9,600			\$9,600	100%
Engineering	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
Subtotal: Professional Services	\$9,600	\$0	0%		\$9,600	\$0	\$0	\$9,600	100%
TOTAL (all categories)	\$211,848	\$17,000	8%		\$61,748	\$73,100	\$60,000	\$194,848	92%

PY 2016 CDBG OTHER REVENUE SUMMARY

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

1	2	3	4	5	6	7
FUNDING SOURCE	LOAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAIL	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or Private?
Individual donations & special events (Dream Makers& Kitchen Walk)	Donation	\$61,748	On going	Current	Unrestricted, unless donor indicates otherwise	Private
Oak Park Township	Grant	\$12,000	Applied	4/1/2016, if	Direct Salary	Local
CDBG-Cook County	Grant	\$10,000	Approved	10/1/2015-9/30/2016	Direct Salary	Local
United Way	Grant	\$33,600	Approved	7/1/2015-6/30/2017	Teen, MOO, FW, Morton	Private
McCormick Foundation	Grant	\$17,500	Approved	10/7/2015-10/6/2017	Teen & MOO	Private
OP CMHB	Fee for Service	\$60,000	Approved	4/1/2016-3/31/2017	Teen, MOO & FW	Local
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$194,848				

EXHIBIT B - ASSURANCES

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

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

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

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

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

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

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

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

f. The employment and contracting rules set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR part 135; 24

CFR 570.607.

- g. The Uniform Administrative Requirements and Cost Principles set forth in 24 CFR 570.610
- h. The conflict of interest prohibitions set forth in 24 CFR 570.611.
- i. The eligibility of certain resident aliens requirements in 24 CFR 570.613.
- j. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.
- k. The uniform administrative requirements in 24 CFR 570.502
- l. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60;

3. All procurement actions and subcontracts shall be in accordance with applicable local, State and Federal law relating to contracting by public agencies. For procurement actions requiring a written contract, Subrecipient may, upon the Village's specific written approval of the contract instrument, enter into any subcontract or procurement action authorized as necessary for the successful completion of this Agreement. Subrecipient will remain fully obligated under the provisions of this contract 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

Exhibit D: PY 2016 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 (Including Hispanic)	ETHNICITY Hispanic								
All unduplicated persons served during the reporting period should be included. Do not count a person in more than one quarter. If a person identifies as Hispanic, they also need to be counted under a race										
White										
Black/African American										
Asian										
American Indian or Alaska Native										
Native Hawaiian or Other Pacific Islander										
American Indian or Alaska Native AND White										
Asian AND White										
Black/African American AND White										
American Indian /Alaska Native AND Black/African American										
Other Multi-Racial										
0	0	0	0	0	0	0	0	0	0	0

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

Project Goals	Q1		Q2		Q3		Q4		Total	
	Count	Percent								
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	0%									
Number of all Oak Park persons benefitting	0									
Percentage of Oak Park persons benefitting	0%									
Number of Extremely Low, Low and Moderate Income Oak Park persons to be served	0									

Total Oak Park Resident Beneficiaries	Q1		Q2		Q3		Q4		Total	
	Count	Percent								
Total Oak Park Extremely Low/Low/Moderate Income Beneficiaries (0-80% median income)										
01										
02										
03										
04										
Total	0	0%	0	0%	0	0%	0	0%	0	0%

Exhibit E: PY 2016 Final Report Form, Oak Park CDBG Program

FINAL REPORT COMPONENT

Did the beneficiary number change from the number proposed in the original application? If so, why?

Funds Expended on CDBG Activity	
Total CDBG Project Funds Expended	
Other funds expended and their source:	
Other Federal	
HUD Funding (non-CDBG)	
State	
Local government	
Private	
Other (specify source) in-kind food donations	
Total	0
Total All funds	0

Signature of Authorized Official	Typed or Printed Name	Date