

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 the ALLIANCE TO END HOMELESSNESS IN SUBURBAN COOK COUNTY, an Illinois not-for-profit Corporation (hereinafter "Subrecipient").

RECITALS

WHEREAS, the Village has applied for Emergency Solutions Grant (ESG) Funds from the United States Department of Housing and Urban Development (hereinafter called "HUD") as provided by Stewart B. McKinney Homeless Assistance Act, as amended (hereinafter "the Act"), 42 U.S.C.A 11371, *et. seq.*; and

WHEREAS, Subrecipient has applied to the Village for ESG 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 ESG 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 Emergency Solutions 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 assist 210 Oak Park persons experiencing, or at risk of, homelessness

by partially covering Homeless Management and Information System (HMIS) Alliance personnel costs and HMIS software vendor costs.

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 Ten Thousand Dollars (\$10,000) (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 Village shall assist Subrecipient in complying with the Act, and the rules and regulations promulgated for implementation of the Act.
- B. Subrecipient agrees to abide by the Act, and all HUD rules and regulations promulgated to implement the Act, including but not limited to those identified in the document titled "Assurances" attached hereto as Exhibit B and made a part hereof by reference.
- C. The Village, as a condition to this grant of funds, requires Subrecipient, when applicable, (1) to assist in the completion of any environmental review as needed for the Project, and (2) to complete certifications showing equal employment opportunity certification with reference to the Project, as set forth in the Equal Employment Opportunity Certification attached hereto as Exhibit C, and made a part hereof by reference.
- D. Subrecipient, in performing under this Agreement, shall:
 - 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; and
 - 2. Take action to ensure that applicants are employed without regard to race, religion, disability, 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, promotion, demotion, transfer, termination, rates of pay and other forms of compensation, and selection for training, including apprenticeship.
- E. Subrecipient agrees and authorizes the Village and the U.S. Department of Housing and Urban Development to conduct on-site reviews, examine personnel and employment records and to conduct other procedures or practices to assure compliance with these provisions. Subrecipient agrees to post, in conspicuous places available to employees and applicants for employment, notices setting

forth the provisions of this non-discrimination clause.

- F. 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.
- G. 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, United States Code, referred to as the Hatch Act.
- H. Subrecipient shall maintain records to show actual time devoted and costs incurred, in relation to the Project, and shall prepare and submit quarterly progress reports which describe the work already performed and anticipated during the remaining time of the Project. Upon fifteen (15) days notice from the Village, the Subrecipient shall make originals or certified copies of all time sheets, billings, and other documentation used in the preparation of said progress reports available for inspection, copying, or auditing by the Village at any time during normal business hours, at 123 Madison Street, Oak Park, Illinois.
- I. Subrecipient shall adopt the audit requirements of the Office of Management and Budget (hereinafter called "OMB" Circular A-133). 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 the Subrecipient relating to its performance under the Agreement.
- J. Subrecipient and the Village, shall at all times observe and comply with Title 24 CFR Parts 91 and 576, and all applicable laws, ordinances or regulations of the Federal, State, County and local government, which may in any manner affect the performance of this Agreement, and Subrecipient shall perform all acts with responsibility to the Village in the same manner as the Village is required to perform all acts with responsibility to the Federal government.

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 Proposals, 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 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. ESG PROGRAM COMPLIANCE.

A. Compliance with Regulations. Subrecipient shall become familiar with and agrees to comply with the ESG program regulations set forth at 24 CFR Part 576 and applicable related federal regulations, including but not limited to 24 CFR Part 5, 24 CFR Part 84, and 24 CFR Part 85; and applicable Office of Management and Budget (OMB) Circulars referenced within the regulations. Subrecipient also agrees to comply with all other applicable federal, state and local laws, regulations, and policies governing the funds provided under this Agreement.

B. Coordinated Service Delivery. Subrecipient shall coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the Oak Park area covered by the Continuum of Care or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for the area as set forth at 24 CFR § 576.400(b).

C. System and Program Coordination with Mainstream Resources Subrecipient must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible as set forth at 24 CFR § 576.400(c).

D. Centralized or Coordinated Assessment. Subrecipient shall work with the Continuum of Care to ensure that the screening, assessment and referral of program participants are consistent with the written standards required by the Village. A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system as set forth at 24 CFR § 576.400(d).

E. Client Evaluation. Subrecipient shall conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG

assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under §576.400(d) and the written standards established under §576.400(e).

- F. Re-Evaluations for Homelessness Prevention and Rapid Re-Housing Assistance. Subrecipient must re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs not less than once every 3 months for program participants receiving homelessness prevention assistance, and not less than once annually for program participants receiving rapid re-housing assistance as outlined in 24 CFR §576.401(b).
- G. Annual Income. When determining the annual income of an individual or family, Subrecipient must use the standard for calculating annual income under 24 CFR §5.609 as outlined in 24 CFR §576.401(c).
- H. Connecting Program Participants to Mainstream and other Resources. Subrecipient must assist each program participant, as needed, to obtain appropriate supportive services as outlined in 24 CFR §576.401(d).
- I. Housing Stability Case Management. Subrecipient must follow the requirements for housing stability case management outlined in 24 CFR §576.401(e).
- J. Terminating Assistance. If a program participant violates program requirements, Subrecipient may terminate the assistance in accordance with a formal process established by Subrecipient that recognizes the rights of individuals affected. Subrecipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases as outlined in 24 CFR §576.402.

9. SHELTER AND HOUSING STANDARDS.

- A. Lead-based Paint Remediation and Disclosure. The Lead-Based Paint Poisoning Prevention Act, 42 U.S.C.A 4821-4826, the residential lead-Based Paint Hazard reduction Act of 1993, 42 U.S.C.A 4851-4856, and implementing regulations at 24 CFR Part 35, subparts A, B, H, J, K, M and R apply to all shelters assisted under ESG program and all housing occupied by program participants.
- B. Minimum Standards for Emergency Shelters. Any building for which Emergency Solutions Grant funds are used for conversion, major rehabilitation, or other renovation, must meet state or local government

safety and sanitation standards, as applicable, and the minimum safety, sanitation and privacy standards listed in 24 CFR §576.403(b)(1-11).

- C. **Minimum Standards for Permanent Housing.** Subrecipient cannot use ESG funds to help a program participant remain or move into housing that does not meet the minimum habitability standards provided in 24 CFR §576.403 (c) (1-10).

10. MATCHING FUNDS.

Subrecipient shall match the funds provided in this Agreement on a dollar for dollar basis as required by HUD in the ESG regulations, 24 CFR §576.201. Subrecipient will provide the Village with the source and amount of matching funds. The Village will determine whether those funds are eligible as matching funds in accordance with HUD regulations, policies, or directives. In the event the Village determines that Subrecipient's matching funds are not in compliance with HUD regulations, policies, or directives, the Village may, in its sole discretion, either: i) suspend this Agreement; or ii) reduce the total funding amount set forth in the approved Budget so that the approved funding matches the amount of the Subrecipient's eligible matching funds, if any.

11. 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. ESG 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 below.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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:

Jennifer Hill, Executive Director
Alliance to End Homelessness in Suburban
Cook County
4415 Harrison Street
Hillside, IL 60162

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

21. 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.

22. 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.

23. 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.

24. 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.

25. **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.

26. **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

**ALLIANCE TO END HOMELESSNESS IN
SUBURBAN COOK COUNTY**

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](#) » [2016 Village of Oak Park Emergency Solutions Grant Submission Form](#) » [Webform results](#)

Submission #17

[View](#)[Edit](#)[Delete](#)[Print](#) [Resend e-mails](#)[Previous submission](#)[Next submission](#)

Submission information

Form: [2016 Village of Oak Park Emergency Solutions Grant Submission Form](#)

Submitted by alliance

Tue, 2016-03-01 17:46

75.150.227.129

1. Applicant Information

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

A. Organization Information

1. Organization Name

Alliance to End Homelessness in Suburban Cook Coun

2. Organization Mailing Address

4415 Harrison Street

Suite 228

Hillside, IL 60162

3. Proposed Project Name

HMIS Data Coordination

4. Executive Director

Jennifer C. Hill

5. Email Address

jennifer@suburbancook.org

6. FEIN #

201880398

7. DUNS#

603769824

8. Project Descriptions

The Alliance requests funding to support Homeless Management Information System (HMIS) related expenses to ensure full participation and exceptional data quality for all Oak Park ESG-funded programs.

B. Project Information**1. Proposed Project Name**

HMIS Data Coordination

2. Proposed Project Address

same as above

3. Proposed Project Manager/Primary Contact

Peggy Troyer

4. Secondary Project Contact

Sharon King

5. Proposed Project Phone Number

7082363261

6. Proposed Project Email Address

peggy@suburbancook.org

C. Type of Organization

Private non-profit

Other

NA

D. Partner Organization Information

If you are partnering with one or more agencies for this proposal, complete the following section for each agency.

1. Partner Organization Name

NA

2. Partner Organization Address

NA

3. Partner Contact Person

NA

4. Partner Contact Person Phone

0

5. Partner Email Address

peggy@suburbancook.org

6. Partner Type of Organization

NA

7. Partner's FEIN#

NA

E. Project Overview**1. Total ESG dollars requested**

\$10,000

2. Total Project Budget

\$436,476

3. Total Persons Served Annually

210

4. Project Location(s)

4415 Harrison Street, Suite 228, Hillside, IL 60162

5. Hours of Service

8:30 am to 5:00 pm

6. Project Description/Purpose

The Alliance will support Oak Park ESG-funded projects to enter client data into HMIS and will support Oak Park in completing annual and quarterly reports as required.

7. Proposed Activity

HMIS

2. Project Narrative**I. Background and Need**

Implementing HMIS is a federal requirement for every continuum of Care, but more importantly, it offers the opportunity to document homeless needs and pinpoint how well programs address them. These data are critical to setting priorities for future funding and informing our strategic planning efforts. By linking data and project evaluation with our strategic planning goals, the Alliance plays a critical role in serving the priority needs of homeless people in suburban Cook County. The activities of this proposal (HMIS training, data quality monitoring, and standardizing intake forms translate into useable aggregate data that Oak Park and the Alliance will use to improve services and housing options for homeless people, ensuring that scarce resources are targeted to the most effective interventions.

II. Approach**a. Meeting Needs**

The Alliance is responsible for operating and administering the Homeless Management Information System (HMIS) on behalf of the suburban Cook County. We cover the full costs of software licensing and user training for the Continuum. HMIS staff includes 3 full-time positions,

plus supervision and program support by other staff. We provide one-on-one technical support, user training, report troubleshooting, and monthly and quarterly data quality monitoring. HMIS is used to support the daily functioning of the virtual call center, which provides a front door to prevention, rapid re-housing, and other ESG-funded services. The Alliance supports Oak Park and its subrecipients in completing HUD-required reports and adhering to HUD data standards.

b. Target Population

The Alliance's homeless planning efforts impact currently homeless people as well as many more at-risk families and individuals. Currently homeless people include a mix of individuals and families, most of whom are making below 30% area median income. Based on current HMIS data which excludes domestic violence agencies (e.g., Sarah's Inn), we estimate that at least 210 low/mod income Oak Park residents benefited directly from homeless programs within our network in the last twelve months. By funding the Alliance to continue training on HMIS, monitoring data quality on a monthly basis, assessing data completeness, and completing point-in-time inventories of beds and persons served, Oak Park will have a better handle on the clients flowing through their programs, allowing the community to better match clients with programs. This data was gathered from annual reports run in HMIS.

c. Strategies

The Alliance will support Oak Park's ESG-funded agencies in complying with the HMIS participation requirement and data standards by providing one-on-one technical support, new user training, report troubleshooting, and monthly and quarterly data quality monitoring. The Alliance will support Oak Park and its subrecipients in completing annual and quarterly reports as required. We cover the full costs of software licensing and user training for the Continuum. HMIS staff will include 3 full-time positions, plus supervision and program support by other staff. HMIS will support the daily functioning of the virtual call center, which provides a front door to prevention and other ESG-funded services.

d. Written Standards

1. Evaluation Policies and Procedures

The Alliance developed a universal intake form which is in use by all prevention and rapid re-housing programs throughout suburban Cook County. The form includes a decision tree that describes ESG eligibility factors.

2. Coordination with Other Providers

The primary role of the Alliance is to serve as the planning and coordinating entity for homeless assistance providers and related mainstream housing and service providers. The group accomplishes this through its three regional councils (north, west, and south) and a board of directors made up of representatives from all three regions. The board and councils each meet monthly, and their activities are guided by a governance charter.

3. Prioritization

The universal intake form developed by the Alliance is in use by all prevention and rapid re-housing programs throughout suburban Cook County. The form includes a decision tree that describes eligibility requirements not only for ESG but also for the state's homelessness prevention program. A case manager is able to assess for which programs a client may be eligible without filling out separate forms for each potential program.

4. Determining Participants' Costs

The individual organizations follow any applicable requirements of ESG or other funding

source when determining whether and how much a household must contribute toward rent and utilities while participating in a prevention or re-housing program.

5. Length of Assistance

The individual organizations follow any applicable requirements of ESG or other funding source when determining how long a household may receive rent and utility assistance.

6. Type, Amount and Duration of Services

The Alliance-development universal intake form, in use by all prevention and re-housing programs in suburban Cook County, includes a decision tree that describes eligibility requirements not only for ESG but also for the state's homelessness prevention program. Each funding source typically has a cap on the amount of financial assistance and supportive services that can be provided to a household.

III. Program Eligibility

a. Goal Statement

The Alliance and its partners will use top quality data to inform our efforts to end homelessness, learning what interventions work best for whom, targeting resources more effectively, and applying strategic, evidence-based practices to preventing, shortening, and ending any person's experience of homelessness.

b. Documentation

1. Outputs and Outcomes

The Alliance consistently applies HMIS data to inform strategic decision-making in the suburban Cook County Continuum of Care. The logic model traces how an emphasis on user training, site visits, frequent data quality monitoring, and one-on-one technical support of HMIS users leads to higher quality, more complete data. The improved program-level data in turn leads to reliable aggregate data. The Alliance's HMIS staff collates this information into planning tools like the quarterly Data Dashboard. The Dashboard tracks system-level measures like occupancy rates, increases to income, and which housing types are most effectively moving people on to permanent housing destinations.

2. Income Documentation

The HMIS provides a detailed tracking mechanism for users to record income source, type, and amounts. The users record increases or decreases to income by source at program entry, program exit, and at least annually while the participant is enrolled in the program. Data quality is monitored quarterly, and HMIS standards for privacy and confidentiality are consistently enforced.

3. Evaluation Process

The Alliance presents a Data Dashboard each quarter to its board of directors. An example of an important insight gained from this tool is how over half of emergency shelter guests use the service for seven shelter nights or fewer. As a result, the Alliance has focused more effort on creating housing for longer-term shelter guests, those staying 30 shelter nights or more. The Alliance includes consumer input in critical decisions of the organization in a number of ways. For example, Alliance staff conducts consumer focus groups when preparing for its

biennial homeless count. Also, the Alliance board of directors includes two formerly homeless individuals.

IV. Organizational Capacity

a. Mission and Experience

1. Experience

The Alliance has been leading a successful implementation of the Homeless Management Information System since 2008. Oak Park ESG subrecipients have been using HMIS since that time, and forthcoming HUD data standards may require a new level of specificity in how they track ESG-related data. Executive director Jennifer Hill is a proven consensus builder with 20 years experience in nonprofit community development. As director, she will lead the project in its overall scope, convening the partnerships to plan for existing and new homeless resources. Peggy Troyer, director of information services, will ensure participation and high data quality in the Homeless Management Information System (HMIS); she brings over 20 years' experience in nonprofit database management. Jeremy Heyboer, our data quality manager and lead trainer, and Lynn Suchwalko, our HMIS support specialist, support and train our member agencies in their use of HMIS. Office manager and bookkeeper Sharon King is experienced in tracking financial expenditures related to ESG, CDBG, the HUD Continuum of Care program, and other public and private resources. The Alliance's accomplishments include decreasing chronic homelessness by 60% since 2007. In the same time frame, the Alliance and its members increased permanent supportive housing opportunities five-fold. These major accomplishments relate to the Alliance's focus on monitoring data quality and using aggregate data to inform system decision-making. Rates of null (missing) data for HUD-required data elements are consistently below five percent.

2. Reporting Requirements

In its role as administrator of the Homeless Management Information System (HMIS), the Alliance directly assists Oak Park and other entitlement communities in pulling community-level data for their Consolidated Plans, CAPER reports for CDBG, and other quarterly and annual reports required by HUD. The Alliance has administered Continuum of Care and CDBG grants since 2004, and the Alliance began administering ESG grants in 2012. One challenge we have addressed was determining how to pull data for Oak Park and other municipalities when our main source of geographic data is zip codes. We have addressed this challenge by associating communities with their zip codes and troubleshooting the data when a zip code is shared between municipalities.

3. Collaboration

The Alliance coordinates a variety of nonprofit, municipal, county, state and federal representatives to ensure a comprehensive approach to shortening and preventing the experience of homelessness, two of the main goals expressed in the HEARTH Act. The Alliance and its three local councils (north, west, and south suburban) provide opportunities for regional collaboration. The Alliance offers technical support to the virtual call center through its HMIS staff, and the Alliance's prevention committee recommends how to coordinate prevention services regionally.

V. Budget Narrative

a. Budget Description

The HMIS project budget includes three project-dedicated positions plus additional staff support. Personnel expenses include salaries, 15.25% benefits and 7.65% payroll taxes, plus payroll processing fees. A relevant proportion of occupancy and other operational costs are assigned to the HMIS project budget. Travel to HMIS-related conferences, typically two conferences/trainings per staff member, is included. HMIS software costs are paid annually to the software vendor for licensing and other fixed costs of the database system. HMIS consulting costs cover any third party training or report customization to be completed by the software vendor, as needed. The \$10,000 request of Oak Park ESG represents approximately 12.4% of the total HMIS vendor fees, calculated based on the number of users entering Oak Park data, and about 9% of the overall HMIS personnel budget.

b. Alternative Revenue Sources

The Alliance has been successful in securing Cook County ESG support, Cook County CDBG support, HUD Supportive Housing Program/Continuum funding and Chicago Community Trust grants. The Alliance is seeding proportional support from Oak Park and other entitlement communities for the planning and coordination work we do in partnership with those communities. If the Alliance is not funded or is funded at a reduced level, we will need to place greater responsibility on our individual members and entitlement community staff to complete the project as described.

3. Attachments

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

Articles of Incorporation/Bylaws

scanned_amended_and_restated_by-laws_11-19-15.pdf

Non-profit determination (IRS letter)

501c3_letter_with_addendum.pdf

List of Board of Directors

board_of_directors_15-16_list.docx

Organizational Chart

alliance_organization_chart_2016.ppt

Resumes

3_combined_resumes.pdf

Financial Statement and Audit

org_budget-financials-990.pdf

Statement of ADA Compliance

ada_compliance_document.doc

Budget Worksheet

2016_esg_budget_other_funding.xlsx

Timeline

esg_timeline_form_filled_out.docx

Logic Model

2016_op_esg_logic_model_chart.docx

Conflict of Interest Statement/Anti-Lobbying Statement

hr_personnel_policy_manual_jun06.doc

EEO Form

eeo_report_chart_2016.doc

Intake Documentation

Support Statements

4. Proposal Agency Information and Verification

1. Name of Authorized Official of Applicant Organization

Jennifer C Hill

2. Title of Authorized Official of Applicant Organization

Executive Director

3. Date of Submittal

Fri, 2016-03-11

I agree

[Previous submission](#)

[Next submission](#)



Organization	Alliance to End Homelessness in Suburban Cook County
Project Name	HMIS Data Coordination

Timeframe	Activity	Person Responsible
October 2016	Offer training on Coordinated Entry. Conduct HMIS user group meeting.	HMIS Team
November 2016	Prepare and submit the Annual Homeless Assessment Report (AHAR) using HMIS data. Confirm monthly point-in-time counts. Renew vendor contract/pay annual fees.	HMIS Team
December 2016	Train member agencies' new staff on using the HMIS. Review agencies' submission of quarterly data quality reports. Wage, and taxes quarterly billing.	HMIS Team
January 2017	Contribute to the Oak Park/Action Plan. Train member agencies' new staff on using HMIS. Confirm monthly point-in-time counts.	HMIS Team
February 2017	Measure HMIS bed coverage, participation, and missing values to ensure high data quality. Conduct HMIS user group meeting.	HMIS Team
March 2017	Submit state application to secure additional homelessness prevention funding in suburban Cook County; Agencies submit quarterly data quality reports.	Alliance Staff; HMIS Team
April 2017	Train new staff on using HMIS. Submit annual housing inventory and point-in-time counts to HUD. Confirm monthly point-in-time counts. Qtrly Wage, tax billing	HMIS Team
May 2017	Train member agencies' new staff on using HMIS data. Conduct HMIS user group meeting. Conduct agency site visits.	HMIS Team
June 2017	Measure progress toward HUD goals of reducing chronic and family homelessness, achieving client outcome goals, and ensuring HMIS Participation and data quality. Conduct agency site visits.	HMIS Team
July 2017	Train member agencies' new staff on using the HMIS. Confirm monthly point-in-time counts. Conduct agency site visits. Quarterly Wage & Tax billing.	HMIS Team
August 2017	Train member agencies' new staff on using the HMIS.	HMIS Team
September 2017	Train member agencies' new staff on using the HMIS.	HMIS Team



Organization	Alliance to End Homelessness in Suburban Cook County
Project Name	2016 Oak Park ESG HMIS

Goal Statement: The Alliance and its partners will use top quality data to inform our efforts to end homelessness, learning what interventions work best for whom, targeting resources more effectively, and applying strategic, evidence-based practices to preventing, shortening, and ending any person's experience of homelessness.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Member agency staffing	Data collection into HMIS	8,223 Total unduplicated persons served (without regard to income or residency) 210 Oak Park persons served	More complete data	Data-Informed planning	86%+ Participation rate for ES and TH projects
HMIS staffing	User Training & Site Visits	Develop curriculum and offer training to up to 200 users	Improved data quality	Data-Informed planning	ESG-funded projects will have less than 5% missing data rate for required data elements

2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables

Table 1: PY 2016 ESG Proposed Activity Budget

Complete only for this specific ESG Activity

PY 2016 ESG ACTIVITY BUDGET	Total PY 2016 Costs	Itemized Oak Park PY 2016 ESG Activity
RAPID RE-HOUSING ACTIVITY COSTS:	\$0.00	\$0.00
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
EMERGENCY SHELTER ACTIVITY	\$0.00	\$0.00
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
HOMELESS PREVENTION ACTIVITY	\$0.00	\$0.00
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
STREET OUTREACH ACTIVITY	\$0.00	\$0.00
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
HMIS ACTIVITY	\$436,476.00	\$10,000.00
Salaries and Wages	\$238,000.00	\$2,250.00
HMIS Vendor Fees	\$62,500.00	\$7,750.00
Other Costs	\$135,976.00	\$0.00
TOTAL BUDGET	\$436,476.00	\$10,000.00

Table 2: Other Funding Details for the Proposed Activity

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

PY 2016 FUNDING SOURCE (Note if this is part of your Match)	Type of funding - Other Federal, State/Local or Private?	Amount (\$)	Has funding been approved? (Yes/No)
Cook County CDBG	Federal	\$50,000.00	No
Cook County ESG	Federal	\$37,000.00	No
CoC HMIS Grant (Match)	Federal	\$267,428.00	Yes
DuPage HMIS Revenue	Local	\$23,500.00	No
Evanston HMIS Grant	Local	\$18,500.00	No
Foundations	Private	\$24,048.00	No
User Fees for HMIS	Local	\$5,000.00	Yes
Other	Private	\$1,000.00	Yes
TOTAL - OTHER GRANTS		\$426,476.00	

EXHIBIT B ASSURANCES

Subrecipient hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements with respect to the acceptance and use of ESG funds in accordance with the McKinney Act and Federal regulations at 24 CFR Part 576, as amended. Also, Subrecipient certifies with respect to the grant 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 the Subrecipient to act in connection with the execution of the agreement and to provide such additional information as may be required.
2. The grant will be conducted and administered 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 labor standards requirements as set forth in 24 CFR Section 570.603, Subpart K and HUD regulations issued to implement such requirements;
 - f. The environmental requirements listed in 24 CFR 58, and the lead based paint regulations listed in 24 CFR 35, Subpart K.
 - g. The flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973 (P.C. 93-234) as required by 24 CFR

570.605;

- h. The displaced persons regulations contained in 24 CFR 570.606.
 - i. 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
 - j. 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.
 - k. The notification, inspection, testing and abatement procedures concerning lead-based paint set forth in 24 CFR Section 570.608;
 - l. The prohibition on the use of debarred, suspended or ineligible contractor set forth in 24 CFR part 5. (24 CFR 570.609)
 - m. The Uniform Administrative Requirements and Cost Principles set forth in 24 CFR 570.610
 - n. The conflict of interest prohibitions set forth in 24 CFR 570.611.
 - o. The eligibility of certain resident aliens requirements in 24 CFR 570.613.
 - p. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.
 - q. The uniform administrative requirements in 24 CFR 570.502
 - r. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60;
 - s. The regulations concerning the use of program income as set forth in 24 CFR Section 570.504;
3. When a grant is awarded in excess of \$100,000, the Project will comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, and Executive Order 11738. The provision shall require reporting of violations to the Village, HUD, and to the

USEPA Assistant Administrator for Enforcement (EN-329);

4. It has developed its application so as to give maximum feasible priority to activities which benefit low and moderate income persons or aid in the prevention or elimination of slums or blight; the application may also include activities which Subrecipient certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
5. 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, the 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. The 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. The 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.

The 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".

6. It is following the current Village Consolidated Plan, which has been approved by HUD pursuant to 24 CFR Section 91.500;
7. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Act or with amounts resulting from a guarantee under section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (1) funds received under section 106 of the Act are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I of the Act; or (2) for purposes of assessing any amount against properties owned and occupied by the Village to comply with the requirements of subparagraph (1).
8. 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;
- 9. 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 any 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, 1987

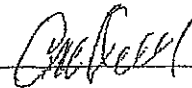
**REAFFIRMATION OF
EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEO)
VILLAGE OF OAK PARK**

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**

*Village of Oak Park
Personnel Manual*

Adopted 3/31/87

VILLAGE OF OAK PARK, EXHIBIT D:

ESG QUARTERLY REPORT, PROGRAM YEAR _____

QUARTER _____

ACTIVITY _____

AGENCY _____

Section I, NARRATIVE - Describe Quarter Outcomes: _____

Section II

HOUSEHOLD INFORMATION

Using HMIS data, to the extent that it is available, complete the following table:

Adults _____

Children _____

Don't Know/Refused _____

Missing Information _____

TOTAL (Unduplicated if possible) _____

Section III

GENDER INFORMATION

Using HMIS data, to the extent that it is available, complete the following table:

Male _____

Female _____

Transgendered _____

Unknown _____

TOTAL (Unduplicated if possible) _____

Section IV.

Using HMIS data, to the extent that it is available, complete the following table:

NUMBER OF PERSONS IN HOUSEHOLDS

Under 18	_____
18-24	_____
Over 24	_____
Don't Know/Refused	_____
Missing Information	_____
TOTAL (Unduplicated if possible)	_____

Section V

SPECIAL POPULATIONS SERVED

Using HMIS data, to the extent that it is available, list the number of persons for each subpopulation you serve:

SUBPOPULATION

Veterans	_____
Victims of Domestic Violence	_____
Elderly	_____
Persons with HIV/AIDS	_____
Chronically Homeless	_____

PERSONS WITH DISABILITIES

Severely Mentally Ill	_____
Chronic Substance Abuse	_____
Other Disability	_____
TOTAL (Unduplicated if possible)	_____

Section VI

RACE/ETHNICITY

Race and Hispanic Origin of Beneficiaries (Unduplicated if possible)

Number Served For Quarter: _____

Single Race Categories

_____ **White** (Number Hispanic: _____)

_____ **African-American or Black** (Number Hispanic: _____)

_____ **Asian** (Number Hispanic: _____)

_____ **American Indian/Alaskan Native** (Number Hispanic: _____)

_____ **Native Hawaiian /Other Pacific Islander** (Number Hispanic: _____)

Multi-Race Categories

_____ **American Indian/Alaskan Native & White** (Number Hispanic: _____)

_____ **Asian & White** (Number Hispanic: _____)

_____ **African-American or Black & White** (Number Hispanic: _____)

_____ **Amer Indian/Alaskan Native & Afr-Amer or Black** (Number Hisp: _____)

_____ **Other Multi-Racial** (Number Hispanic: _____)

_____ **TOTAL (TOTAL HISPANIC _____)**

Section VII (For Shelter activities only)

SHELTER UTILIZATION

Please list all emergency shelter beds, whether or not they are ESG-funded.

Number of Beds - Rehabbed _____

Number of Beds - Conversion _____

Total Number of bed-nights available _____

Total Number of bed-nights provided _____

This Report Completed by (name/title): _____

VILLAGE OF OAK PARK, EXHIBIT E:
ESG FINAL REPORT, PROGRAM YEAR _____

ACTIVITY _____

AGENCY _____

Section I, NARRATIVE - Describe Activity Outcomes: _____

Section II

HOUSEHOLD INFORMATION

Using HMIS data, to the extent that it is available, complete the following table:

Adults _____

Children _____

Don't Know/Refused _____

Missing Information _____

TOTAL (Unduplicated if possible) _____

Section III

GENDER INFORMATION

Using HMIS data, to the extent that it is available, complete the following table:

Male _____

Female _____

Transgendered _____

Unknown _____

TOTAL (Unduplicated if possible) _____

Section IV.

Using HMIS data, to the extent that it is available, complete the following table:

NUMBER OF PERSONS IN HOUSEHOLDS

Under 18	_____
18-24	_____
Over 24	_____
Don't Know/Refused	_____
Missing Information	_____
TOTAL (Unduplicated if possible)	_____

Section V

SPECIAL POPULATIONS SERVED

Using HMIS data, to the extent that it is available, list the number of persons for each subpopulation you serve:

SUBPOPULATION

Veterans	_____
Victims of Domestic Violence	_____
Elderly	_____
Persons with HIV/AIDS	_____
Chronically Homeless	_____

PERSONS WITH DISABILITIES

Severely Mentally Ill	_____
Chronic Substance Abuse	_____
Other Disability	_____
TOTAL (Unduplicated if possible)	_____

Section VI

RACE/ETHNICITY

Race and Hispanic Origin of Beneficiaries (Unduplicated if possible)

Number Served For Quarter: _____

Single Race Categories

_____ **White** (Number Hispanic: _____)

_____ **African-American or Black** (Number Hispanic: _____)

_____ **Asian** (Number Hispanic: _____)

_____ **American Indian/Alaskan Native** (Number Hispanic: _____)

_____ **Native Hawaiian /Other Pacific Islander** (Number Hispanic: _____)

Multi-Race Categories

_____ **American Indian/Alaskan Native & White** (Number Hispanic: _____)

_____ **Asian & White** (Number Hispanic: _____)

_____ **African-American or Black & White** (Number Hispanic: _____)

_____ **Amer Indian/Alaskan Native & Afr-Amer or Black** (Number Hisp: _____)

_____ **Other Multi-Racial** (Number Hispanic: _____)

_____ **TOTAL (TOTAL HISPANIC _____)**

Section VII (For Shelter activities only)

SHELTER UTILIZATION

Please list all emergency shelter beds, whether or not they are ESG-funded.

Number of Beds - Rehabbed _____

Number of Beds - Conversion _____

Total Number of bed-nights available _____

Total Number of bed-nights provided _____

PROG. YR. EXPENDITURES (Complete appropriate sections for this activity)

Section VIII

EXPENDITURES FOR ESG HOMELESS PREVENTION OR RAPID RE-HOUSING

Rental Assistance \$ _____

Housing Relocation and Stabilization Services – Financial Assistance \$ _____

Housing Relocation and Stabilization Services – Services \$ _____

TOTAL (HP OR RRH) \$ _____

Section IX

EXPENDITURES FOR ESG EMERGENCY SHELTER

ESG E.S. Essential Services \$ _____

ESG Operations \$ _____

TOTAL (Shelter) \$ _____

Section X

EXPENDITURES FOR OTHER GRANT COMPONENTS (STREET OUTREACH AND/OR HMIS)

Street Outreach \$ _____

HMIS \$ _____

Section XI

MATCH SOURCE (for this ESG activity)

Other Non-ESG HUD Funds _____

Other Federal Funds _____

State Government _____

Local Government _____

Private Funds _____

Other _____

Fees _____

Program Income _____

TOTAL MATCH AMOUNT _____

This Report Completed by: _____

Section VI, Please Sign and Date the Form

Signature of Authorized Official

Typed or Printed Name

Date
