

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT (hereinafter referred to as the “Agreement”) is entered into as of the day of _____ September, 2023 between the VILLAGE OF OAK PARK, Illinois (hereinafter referred to as the “Village”) and HEPHZIBAH CHILDREN’S ASSOCIATION, an Illinois not-for-profit corporation (hereinafter referred to as the “Subrecipient”).

RECITALS

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

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

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

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

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

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

2. SCOPE OF SERVICES.

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

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

C. The funds to be provided by the Village to Subrecipient pursuant to this Agreement shall be used to partially pay to replace all the windows of the Hephzibah Children's Association Home for the agency's Public Facilities CDBG project. A total of 50 persons (50 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 sixty-five thousand two hundred and ninety-one dollars (\$65,291) (hereinafter referred to as the "Grant Funds") to be paid in accordance with the terms of this Agreement. The Subrecipient acknowledges and agrees that only those budget line items and percentages that appear in its Program Year 2023 Project Budget will be considered for reimbursement through the Grant Funds.

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

4. PAYMENT.

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

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

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

5. PROGRAM YEAR.

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

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

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

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

6. COMPLIANCE WITH LAWS AND REGULATIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. REPORTING AND RECORD KEEPING.

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

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

herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

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

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

The following schedule shall be applicable:

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

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

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

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

8. MONITORING AND PERFORMANCE DEFICIENCIES.

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

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

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

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

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

9. TERMINATION.

This Agreement may be terminated as follows:

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

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

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

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

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

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

10. REVERSION OF ASSETS.

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

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

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

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

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

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

11. REMEDIES.

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

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

Subrecipient.

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

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

14. AMENDMENTS AND MODIFICATIONS.

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

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

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

16. ENTIRE AGREEMENT.

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

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

17. GOVERNING LAW, VENUE AND SEVERABILITY.

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

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

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

18. NOTICES.

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

For the Village:

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

For Subrecipient:

Executive Director
Hephzibah Children's Association
1144 Lake Street, Fifth Floor
Oak Park, Illinois 60301

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

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

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

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

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

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

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

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

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

VILLAGE OF OAK PARK

HEPHZIBAH CHILDREN’S ASSOCIATION

Name: Kevin J. Jackson
Title: Village Manager

Name:
Title:

Date: _____, 2023

Date: _____, 2023

ATTEST

ATTEST

Name: Christina M. Waters
Title: Village Clerk

Name:
Title:

Date: _____, 2023

Date: _____, 2023

EXHIBIT A
SUBRECIPIENT'S PROPOSAL

Submission #57

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

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Submission information

Form: [Village of Oak Park Community Development Block Grant \(CDBG\) Submission Form](#)
Submitted by hephzibah2
Fri, 2023-03-10 12:51
172.16.0.102

1. Applicant Information

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

A. Organization Information

- 1. Organization Name**
Hephzibah Children's Association
- 2. Organization Mailing Address**
1144 Lake Street, Fifth Floor
- 3. Organization Phone Number**
7086497140
- 4. Executive Director**
Merry Beth Sheets
- 5. Executive Director's Email Address**
mbsheets@hephzibahhome.org
- 6. FEIN #**
36-2167096
- 7. Unique Entity Identifier (UEI#)**
LSN4MT7P2YJ8
- 8. Project Manager/Primary Contact**
Nancy Dorfman Schwartz
- 9. Did you attend the mandatory PY2023 grants workshop?**
Yes

B. Agency Overview

- 1. Background and Need**

Hephzibah has a rich and esteemed history of caring for vulnerable children and helping families in need. Hephzibah is Oak Park's oldest social service agency, founded in 1897 when village resident Mary Wessels opened her home to two young boys. Later, when a local orphanage was destroyed by fire, Mary took in a dozen orphans and made it her calling to care for society's most vulnerable children. She named the children's home after her mother as an expression of her mission to create a nurturing haven for children in need. At Hephzibah, these children found safety, sustenance, comfort, and love. What began with the group home has grown and expanded over the years to meet the changing needs of the community and clients. With a focus on keeping children safe by strengthening, healing, and keeping families together, we provide both prevention and intervention child welfare services. Hephzibah is recognized statewide for its innovative and responsive programming for children and families in great need.

Illinois ranks low in the nation regarding removal rate of children from their homes and has the longest length of stay in foster care among all 50 states. Thus, by the time Illinois children come into institutional or residential home care like to Hephzibah, they have been exposed to and endured significant, severe, and sustained trauma related to abuse and neglect. As the only designated Qualified Residential Treatment Program in Illinois for young children ages 3-11, Hephzibah Home meets or exceeds all state and federal requirements, providing the most comprehensive level of therapeutic services, care, and support for young children experiencing the serious psychological, emotional, behavioral, and physical effects of extreme trauma. No other agencies in the Illinois DCFS system provide the high level of care and services Hephzibah offers for this especially fragile population.

The goal of the Hephzibah Home is to provide for the psychological, emotional, and physical needs of young children traumatized by severe abuse and neglect, and to integrate and deliver treatment and services that facilitate and support each child's long road to recovery. Hephzibah provides the children with the therapeutic care and support they need; a safe, stable, and nurturing living environment; essential academic support and resources; and additional enrichment opportunities. Each year, up to 50 children ages 3-11 reside in the home for six months to several years depending on individual need. While at Hephzibah Home all children receive significant therapy to process the traumatic experiences they have endured and wrap-around educational support to ensure academic progress.

The children who come to Hephzibah have been removed from their homes due to extreme abuse and neglect, following multiple failed foster placements and/or psychiatric hospitalizations. Traumatized children have high needs and they require intensive support in order to progress toward healing. The children have clinical levels of depression, anxiety and/or aggression, and many suffer from malnutrition, medical neglect, limited social skills and serious academic deficiencies. All of the children are current or former youth in care of the State of Illinois and meet state and federal guidelines for extremely low income.

The long-term consequences of child abuse include improper brain development; impaired cognitive and social-emotional skills; lower language development; high-risk for medical and psychological conditions; and alcoholism and drug abuse. The long-term behavioral and economic consequences show a strong correlation to higher risks of teen pregnancy, criminal behavior, dropout rates, and increased health, medical, child welfare, criminal justice, and special education costs. In addition to trauma of severe physical and sexual abuse and neglect the children have experienced, they also have serious educational deficits. Low-income children face a number of disadvantages, particularly with regard to education. Poverty reduces a child's readiness for school because it leads to poor physical health and motor skills, diminishes a child's ability to concentrate and remember information, and reduces attentiveness, curiosity, and motivation. In addition, research shows that parental involvement and support is critical to academic achievement. Because of the trauma they have experienced, inconsistent schooling and lack of parental engagement, when children come to Hephzibah Home, they are typically two or more grades behind in reading and math. Approximately 50 percent of the children attend Oak Park District 97 schools -- 90 percent of whom receive special education services. The remaining 50 percent attend therapeutic schools.

Hephzibah has a long history of successfully managing publicly funded projects. Currently, nearly two-thirds of the agency's funding comes from government contracts, with the vast majority from the Illinois Department of Children and Family Services and Illinois Department of Human Services. Hephzibah has received funding from CDBG in the past including facility improvement projects for Hephzibah Home and programmatic funding to support services for the home's Art Therapy Program, Hephzibah's Family Support Program, and the Day Care Program. Hephzibah reported on these projects in an accurate and timely fashion. We do not anticipate any issues with regard to reporting data to the Village of Oak Park.

Hephzibah collaborates with a wide range of local agencies to ensure that children and families receive appropriate care and services. Hephzibah works very closely with Oak Park District 97 regarding the education of children in Hephzibah Home and with our Day Care Program located at each of the eight Oak Park elementary schools. Hephzibah works collaboratively with numerous local agencies including:

- The Children's Clinic of Infant Welfare Society of Oak Park River Forest
- Community Mental Health Board of Oak Park
- Housing Forward
- Oak Park Township
- Oak Park Park District
- Oak Park Youth Services
- New Moms
- Sarah's Inn
- TASC
- Housing Forward

2. Type of Organization

Non-profit

3. CDBG Eligible Populations

- Abused children
- 51% or more low/moderate income persons
- Mental health

4. Type of services offered

Hephzibah delivers prevention and intervention child welfare services through three primary programs: Hephzibah Home, Family Based Services, and Day Care Services. The organization maintains the highest level of professional accreditation by Social Current Council on Accreditation and Hephzibah is recognized statewide for our comprehensive, transformative programming that far exceeds state requirements; a highly trained and experienced staff; and strong and engaged community support. Embedded in our mission and operations is a commitment to provide for needs of every child who comes to us; thus, our services meet or exceed state requirements.

Hephzibah Home is the only Qualified Residential Treatment Program in Illinois designated to care for the most extreme cases of abuse and neglect of young children, ages 3-11. Hephzibah Home provides a loving, caring, safe environment for up to 50 young children each year, while they receive the essential intensive therapy, educational services, and wraparound support services needed to heal and to begin the long journey to recovery. The children come to us following multiple failed foster placements and/or psychiatric hospitalizations. Each child has endured an emotional roller coaster of multiple failed placements, and for many, Hephzibah is their first experience living in a safe, stable and supportive home. Approximately two-thirds of the children are from Metropolitan Chicago, with the remainder from throughout Illinois.

Hephzibah's Family Based Services delivers care to nearly 200 foster care children and families who require extensive behavioral and psychological support; intensive case management and support services for nearly 300 low-income families in crisis due to poverty, substance abuse, domestic violence, homelessness, mental health concerns, and other factors; a Positive Parenting abuse and neglect prevention program; and an adoption program for children who cannot return to their biological families. Hephzibah staff members stabilize, strengthen, enhance, and preserve family life by providing services that help families in crisis and enable children to remain safely at home.

For more than 40 years, Hephzibah has provided after-school and full-day summer day care services for more than 700 school-aged children from over 500 families. The children and families are from diverse socioeconomic backgrounds, fulfilling a critical need in the Oak Park community for affordable, school-age day care. Hephzibah offers a nurturing, enriching, and dynamic day care experience for children in grades K-5 after school, on school holidays, and during the summer months. Activities are designed to help children achieve their full social, emotional, and intellectual potential by fostering the development of a wide variety of skills, as well as social competence and a positive self-image. Fees are assessed on a sliding scale and offset by financial aid when necessary to ensure that

every family in our community has access to high-quality day care. Hephzibah prioritizes admission for low-income families.

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

Hephzibah values diversity among its clients and staff, and is committed to promoting a work environment for all employees that accepts and supports each individual staff member. All employees are expected to be sensitive and responsive to the cultural differences within the staff and client populations, and to help promote a climate of mutual understanding and appreciation of diversity. Hephzibah’s Diversity Committee meets on regular basis and we advocate for and support diversity in our organization through ongoing assessment, increased awareness and education to embrace a respectful, multicultural and inclusive environment for employees and the clients we serve. In addition, the agency’s Core Values statement reflects our commitment to Diversity, Equity and Inclusion. It states “We value, advocate for, and support diversity throughout all levels of our organization. We embrace a respectful, multicultural, and inclusive environment for employees and the clients we serve. We are committed to a diverse and inclusive culture, which solicits multiple perspectives and views and is free of bias and discrimination.”

6. Did you return any CDBG funds in PY2021?

No

If you returned funds, please explain why

C. Project Narrative

1. Project Title

Removal and Replacement of 80 Windows at Hephzibah Home

2. Project Description

Hephzibah Home is nearly 100 years old, and the structure routinely requires many critical repairs and improvements in order to maintain the integrity, safety, and energy efficiency of the home, and provide a comfortable and safe home environment for the children and staff. Funding from a Community Development Block Grant (CDBG) Infrastructure grant will be used to replace 80 of the of the more than 100 windows throughout three levels of Hephzibah Home, 946 North Blvd, Oak Park. The identified windows for replacement are located on the lower level bedrooms and atrium of the home, the first floor kitchen, and the entire second floor including the children’s bedrooms, living room, visiting and therapy rooms, and bathrooms. All windows identified for replacement are between 25 and 50 years old and are not energy efficient because seals are broken allowing cold air into rooms, wood is rotting around the frames, and many locking mechanisms are broken.

In addition to their poor functionality and inefficiency, the windows located in the children’s bedrooms must be replaced with windows that ensure privacy with either integrated blinds between two glass panes, or opaque privacy glass. These windows face adjacent parking lots, public streets and walkways, and neighboring apartment buildings. Due to the trauma of abuse and neglect that the children experience, on a daily basis one or more children becomes dysregulated and expresses his/her emotions and upset (anger, sadness, hurt, fear, frustration, anxiety, etc.) in a destructive manner by tearing down the window treatments and blinds covering the windows in the living areas and their bedrooms. Until Hephzibah’s building and grounds manager is available to reinstall the coverings (if they can be reattached), the windows are not covered and the children are visible to the public. No privacy is available for them when they are in the room, which further exacerbates their anxiety and fear, particularly at nighttime. To improve privacy and security for the children, energy efficient windows with either opaque glass or integrated blinds that can only be adjusted by a staff member, will be installed in the children’s bedrooms.

3. Project Location (if different from above)

946 North Boulevard, Oak Park, IL 60301

D. Approach

Hephzibah Home is the only Qualified Residential Treatment Program in Illinois designated to care for the most extreme cases of abuse and neglect of young children, ages 3-11. Hephzibah Home provides a loving, caring, safe environment

for up to 50 young children each year, while they receive the essential intensive therapy, educational services, and wraparound support services needed to heal and to begin the long journey to recovery. The children come to us following multiple failed foster placements and/or psychiatric hospitalizations. Each child has endured an emotional roller coaster of multiple failed placements, and for many, Hephzibah is their first experience living in a safe, stable, and supportive home. The children reside in the home for six months to several years, depending on individual need. While in Hephzibah Home, they attend Oak Park District 97 schools or therapeutic schools.

The identified 80 windows for replacement are between 25-50 years old and are in poor condition with broken seals, inoperable locking mechanisms, and rotting frames, and the windows in the children's bedrooms do not ensure privacy at all times. New, energy efficient windows are needed to provide for the comfort, safety, and security of the children, as well as the approximately 70 staff members work around the clock in the home, and many visitors including therapists, DCFS caseworkers, children's family members, volunteers, and service workers who come to the home each day.

Total Oak Park Low/Moderate Income Persons Served Annually

50

Persons served form

[py_2023_persons_served_1.pdf](#)

E. Budget Narrative

1. Total CDBG dollars requested

\$ 65,291

2. Total project budget

\$ 79,513

3. Budget description

A preliminary estimate of \$79,513 for replacing all of the windows was obtained in March 2023. The estimate, which includes permits, materials and labor, is based on current prices and product availability. Because this project will occur in spring/summer of 2024 (14-18 months after the original estimate), we anticipate that inflation and supply-chain delays will result in higher costs than the current estimate. The project will be rebid per CDBG requirements and guidelines closer to the actual project start window.

All of the children served (100 percent) have experienced extreme abuse and neglect, are residents of Oak Park, and meet all state and federal poverty guidelines.

Total Project Budget is \$79,513, and Hephzibah is seeking \$65,291 or 82 percent from CDBG.

Budget Worksheet

[py_2023_cdbg_project_budget_other_hephzibah.pdf](#)

F. Program Eligibility

1. Meeting Outcomes

As displayed in the Logic Model, for the period from October 2023 through September 2024, Hephzibah expects to provide services for up to 50 children ages 3-11. All children are referred for services from the Illinois Department of Child and Family Services or the Department of Healthcare and Family Services and remain in Hephzibah's care for a minimum of six months to several years depending on individual need. An estimated 50% will be African American, 30% Caucasian, 10% Biracial, and 10% Hispanic. 100% of the children are residents of Oak Park and all meet the state and federal guidelines for extremely low income. Hephzibah plans to replace 80 old windows with secure, energy-efficient windows, reducing Hephzibah's heating and cooling bills. All windows located in children's bedrooms on the lower level and the second floor of the home will be replaced with windows that have integrated privacy glass or protected blinds, to ensure the privacy of the children while they are in their rooms.

Hephzibah's building and grounds manager, in collaboration with the vendor, director of Hephzibah Home, the executive director and the chief operating officer of Hephzibah Children's Association, will plan and execute the timely removal and installation of 32 windows on the lower level of the home, five windows on the first floor of the home, and 43 windows on the second level of the home. All the windows are between 25 and 50 years old and not energy efficient because seals are broken allowing cold air in during winter months, and air conditioned are to exit in warm months. The wood and/or metal framing is rotting, and many are not operable due to broken locking mechanisms. Windows located in the children's bedrooms do not provide adequate privacy when window treatments/blinds are pulled down when children exhibit dysregulated behavior, which occurs on a daily basis. Upon completion of the project, all of the windows in the home will have been replaced with new, energy efficient windows.

2. Successes and challenges

In 2022, Hephzibah successfully completed a renovation of the majority of spaces located on the first floor of the home, including the replacement of 24 windows in the renovated spaces. The project took approximately 12 months to complete.

Hephzibah is committed to providing comprehensive, individualized therapeutic, emotional, behavioral, educational, and wraparound support for each child.

Challenges to meeting our intended outcomes include:

- the cost to replace 80 windows is significant. A project of this size cannot be accommodated within the annual maintenance budget for the home. Thus, funding for replacement must be secured through grants and private philanthropic donations.
- the work must be scheduled and completed during a shortened time frame due to weather.
- children and staff will be displaced during the project. Significant planning and adjustment is required to avoid service disruption.

In the past several years, Hephzibah has successfully completed a number of significant renovation projects requiring coordination of vendors, relocation of services and staff displacement, and we are confident in our ability to make the disruption and make any necessary adjustments to successfully complete the window replacement project.

3. Intended accomplishments

Hephzibah provides children with the therapeutic care and support they need; a safe, stable, and nurturing living environment; essential academic support and resources; and additional enrichment opportunities. Our intended accomplishment is that all remaining aging and broken windows in the home will be replaced with safe, secure, energy efficient windows.

In the short term, the comfort and safety of the children and staff will be improved, and the privacy of the children whose rooms are located on the second level of the home, will be assured. The building facilities manager will no longer have to replace or reinstall window treatments that are torn down when a child's emotions and behaviors become dysregulated.

In the long term, Hephzibah will have lower monthly and annual heating and cooling expenses, and we do not anticipate needing to replace any windows in the home for many years to come.

4. Project management process

All children are referred to Hephzibah Home through the Illinois Department of Children and Family Services, the Illinois Department of Healthcare and Family Services, or the Illinois Department of Education because they require the highest level of care to address their trauma resulting from extreme abuse and neglect. The children have severe behavioral and emotional conditions requiring long-term residential therapeutic care and support. This is an internal referral process, and no external marketing plan is appropriate or needed.

Hephzibah continues to collaborate with the Illinois Department of Children and Family Services and other state agencies on identifying opportunities to serve greater numbers of young children requiring different levels of

therapeutic care and support.

Hephzibah will secure three competitive bids from vendors that meet all federal and state regulations. Upon final selection of a vendor, Hephzibah and the vendor will secure appropriate permits from the Village of Oak Park and prepare a timeline for the project to be completed by September 30, 2024.

5. Income Documentation

All children who come to Hephzibah Home are current or former youth in care of the State of Illinois. They reside in Hephzibah Home for a minimum of six months to several years depending on individual need. 100% of the children are residents of Oak Park and they meet all state and federal guidelines for extremely low income.

6. Procurement and Management Process

Hephzibah Children's Association maintains the highest level of professional accreditation by the Social Current Council on Accreditation and is recognized statewide for our comprehensive, transformative programming that meets or exceeds state requirements. Hephzibah is licensed by the Illinois Department of Children and Family Services as a Child Welfare Agency, Group Home, and Child Care Institution. To maintain accreditation and licensure, Hephzibah must demonstrate compliance with all local, state, and federal laws and regulations, as well as meet/exceed quality assurance standards.

Upon CDBG funding approval, Hephzibah will seek and secure competitive bids from vendors deemed compliant with federal and local regulations and meet quality standards.

Regarding participant feedback, Hephzibah administers child satisfaction surveys for all children at quarterly intervals and conducts discharge interviews with each child to assess their likes, dislikes, experiences, and sentiments about what they learned, how they improved, and things they would change. In addition, Hephzibah conducts biannual staff meetings where staff have an opportunity to discuss topics and issues with leadership. In addition, Hephzibah conducts an annual staff survey and all staff can anonymously provide feedback on any topic or concern.

2. Attachments

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

Timeline

[py_2023_timeline_form_1.pdf](#)

Logic model

[py_2023_cdbg_logic_model_1.pdf](#)

Articles of Incorporation and By-Laws

[hephzibah_articles_of_incorporation_and_bylaws.pdf](#)

Non-Profit Determination (IRS Letter)

[irs_determination_letter.pdf](#)

List of Board of Directors

[fy_2023_board_of_directors.pdf](#)

Organizational Chart

[final_fy_2023_organization_charts_combined.pdf](#)

Resumes

[resumes_mbs_rw_nds.pdf](#)

Financial Statement and Audit

[hca_fy_22_final_audited_report_and_financial_statements.pdf](#)

Conflict of interest statement

[conflict_of_interest_statement_3-2023.pdf](#)

Anti-lobbying statement

[lobbying_statement_2023.pdf](#)

EEO Form

[py_2023_eeo_report_chart_003_for_cdbg.pdf](#)

Statement of ADA Compliance

[americans_with_disabilities_act_statement_of_compliance_2023.pdf](#)

Support Statements**Project client evaluation tool**

[project_client_evaluation_tool_statement_2023.pdf](#)

Beneficiary Form

[py_2023_cdbg_beneficiary_form_4.pdf](#)

Certificate of insurance

[certificate_of_insurance_3-2023.pdf](#)

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

Merry Beth Sheets

Title of Authorized Official of Applicant Organization

Executive Director

Date of Submittal

Fri, 2023-03-10

Do you have a CDBG application guide?

Yes

Affirmation

I agree

[Previous submission](#) [Next submission](#)

EXHIBIT B - ASSURANCES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX V

REAFFIRMATION STATEMENT

MARCH 31, 1997

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

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

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

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

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



Carl Swenson
Village Manager



PY 2023

CDBG Public Facilities & Improvements

Organization Name	Hephzibah Children’s Association
Proposed Project Name	Education and Behavior Support and Services for Oak Park Children Traumatized by Extreme Abuse and Neglect

Beneficiary Component	Number or Percent
Total of all Persons Benefiting, without regard to income or residency	50
Number of all Very Low, Low and Moderate-Income (LMI) Persons to be served	50
Percentage of LMI benefit (above ÷ total persons x 100)	100%
Number of all Oak Park persons benefiting	50
Percentage of Oak Park persons benefiting (# Oak Park persons benefiting ÷ total persons benefiting x 100)	100%
Number of Very Low, Low and Moderate-Income (LMI) Oak Park Persons to be served	50
Percentage of Oak Park persons that are LMI (# LMI Oak Park persons benefiting ÷ total Oak Park persons benefiting x 100)	100%



PY 2023 Timeline, CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Hephzibah Children’s Association
Project Name	Removal and Replacement of 80 Windows at Hephzibah Home

Timeframe	Activity	Person Responsible
Month 1 October	Secure and Finalize Vendor Agreement Apply for required permits	Building and Facilities Manager and Chief Operating Officer, with support from Vendor
Month 2 November	Begin preparing internal timeline for window installation on each level	Building and Facilities Manager and Chief Operating Officer, Director of Residential Services
Month 3 December	Being identifying activities, services and individuals displaced during window removal and installation process	Building and Facilities Manager and Chief Operating Officer, Director of Residential Services
Month 4 January	Continue identifying activities, services and individuals displaced during window removal and installation process Finalize timeline for window replacement on each level. Prepare and submit first quarter report	Building and Facilities Manager and Chief Operating Officer, Director of Residential Services Grants Manager
Month 5 February	Finalize identifying activities, services and individuals displaced during window removal and installation process	Building and Facilities Manager and Chief Operating Officer, Director of Residential Services
Month 6 March	Communicate plan and installation timetable to	Chief Operating Officer, Director of Residential Services

	appropriate staff and visitors affected by project.	
Month 7 April	Begin window replacement project, weather permitting Prepare and submit Second Quarter Report	Building and Facilities Manager Grants Manager
Month 8 May	Continue window replacement project, weather permitting	Building and Facilities Manager
Month 9 June	Continue window replacement project, weather permitting	Building and Facilities Manager
Month 10 July	Continue window replacement project, weather permitting Prepare and submit third quarter report	Building and Facilities Manager Grants Manager
Month 11 August	Continue window replacement project, weather permitting	Building and Facilities Manager
Month 12 September	Conclude project Prepare final project report for CDBG	Building and Facilities Manager, Chief Operating Officer, Director of Residential Services Grants manager

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westchicago@windowworld.com



3/8/2023

Hephzibah Childrens Association
Attention: Raynaldo Casillas
945 North Blvd. | Oak Park, IL 60301

Thank you for providing [Window World of Western Chicago](#) the opportunity to provide a quote for the upcoming project. We would definitely value our relationship with Hephzibah Childrens Association and look forward to working with you. Let us tell you a little more about the Window World Family and why we feel we are the best fit for the upcoming renovation of your property. You will also find the estimate for your project below. We look forward to the opportunity to work with you.

To complement our superior products, fair pricing and Lifetime Warranty, Window World is very proud of the following list of accreditations and accolades:

1. America's Largest Replacement Window and Custom Home Exterior Remodeling Company
2. Over 3,00,000 Satisfied Customers Nationwide
3. Over 23,000,000 Windows and Patio Doors Installed & 100,000 Sinding Jobs Completed
4. Locally Owned and Operated
5. Licensed, Insured and Lead-Safe Certified
6. Industry's Strongest Limited Lifetime Warranty
7. National Service Network
8. ENERGY STAR® Retail Partner
9. [Good Housekeeping Seal](#) & Ranked "[Highest in Customer Satisfaction, Windows and Doors](#)" by J.D. Power
10. Leading Edge, High-Performance Products
11. Clearly Itemized Guaranteed Low Price
12. AAMA and NFRC Certified
13. MADE IN THE USA
14. Window World® Supports the [Veterans Airlift Command](#)
15. [Window World Cares](#)® Supports St. Jude Children's Research Hospital®

Our staff here at the Western Chicago location has over 30 years in the construction industry. We ensure that each job gets amazing craftsmanship and the attention that our customers deserve.

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 westchicago@windowworld.com



Windows (All windows to meet Illinois compliance, currently .27 U Factor or Better)

Window World 4000 Series with Midwest Glass Package:

- ✓ Energy Star Rated
- ✓ Double pane glass Double Strength Glass
- ✓ Two (2) coats of Solar Zone Low -E, Argon gas filled.
- ✓ Structural foam spacer

- Windows Color – Exterior: White Interior: White (Living Room Front of Building to have bronze Exterior)
- All windows in upper level to have internal colonial contoured grids.
- Windows in bedrooms and bathrooms to have obscure glass.

Playroom Floor East

Description – Windows	Unit Price	Qty	Line Total
4000 Series Double Hung Window with Midwest Glass Package	\$495.00	15	\$7,425.00
Internal Grids	\$65.00	15	\$975.00
<i>Window Subtotal</i>			\$8,400.00

Express Installation	Unit Price	Qty	Line Total
Remove the old window and replace it with a new one that is installed level, square, and plumb, shimmed and insulated with low-impact foam insulation. The exterior is to be flashed, capped, and sealed with Extra Bond Quad Max sealant. The interior will be sealed with Extra Bond H2U Sealant.	\$290.00	15	\$4,350.00
Meta/Vinyl Out Extraction	\$85.00	15	\$1,275.00
2 nd Level Install	\$35.00	15	\$525.00
<i>Window Install Subtotal</i>			\$6,150.00

Playroom Floor East Total			\$14,550.00
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Bedrooms West

Description – Windows	Unit Price	Qty	Line Total
4000 Series Double Hung Window with Midwest Glass Package	\$495.00	14	\$6,930.00
Internal Grids per Window	\$65.00	14	\$910.00
Obscure Glass per Window	\$80.00	14	\$1,120.00
<i>Window Subtotal</i>			\$8,960.00

Express Installation	Unit Price	Qty	Line Total
Remove the old window and replace it with a new one that is installed level, square, and plumb, shimmed and insulated with low-impact foam insulation. The exterior is to be flashed, capped, and sealed with Extra Bond Quad Max sealant. The interior will be sealed with Extra Bond H2U Sealant.	\$290.00	14	\$4,060.00
Meta/Vinyl Out Extraction	\$85.00	14	\$1,190.00
2 nd Level Install	\$35.00	14	\$490.00
<i>Window Install Subtotal</i>			\$5,740.00

Bedrooms West Total			\$14,700.00
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Offices

Description – Windows	Unit Price	Qty	Line Total
4000 Series Double Hung Window with Midwest Glass Package	\$495.00	14	\$6,930.00
Internal Grids	\$65.00	14	\$910.00
<i>Window Subtotal</i>			\$7,840.00

Express Installation	Unit Price	Qty	Line Total
Remove the old window and replace it with a new one that is installed level, square, and plumb, shimmed and insulated with low-impact foam insulation. The exterior is to be flashed, capped, and sealed with Extra Bond Quad Max sealant. The interior will be sealed with Extra Bond H2U Sealant.	\$290.00	14	\$4,060.00
Meta/Vinyl Out Extraction	\$85.00	14	\$1,190.00
2 nd Level Install	\$35.00	14	\$490.00
<i>Window Install Subtotal</i>			\$5,740.00

Playroom Floor East Total			\$13,580.00
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westchicago@windowworld.com



Main Kitchen

Description – Windows	Unit Price	Qty	Line Total
4000 Series Double Hung Window with Midwest Glass Package	\$495.00	5	\$2,475.00
Internal Grids	\$65.00	5	\$325.00
<i>Window Subtotal</i>			\$2,800.00

Express Installation	Unit Price	Qty	Line Total
Remove the old window and replace it with a new one that is installed level, square, and plumb, shimmed and insulated with low-impact foam insulation. The exterior is to be flashed, capped, and sealed with Extra Bond Quad Max sealant. The interior will be sealed with Extra Bond H2U Sealant.	\$290.00	5	\$1,450.00
Meta/Vinyl Out Extraction	\$85.00	5	\$425.00
2 nd Level Install	\$35.00	5	\$175.00
<i>Window Install Subtotal</i>			\$2,050.00

Main Kitchen Total			\$4,850.00
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Bathroom/Stairs/Hallway

Description – Windows	Unit Price	Qty	Line Total
4000 Series Double Hung Window with Midwest Glass Package	\$495.00	4	\$1,980.00
Internal Grids	\$65.00	4	\$260.00
Obscure Glass (Bathroom)	\$80.00	1	\$80.00
<i>Window Subtotal</i>			\$2,320.00

Express Installation	Unit Price	Qty	Line Total
Remove the old window and replace it with a new one that is installed level, square, and plumb, shimmed and insulated with low-impact foam insulation. The exterior is to be flashed, capped, and sealed with Extra Bond Quad Max sealant. The interior will be sealed with Extra Bond H2U Sealant.	\$290.00	4	\$1,160.00
Meta/Vinyl Out Extraction	\$85.00	4	\$340.00
2 nd Level Install	\$35.00	4	\$140.00
<i>Window Install Subtotal</i>			\$1,640.00

Bathroom/Stairs/Hallway Total			\$3,960.00
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Bedrooms Lower Level

Description – Windows	Unit Price	Qty	Line Total
4000 Series Reg 2light Slider Window with Midwest Glass Package (2 are DH)	\$495.00	15	\$7,425.00
4000 Series Sm Picture Window with Midwest Glass Package	\$480.00	6	\$2,880.00
Obscure Glass per Window	\$80.00	21	\$1,680.00
<i>Window Subtotal</i>			\$11,985.00

Express Installation	Unit Price	Qty	Line Total
Remove the old window and replace it with a new one that is installed level, square, and plumb, shimmed and insulated with low-impact foam insulation. The exterior is to be flashed, capped, and sealed with Extra Bond Quad Max sealant. The interior will be sealed with Extra Bond H2U Sealant.	\$290.00	21	\$6,090.00
Meta/Vinyl Out Extraction	\$85.00	21	\$1,785.00
<i>Window Install Subtotal</i>			\$7,875.00

Bedrooms Lower Level			\$19,860.00
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Playroom Floor East

Description – Windows	Unit Price	Qty	Line Total
4000 Series 2light Slider Window with Midwest Glass Package	\$495.00	7	\$3,495.00
Bronze Colored Exterior (Per Window)	\$199.00	7	\$1,393.00
<i>Window Subtotal</i>			\$4,888.00

Express Installation	Unit Price	Qty	Line Total
Remove the old window and replace it with a new one that is installed level, square, and plumb, shimmed and insulated with low-impact foam insulation. The exterior is to be flashed, capped, and sealed with Extra Bond Quad Max sealant. The interior will be sealed with Extra Bond H2U Sealant.	\$290.00	7	\$2,030.00
Meta/Vinyl Out Extraction	\$85.00	7	\$595.00
<i>Window Install Subtotal</i>			\$2,625.00

Playroom Floor East Total			\$7,513.00
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Window World of Western Chicago
4646 Western Ave.
Lisle, IL 60532



Serving DuPage, Kane, Kendall & parts of
Lake & Cook Counties

www.windowworldwesternchicago.com

Phone: (331)-903-6873 Fax: (331)-903-6887

westchicago@windowworld.com



Project Totals			
Windows with Installation Total			\$79,013.00
Oak Park Building Permit			\$150.00
Delivery/Site Set up/ Disposal			\$350.00
Window World Western Chicago Discount for Non-Profit -18%			-\$14,222.00
Total Cost for Project			\$65,291.00

Thank you again for allowing us the opportunity. I can assure you Window World of Western Chicago will deliver you the quality and service your property deserves

Respectfully,



Joel P Slater | Owner

Window World of Western Chicago
4646 Western Ave | Lisle, IL 60532
o. 331.903.6873 | c.630.320.9717
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WORKBOOK CONTAINS BOTH THE PROJECT BUDGET & THE OTHER REVENUE SUMMARY.

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

FY 2024 INFRASTRUCTURE PROPOSED PROJECT BUDGET. Project budget must include the entire project funding even if CDBG is only funding a portion of the activity. You must limit your amount/percentage of Oak Park CDBG funds requested to match or be less than the proportional amount of Oak Parkers to Non-Oak Parkers served.

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue -List Source	Other Revenue -List Source	Other Revenue -List Source	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	Private Funding				
Window Supply Costs									
a. Bedroom Lower level	\$11,985	\$11,985	100%		\$0			\$0	0%
b. Playroom Floor East-4000 Series 2light slider window	\$4,888	\$4,888	100%		\$0			\$0	0%
c. Playroom Floor East-4000 Series double hung window	\$8,400	\$8,400	100%		\$0			\$0	0%
d. Bedroom West	\$8,960	\$8,960	100%					\$0	0%
e. Offices	\$7,840	\$7,840	100%					\$0	0%
f. Main Kitchen	\$2,800	\$2,800	100%					\$0	0%
g. Bathroom/stairs/Hallway	\$2,320	\$2,320	100%					\$0	0%
Subtotal: Window Supply Costs	\$47,193	\$47,193	100%		\$0	\$0	\$0	\$0	0%
Installation Costs:									
a. Bedroom Lower level	\$7,875	\$7,875	100%					\$0	0%
b. Playroom Floor East-4000 Series 2light slider window	\$2,625	\$2,625	100%					\$0	0%
c. Playroom Floor East-4000 Series double hung window	\$6,150	\$6,150	100%					\$0	0%
d. Bedroom West	\$5,740	\$0	0%		\$5,740			\$5,740	100%
e. Offices	\$5,740	\$0	0%		\$5,740			\$5,740	100%
f. Main Kitchen	\$2,050	\$0	0%		\$2,050			\$2,050	100%
g. Bathroom/stairs/Hallway	\$1,640	\$1,448	88%		\$192			\$192	12%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Installation Cost	\$31,820	\$18,098	57%		\$13,722	\$0	\$0	\$13,722	43%
Other Services									
Permit	\$150	\$0	0%		\$150			\$150	100%
Delivery/set-up/Disposal	\$350	\$0	0%		\$350			\$350	100%
Discount	\$0	\$0	#DIV/0!		\$0			\$0	0%
Subtotal: other Services	\$500	\$0	0%		\$500	\$0	\$0	\$500	100%
TOTAL (all categories)	\$79,513	\$65,291	82%		\$14,222	\$0	\$0	\$14,222	18%

FY 2024 CDBG OTHER REVENUE SUMMARY

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

1	2	3	4	5	6	7
FUNDING SOURCE	LOAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAIL.	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or Private?
Private	Discount	\$14,222	Pending	Unknown		Private
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$14,222				

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

Subrecipient:	
Project Name:	
Prepared by:	Email:

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

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

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

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

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