

**EXHIBIT 1 – FUNDING SCHEDULE**

Grantee shall submit an invoice for grant-related expenses. Grantor shall disburse said funds to the following entities on or before the dates set forth below. \*

Time Period	Invoice Due to Village	Payment Amount
<b>Oak Park Area Arts Council</b>	May 30, 2022	\$220,000
<b>Total</b>		\$220,000

\*Grantee shall provide the Village supporting documentation for services provided or projects completed, including copies of receipts/checks.

## **EXHIBIT 2 – SCOPE OF SERVICES**

The following is joint proposal for ARPA funds from the Oak Park Tourism Recovery Initiative (**OPTRI**) that includes Visit Oak Park, Frank Lloyd Wright Trust, Ernest Hemingway Foundation of Oak Park, Unity Temple Restoration Foundation, and Oak Park Area Arts Council. The OPTRI partners working together have developed an impactful collaborative process engaging time, efforts and resources to support the village's economic recovery. In addition, each partner has affirmed a portioned reallocation of ARPA funds, upwards of \$50,000 (set allocations are noted within each organizational budget breakdown) towards specific objectives and outcomes to be spearheaded by Visit Oak Park. They include but are not limited to:

- **Oak Park Attractions Digital Pass:** The OPTRI partners will create a new digital pass that links ticketing to each of the village's attractions and offers cross-promotion/discount opportunities for small businesses. Visit Oak Park and the Oak Park Area Arts Council will collaborate to create a free, self-guided public art tour that will also be included as part of the digital pass;
- **Digital Advertising:** The OPTRI partners will execute digital advertising campaigns, both specific and broad in scope, in support of tourism attractions, cross promotion with area outlets, and the new digital pass in spring/summer/fall advertising campaigns;
- **Media & Public Relations:** In collaboration with all the OPTRI partners, we will pursue shared resources to support media relations activities to support attractions, cultural programs, and events;
- **Oak Park Tourism Committee:** Collectively, the OPTRI partners will continue to meet throughout the year to facilitate additional efforts for collaboration and to share resources, where available. We will also look to create an atmosphere of collaboration for future tourism and arts organizations' participation and strive to make these plug & play build outs to maximize their impact.

The total updated amount of requested funding is **\$827,000**. A more detailed description of each request is provided, but a brief summary is below:

- **Visit Oak Park:** A total request of **\$192,000** over two years, which would be enough to make up for the gap in the Village's hotel/motel tax needed to secure full state funding. Financial support in the amount of \$96,000 for calendar years 2022 and 2023 would enable Visit Oak Park to execute over \$1 million in advertising to support the Village's attractions and small businesses. Visit Oak Park requests the first payment of \$96,000 be made in July 2022 and the second payment of \$96,000 be made in July 2023.
- **The Frank Lloyd Wright Trust:** A total request of **\$180,000** for website data integration and advertising.
- **Ernest Hemingway Foundation of Oak Park:** A total request of **\$140,000** over two years for IT infrastructure, capital expenditures, operations, and advertising/marketing.
- **Unity Temple Restoration Foundation:** A total request of **\$95,000** over two years for technology upgrades, audience development, programming support, and advertising.

- **Oak Park Area Arts Council (OPAAC):** A total request of **\$220,000**; \$70,000 for the organization's art walk, and hiring of a part-time administrative assistant. \$150,000 for the OPAAC regrantee program for community arts organizations.

Overall program goals:

- Increase in tourism attendance with goals to attain 2019 levels
- Creation of new marketing and public relations efforts to build awareness outside of Oak Park by engaging a PR firm to identify media outlets, print and digital advertising options, potential partnership with group tour companies, etc.
- Production of a new Oak Park Attractions Digital Tour Pass
- Cross-marketing with local businesses to encourage spending within Oak Park
- Establishment of a tourism committee including representatives from all local tourist attractions and arts organizations to build new partnerships, cross-market, and direct visitors to more time and dollars spent in Oak Park

### **EXHIBIT 3 – PROGRAM MEASURES AND REPORTING**

#### **A. Program Measures**

The following indicators/data metrics will be used to evaluate the success of the OPTRI's program initiatives that will be developed and executed using this funding:

1. Report on Media Coverage: Increase local, regional, and national awareness for Oak Park through new advertising efforts appealing to visitors beyond the typical tourist demographic. With many free or reduced-rate events including the outdoor Art Walk and artistic programming in attractions, more people inside and outside Oak Park will be encouraged to attend and experience other Oak Park businesses.
2. Report on Website Traffic and Social Media Impressions: Each organization has methods in place to track web and social media interactions, success would be indicated by an increase in website clicks, amount of time spent on a page, number of followers, post interactions, e-newsletter open and click rates, etc.
3. Report on Oak Park Attractions Digital Tour Pass: benchmark to have this pass produced and in use within two months of receipt of funding. Future success will be indicated by a steady increase in use of the pass resulting in more ticket sales for attractions.
4. Report on Hotel/motel Tax Growth: With more tourists coming to Oak Park, there will be an increased need for lodging. With a new hotel being developed in Oak Park there is more opportunity for cross-marketing to encourage stays and visitation.
5. Report on Attraction Attendance Growth: steady increase in attendance for tours and events at each attraction, with a goal to reach at least 2019 levels by 2024.
6. Report on Greater Local Engagement: Increase volunteerism, attendance, and employment with nearby residents and communities.

Tourism and the arts are vital to making Oak Park a unique place to visit, work and live. Without our attractions and arts, Oak Park would be a very different place. The impact and results of this program will be documented and evaluated per the indicators (data/metrics) noted above. Quarterly reports will be provided to the Village to document outcomes.

ORG	Year one	Year two
OPTRI	<ul style="list-style-type: none"> <li>● Begin production of digital pass</li> <li>● Implement digital pass</li> <li>● Create new marketing strategies with PR firm</li> <li>● Invest in group tour Initiatives</li> </ul>	<ul style="list-style-type: none"> <li>● Creation of tourism committee</li> <li>● Establish cross-marketing partnerships within tourism committee</li> </ul>
VOP	<ul style="list-style-type: none"> <li>● \$96K gap funding to assist in Visit OP achieve its mission</li> </ul>	<ul style="list-style-type: none"> <li>● \$96K gap funding to assist in Visit OP achieve its mission</li> </ul>
OPAAC	<ul style="list-style-type: none"> <li>● Designate routes for Village ArtWalk</li> <li>● Prep, setup of all photos</li> <li>● Interviews of artists for the Otocast App</li> <li>● Tech upgrades</li> <li>● Begin marketing and advertising efforts w/OPTRI</li> <li>● Hire project manager</li> </ul>	<ul style="list-style-type: none"> <li>● Determine what additions are desired for the app</li> <li>● Analyze usage and customer satisfaction</li> </ul>

UTRF	<ul style="list-style-type: none"> <li>● Technology upgrades</li> <li>● Hire Audience Development Specialist</li> <li>● Establish new advertising and marketing strategies</li> <li>● Implement new local marketing campaigns for program attendance</li> </ul>	<ul style="list-style-type: none"> <li>● End of fiscal year analysis of attendance and online engagement</li> <li>● Build new local and national partnerships for cross-marketing</li> <li>● Hire additional staff for engagement and operations (not part of ARPA funds)</li> <li>● Implement new statewide, national and international</li> </ul>
EHFOP	<ul style="list-style-type: none"> <li>● Technology upgrades, integrations and new platforms as needed</li> <li>● Digital integration w/partners</li> <li>● Capital improvements, bid process and project completion by Q4</li> <li>● New strategic marketing initiatives via collaborations (<i>OPTRI and others</i>)</li> <li>● Hire program operation staff person</li> </ul>	<ul style="list-style-type: none"> <li>● Analysis of data/metrics, and adjust strategies as needed</li> <li>● Capital improvements continued, ADA upgrades, etc.</li> <li>● Build new local and national partnerships for cross-marketing</li> <li>● Build out new training platform</li> </ul>

FLWT	<ul style="list-style-type: none"> <li>● Website service provider overhaul/ data migration (current system becomes obsolete in 2023) <ul style="list-style-type: none"> <li>○ Revamp security structures</li> <li>○ Improve current web pages/structure</li> <li>○ Streamline online programming/tourist experience</li> </ul> </li> <li>● Design/implement strategic digital marketing campaigns to drive tourism</li> </ul>	<ul style="list-style-type: none"> <li>● Continue research and active digital marketing data collection. <ul style="list-style-type: none"> <li>○ Adjusting campaign variables as necessary to output optimum messaging</li> </ul> </li> </ul>
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B. Additional Reporting

The Grantee shall submit to the Village information as required by the Department of Treasury.

**EXHIBIT 4 – U.S. DEPARTMENT OF TREASURY REPORTING SCHEDULE**

<b>Report</b>	<b>Year</b>	<b>Quarter</b>	<b>Period Covered</b>	<b>Due Date</b>
1	2021	2 – 4	March 3 – December 31	January 31, 2022
2	2022	1	January 1 – March 31	April 30, 2022
3	2022	2	April 1 – June 30	July 31, 2022
4	2022	3	July 1 – September 30	October 31, 2022
5	2022	4	October 1 – December 31	January 31, 2023
6	2023	1	January 1 – March 31	April 30, 2023
7	2023	2	April 1 – June 30	July 31, 2023
8	2023	3	July 1 – September 30	October 31, 2023
9	2023	4	October 1 – December 31	January 31, 2024
10	2024	1	January 1 – March 31	April 30, 2024
11	2024	2	April 1 – June 30	July 31, 2024
12	2024	3	July 1 – September 30	October 31, 2024
13	2024	4	October 1 – December 31	January 31, 2025
14	2025	1	January 1 – March 31	April 30, 2025
15	2025	2	April 1 – June 30	July 31, 2025
16	2025	3	July 1 – September 30	October 31, 2025
17	2025	4	October 1 – December 31	January 31, 2026
18	2026	1	January 1 – March 31	April 30, 2026
19	2026	2	April 1 – June 30	July 31, 2026
20	2026	3	July 1 – September 30	October 31, 2026
21	2026	4	October 1 – December 31	March 31, 2027

## **EXHIBIT 5**

### **ADDENDUM**

The Grantee shall comply with the terms and conditions set forth herein. Any violation of the terms and conditions set forth herein shall subject the Grantee, at the Village's discretion, to possible contract termination or suspension of payments in accordance with the Agreement.

#### **A. Conflicts of Interest and Standards of Conduct.**

The Grantee shall adhere to the "Conflicts of Interest and Standards of Conduct" set forth below or to such equivalent policies of the Grantee as has been reviewed and approved by the Village in accordance with the Agreement.

#### **Conflicts of Interest and Standards of Conduct**

1. **Compensation**: Members of the Board of Directors shall serve without salary, but the Board of Directors may authorize payment of the reasonable expenses incurred by such members in the performance of their duties.
2. **Impartiality**: Every director and employee shall perform his or her duties with impartiality and without prejudice or bias in furtherance of the goals, objectives and contractual obligations of the Grantee. No director or employee shall, in the performance of his or her duties on behalf of the Grantee, grant or make available to any person or entity, including other directors or employees of the Grantee, any consideration, treatment or service beyond that which is available to every other similarly situated person or entity served by the Grantee.
3. **Conflict of Interest**: No director or employee shall engage in any business transaction or shall have any financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of the Director's official duties in the interest of the Grantee or which may tend to impair his/her independence of judgment or action in the performance of his/her official duties.
4. **Interest in contracts**: No director or employee shall have any financial or personal interest, directly or indirectly, in any contract, work or business with the Grantee except that a director may provide materials, merchandise, property, services or labor under the following circumstances:
  - a. The contract is with a person, firm, partnership, association, or corporation in which the director has less than a 7.5% share in the ownership, and the aggregate of any contracts awarded to the director or the director's firm, association, partnership or corporation under this subsection (b) during the same fiscal year does not exceed \$25,000; or



- b. The contract does not exceed \$2,000, and the aggregate of any contracts awarded to the director or the director's firm, association, partnership or corporation under this subsection (a) during the same fiscal year does not exceed \$4,000; or
- c. The contract is with a person, firm, partnership, association or corporation in which the director has less than a 1% share in ownership; or
- d. The Grantee is not a party to the contract, and the contract is with a person or entity served by the Grantee as a part of its corporate purpose.

Any contract awarded under this Section 4 must comply with the Grantee's policies concerning competitive bidding and outreach to women and minority business enterprises.<sup>1</sup>

- 5. In the event that the Board of Directors considers taking any action, including but not limited to entering into a contract in which any director has any financial or personal interest, direct or indirect, which may reasonably tend to impair the director's independence of judgment or action in the best interests of the Grantee, the director shall:
  - a. Before consideration of the proposed action, publicly disclose any such interest to the Board of Directors; and
  - b. Refrain from evaluating, recommending, approving, deliberating or otherwise participating in negotiation, approval or both of the contract or work; and
  - c. Abstain from voting on the proposed action; and
  - d. The contract must be approved by a majority of the Board of Directors.

For purposes of this Section, personal interest shall include the financial interest of the spouse and minor children of the director, but shall not include any interest that a director may have in a proposed general policy of the Grantee solely by virtue of his business or profession.<sup>2</sup>

- 6. Disclosure and/or Use of Confidential Information: No director or employee shall, without proper legal authorization, disclose confidential information concerning the

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<sup>1</sup> The exceptions in Section 4 are drawn from 65 ILCS 5/3.1-55-10.

<sup>2</sup> The final sentence in Section 5 is intended to ensure that a board member who may be a landlord, realtor, banker, etc., is not prevented from voting on general policies that may have some impact, direct or indirect, on all members of that profession.

property, government or affairs of the Grantee or use such information to advance the financial or other private interest of the director, or employee or others.

7. **Corporate Property:** No director or employee shall request, permit or engage in the unauthorized use of the Grantee's funds, vehicles, equipment, materials or property of personal convenience or profit.

## **B. Procurement Policy.**

The Grantee shall comply with the provisions set forth below relating to the procurement of goods and services which are funded, in whole or in part, by the Village or through the Village as funding agent, or such equivalent policy of the Grantee as has been reviewed and approved by the Village in accordance with the Agreement.

1. **All Contracts for Goods and Services Require the Approval of the Board of Directors; Exceptions.** No contract shall be made for goods or services when the total cost exceeds ten thousand dollars (\$10,000.00), unless such contract shall have been authorized by the Board of Directors. Whenever the total cost of such contract shall not exceed, in any one case, one thousand dollars (\$1,000.00), the Executive Director or his or her designee (hereinafter "Executive Director"), without such previous authorization, shall cause the same to be purchased upon his or her written order; and further provided that when the total cost thereof shall exceed one thousand dollars (\$1,000.00) but shall not exceed ten thousand dollars (\$10,000.00), the Executive Director may cause the same to be purchased without previous authorization in like manner, but the Executive Director shall first obtain in writing, whenever possible, at least three (3) informal quotes to furnish same, which quotes shall be attached in every case to the accounts payable vouchers authorizing payment for such goods or services and filed with the financial records of the Grantee. All contracts shall be let to the lowest responsible bidder, provided that any and all informal quotes for equipment, supplies or repair work may be rejected by the Executive Director if the character or quality of the goods or services does not conform to requirements. In determining the lowest responsible bid or quote, other factors, in addition to cost, such as experience, availability, expertise, resources, work history with the Grantee, work history with others, quality of work and ability to meet all specifications and/or requirements of the Grantee may be taken into consideration and may form the basis for an award of contract. Many of these factors will have increased significance when considering the award of contracts for professional services.
2. **Contracts Which Require the Use of the Formal Bidding Process.** Except as set forth in Section 3 below, when the total cost of a contract for goods, materials, equipment, supplies or construction work is expected to exceed ten thousand dollars (\$10,000.00), the Executive Director or his or her agent shall issue a call for bids which shall be formally advertised. All such bids for construction work shall require a bond for the faithful performance of the work.

All contracts for which bids are required shall be let to the lowest responsible bidder within the judgment of the Board of Directors, provided that any and all bids received in response to an advertised call for bids may be rejected by the Board of Directors if the character or quality of goods, materials, equipment, supplies or construction work does not conform to the specifications and/or requirements set forth in the call for bids.

- 3. Exception to Bid Requirements for Urgent Materials or Repairs; Lack of Competition and Inability to Draft Adequate Specifications; Bid Waiver.** In cases of urgently needed materials or urgently needed repairs which are expected to exceed ten thousand dollars (\$10,000.00), the Executive Director is authorized to obtain such materials and/or services through a negotiated contract without formal advertising when it is in the best interest of the Grantee and it is impractical to convene a meeting of the Board of Directors. If it is practical to convene a meeting, the Board of Directors shall be required to waive the bidding requirement and approve such a negotiated agreement.

Such negotiated contracts may also be approved by the Board of Directors when (1) the contract is for professional services, (2) it is impractical to secure competition, or (3) it is impossible to draft adequate bid specifications. The Executive Director or his or her designee shall, however, whenever possible, obtain in writing at least three (3) informal quotes to furnish same.

Bidding in all instances may be waived by a two-thirds (2/3) vote of the Board of Directors.

- 4. Procedure for Advertising for Bids.** Whenever any formal bids are required, as stated above, the Executive Director or his/her authorized agent shall advertise in some newspaper published in the Village and/or in such other newspaper of general circulation as, in his/her judgment, may be desirable. A plan or profile of the work to be done, accompanied by specifications for doing the same and specifications for material, supplies or equipment to be furnished, shall be first placed on file in the office of the Executive Director or his/her authorized agent before any such advertisement shall be made, which plan, profile and specifications for goods, material, supplies, equipment or construction work shall at all times be open for public inspection. Such advertisement shall be published not less than ten (10) days before the day fixed for opening such bid, and shall state the work to be done, or material, supplies or equipment to be furnished, and the time and place for the filing and the opening of the sealed bids.
- 5. Filing of Bids; Deposit Accompanying Bids, Preservation and Opening of Bids.** In all cases, the formal bids under the preceding section shall be sealed bids and directed to the Executive Director. A bid deposit may be required, the amount of which shall be fixed by the Executive Director but which shall not exceed five percent (5%) of the estimated cost of the work or material to be furnished, not less than the sum of twenty-five dollars (\$25.00). Such bid deposit shall be in the form of a cashier's check, a certified check, or at the discretion of the Executive Director, a bid bond. Checks shall be drawn upon a bank in good standing, payable to the order of the Grantee and shall be forfeited to the Village

in the event the bidder shall neglect or refuse to enter into a contract and bond when required, with approved sureties, to execute the work or furnish the material for the price mentioned in his/her bid and according to the plans and specifications in case the contract shall be awarded to him/her. Bids shall be opened at the hour and place mentioned in the notice.

- 6. Contracts to be Executed in Writing.** All contracts, whether for work or materials, shall be executed in writing and in duplicate by the President of the Board of Directors or the Executive Director. One original so executed shall be kept and filed in the Grantee's office and the other shall be given to the Grantee. All contracts and bonds so taken shall be in the name of, and run to, the Grantee.
- 7. Grantees' Bonds.** Whenever any construction work, expected to be in excess of ten thousand dollars (\$10,000.00), is let by contract to any person or entity, the Grantee shall, in all cases, take a bond from such person or entity with good and sufficient sureties, licensed in the State of Illinois to be approved by the Board of Directors, in such amount as shall not only be adequate to insure the performance of the work in the time and manner required in such contract, but also to save and indemnify and keep harmless the Grantee against all liabilities, judgments, costs and expenses which may in any manner accrue against the Grantee in consequence of granting such contract or which may in any manner result from the carelessness or neglect of such person, or entity or its agents, employees or workers in any respect whatever.
- 8. Bid Tabulation.** The Grantee shall prepare a spreadsheet for each separate contract over ten thousand dollars (\$10,000.00) for goods and services awarded by it. Each spreadsheet shall name and identify all entities submitting bids or proposals on specific contracts by name and address, describe the goods provided or the work performed, set forth the cost, fee or amount proposed by each such entity in response to the call for bids or request for proposals or quotes, the name and address of the entity who was awarded the contract, and the reasons therefore. The Grantee shall submit copies of all such spreadsheets to the Village on a quarterly basis as a part of the general quarterly reporting process required under this agreement.

### **C. Diversity Statement**

In 1997, the Village of Oak Park first adopted what is now known as the Village's "Diversity Statement." Every new Village Board elected since that time has readopted this Diversity Statement incorporating amendments over time which have added to the Statement's scope and strength.

Attached hereto as Exhibit A and made a part hereof is the Diversity Statement adopted by the President and Board of Trustees of the Village of Oak Park in 1997 and amended in 2007.

As a partner agency of the Village of Oak Park, the Grantee agrees to adhere to the Diversity Statement, attached hereto as Exhibit A with regard to diversity, or such equivalent policy of the Grantee as is reviewed and approved by the Village in accordance with that section of the Agreement entitled "Adherence to Village Policies."

In carrying out its commitment to diversity as set forth in the Diversity Statement, the Grantee shall use its best efforts to affirmatively recruit qualified women and minority candidates to fill vacant positions within its Grantee and to use its best efforts to affirmatively recruit qualified minority owned business enterprises ("MBE") and women owned business enterprises ("WBE") to participate in the Grantee's process of contracting for goods and services. The Village shall upon request provide the Grantee with the names of known MBEs and WBEs and business referral agencies.

The Grantee shall annually submit to the Village an Equal Employment Opportunity ("E.E.O.") Report in the form attached as Exhibit B showing the breakdown of its employees by race, sex and job classification. In addition, the Grantee shall report the race, sex and job classifications for any new employee hired during the preceding year and indicate the general efforts which were made by the Grantee during the course of the previous year to recruit qualified women and minority candidates for such position(s).

The Grantee shall also provide a report to the Village, on an annual basis, which indicates the number of contracts and the dollar value of contracts for goods and services which it let during the preceding year and the number of contracts, the dollar value of contracts and the percentage of the total dollar value of contracts for goods and services which have been let to women and minority Grantees.

This report shall also contain a section setting forth the general efforts made by the Grantee during the course of the previous year to affirmatively recruit women and minority businesses to participate in the contracting process.

The Grantee's E.E.O. employment and contracting reports for the entire preceding year shall be submitted as a part of the regular quarterly report submitted for the fourth quarter of the year.

#### **D. Drug Free Workplace.**

The Grantee agrees to adhere to the following policy related to a drug free workplace or such equivalent policy of the Grantee as has been reviewed and approved by the Village in accordance with Section 5 of the agreement, entitled "Adherence to Village Policies."

The content of the notice set forth below sets forth the policy of the Village with regard to the Village as a drug free workplace. The Grantee shall post the notice below or its own equivalent policy in a conspicuous location on the Grantee's premises where it will be visible to all employees, or provide a copy of the following notice or its own equivalent policy to each

employee. Any such notice or policy posted or provided to employees shall name the Grantee and the individual or position which fulfills the “Human Resources Director” position, where indicated.

### **DRUG-FREE WORKPLACE NOTICE**

All employees should be aware pursuant to Illinois and United States law that the (Name of Grantee) is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance as defined in Illinois law at 720 ILCS 570/201 *et. seq.* and United States law, 41 U.S.C. §§ 701-707, is prohibited at the workplace and by any employee of (Name of Grantee). Any violation will subject the employee to dismissal from employment. As a condition of employment, an employee convicted of any drug related offense occurring at the workplace must notify the (Human Resources Director) within five (5) days of the conviction. Failure to so notify the (Human Resources Director) is grounds for dismissal from employment.

#### **E. Sexual Harassment Policy.**

The Grantee shall comply with the sexual harassment policy set forth below or with an equivalent policy that has been reviewed and approved by the Village in accordance with the Agreement.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment is illegal and against the employment policy of the (Name of Grantee).

Any employee found by the (Name of Grantee) to have engaged in sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

“Sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include, but are not limited to:

- Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender specific traits, or sexual propositions;
- Non-Verbal: Making suggestive or insulting noises, gestures, leering, whistling or obscene gestures; and

- Physical: Touching, pinching, brushing the body, coercing sexual intercourse or assault.

An employee who believes he or she has been the subject of sexual harassment shall report the alleged conduct immediately to the Grantee's Human Resources Director, Executive Director or such other employee, other than the alleged harasser, as may be designated by the Grantee. The information will then be forwarded to the CEO/Manager/Executive Director. A confidential investigation of any complaint will be undertaken by the Human Resources Director or such other officer or employee designated by the Executive Director.

Retaliation or discrimination against an employee who makes a sexual harassment complaint is strictly prohibited. Any employee found by the (Name of Grantee) to have retaliated or discriminated against an employee for a sexual harassment complaint will be subject to appropriate disciplinary action up to and including termination.

The (Name of Grantee) recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The (Name of Grantee) also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. All employees will continue to act in a responsible and professional manner to establish a working environment free of sexual harassment.

#### **F. Compliance with Employment Laws.**

The Grantee shall perform the services set forth in the Agreement in compliance with all applicable federal and state employment laws, including but not limited to all laws prohibiting discrimination in employment.



## **EXHIBIT A**

### **Diversity Statement**

The people of Oak Park choose this community, not just as a place to live, but as a way of life and as a place to seek shelter, refuge and acceptance. Oak Park commits itself to equity, diversity, and inclusion because these values make us a desirable and strong community for all people. Creating a mutually respectful, multicultural and equitable environment does not happen on its own; it must be intentional.

We believe in equity. By embracing equity, with an explicit but not exclusive focus on racial equity, we work to break down systems of oppression, including racism, sexism, homophobia, xenophobia and other forms of bias and hate to achieve a society where race no longer determines one's outcomes, where everyone has what they need to thrive. This is both a process and a goal. We reject racial barriers that limit or divide us, and we reject bias to any group of people.

We believe in diversity because our commonalities and differences are both assets. Oak Park is a dynamic community that welcomes, respects, and encourages the contributions of all people, in all our rich variety by race, color, ethnicity, ancestry, national origin, religion, age, sex, sexual orientation, gender identity or expression, marital and/or familial status, language, mental and/or physical impairment and/or disability, military status, economic class, immigration status, foster status, body size, criminal history, or any of the other characteristics that are often used to divide people.

We acknowledge intersectionality and the compounding effect of multiple forms of discrimination that many in our community experience. We affirm all people as members of the human family. Our goal is for people of widely differing backgrounds to do more than live next to one another. Through intentional interaction and fair treatment, we can respect our differences while fostering unity and developing a shared, intersectional vision for the future.

We believe in inclusion because we need to go beyond numerical diversity and strive for authentic representation, empowered participation, full access, and a true sense of belonging for all people. Oak Park recognizes that a free, open, and inclusive community is achieved through full and broad participation of all community members and the ongoing commitment to active and intentional engagement across lines of difference. We believe the best decisions are made when everyone is authentically represented in decision-making and power is shared collectively.

The Village of Oak Park commits itself to a future ensuring equity, diversity, and inclusion in all aspects of local governance and community life. We strive to make these values aspirational and operational, reflected in our everyday practices and priorities. This includes fair treatment, equal access, and full participation in all of the Village's



institutions and programs, and the goal of racial equity in all Village operating policies. The Village of Oak Park must continue to support its fair housing philosophy that fosters integration and unity in our community. Our intention is that such principles will be a basis for policy and decision making in Oak Park. The President and Board of Trustees of the Village of Oak Park reaffirm their dedication and commitment to these precepts.

Revised 10.07.19.

**EXHIBIT B**  
**VILLAGE OF OAK PARK**  
**EEO REPORT**

Vendor Name \_\_\_\_\_

Total Employees \_\_\_\_\_

Job Categories	Total Employees	Total Males	Total Females	Male				Female				Total
				Black	Hispanic	Amer. Indian & Alaskan Na	Asian & acific Islande	Black	Hispanic	Amer. Indian & Alaskan Na	Asian and	
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled												
Laborers												
Service Workers												
Total												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your bid. It should be attached to your  
Affidavit of Compliance. Failure to include it with your bid will disqualify you from consideration.

\_\_\_\_\_, being first duly sworn, deposes and says that he/se is the \_\_\_\_\_ of  
(Name of Person Making Affidavit) Title or Officer

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