

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT ("Agreement") is entered into as of the day of _____ September, 2017 between the VILLAGE OF OAK PARK, Illinois (hereinafter the "Village") and OAK PARK RIVER FOREST FOOD PANTRY, an Illinois not-for-profit Corporation (hereinafter the "Subrecipient").

RECITALS

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

WHEREAS, Subrecipient has applied to the Village for CDBG funds for the 2017 Program Year; and

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

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

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

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

2. **SCOPE OF SERVICES.**

A. Subrecipient's project schedule and project budget (collectively referred to as "the Project") are set forth in the Subrecipient's Program Year 2017 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 salary costs for two Food Pantry employees (Benefits Coordinator and Registered Dietitian) and buy emergency food for hungry low income persons. A total of 14,000 persons (1,800 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 Eighteen Thousand, Two Hundred and Seventy Dollars (\$18,270) (hereinafter the "Grant Funds") to be paid in accordance with the terms of this Agreement. The Subrecipient acknowledges and agrees that only those budget line items and percentages that appear in its Program Year 2017 Project Budget will be considered for reimbursement through the Grant Funds.

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

4. PAYMENT.

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

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

C. The Subrecipient shall submit invoices to the Village for reimbursement at least quarterly. Final project invoices must be submitted to the Village no later than October 31, 2018. Any invoices submitted after October 31, 2018 shall not be paid by the Village.

5. PROGRAM YEAR.

A. The Subrecipient shall perform the Project beginning October 1, 2017 and ending on September 30, 2018 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2018. Project costs shall not be incurred after the Program Year.

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

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

6. COMPLIANCE WITH LAWS AND REGULATIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

7. REPORTING AND RECORD KEEPING.

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

inspection, copying, or auditing by the Village at any time, during normal business hours.

B. Subrecipient's documents and records pursuant to this Agreement shall be maintained and made available during the Project Period and for three (3) years after completion of the Project. The Subrecipient shall give notice to the Village of any documents or records to be disposed of or destroyed and the intended date after said period, which shall be at least 90 days after the effective date of such notice of disposal or destruction. The Village shall have 90 days after receipt of any such notice to given notice to the Consultant not to dispose of or destroy said documents and records and to require Consultant to deliver same to the Village. The Subrecipient shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of Grant Funds passing in conjunction with the Agreement. The Agreement and all books, records and supporting documents related to the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Subrecipient agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this subsection shall establish a presumption in favor of the Village for recovery of any Grant Funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Subrecipient shall make the documents and records available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Project as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

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

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

The following schedule shall be applicable:

1 st Quarter: October-December, 2017	Progress report due by January 15, 2018
2 nd Quarter: January–March, 2018	Progress report due by April 15, 2018

3rd Quarter: April–June, 2018
4th Quarter: July–September, 2018

Progress report due by July 15, 2018
Progress report/Final report due by October 15, 2018

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
Oak Park River Forest Food Pantry
848 Lake Street
Oak Park, IL 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

OAK PARK RIVER FOREST FOOD PANTRY

Name: Cara Pavlicek
Title: Village Manager

Name:
Title:

Date: _____, 2017

Date: _____, 2017

ATTEST:

ATTEST:

Name: Vicki Scaman
Title: Village Clerk

Name:
Title:

Date: _____, 2017

Date: _____, 2017

EXHIBIT A
SUBRECIPIENT'S PROPOSAL

Published on *Village of Oak Park* (<http://www.oak-park.us>)

[Home](#) > [Village of Oak Park CDBG Public Services Proposal](#) > [Webform results](#) > Submission #27

Submission information

Form: Village of Oak Park CDBG Public Services Proposal
Submitted by pantry
Thu, 2017-03-02 11:23
50.194.74.197



1. Applicant Information

A. Organization Information

- 1. Organization Name**
Oak Park River Forest Food Pantry
- 2. Organization Mailing Address**
848 Lake Street
- 3. Organization Phone**
708-434-0085
- 4. Executive Director**
Michele Zurakowski
- 5. Email Address**
michele@oprffoodpantry.org
- 6. FEIN #**
27-2018997
- 7. DUNS #**
962426073

B. Project Information

- 1. Proposed Project Name**
Direct Hunger Relief
- 2. Proposed Project Address**
848 Lake Street
Oak Park, IL 60301
- 3. Project Manager/Primary Contact**
Michele Zurakowski
- 4. Secondary Contact**
Beth Klein

5. Proposed Project Phone Number

708-434-0085

6. Email Address

michele@oprffoodpantry.org

C. Type of Organization

Private non-profit

Other**D. Project Overview****2. Total project budget**

\$ 1,479,053.00

1. Total CDBG dollars requested

\$ 30,000.00

3. Total Low/Moderate Income Persons Served Annually

14,000 unduplicated individuals, without regard to income status, from 13 zip codes, including Oak Park. Approximately 13,500 out of 14,000 total unduplicated clients are LMI. 1,800 unduplicated individuals are from Oak Park, with approximately 1,780 of these unduplicated individuals being LMI.

4. Brief project description and purpose

Many Oak Park residents experience food insecurity, with 1 of 6 individuals in the area not knowing where their next meal is coming from. Oak Park River Forest Food Pantry provides direct hunger relief to individuals and families in need

5. Population Served

51% or more Low/Moderate Persons

Other

Virtually all clients served by Oak Park River Forest Food Pantry meet CDBG Low/Moderate Income limits (i.e., 99% of our 14,427)

E. Priority Addressed

Other (describe below)

Other

OPRF Food Pantry serves food-insecure (LMI) individuals/families from all priority areas in 13 zip codes.

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

Background of Oak Park River Forest Food Pantry

Founded in the 1978 by a small group of concerned citizens, and incorporated in 2010 as an independent 501(c)(3) organization, Oak Park River Forest Food Pantry harnesses the strengths

and resources of our diverse and vibrant community to reduce hunger locally. Our main activities include (1) providing direct hunger relief to approximately 14,000 unique individuals (50,000 with repeat visits) in over 4,500 unique households (16,000 with repeats) each year; (2) developing and implementing nutrition education programs to help clients choose and use nutrient-dense, protein-rich foods; (3) linking clients to income support benefits such as SNAP (the federal "food stamp" program), and (4) establishing and maintaining food rescue partnerships with local retailers, schools and medical institutions to divert edible food away from the waste stream and towards people in need. Last year, including repeat visits, we served over 50,000 residents from 13 zip codes in Metropolitan Chicago and Cook County.

Data from the Oak Park River Forest Food Pantry

At the start of the national recession in 2008, food insecurity rates (those not having reliable access to a sufficient quantity of affordable, nutritious food) in the United States climbed to 14.6%, an increase of more than 30% from the prior year. Despite gradual economic recovery over the past eight years, food insecurity has persisted at a rate of 13% of households nationwide. According to Feeding America, 46.5 million individuals (including 12 million children and 7 million seniors) receive charitable food assistance through a national network of 200 food banks each year. Put another way, one out of every seven people in the United States uses charitable food assistance. Seventy-two percent of all Feeding America client households live at or below 100% of the federal poverty line.

According to Greater Chicago Food Depository, in Cook County, Illinois over 812,000 individuals relied on charitable food assistance last year. In Oak Park alone, an estimated 7,000 individuals struggle with hunger. While hunger is harmful to all people, it can be devastating to children, who require proper nutrition for development and growth. Seniors are at greater risk of hunger due to unique medical and mobility challenges. And although hunger has no racial or ethnic boundaries, African-Americans are more than twice as likely to suffer from food insecurity as their white, non-Hispanic counterparts.

II. Approach

a. Purpose

By helping our low-income clients access food at no cost, we reduce food insecurity in our community. Additionally, we believe that providing clients with information about the connection between health and nutrition empowers them to make better food choices and better use of food resources. In the long run, this leads to better health outcomes. Finally, by connecting our clients to SNAP and other income, health, and social supports, we help them move from food insecurity to enhanced financial security, health, and well-being.

Virtually all (99%) of our 14,000 unduplicated clients each year fall within the LMI income category, with 96% in the low- or extremely-low categories. On average, clients visit the Pantry 3.4 times per year, though Oak Parkers average more frequent visits at 3.8 per year. Most use the Pantry as a stop-gap measure to help get through extraordinary circumstances or times of unusual hardship, such as loss of a job. In addition to using the Pantry's services, many clients report using a variety of other strategies to make ends meet, such as skipping meals so their children can eat, purchasing cheap but filling foods (i.e., ramen noodles) rather than more nutritious but costly foods, taking medications every other day, or going without heat. Being forced to take measures such as choosing between food and medication can exacerbate the effects of food insecurity, which in turn causes significant emotional and health issues for families. For children, long-term effects of food insecurity include lowered academic achievement, decreased emotional development, increased health problems and decreased chances for future economic well-being. In the elderly, malnutrition exacerbates

diseases, decreases resistance to infection, and extends hospital stays. For all people, hunger and obesity are intertwined, due to cycles of food deprivation and overeating, as well as the fact that the least nutritious foods on the market (chips, candy, and processed foods high in sodium and fat) are often the cheapest, most readily available, and most filling.

b. Target Populations

Oak Park River Forest Food Pantry now serves clients living in 13 zip codes on the West Side of Chicago and in Suburban Cook County. Approximately 62.5% of clients come from the Austin/West Humboldt Park neighborhood on Chicago's west side; 12.6% from Oak Park, and the rest from Berwyn (7.7%) Forest Park (3.7%) Elmwood Park (2.5%) River Forest (.5%) and other communities (10.5%). About 80% of our clients are African American, 9% Hispanic, 8% White, and 3% multi-racial or other. Most households (86%) include a senior over age 60, a child under age 19, or a member with disabilities. Over 96% of our clients come from households with gross annual income falling in the low- or very low-income categories established by HUD guidelines.

For the purpose of the CDBG Public Services grant, we only seek support for our work with Oak Park residents, approximately 1,800 unduplicated individuals each year, 1,780 of whom meet LMI standard. While Oak Parkers comprise 12.6% of unique clients, their pattern of more frequent visits means they represent 17.4% of all pantry visits.

Our approach to providing Direct Hunger Relief emphasizes cultural competence in all areas by encouraging and using skills, attitudes, behaviors and policies that help our agency's staff and volunteers work effectively with people of different backgrounds and cultures. We actively seek and recruit staff and volunteers of all ages, races, ethnicities, incomes and religious affiliations, so that our service team reflects the diverse population we serve.

At all staff and volunteer trainings, we emphasize the many faces of hunger, and warn against pre-conceptions of how food insecure people look and behave; we set clear expectations with staff and volunteers for showing openness, compassion, respect, warmth and empathy to all our clients. We also discuss how ethnic and religious customs are two of many factors that influence our food preferences. We want our staff and volunteers to embrace the notion that understanding "culture" and its relationship to food preferences helps nutrition programs improve services. During cooking demonstrations and samplings offered during Food Distribution hours, our dietitian and volunteer assistants work to embrace clients' diversity and focus attention on client satisfaction. We show how to use familiar foods cooked in a healthy manner, or even unfamiliar foods cooked in a recognizable style, that will increase the likelihood that a dish will be eaten and enjoyed. Thus, at a cooking demonstration, a dietitian might exhibit healthy methods of preparing sweet potatoes and collard greens to increase nutritional value; alternatively, she might introduce a new vegetable, such as kohlrabi into a familiar Southern gumbo recipe. The good feeling that program participants experience when tasting favorite ethnic foods partly comes from the recognition that their own cultural preferences are important and respected.

c. Strategies

Oak Park River Forest Food Pantry combats the devastating effects of hunger and food insecurity in our community. The overarching strategy is to relieve hunger by providing the most nutritious food possible and by helping connect people to more secure, sustainable income supports. Key elements of our Direct Hunger Relief program described below, are food acquisition, food distribution, nutrition education, and social service connections.

Our Direct Hunger Relief program provides healthy and nutritious food to assist approximately 14,000 unique food insecure individuals living in 13 zip codes in western Cook County during each program year. We offer our clients nutrition education programs so they

understand and enjoy the benefits of a protein-rich, nutrient-dense diet. We recognize that providing emergency supplies of groceries cannot ensure ongoing food security for our clients; therefore, we work to link eligible individuals and families to SNAP and other benefits that help with economic security and access to food.

Food Acquisition

To meet the needs of approximately 14,000 unduplicated individual clients (1,800 from Oak Park), projected to visit our Pantry in PY2017, we procure foods that are protein-rich and nutrient dense—the lean meat, low-fat dairy, and fresh produce so often lacking in our low-income clients' diets. While we cannot provide 14,000 individuals (or more accurately 50,000 including repeat visits) with all their food needs, we will continue to ensure that what we do supply is as healthy and nutritious as possible. We intend our food distributions to be a supplement to the SNAP (food stamps) program, which, for many clients, is a first line of defense against hunger. While SNAP is a pivotal component of food security, SNAP benefits often do not last an entire month. Thus, combining food pantry visits with SNAP benefits will help our clients move toward food security.

We procure food for our Direct Hunger Relief program from a number of sources. We purchase food through the Greater Chicago Food Depository at deeply discounted rates. We conduct "food rescue" operations each week with local grocers and restaurants that donate fresh but not perfect produce and other products that are near their expiration date, but still useable. We repackage surplus food from four local cafeterias and distribute those meals to low-income, food-insecure residents. As funding allows, we purchase fresh produce from a local wholesaler, with a goal of ensuring that all clients receive a hearty supply of produce as part of their food allotment. This year that averaged 15 pounds per visit. We also receive generous weekly donations of food from individuals, groups, and congregations within the communities of Oak Park and River Forest. In addition, we benefit from food drives organized by a wide variety of community volunteers, including Girl Scouts, high school hockey players, and the US postal workers. In the summer months, local gardeners, the Oak Park Farmer's Market, and the Cheney Mansion garden donate homegrown produce weekly. As our mission indicates and our food procurement methods reveal, we are serious about engaging the entire community to address hunger locally!

Food Distribution

We distribute food on Wednesday and Saturday each week, structuring our distribution schedule to include morning, evening, and weekend hours that meet the needs of the working poor. We invite clients to come to one distribution each month. During distributions, clients select their own supply of nutritious food. The "client choice" model not only emphasizes cultural respect of, and dignity for, our diverse clients; it also cuts down on waste and increases our ability to serve more families. In addition to distributing food to our clients, we can distribute baby food and diapers for clients with infants and toddlers, as well as incontinence products for adults.

In 2016, we initiated a Home Delivery pilot project for older adults living in Oak Park, working in careful coordination with Oak Park Township to identify qualifying home-bound seniors and/or those with disabilities that render them homebound. Our Home Delivery project provides these Oak Park residents with over 60 pounds of groceries once a month. As with our regular food distribution, Home Delivery prioritizes foods that are protein-rich and nutrient dense—including 10-15 pounds of fresh fruits and vegetables. Our dietitian works with individual recipients to tailor allotments to their specific health needs, i.e. renal diets or diets for diabetics.

Nutrition and Health Education

During our bi-weekly food distribution, we offer an innovative on-site nutrition education program to our clients. Through collaborations with Dominican University, Loyola University, University of Illinois/Chicago and others, we host client education programs with registered dietitians, dietetic interns, and other volunteers. These experts teach our clients nutrition basics, demonstrate cooking techniques, and offer food samples featuring Pantry staples. The volunteers highlight easy uses for the many unusual fresh fruit and vegetable options we receive, e.g. turnips, kohlrabi, plantains, and all manner of greens. Dietitians discuss clients' nutrition needs, cultural preferences for food preparation, and address any dietary or health concerns. Health care practitioners from Rush Oak Park Hospital (ROPH) and others offer free blood pressure checks at most food distributions and provide follow-up advice/referrals for ongoing medical care, as needed.

Benefits Counseling

Many individuals and families who first come to Oak Park River Forest Food Pantry are not aware of their eligibility for SNAP or for other forms of income assistance, such as Benefit Access Program (BAP) for seniors and people with disabilities, or Medicaid/Medicare health coverage. We host a Benefits Coordinator on site including during all regular food distribution hours to assist clients with determining benefits eligibility, providing client screening for eligibility, guidance on filing benefits claims, following-up with State Agencies on applications, and providing assistance with denial of benefits. We estimate that we will help approximately 350 unique individuals connect to SNAP and other benefits each year.

Accessing and Receiving Services at Oak Park River Forest Food Pantry

For a sense of how a client first connects with Oak Park River Forest Food Pantry and utilizes our services, we have provided the following "walk-through," from client recruitment to receiving services to exiting the program.

STEP 1: Outreach (How we get information about our services to potential clients, individuals who are food insecure)

Oak Park River Forest Food Pantry is part of several consortia aimed at coordinating services for LMI individuals and families to improve health and/or reduce hunger. These include Westside Partners Network, Youth Network Council, Wild About Wellness, Champion Advocates of Greater Chicago Food Depository, and Illinois Hunger Coalition. These groups help us reach our target audience through hotlines, websites, written materials and other public service outreach methods to advise them of our services. In addition, we work with most local congregations, the townships of Oak Park and River Forest, local school districts, and our state legislators to make them aware of the services we can provide to people in need.

STEP 2: Intake and Client Registration

All our client services are located in the lower level of First United Church of Oak Park at 848 Lake Street. When a client comes to Oak Park River Forest Food Pantry to register for the first time, or on a return visit to get food, she enters the pantry through the entrance at the rear of the church. She draws a number and takes a seat to await service. While in the waiting area, she can access a variety of services that she might find helpful. For example, as part of our regular programming we provide nutrition education sessions including food samples with recipes and cooking demonstrations. Visiting nurses offer health assessments, including checking blood pressure and pre-diabetes screening. In addition, several groups provide a variety of other services including flu shot clinics (by visiting health care providers),

voter registration (League of Women Voters), health care navigation, Safe-Link phone assistance, etc. (Not all services are available on each visit). A musician donates his time twice a month to perform folk songs during client registration hours, creating a peaceful and welcoming waiting environment. Finally, our Benefits Coordinator announces that she is available for anyone who needs help connecting to benefits such as or SSI/SSDI or BAP, and representatives from Prevail tell those waiting about the services they provide (assistance negotiating utility shut-offs and evictions, financial support for rent/utilities, assistance obtaining state IDs, etc.) Interested people can either take advantage of these services while they wait to shop for food or make appointments to return at another date.

When the client's number is called, she proceeds to registration. Initial intake includes collecting HUD-required data for all household members. Our staff and trained volunteers enter demographic information into our database on the client's initial registration; the client does not need to provide the information again until the following calendar year. All clients requesting food from OPRF Food Pantry must provide a photo ID (drivers' license, state ID, etc.) and proof of residence within our service boundaries. Clients must also attest that family income does not exceed Illinois Emergency Food Assistance Program limits, set at 185% of Federal Poverty Limit. Each time a client comes to OPRF Food Pantry, she must present a photo ID and complete the rest of the registration process (per USDA requirements)—essentially verifying that the data is still current.

For those clients who do not have a photo ID, we work with Prevail to help them obtain one. We provide targeted funding to Prevail to assure that all of our clients who need financial assistance to obtain an ID receive that aid. All those registering are asked if they would like assistance in applying for federal benefits and a daily report is generated for staff follow-up. Once registered, the client receives a color-coded tag indicating the size of her family to clip onto her shopping cart.

Step 3: Shopping for Food

After registering, the client proceeds to the shopping area where she selects the food she wishes to take home. If she has brought her own re-usable shopping bags, she receives a choice of 1-2 extra food items as a thank-you. The money we save on paying for single-use bags pays for these incentive items. As she progresses through the Food Pantry shopping stations with her cart, the client interacts with a range of volunteers at each station who can explain what is available that day and how many items she may select. For instance, in the canned meat meal section, the volunteer may tell the client that we have tuna, chicken, beef stew and salmon today, and that because the client has blue tag (there are four members in her household) she may select any five of these high-protein items. The items offered will vary from week to week depending on what is available for us to purchase. Smaller households may receive fewer items within a category while larger families receive more. Because we emphasize selection and use of healthy food, nearly all of the options offered are nutritious: Over 92% of the food we actively procure is either nutrient-dense or protein-rich. If one of our rescue partners gives us a chocolate cake or a child donates his left-over Halloween candy, we pass that along to anyone who wants it, though this is a tiny proportion of the food we offer.

As the client progresses through the Food Pantry's shopping stations, volunteers help her pack selections in bags in her cart. She will end up with over 60 pounds of fresh produce, bread, frozen meat, eggs, grains and canned goods. This amount of food will feed most families of 3 for 5-6 days. (In PY2017 we aim to increase to 68 pounds, a full 6 days-worth of meals at 1.2 pounds/meal.) At the end of the shopping aisles, volunteer "valets," mostly energetic young men and women from area high schools, carry the heavy load out the door and up the stairs for her and assist her with loading a vehicle or with heading home.

Step 4: Follow-Up Services/Public Benefits and SNAP

If a client indicated during her registration that she would like to speak to someone about benefits, our Benefits Coordinator will call her back to set up an appointment and help her throughout the process. If any problems arise in the application or documentation, the Benefits Coordinator will trouble-shoot with the Department of Human Services (IDHS) to resolve the issue. Because of this advocacy function, our SNAP acceptance rates are 90% or better each year.

d. Timeline

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

III. Outcomes & Evaluation

a. Goal Statement

In PY2017, Oak Park River Forest Food Pantry will reduce hunger locally. Approximately 14,000 residents from 13 zip codes in Cook County, and 1,800 Oak Park residents will receive nutritious food, as well as access to nutrition education and public benefits assistance.

b. Narrative

1. Ensuring Outputs/Outcomes

a. OUTPUT A: Provide emergency supplies of nutritious food to community members experiencing food insecurity.

Participation: We will serve 14,000 unduplicated persons; 13,500 of these persons will meet CDBG Low Moderate Income requirements.

Personnel responsible: Michele Zurakowski, Executive Director; Paula Berg, Pantry Manager; Ricardo Garcia, Volunteer Coordinator; Pleshette Davis, Benefits Coordinator; Beth Klein, Finance and Operations Manager; Kate Boulay, Pantry Relief Manager, AmeriCorps member Jennifer Rohde, Assistant Pantry Manager.

OUTCOME A: (Short-term)

(1) Clients will have enough nutritious food for everyone in their households for six days.

(2) 95% of the food we actively procure will be protein-rich or nutrient-dense.

OUTCOME A: (Intermediate/Long Term)

(1) Participants will achieve food security

MEASUREMENT INDICATORS FOR OUTCOME A

(1) Client intake database will provide numbers of persons (including LMI persons) served and will document how frequently each person came. Database will show that over 95% of clients served are LMI persons.

(2) Product delivery forms/inventory/food rescue tracking forms will provide the raw data on amount and kind of products procured, averaging 68 pounds per household per visit.

(3) Nutrition tracking spreadsheets devised by dietitian will indicate that 95% of products are classified as protein-rich or nutrient-dense.

b. OUTPUT B: Provide income supports to LMI individuals by linking eligible households to SNAP benefits and other resources.

Participation: We will assist a total of 350 LMI persons apply for SNAP benefits. Included in the total of 350, will also be 150 LMI persons who we will connect to BAC, SSDI,

MEDICAID/MEDICARE or other income support programs. We will help 150 LMI persons obtain a state ID.

NUMBERS: 350 individuals will access SNAP benefits; 150 will also connect to BAC/Medicaid/Medicare or other income support programs. We will help 150 LMI obtain a state ID.

Personnel responsible: Michele Zurakowski, ED; Paula Berg, Pantry Manager; Pleshette Davis, Benefits Coordinator; Beth Klein, Finance and Operations Manager.

OUTCOME B (Short-term):

(1) Participants will receive SNAP benefits to provide enough food for their households for 6 months.

(2) Participants will understand the re-application process beyond 6 months if needed.

(3) Eligible participants will be able to access public transportation/BAC, phone service/SafeLink, and extended health care services/SSDI.

OUTCOME B (Intermediate/Long-term): Participants will achieve food security.

MEASUREMENT INDICATORS FOR OUTCOME B. We utilize a data tracking system for all clients. The Benefits Coordinator accesses this system to document her work with clients, including initial screenings for program eligibility, program applications, follow-up communications, and any benefits applied for and received. The system will show that the Benefits Coordinator assisted at least 350 LMI persons apply for income supports.

Referral/fee-for-service reports from the Prevail system will document that 150 LMI persons received a state ID or driver's license.

c. OUTPUT C: Educate clients on intersections between health and diet, including how to use available healthful options.

Participation: We will provide nutrition education sessions to 13,000 (potentially duplicated) LMI persons. 800 LMI clients will engage in health monitoring activities during food distribution sessions, including Blood Pressure testing.

Personnel responsible: Michele Zurakowski, ED; Ricardo Garcia, Volunteer Coordinator; Maria Delis, Nutrition Educator Coordinator and Dietitian; Brianne Kellogg, Assistant Nutrition Education Dietitian; Adriana Riano, Program Coordinator; AmeriCorps member Lauren Draftz, Nutrition Programs Assistant; Beth Klein, Finance and Operations Manager.

OUTCOME C (Short-term): Participants will understand the links between dietary choices and their specific health issue, i.e., diabetes, hypertension. Participants will learn to create budgets and menu plans on a typical SNAP budget. Participants will "Know Their Numbers," (i.e., blood sugar, blood pressure) and be able to talk to health care providers about taking steps to improve health, including if emergency intervention is needed.

Participants will select healthy food options at the Pantry.

OUTCOME C (intermediate/long-term): Participants will be able to better manage their own health. Participants will eat a healthier and more varied diet.

MEASUREMENT INDICATORS FOR OUTCOME C: We will use pre- and post- tests during nutrition education sessions to indicate clients' improved understanding of the connection between diet, general health status and specific diseases. We will utilize inventory tracking system to show that nutrition education sessions increase clients' selection of featured healthy food item by an average of 50%. We will give clients Health Assessment Cards, with personal data, to share with their health care providers.

OUTPUT D: We will expand our home delivery program, to distribute 60 lbs. of groceries, including high quality proteins and fresh product, to 40 LMI elderly residents of Oak Park once per month by the end of PY2017. Working in careful coordination with Oak Park Township Services and a trained dietitian, the Food Pantry will expand our program to deliver monthly groceries to LMI elderly residents of the Oak Park River Forest community. Groceries will meet dietary guidelines for each resident's particular health

needs (i.e., diabetes, renal diet, etc.)

Personnel responsible: Michele Zurakowski, ED; Ricardo Garcia, Volunteer Coordinator; Maria Delis, Nutrition Educator Coordinator and Dietitian; Adriana Riano, Program Coordinator; AmeriCorps member Lauren Draftz, Nutrition Programs Assistant; Beth Klein, Finance and Operations Manager.

OUTCOME D (short-term). Approximately 40 elderly participants will receive 60 pounds of groceries once per month during by this program.

OUTCOME D (long-term). Home grocery delivery program for elderly residents will expand to serve additional qualified LMI individuals identified by the township, and will deliver 60 lbs. of nutrient dense, protein rich groceries to each participant once per month. (Note: because these households are almost always 1-2 individuals, the pounds delivered is proportionately less than the standard food allotment for regular food distribution at the Pantry).

2. Documenting Income

We use an online program to enter client information and demographics and to determine eligibility for services. When a client completes the initial paper form for intake (a copy of intake form is provided with our attachments) the client enters the name, date of birth, address, disability status, race/ethnicity, gender, veteran status, and lists the same information for all members of the household. All clients requesting food must provide a photo ID (driver's license, state ID, etc.) and proof of residence within service boundaries. (Financial assistance is offered for those who do not have and cannot afford a photo ID). If the address on the client's ID is not current, the client must show a lease or utility bill or another indication of a residence in the service area. Clients must also attest that family income does not exceed Illinois Emergency Food Assistance Program limits, set at 185% of Federal Poverty Limit, and sign a statement certifying the application is true and they have not made any material misrepresentations. Clients attest to the specific amount of household income entered on their client intake form. All staff and volunteers are trained on confidentiality requirements. All databases with personal client information are password protected and kept locked up when not in use by staff. Program supervisors review all data for accuracy and completeness on a monthly basis; they address any discrepancies in numbers promptly with program staff and, if necessary, review policies/procedures to ensure careful tracking and data input.

3. Evaluation Process

Oak Park River Forest Food Pantry Executive Director, Michele Zurakowski, and the Program Manager for each area, review work within Direct Hunger Relief category on a quarterly and an annual basis. For all areas, including food distribution, senior home delivery, nutrition education, and benefits counseling, we maintain a database to log the number of clients served. We also conduct qualitative surveys of clients to compare pre- and post- service knowledge and understanding of food, nutrition basics, and health. We record the numbers of clients linked to public benefits. Thorough details of our evaluation metrics are included in the Outputs and Outcomes section of this narrative and also in the attached Logic Model.

Importantly, our program staff and the Executive Director review both quantitative and qualitative information provided by clients to inform and shape future programs. For example, we have changed methods of distributing food, moving produce sections based on client feedback that the site was too crowded. In addition, based on client input, we increased the number and types of food samples offered during food distribution, as

tasting and exposure to new food directly correlate to an increase selection of that food.

IV. Organization Capacity

a. Mission & Experience

Mission and Experience

Founded in the 1970s by a small group of concerned citizens, and incorporated in 2010 as an independent 501(c)(3) organization, Oak Park River Forest Food Pantry harnesses the strengths and resources of our diverse and vibrant community to reduce hunger locally.

The activities we undertake to achieve our mission include: Direct hunger relief services; hunger awareness education; and advocacy to influence anti-hunger policy.

Key accomplishments of Oak Park River Forest Food Pantry include (1) Providing direct hunger relief to over 14,000 individuals annually (50,000 including repeat visits); (2) developing and implementing nutrition education programs to help clients choose and use nutrient-dense, protein-rich foods; (3) linking clients to SNAP (federal "food stamp" program) and making referrals to help clients secure permanent income and social supports. We have a successful history of obtaining and sustaining support from a diverse group of funders, including public/governmental entities, private and family foundations, United Way, corporations, and individual donors. In addition, we receive significant in-kind support from local businesses (who provide food and other provisions), as well as from our host church, First United, who provides free use of office and service space in the building's basement. We rely on loyal volunteers who commit over 2000 volunteer hours each month for tasks ranging from stocking shelves to rescuing food at local grocery stores, to serving clients at bi-weekly food distributions, to delivering groceries to elderly homebound residents of Oak Park.

Executive Director, Michele Zurakowski, provides leadership for all Oak Park River Forest Food Pantry's activities, implementing the mission and strategic plan, and overseeing all programmatic activities. Pantry Manager, Paula Berg, assures the direct hunger relief program is operating smoothly in terms of inventory, food transportation, client relations and food safety. Our Volunteer Coordinator, Ricardo Garcia, is responsible for the recruitment, retention, and management of more than 1000 volunteers each year, and conducts extensive community outreach in schools and congregations to educate the community on the issue of hunger. Pleshette Davis, Benefits Coordinator, provides application assistance and conducts outreach with local groups to assist their residents (West Cook YMCA, Mills Park Tower, etc.). Adriana Riano, Program Coordinator, manages the programs targeted to unique groups such as Nutrition Education and Home Delivery, etc. In addition to permanent staff members, we also receive vital support from AmeriCorps members (Lauren Draftz) who coordinate our food rescue program and assist in the food pantry (Jennifer Rohde). Dietitians Maria Delis and Brianne Kellogg implement and evaluate our Nutrition Education Program. Beth Klein, Finance and Operations Manager assists the Executive Director with financial management and reporting requirements.

The Board of Directors includes fifteen members with diverse backgrounds and essential talents to steer Oak Park River Forest Food Pantry towards a sustainable future by adopting sound governance and financial management policies, and ensuring adequate resources. Representatives on the board include finance experts, marketing and media specialists, IT specialists, real estate and property managers, writers and reporters, non-

profit leaders and social workers. These volunteers provide invaluable advice, mentorship and oversight to the agency's Executive Director and staff.

b. Ability to Meet Reporting Requirements

Oak Park River Forest Food Pantry has received CDBG funds from the Village of Oak Park for the past six years (including Gap year funding), has timely met all service goals, and submitted all required documentation and reports to satisfy program requirements. To assure capacity to handle grants and demonstrate compliance with all requirements, we have hired necessary staff (see list above) and implemented procedures for smooth operations. The Executive Director is in daily contact with program staff and receives regular updates on client statistics, to ensure progress towards all goals and objectives. Staff meetings are held every two weeks. Nine Board meetings are held annually and sub-committee meetings take place monthly. Accounting protocols are in place and reviewed and updated annually.

In addition to successfully managing CDBG grants in previous years, we have successfully managed large grants from United Way of Metropolitan Chicago and United Way DuPage/West Cook, many grants from independent foundations, including the Oak Park River Forest Community Foundation, and numerous corporate partners.

c. Collaboration with Others

Oak Park River Forest Food Pantry will continue to work with community partners to leverage resources for our clients in PY2017. In coordination with Housing Forward, we will once again share the services of AmeriCorps members who work as Nutrition Coordinator and Assistant Pantry Manager, recruiting new food rescue partners and managing the logistics involved in the food rescue and distribution operations. We will work with Dominican University, Loyola University and UIC to place interns in our Nutrition Education Programs as a formal Community Nutrition Rotation Site for dietetics interns, as required by the Commission on Dietetic Registration and the Academy of Nutrition. We now collaborate with Oak Park Township Services to provide home delivery of groceries to home-bound seniors living in Oak Park, and with Thresholds to provide delivery of groceries to people with mental disabilities living in Austin, who receive case management services. The Surplus Project is a collaboration between Oak Park River Forest Food Pantry and Rush Oak Park Hospital, Riveredge Hospital, OPRF High School and Dominican University.

We partner with several entities to provide summer meals to children who would normally receive free or reduced cost lunch during the school year. Partners include D97 and D200, Oak Park Education Foundation (BASE camp scholarship students) as well as Light of Liberty church for their summer meals program.

We attach MOUs and/or Letters of Agreement describing collaborative efforts.

V. Budget Narrative**a. Budget Description****Budget Narrative PY 2017**

We request CDBG funding of \$30,000 in support of our Direct Hunger Relief program. Oak Parkers comprise 12.6% of the unique individuals we serve. Of course, each time clients visit our Food Pantry, we accrue costs to serve them. Oak Parkers visit our pantry more frequently than residents of other zip codes, and thus represent 17.4% of all

household visits. Our funding request for personnel and operating costs are both well below those thresholds at 4% and 2%. While the cost of our programming specifically for Oak Parkers is significantly higher, we recognize that the CDBG funding pool is limited and have targeted our request to be in line with historic allocations.

Personnel Costs

CDBG funds are requested for 4% of salary costs (including taxes and benefits) associated with the Hunger Relief Program. Salary allocations for all staff associated with the program were determined based on FY2016 timesheets for relevant personnel which reflect proportional time spent in each program area. We are including an inclusive list of personnel who work in this program, but for simplicity we request CDBG funding for only the first 4 staff members as noted (\$2,500 each, \$10,000 total).

- **Pantry Manager:** manages all operational activities for Hunger Relief Program including inventory, food transportation, client relations, food safety, and volunteer scheduling. (1.0 FTE for this program).
 - o Salary: \$56,737
 - o CDBG request: \$2,500
 - o % of salary charged to CDBG: 4.4%
- **Benefits Coordinator** manages benefits assistance (SNAP, BAP, etc). (1.0 FTE for this program)
 - o Salary: \$48,463
 - o CDBG request: \$2,500
 - o % of salary charged to CDBG: 5.1%
- **Program Coordinator:** manages food distribution programs such as Summer Meals, Home Delivery, Surplus Project and more. (1.0 FTE for this program)
 - o Salary: \$47,006
 - o CDBG request: \$2,500
 - o % of salary charged to CDBG: 5.3%
- **Registered Dietitian:** Manages our Nutrition Education program including our Nutrition Interns, Cooking Matters, and Distribution Healthy Sampling. (.75 FTE for this program)
 - o Salary: \$46,471
 - o CDBG request: \$2,500
 - o % of salary charged to CDBG: 5.3%
- **Assistant Nutrition Education Dietitian:** offer Nutrition Education on Saturdays to expand access to all Food Pantry clients. (.1 FTE for this program)
- **Executive Director:** oversight for Hunger Relief Program and evaluation activities, management of all program staff. (.6 FTE for this program)
- **Volunteer Coordinator:** responsible for the recruitment, retention, and management of the Hunger Relief Program's 1000+ volunteers. (.7 FTE for this program)
- **Finance and Operations Manager:** manages financial reporting for CDBG and other grants supporting the Hunger Relief Program. (0.05 FTE for this program).
- **Pantry Relief Manager:** manages food distribution sessions twice per month. (0.2 FTE for this program).
- **Assistant Pantry Manager (AmeriCorps):** assists in supervising all volunteer activity in the Pantry as well as food delivery, stocking and distribution (1.0 FTE for this program).
- **Nutrition Programs Assistant (AmeriCorps):** assists the Program Coordinator in managing Summer Meals, Home Delivery, Cooking Matters and the Surplus Project (1.0 FTE for the program).

Operating Costs

We are focusing our CDBG operating cost request of \$20,000 squarely on the primary

need our clients face: food.

- Food costs are determined based on prior year costs, analysis and projection of need, discussion with vendors, and consumer price index (CPI). These direct costs are entirely borne by the Hunger Relief Program.

- o Total Food Cost for Program: \$1,125,000
- o Total In-kind Food Cost for Program: \$815,000
- o Total Cash Food Cost for Program: \$310,000
- o CDBG Cash Food Cost Request: \$20,000
- o % of Food Cash Cost charged to CDBG: 6%

b. Alternate Revenue Sources

Oak Park River Forest Food Pantry's Direct Hunger Relief program is not dependent on one grant or funding stream; each year, we are fortunate to secure revenue from private and public partners, as well as many individual donors and corporate sponsors. However, if we did not receive CDBG support, or other similarly large grants, we would need to adjust the quality/quantity of food we distribute, the amount of nutrition education options provided, or reduce benefits assistance staffing. We have established an infrastructure that assures stable distribution of food despite peaks and valleys of funding. Our FY17-18 budget is conservatively based on past performance and new initiatives, so we have confidence we will meet our income goals for this period.

3. Attachments

Timeline

[oprffoodpantry-timeline-3-3-17-final.docx](#)

Logic Model

[oprffoodpantry-logic_model_2017-final.xlsx](#)

Articles of Incorporation and By-Laws

[oprffoodpantry-articles_of_incorp_and_bylaws-2017.pdf](#)

Non-Profit Determination (IRS Letter)

[oprffoodpantry-501c3_letter-2017.pdf](#)

List of Board of Directors

[oprffoodpantry-board_list_fy17.pdf](#)

Organizational Chart

[oprffoodpantry-orgchart-2017.pdf](#)

Resumes

[oprffoodpantry-staffresumesconsolidated-2017.doc](#)

Financial Statement and Audit

[oprffoodpantry-audit_2016_and_budget_2017.pdf](#)

Conflict of Interest Statement[oprffoodpantry-conflict_of_interest-2017.pdf](#)**Lobbying Statement**[oprffoodpantry-lobbyinstatement-2017.pdf](#)**EEO Form**[oprffoodpantry-eeoreport-2017.pdf](#)**Statement of ADA Compliance**[oprffoodpantry-adacompliance-2017.pdf](#)**Intake Documentation**[oprffoodpantry-cdbgintake-2017.doc](#)**Support Statements**[oprffoodpantry-mous-2017.pdf](#)**Budget Worksheet**[oprffoodpantrybudget_fy18_py17-final.xlsx](#)**4. Proposal Agency Information & Verifications****1. Name of Authorized Official of Applicant Organization**

Michele Zurakowski

2. Title of Authorized Official of Applicant Organization

Executive Director

3. Date of Submittal

Fri, 2017-03-03

4. Affirmation

I agree

Source URL: <http://www.oak-park.us/node/4323/submission/9539>

Goal Statement: Oak Park River Forest Food Pantry will help end food insecurity for all Oak Parkers					
Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Goals
	Activities	Participation	Short Term	Intermediate/LongTerm	
Hunger Relief Program: Michele Zurakowski, Executive Director. Paula Berg, Pantry Manager. Ricardo Garcia, Volunteer Coordinator. Pleshette Davis, Benefits Coordinator. Maria Delis, Dietitian. Lauren Draftz, Nutrition Coordinator. Ariana Riano, Program Coordinator. Beth Klein, Finance and Operations Manager. Kate Boulay, Pantry Relief Manager.		14,000 unduplicated persons served without regard to income status.			1. Client intake database will provide numbers of persons (including LMI persons) served and how frequently they came, showing over 96% of 14,000 served are LMI persons. 2. Product delivery forms/inventory/food rescue tracking forms will provide the raw data on amount and kind of products procured, averaging 50 pounds per household. 3. Nutrition tracking spreadsheets devised by dietitian will indicate that 95% of products are classified as protein-rich or nutrient dense.
	Provide emergency supplies of nutritious food to community members experiencing food insecurity	13,500 ELMI persons served. 1800 Oak Park persons served. 1780 ELMI Oak Park persons served.	1. Clients will have enough nutritious food for everyone in their households for one week. 2. 95% of the food the Pantry actively procures will be protein-rich or nutrient-dense	Participants will achieve food security.	
	Provide income supports to LMI individual by linking eligible households to SNAP benefits and other resources.	350 LMI persons assisted in applying for SNAP benefits or for other forms of assistance such as BAP for seniors and people with disabilities, or Medicaid/Medicare health coverage. About 150 of these clients will also receive help in obtaining a state ID.	1. Participants will receive SNAP benefits to provide enough food for their households for 6 months. 2. Participants will understand the re-application process beyond 6 months if needed. 3. Eligible participants will be able to access public transportation /BAP, phone service/SafeLink, and extended health care services/SSDI.	Participants will achieve food security.	Benefits Coordinator's tracking system for initial screening, application, and follow-up communication will document amount and kind of benefits applied for and received, documenting that 350 LMI persons were assisted in applying for income supports. Referral/fee-for-service reports from Prevail will document that 150 LMI persons were provided with state ID/driver's license.
	Educate clients on intersections between health and diet, including how to utilize the available healthful food options.	13,000 (potentially duplicated) LMI persons attend nutrition education session. 800 ELMI persons engage in health monitoring activities (BMI, Blood Pressure check, etc.).	Participants will understand the links between dietary choices and their specific disease state i.e. diabetes. Participants will learn to create budgets and menu plans, and will learn basic knife and cooking skills to prepare meals on a typical SNAP budget. Participants will "Know their Numbers" and be able to talk to health care providers about taking steps to improve health, including if emergency intervention is needed. Participants will select healthy food options at the Pantry.	Participants will be able to better manage their own health. Participants will eat a healthier and more varied diet.	Pre-and post-tests during nutrition education sessions will indicate improved understanding of the connections between diet and specific disease states. Inventory tracking system will show that food demonstrations increase client selection of featured healthy item by an average of 50%. Health assessment cards logging their personal assessment data will be provided to participants to take to their health care providers.

	Expand home delivery program, to distribute 60 lbs of groceries, including high quality proteins and fresh product, to 40 LMI elderly residents of Oak Park once per month by end of grant year.	Working in careful coordination with Oak Park Township Services and a trained dietitian, the Food Pantry will pilot a new program to delivery monthly groceries to LMI elderly residents of the community. Groceries will meet dietary guidelines for each resident's particular health needs (i.e., diabetes, renal diet, etc.)	Approximately 30- 40 participants will receive 60 pounds of groceries once per month during the program.	Participants in the home delivery program will achieve food security.	Tracking system and quarterly reports developed by OPRF Food Pantry will indicate that 30-40 LMI elderly/disabled persons received 60lbs of dietarily appropriate groceries each month.	
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PY 2017

Organization	Oak Park River Forest Food Pantry
Project Name	Direct Hunger Relief

Timeframe	Activities	Person Responsible
Month 1	<ol style="list-style-type: none"> 1. Conduct bi-weekly Food Distribution/Weds and Sat of each week 2. Host 6 Nutrition Education Sessions during food distributions 3. Conduct benefits counseling for pantry clients at each food distribution and by appointment through the week 4. Continue home delivery of groceries to 30 elderly residents, adding 3-4 clients each month during 1st quarter 	<ol style="list-style-type: none"> 1. Paula Berg, Pantry Manager 2. Maria Delis, Dietitian 3. Pleshette Davis, Benefits Coordinator 4. Paula Berg, Pantry manager and Desiree Scully, OP Township Services
Month 2	<ol style="list-style-type: none"> 1. Conduct bi-weekly Food Distribution/Weds and Sat of each week 2. Host 6 Nutrition Education Sessions during food distributions 3. Conduct benefits counseling for pantry clients at each food distribution and by appointment through the week 4. Continue home delivery of groceries to 30 elderly residents, adding 3-4 clients each month during 1st quarter 	<ol style="list-style-type: none"> 1. Paula Berg, Pantry Manager 2. Maria Delis, Dietitian 3. Pleshette Davis, Benefits Coordinator 4. Paula Berg, Pantry manager/Desiree Scully, OP Township
Month 3	<ol style="list-style-type: none"> 1. Conduct bi-weekly Food Distribution/Weds and Sat of each week 2. Host 6 Nutrition Education Sessions during food 	<ol style="list-style-type: none"> 1. Paula Berg, Pantry Manager 2. Maria Delis, Dietitian

	<p>distributions</p> <ol style="list-style-type: none"> 3. Conduct benefits counseling for pantry clients at each food distribution and by appointment through the week 4. Continue home delivery of groceries to 30 elderly residents, adding 3-4 clients each month during 1st quarter 5. Conduct First Quarterly Review and Evaluation of all Direct Hunger Relief Programs 	<ol style="list-style-type: none"> 3. Pleshette Davis, Benefits Coordinator 4. Paula Berg, Pantry manager/Desiree Scully, OP Township 5. Michele Zurakowski, Executive Director
Month 4	<ol style="list-style-type: none"> 1. Conduct bi-weekly Food Distribution/Weds and Sat of each week 2 Host 6 Nutrition Education Sessions during food distributions 3. Conduct benefits counseling for pantry clients at each food distribution and by appointment through the week 4. Finish scaling up home delivery of groceries to reach 40 elderly residents, during 2nd – 4th quarters 5. 1st Quarter Report and Billing to Village of Oak Park on 15th day of the 4th month 	<ol style="list-style-type: none"> 1. Paula Berg, Pantry Manager 2. Maria Delis, Dietitian 3. Pleshette Davis, Benefits Coordinator 4. Paula Berg, Pantry manager/Desiree Scully, OP Township 5. Beth Klein, Operations and Finance Manager and Michele Zurakowski, Executive Director
Month 5	<ol style="list-style-type: none"> 1. Conduct bi-weekly Food Distribution/Weds and Sat of each week 2. Host 6 Nutrition Education Sessions during food distributions 3. Conduct benefits counseling for pantry clients 	<ol style="list-style-type: none"> 1. Paula Berg, Pantry Manager 2. Maria Delis, Dietitian

	<p>at each food distribution and by appointment through the week</p> <p>4. Scale up home delivery of groceries to elderly residents to reach 40 more clients during 2nd – 4th quarters</p>	<p>3. Pleshette Davis, Benefits Coordinator</p> <p>4. Paula Berg, Pantry manager/Desiree Scully, OP Township</p>
Month 6	<p>1. Conduct bi-weekly Food Distribution/Weds and Sat of each week</p> <p>2. Host 6 Nutrition Education Sessions during food distributions</p> <p>3. Conduct benefits counseling for pantry clients at each food distribution and by appointment through the week</p> <p>4. Scale up home delivery of groceries to elderly residents, to reach 40 clients during 2nd – 4th quarters</p> <p>5. Conduct 2nd Quarterly Review and Evaluation of all Direct Hunger Relief Programs</p>	<p>1. Paula Berg, Pantry Manager</p> <p>2. Maria Delis, Dietitian</p> <p>3. Pleshette Davis, Benefits Coordinator</p> <p>4. Paula Berg, Pantry manager/Desiree Scully, OP Township</p> <p>5. Michele Zurakowski, Executive Director</p>
Month 7 NUTRITION EDUCATION MONTH Increased number of sessions at Food Pantry	<p>1. Conduct bi-weekly Food Distribution/Weds and Sat of each week</p> <p>2. Host 8-9 Nutrition Education Sessions during food distributions</p> <p>3. Conduct benefits counseling for pantry clients at each food distribution and by appointment through the week</p> <p>4. Scale up home delivery of groceries to elderly residents, to reach 40 clients during 2nd – 4th quarters</p>	<p>1. Paula Berg, Pantry Manager</p> <p>2. Maria Delis, Dietitian</p> <p>3. Pleshette Davis, Benefits Coordinator</p> <p>4. Paula Berg, Pantry manager and Desiree Scully, OP Township Services</p> <p>5. Beth Klein, Operations and</p>

	5. 2nd Quarter Report and Billing to Village of Oak Park on 15 th day of the 7 th month	Finance Manager and Michele Zurakowski, Executive Director
Month 8	<ol style="list-style-type: none"> 1. Conduct bi-weekly Food Distribution/Weds and Sat of each week 2. Host 6 Nutrition Education Sessions during food distributions 3. Conduct benefits counseling for pantry clients at each food distribution and by appointment through the week 4. Scale up home delivery of groceries to elderly residents, to reach 40 clients during 2nd – 4th quarters 	<ol style="list-style-type: none"> 1. Paula Berg, Pantry Manager 2. Maria Delis, Dietitian 3. Pleshette Davis, Benefits Coordinator 4. Paula Berg, Pantry manager and Desiree Scully, OP Township Services
Month 9	<ol style="list-style-type: none"> 1. Conduct bi-weekly Food Distribution/Weds and Sat of each week 2. Host 6 Nutrition Education Sessions during food distributions 3. Conduct benefits counseling for pantry clients at each food distribution and by appointment through the week 4. Scale up home delivery of groceries to elderly residents, to reach 40 clients during 2nd – 4th quarters 5. Conduct 3rd Quarterly Review and Evaluation of all Direct Hunger Relief Programs 	<ol style="list-style-type: none"> 1. Paula Berg, Pantry Manager 2. Maria Delis, Dietitian 3. Pleshette Davis, Benefits Coordinator 4. Paula Berg, Pantry manager and Desiree Scully, OP Township Services 5. Michele Zurakowski, Executive Director
Month 10	1. Conduct bi-weekly Food	1. Paula Berg, Pantry Manager

	<p>Distribution/Weds and Sat of each week</p> <ol style="list-style-type: none"> 2. Host 6 Nutrition Education Sessions during food distributions 3. Conduct benefits counseling for pantry clients at each food distribution and by appointment through the week. 4. Scale up home delivery of groceries to elderly residents, to reach 40 clients during 2nd – 4th quarters 5. 3rd Quarter Report and Billing to Village of Oak Park on 15th day of the 10th month 	<ol style="list-style-type: none"> 2. Maria Delis, Dietitian 3. Pleshette Davis, Benefits Coordinator 4. Paula Berg, Pantry manager and Desiree Scully, OP Township Services 5. Beth Klein, Operations and Finance Manager and Michele Zurakowski, Executive Director
Month 11	<ol style="list-style-type: none"> 1. Conduct bi-weekly Food Distribution/Weds and Sat of each week 2. Host 6 Nutrition Education Sessions during food distributions 3. Conduct benefits counseling for pantry clients at each food distribution and by appointment through the week 4. Scale up home delivery of groceries to elderly residents, to reach 40 clients during 2nd – 4th quarters 	<ol style="list-style-type: none"> 1. Paula Berg, Pantry Manager 2. Maria Delis, Dietitian 3. Pleshette Davis, Benefits Coordinator 4. Paula Berg, Pantry manager and Desiree Scully, OP Township Services
Month 12	<ol style="list-style-type: none"> 1. Conduct bi-weekly Food Distribution/Weds and Sat of each week 2. Host 6 Nutrition Education Sessions during food distributions 	<ol style="list-style-type: none"> 1. Paula Berg, Pantry Manager 2. Maria Delis, Dietitian 3. Pleshette Davis, Benefits

	<ol style="list-style-type: none"> 3. Conduct benefits counseling for pantry clients at each food distribution and by appointment through the week 4. Scale up home delivery of groceries to elderly residents, to reach 40 clients during 2nd – 4th quarters 5. Conduct Final Quarterly Review and Evaluation of all Direct Hunger Relief Programs for CDBG programs; complete report to Oak Park CDBG Personnel 6. Final Report and Final Billing Due to Village of Oak Park within 15 days after grant completion. 	<p>Coordinator</p> <ol style="list-style-type: none"> 4. Paula Berg, Pantry manager and Desiree Scully, OP Township Services 5. Michele Zurakowski, Executive Director 6. Beth Klein, Finance and Operations Manager, Michele Zurakowski, Executive Director
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PY 2017 PROPOSED PROJECT BUDGET. Project budget must include the entire project funding even if CDBG

	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:	Individuals, Congregations, business, events	United Way, OPRF Community Foundation, Kraft, etc.	First United Church, Whole Foods, Trader Joe's, Costco, Panera, Jimmy John's, Ultra Foods, Cheney Garden, OP Farmers Market, GCFD, Jewel-Osco		
Personnel Costs									
Salaries	\$237,888	\$10,000	4%		\$179,306	\$48,582		\$227,888	96%
Benefits	\$7,085	\$0	0%		\$5,000	\$2,085		\$7,085	100%
Taxes	\$19,598	\$0	0%		\$14,598	\$5,000		\$19,598	100%
Service Learners	\$5,346	\$0	0%		\$4,376	\$970		\$5,346	100%
Subtotal: Personnel Costs	\$269,917	\$10,000	4%		\$203,280	\$56,637	\$0	\$259,917	96%
Operating Costs:									
Rent/Lease	\$4,992	\$0	0%		\$3,694	\$1,298		\$4,992	100%
Utilities	\$11,014	\$0	0%		\$8,150	\$2,864		\$11,014	100%
Equipment Repair	\$1,610	\$0	0%		\$1,192	\$419		\$1,610	100%
Volunteer Expenses	\$10,000	\$0	0%		\$7,400	\$2,600		\$10,000	100%
Supplies	\$14,682	\$0	0%		\$10,865	\$3,817		\$14,682	100%
Food Transportation	\$6,300	\$0	0%		\$4,662	\$1,638		\$6,300	100%
Food (Purchase)	\$330,000	\$20,000	6%		\$216,400	\$93,600		\$310,000	94%
Food (In-Kind)	\$815,000	\$0	0%				\$815,000	\$815,000	100%
Postage	\$3,221	\$0	0%		\$2,383	\$837		\$3,221	100%
Printing	\$8,824	\$0	0%		\$6,530	\$2,294		\$8,824	100%
Insurance	\$8,244	\$0	0%		\$6,101	\$2,144		\$8,244	100%

Tech Support	\$7,729	\$0	0%		\$5,720	\$2,010	\$7,729	100%
Dues/Fees	\$4,638	\$0	0%		\$3,432	\$1,206	\$4,638	100%
Professional Dev	\$3,865	\$0	0%		\$2,860	\$1,005	\$3,865	100%
Miscellaneous	\$644	\$0	0%		\$477	\$167	\$644	100%
Client Advocacy/Travel	\$2,448	\$0	0%		\$1,811	\$636	\$2,448	100%
Subtotal: Operations	\$1,233,210	\$20,000	2%		\$281,676	\$116,535	\$1,213,210	98%
Professional/Services								
Accounting/Legal	\$5,926	\$0	0%		\$4,385	\$1,541	\$5,926	100%
Subtotal: Professional Services	\$5,926	\$0	0%		\$4,385	\$1,541	\$5,926	100%
TOTAL (all categories)	\$1,509,053	\$30,000	2%		\$489,341	\$174,712	\$1,479,053	98%

PY 2017 CDBG OTHER REVENUE SUMMARY

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

1	2	3	4	5	6	7
FUNDING SOURCE	EDAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAIL.	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or Private?
Individuals, Congregations, business, events	Gifts - "Grant"	\$ 545,633	ongoing continuing to meet expectations	ongoing	none	Private
In-Kind	Gifts - "Grant"	\$ 815,000	ongoing - steady	ongoing	none	Private

United Way - Metro Chicago	Grant		\$	10,000	expect funding	ongoing	Hunger Relief	local
United Way - DuPage	Grant		\$	12,700	expect funding	ongoing	Hunger Relief	local
George M. Eisenberg Foundation for Charities	Grant		\$	10,000	expected -- received several years	12/2017	Hunger Relief	private
OPRF Community Foundation	Grant		\$	8,000	expected -- received several years	10/2017	Gen Op	local
Kraft (through GCFD)	Grant		\$	15,000	received pledge	7/2017	Home Delivery	local
Lumpkin Family Foundation	Grant		\$	10,000	expected -- received several years	10/2017	Surplus Project	private
Other Grants (Various)	Grant		\$	52,720	expected -- based on previous records	ongoing	varies	local/national/private
TOTAL, where applicable				\$1,479,053				



March 3, 2017

Michele Zurakowski
Executive Director
Oak Park River Forest
Food Pantry
848 Lake Street
Oak Park, IL 60301

(Sent via email to expedite process)

Dear Ms. Zurakowski:

Thank you for submitting your CDBG application for the PY 2017 funding cycle. Our instructions stated that applications received one week prior to the deadline have the opportunity to resubmit any missing information or documentation. You submitted your application early and thus are able to submit missing items and correct any deficiencies.

Your application was missing some items and several items were incomplete or conflicting:

- Please revise the timeline to specifically include the tasks of CDBG reporting and CDBG billing to the Village.
- Please submit the Articles of Incorporation
- Please submit the Organization Chart to show that it is recent and up to date.
- Please revise the EEO form numbers to ensure that the totals add up correctly.
- With the resumes, please forward to the Village the resume of the Finance Director and other key staff working on the proposed project, as listed in the instructions.
- With the Budget Worksheets, you have duplicate totals in the "percentage of total cost" columns. Please revise and re-submit.

To ensure the eligibility of your PY 2017 CDBG application, please make these corrections/additions and submit no later than 5 p.m., March 7, 2017. Thank you for your cooperation. If you have any questions, call me at (708) 358-5416.

Sincerely,

Elia Gallegos
Grants Coordinator



Revised Budget Narrative PY 2017

In keeping with CDBG proposed funding of \$18,270 in support of our Direct Hunger Relief program, we have revised our budget request. Oak Parkers comprise 12.6% of the unique individuals we serve. Of course, each time clients visit our Food Pantry, we accrue costs to serve them. Oak Parkers visit our pantry more frequently than residents of other zip codes, and thus represent 17.4% of all household visits. Our initial funding request for Personnel and Operating Costs were both well below those thresholds at 4% and 6%. Because we originally requested Personnel funding of \$10,000 and Operating Cost funding of \$20,000, our revised budget keeps this basic two-to-one formula: \$6,000 for Personnel and \$12,270 for Operating Costs.

Personnel Costs

CDBG funds are now requested for 3% of total salary costs (including taxes and benefits) associated with the Hunger Relief Program. Salary allocations for all staff associated with the program were determined based on FY2016 timesheets as of the date of original application for relevant personnel which reflect proportional time spent in each program area. We are including an inclusive list of personnel who work in this program, but for simplicity we revised our request of CDBG funding for only 2 staff members as noted (\$3,000 each, \$6,000 total).

- Benefits Coordinator manages benefits assistance (SNAP, BAP, etc). (1.0 FTE for this program)
 - Salary: \$48,463
 - CDBG request: \$3,000
 - % of salary charged to CDBG: 6.2%
- Registered Dietitian: Manages our Nutrition Education program including our Nutrition Interns, Cooking Matters, and Distribution Healthy Sampling. (.75 FTE for this program)
 - Salary: \$46,471
 - CDBG request: \$3,000
 - % of salary charged to CDBG: 6.46%
- Pantry Manager: manages all operational activities for Hunger Relief Program including inventory, food transportation, client relations, food safety, and volunteer scheduling. (1.0 FTE for this program).
- Assistant Nutrition Education Dietitian: offer Nutrition Education on Saturdays to expand access to all Food Pantry clients. (.1 FTE for this program)
- Program Coordinator: manages food distribution programs such as Summer Meals, Home Delivery, Surplus Project and more. (1.0 FTE for this program)



- Executive Director: oversight for Hunger Relief Program and evaluation activities, management of all program staff. (.6 FTE for this program)
- Volunteer Coordinator: responsible for the recruitment, retention, and management of the Hunger Relief Program's 1000+ volunteers. (.7 FTE for this program)
- Finance and Operations Manager: manages financial reporting for CDBG and other grants supporting the Hunger Relief Program. (0.05 FTE for this program).
- Pantry Relief Manager: manages food distribution sessions twice per month. (0.2 FTE for this program).
- Assistant Pantry Manager (AmeriCorps): assists in supervising all volunteer activity in the Pantry as well as food delivery, stocking and distribution (1.0 FTE for this program).
- Nutrition Programs Assistant (AmeriCorps): assists the Program Coordinator in managing Summer Meals, Home Delivery, Cooking Matters and the Surplus Project (1.0 FTE for the program).

Operating Costs

We are focusing our CDBG operating cost request of \$12,270 squarely on the primary need our clients face: food.

- Food costs are determined based on prior year costs, analysis and projection of need, discussion with vendors, and consumer price index (CPI). These direct costs are entirely borne by the Hunger Relief Program.
 - Total Food Cost for Program: \$1,125,000
 - Total In-kind Food Cost for Program: \$815,000
 - Total *Cash* Food Cost for Program: \$310,000
 - CDBG *Cash* Food Cost Request: \$12,270
 - % of Food *Cash* Cost charged to CDBG: 4%

WORKBOOK CONTAINS BOTH THE PROJECT BUDGET & THE OTHER REVENUE SUMMARY .

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

PY 2017 REVISED PROJECT BUDGET. Project budget must include the entire project funding even if CDBG is only funding a portion of the activity. You must limit your amount/percentage of Oak Park CDBG funds requested to match or be less than the proportional amount of Oak Parkers to Non-Oak Parkers served.

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost	Funding Source:	Other Revenue List Source	Other Revenue List Source	Other Revenue Source	Total Other Revenues	Other Revenues % of Costs
					Individuals, Congregations, business, events	United Way, OPRF Community Foundation, Kraft, etc.	First United Church, Whole Foods, Trader Joe's, Costco, Panera, Jimmy John's, Ultra Foods, Cheney Garden, OP Farmers Market, GCFD, Jewel-Osco		
Personnel Costs									
Salaries	\$227,888	\$6,000	3%		\$173,306	\$48,582		\$221,888	97%
Benefits	\$7,085	\$0	0%		\$5,000	\$2,085		\$7,085	100%
Taxes	\$19,598	\$0	0%		\$14,598	\$5,000		\$19,598	100%
Service Learners	\$5,346	\$0	0%		\$4,376	\$970		\$5,346	100%
Other (Identify)								\$0	0%
Subtotal: Personnel Costs	\$259,917	\$6,000	2%		\$197,280	\$56,637	\$0	\$253,917	98%
Operating Costs:									
Rent/Lease	\$4,992	\$0	0%		\$3,694	\$1,298		\$4,992	100%
Utilities	\$11,014	\$0	0%		\$8,150	\$2,864		\$11,014	100%
Equipment Repair	\$1,610	\$0	0%		\$1,192	\$419		\$1,610	100%
Volunteer Expenses	\$10,000	\$0	0%		\$7,400	\$2,600		\$10,000	100%
Supplies	\$14,682	\$0	0%		\$10,865	\$3,817		\$14,682	100%

Food Transportation	\$6,300	\$0	0%	\$4,662	\$1,638		\$6,300	100%
Food (Purchase)	\$310,000	\$12,270	4%	\$214,130	\$83,600		\$297,730	96%
Food (In-Kind)	\$815,000	\$0	0%			\$815,000	\$815,000	100%
Postage	\$3,221	\$0	0%	\$2,383	\$837		\$3,221	100%
Printing	\$8,824	\$0	0%	\$6,530	\$2,294		\$8,824	100%
Insurance	\$8,244	\$0	0%	\$6,101	\$2,144		\$8,244	100%
Tech Support	\$7,729	\$0	0%	\$5,720	\$2,010		\$7,729	100%
Dues/Fees	\$4,638	\$0	0%	\$3,432	\$1,206		\$4,638	100%
Professional Dev	\$3,865	\$0	0%	\$2,860	\$1,005		\$3,865	100%
Micellaneous	\$644	\$0	0%	\$477	\$167		\$644	100%
Client Advocacy/Travel	\$2,448	\$0	0%	\$1,811	\$636		\$2,448	100%
Subtotal: Operations	\$1,213,210	\$12,270	1%	\$279,406	\$106,535	\$815,000	\$1,200,940	99%
Professional/Services								
Consultant								
Accounting/Legal	\$5,926	\$0	0%	\$4,385	\$1,541		\$5,926	100%
Other (Identify)				\$0	\$0		\$0	0%
Subtotal: Professional Services	\$5,926	\$0	0%	\$4,385	\$1,541	\$0	\$5,926	100%
TOTAL (all categories)	\$1,479,053	\$18,270	1%	\$481,071	\$164,712	\$815,000	\$1,460,783	99%

PY 2017 CDBG OTHER REVENUE SUMMARY

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?
Individuals, Congregations, business, events	Gifts - "Grant"	\$ 545,633	ongoing continuing to meet expectation	ongoing	none	Private
In-Kind	Gifts - "Grant"	\$ 815,000	ongoing - steady	ongoing	none	Private
United Way - Metro Chicago	Grant	\$ 10,000	expect funding	ongoing	Hunger Relief	local
United Way - DuPage	Grant	\$ 12,700	expect funding	ongoing	Hunger Relief	local
George M. Eisenberg Foundation for Charities	Grant	\$ 10,000	expected -- received several years	12/2017	Hunger Relief	private
OPRF Community Foundation	Grant	\$ 8,000	expected -- received several years	10/2017	Gen Op	local
Kraft (through GCFD)	Grant	\$ 15,000	received pledge	7/2017	Home Delivery	local
Lumpkin Family Foundation	Grant	\$ 10,000	expected -- received several years	10/2017	Surplus Project	private
Other Grants (Various)	Grant	\$ 34,450	expected -- based on previous records	ongoing	varies	local/national/private
TOTAL, where applicable		\$1,460,783				

EXHIBIT B - ASSURANCES

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

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

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

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

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

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

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

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

f. The employment and contracting rules set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR part 135; 24 CFR 570.607.

g. The Uniform Administrative Requirements and Cost Principles set forth in 24 CFR 570.610

h. The conflict of interest prohibitions set forth in 24 CFR 570.611.

i. The eligibility of certain resident aliens requirements in 24 CFR 570.613.

j. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.

k. The uniform administrative requirements in 24 CFR 570.502

l. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60;

3. All procurement actions and subcontracts shall be in accordance with applicable local, State and Federal law relating to contracting by public agencies. For procurement actions requiring a written contract, Subrecipient may, upon the Village's specific written approval of the contract instrument, enter into any subcontract or procurement action authorized as necessary for the successful completion of this Agreement. Subrecipient will remain fully obligated under the provisions of this 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, 1987

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

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

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

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

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



**Carl Swanson
Village Manager**

Village of Oak Park
Personnel Manual

Adopted 3/31/87

Exhibit D: PY 2017 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 All unduplicated persons served during the reporting period should be included. Do not count a person in more than one quarter. If a person identifies as Hispanic, they also need to be counted under a race White	Q1		Q2		Q3		Q4		TOTAL	
	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic
Black/African American										
Asian										
American Indian or Alaska Native										
Native Hawaiian or Other Pacific Islander										
American Indian or Alaska Native AND White										
Asian AND White										
Black/African American AND White										
American Indian /Alaska Native AND Black/African American										
Other Multi-Racial										
0	0	0	0	0	0	0	0	0	0	0

Income Levels	Total Oak Park Extremely Low/Low/Moderate Income Beneficiaries (0-80% median income)			
	Total Oak Park Resident Beneficiaries	Q1	Q2	Q3
The total should equal the number from the Race and Ethnicity count above.				
Extremely low (0-30% of median income)				
Low (31-50%)				
Moderate (51-80%)				
Non-Low/Moderate (81%+)				
Total	0	0	0	0
Percent Low/Moderate	0%	0%	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	0%
Number of all Oak Park persons benefitting	0
Percentage of Oak Park persons benefitting	0%
Number of Extremely Low, Low and Moderate Income Oak Park persons to be served	0

Exhibit E: PY 2017 Final Report Form, Oak Park CDBG Program

FINAL REPORT COMPONENT

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

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

Total All funds	0
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Signature of Authorized Official	Typed or Printed Name	Date