

## **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 SARAH'S INN, 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 the Advocacy and Counseling Coordinator position. A total of 4,500 persons (460 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 Ten Thousand, One Hundred and Fifty Dollars (\$10,150) (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 give notice to the Consultant not to dispose of or destroy said documents and records and to require Consultant to deliver same to the Village. The Subrecipient shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of Grant Funds passing in conjunction with the Agreement. The Agreement and all books, records and supporting documents related to the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Subrecipient agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this subsection shall establish a presumption in favor of the Village for recovery of any Grant Funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Subrecipient shall make the documents and records available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Project as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

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

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

The following schedule shall be applicable:

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

3<sup>rd</sup> Quarter: April–June, 2018  
4<sup>th</sup> 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  
Sarah's Inn  
309 Harrison Street  
Oak Park, IL 60304

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**

**SARAH'S INN**

\_\_\_\_\_  
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 #19

### Submission information

Form: Village of Oak Park CDBG Public Services Proposal

Submitted by sarahsinn

Sat, 2017-02-18 09:48

73.36.97.18

### 1. Applicant Information

#### A. Organization Information

##### 1. Organization Name

Sarah's Inn

##### 2. Organization Mailing Address

PO Box 1159, Oak Park, IL 60304

##### 3. Organization Phone

708-386-3305

##### 4. Executive Director

Carol Gall

##### 5. Email Address

carolg@sarahsinn.org

##### 6. FEIN #

36-3084461

##### 7. DUNS #

186949749

#### B. Project Information

##### 1. Proposed Project Name

Domestic Violence Services

##### 2. Proposed Project Address

309 Harrison Street

Oak Park IL 60304

##### 3. Project Manager/Primary Contact

Meg Hefty

##### 4. Secondary Contact

Kate Keating

**5. Proposed Project Phone Number**  
708-386-3305

**6. Email Address**  
katek@sarahsinn.org

**C. Type of Organization**  
Private non-profit

**Other**

**D. Project Overview**

**2. Total project budget**  
\$ 599,383

**1. Total CDBG dollars requested**  
\$ 12,000

**3. Total Low/Moderate Income Persons Served Annually**  
4500

**4. Brief project description and purpose**  
Sarah's Inn is requesting \$12,000 to pay for the partial salary and fringe benefits for the Advocacy and Counseling Coordinator position. This trained position will provide supportive services to the entire family focused not only on successful crisis intervention and emotional support to address the most common effects of trauma, but also the longer term issues of realizing self-sufficiency.

**5. Population Served**  
Battered spouses

**Other**

**E. Priority Addressed**  
Domestic Violence Programs

**Other**

**2. Project Narrative**

**I. Background & Need**  
According to the Illinois Department of Health, more than 12 million women will be abused by a current or former partner sometime during their lives. In 2010, there were

120,896 domestic crimes reported in Illinois. Domestic battery accounted for 58% of all domestic crimes. Cook County alone comprises 68% of all reported domestic crimes in Illinois.

In 2016, Sarah's Inn has received 400 calls from residents of Oak Park who are victims of domestic violence. These callers were provided with assistance in creating a safety plan, emotional support and the offer of more individualized services through Sarah's Inn. Of those callers, 70 individuals (including children) chose to access the broader individualized services such as trauma counseling, support and education groups, and longer term sustainability services such as employment and education assistance. In addition, Sarah's Inn works closely with the Oak Park Police Department to provide follow up services to victims especially through our Legal Advocacy Program. Eighteen Oak Park residents were assisted with 20 orders of protection through the court system with the help of our Legal Advocacy team.

In 2004, the Center for Impact Research reported that 56% of women in Chicago's homeless shelters reported that they had been victims of domestic violence. Sarah's Inn works in partnership with west suburban Cook County homeless service providers to develop coordinated responses to battered women as well as provide the specialized counseling and housing services they require. Sarah's Inn works with Catholic Charities, PLCCA, CEDA, Housing Forward and Vital Bridges to help prevent homelessness in west suburban Cook County.

## **II. Approach**

### **a. Purpose**

All of Sarah's Inn clients are considered by HUD to meet the national objective of serving low and moderate-income persons. Sarah's Inn utilizes a holistic approach to ending domestic violence that combines supportive services for the entire family focused not only on successful crisis intervention and emotional support to address the most common effects of trauma, but also the longer-term issues of realizing self-sufficiency. Emergency services include safety planning, linking survivors with shelter, including through our emergency hotel stay program, emergency transportation, use of our food pantry, immediate economic assistance, and legal advocacy for obtaining orders of protection.

Post-crisis support for ensuring longer term stability includes resume assistance and referrals to job readiness programs, linkages to ESL programs, referrals for transitional housing assistance and rental assistance, parenting support, group support, as well as ongoing advocacy with the courts, school, and public benefits systems. This ongoing support is essential: particularly in custody cases and for helping school counselors properly support the unique needs of children experiencing the trauma and domestic upheaval which are common to survivors of domestic violence.

### **b. Target Populations**

Sarah's Inn's service area includes 22 western suburban communities in Cook County including: Berwyn, Oak Park, River Forest, Forest Park, Cicero, Melrose Park, Maywood, Stone Park, Elmwood Park, Franklin Park, Hillside, Westchester, LaGrange Park, Riverside, North Riverside, Brookfield, Bellwood, Berkeley, River Grove, Northlake, Schiller Park and the West side of Chicago. However, Sarah's Inn



will serve any victim seeking services regardless of their town of residency. Our target population is any victim of domestic violence within our service area. Sarah's Inn has focused on the importance of expansion in community based service provision, through several off-site locations. Since the agency's service area is so large and the community members rely on local agencies with which they have a familiarity, Sarah's Inn found the best way to support these communities was to partner with these local organizations for co-location. This has increased our exposure and access to survivors who would otherwise go without domestic violence services. Sarah's Inn formally partnered with Casa Esperanza, Taller de Jose, and Family Focus to provide on-site services to their clients, as well as any other community members who identify as having experienced domestic violence. In addition, the client population of Sarah's Inn is approximately 62% Hispanic/Latina. Approximately 31% of those are non-English speaking immigrant Latinas. Sarah's Inn has worked very hard in the over many years to become well-versed in the unique challenges of working with immigrant clients. Sarah's Inn's staff is comprised of 90% bilingual Spanish speaking Advocates who not only work closely with our co-location partners, but also with organizations such as World Relief, Catholic Charities, and the National Immigrant Justice Center to provide more robust legal services to immigrant clients.

### **c. Strategies**

Sarah's Inn's Intervention services are available 24 hours per day, seven days per week on the 24 hour crisis hotline. All Sarah's Inn services are accessible for clients walking in or making an appointment at our main office hub in Oak Park (M - F 8-5, evening groups held two days a week at this location), Casa Esperanza in Melrose Park (M 1-4, T 8:30-4:30, Th 11-6), Taller de Jose in Little Village (M 9-5, T 12-6), Family Focus in Cicero (Th 4-6pm) and at Westlake Hospital in Melrose Park (W 6:30-8). Clients seeking legal advocacy or assistance with obtaining an order of protection can access services at the Maybrook Courthouse in Maywood and at the Cook County Domestic Violence Courthouse in Chicago (M-F 8:30-4:30).

Most victims initially contact Sarah's Inn through the 24-hour crisis hotline, through the court system when seeking an order of protection, or through one of our off-site locations as a referral. Client eligibility is determined in collaboration with the victim seeking services. Sarah's Inn's policy is that any victim seeking services is eligible to receive services. The agency provides access to services without regard to a client's race, ethnicity, gender, sexual orientation, or age.

When a victim contacts Sarah's Inn, she is met (via phone or in-person) by an advocate. The process at first is largely conversational. The advocate asks about her immediate safety. Then, the advocate listens to her story and why she came to Sarah's Inn, and asks follow-up questions to further assess the basic situation and ensure understanding. The Sarah's Inn advocate will give an overview of what we can assist her and her family with, paying special attention to programming areas that are most appropriate for her individual needs. During the formal client intake process a service plan is developed. The service plan is client-driven, with input and resource information provided by the advocate. The basic principle of a service plan is to prioritize the needs of the client which becomes a road map for the client and advocate. Many times clients are so overwhelmed by the trauma they have experienced that the service plan can break their goals into more manageable pieces and pave the way towards success. Service goals are reviewed every three

months or fewer to ensure progression on a goal. In addition at every interaction with a client, an advocate will review the client's current situation and conduct a needs assessment in order to identify any new pressing issues the client is currently facing.

Sarah's Inn's service philosophy is based in the autonomy of the individual. Sarah's Inn's service delivery model is designed to encourage and support victims' efforts to regain control over their lives and decrease the violence in their lives. Our intervention model increases the safety of victims and their children; respects the authority and autonomy of adult victims to direct their own lives and holds perpetrators, not victims, responsible for the abusive behavior and for stopping the abuse. Advocates understand that victims have already been controlled on most if not all their decisions by their abusers. It is Sarah's Inn's responsibility to not do the same. Information is power and therefore we provide victims with information on their legal rights, options, and available supports in the community. We give victims comprehensive information to allow them to make the best decisions for their families and once a decision is made we assist in the implementation of their plans. This philosophy is reflected in our Client Rights and Responsibilities, which is given and explained to every client. It states clearly in this document that clients have the right to make their own decision and to accept or reject staff recommendations or services.

**d. Timeline**

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

**III. Outcomes & Evaluation**

**a. Goal Statement**

The mission of Sarah's Inn is to improve the lives of those impacted by domestic violence and to break the cycle of violence for future generations

**b. Narrative**

**1. Ensuring Outputs/Outcomes**

The direct service activities described in the logic model are conducted by all the Intervention Program staff. The staff person responsible for oversight of the 24 hour crisis line and the coordination of all the Advocates is the Advocacy and Counseling Coordinator, Catalina Constain and is supervised by the Associate Director, Meg Hefty.

Sarah's Inn uses both the required and suggested documents from Illinois Domestic Violence Services Guidelines Manual for use with the InfoNet data collection system. All contact with clients is documented. The agency documents services in the client's confidential file which are coded by non-identifiable ID numbers. Calls to the crisis line are documented using Daily Call sheets, walk-in services and contacts with individuals in the community are documented using the Community and Institutional Services Form. Support Group services are documented on sign-in sheets and progress notes are completed for each client

that participates in the group. Individual interaction with clients is documented in progress notes that indicate the date, time spent, service, and name of the advocate. Case Management is also documented in the individual client files. Authorization for additional services such as transportation and emergency hotel stays is tracked in a log maintained in a binder in a common area. Community presentations are tracked using forms that collect information on the number of participants, demographic information on participants, and the topics presented. Since Sarah's Inn does not provide ongoing long term shelter, the documentation of any continued progress in shelter is not applicable. However, if a client has received an emergency hotel stay and no shelter beds are still available on the second day of a hotel stay, a determination is made by the management team for additional nights in the hotel on a case by case basis. All the above data is submitted to the Program Data Coordinator for quality control and data entry. All service data is entered in the Illinois Criminal Justice Information Authority database by the Program Data Coordinator, Marcela Navarro. Quarterly reports are run and audited internally by the Program Data Coordinator, the Associate Director, and the Finance Director to ensure grant objectives are on target and to adjust services if needed.

## **2. Documenting Income**

Any victim of domestic violence is eligible to participate in Sarah's Inn services. Since all of our clients are presumed beneficiaries we request self-disclosure of income by the client on the initial intake forms. Sarah's Inn has established policies and protocols for maintaining the safety and confidentiality of individuals who receive services. All protocols were developed to be in compliance with the Illinois Domestic Violence Act (IDVA). All staff, volunteers, and visitors to the program office must sign a confidentiality agreement. Staff and volunteers receive the required 40-Hour Domestic Violence Advocacy Training at the beginning of their employment/volunteer service and ongoing annual training sessions are provided by the Director of Training and Education. All client files are indexed using an ID number and not by name or any other identifiable information. All client files are kept in a locked file room with access only given to staff members and no client files are allowed off-premises. At our co-locations sites the other agencies not only have their own confidentiality policies, but we give them trainings pertaining specifically to laws on confidentiality listed in the IDVA and safety issues that apply to victims of domestic violence. Our partners are also trained on our referral process and are aware that even if they directly referred a client to one of our advocates, the Sarah's Inn advocate is unable to acknowledge knowing the client unless the client has signed a release of information.

All direct service staff are responsible for documenting all provisions of service. Each client file has a checklist included that the Advocate must check off as the items are included in the client file. Sarah's Inn also has over 15 government contracts and client files are routinely reviewed for compliance. In addition to the outside auditor examinations, the Program Data Coordinator and Associate Director conduct quarterly checks to ensure that client files are in full compliance.

## **3. Evaluation Process**

The Intervention Program tracks service provision to clients through several different mechanisms. First, the number of clients and services received is tracked through Infonet which is a statewide tracking system that is managed by the Illinois Criminal Justice Authority (ICJIA). Next to determine the success of the services provided by Sarah's Inn depends on client service evaluations. These assessments provide ongoing program evaluation as well as gauge clients overall knowledge of safety options, legal options, and other community resources that could be leveraged. Client assessments are implemented on a quarterly basis throughout the program to ensure that clients are getting their needs met and that service outcomes are being evaluated. Assessments are reviewed quarterly to ensure the information collected accurately reflect the desires of the clients and marks their progress appropriately. Service plans are another way to track client success. Service plans are created at intake and updated during individual advocacy sessions; the updates are based on the client's input regarding the accomplishment of the goals in question. In addition to the above tools, children and teens accessing our therapeutic counseling are evaluated using therapeutic assessments including: a shortened version of the UCLA PTSD Reaction Index called the Child PTSD Symptom Scale, the Strengths and Difficulties Questionnaire (SDQ), and a Domestic Violence Exposure Questionnaire. All of these tools help us determine the exposure the child has had to violence, the effects that exposure has had on him/her, and what strengths the child possesses to better help his/her healing. The Associate Director compiles information and data obtained from the above mechanisms and reviews the results quarterly to ensure that the program is in line with goals and objectives that are established within the agency's strategic plan. The Executive Director reviews these reports and submits them the Board of Directors.

In our current year, 95% of clients completing the service evaluation stated they know more ways to plan for their safety, 96% of clients completing the service evaluation stated they know more about community resources, 98% of clients completing the service evaluation stated they feel more hopeful about their futures, 97% of clients completing the service evaluation stated they feel better about supporting themselves and their children, 98% of clients completing the service evaluation stated they have increased their understanding of their legal rights as domestic violence victim, and 97% of clients completing the service evaluation stated they know they can report violations of their orders of protection.

Sarah's Inn's services are monitored by the Illinois Coalition Against Domestic Violence (ICADV) who establish the guidelines in conjunction with the Illinois Department of Human Services for all the services we deliver. Sarah's Inn has passed all site reviews without findings and continues to evaluate our services to ensure that the outcomes determined by all our funders have been met.

#### **IV. Organization Capacity**

##### **a. Mission & Experience**

Sarah's Inn's Intervention Program addresses the overall problem of domestic violence. Victims of domestic violence need access to interventions (counseling

and legal) because domestic violence is the single leading cause of injury and death for women of all socioeconomic, ethnic, and cultural backgrounds. Victims who access our services often lack English-language skills, are seeking services at great personal physical risk, and are experiencing the emotional and physical effects of ongoing trauma. In response to this problems Sarah's Inn was founded in 1981 to provide in-person, individual or group counseling, and advocacy to victims of domestic violence. The services we provide are no cost to victims, available in English and Spanish, and confidential. Advocates and Counselors provide emotional support, trauma informed counseling, advocacy within systems such as Civil and Criminal Justice Systems, Department of Human Services, schools, and other social service programs. Sarah's Inn also provides services to men who have been abusive through the Partner Abuse Intervention Program. Also within the Intervention Program, the philosophy of the program is that abusive and controlling behavior is learned over time; therefore, it can be unlearned. Healthier behaviors can be learned by taking individual responsibility for choices, behavior, thoughts, and feelings. Counselors insist that clients accept responsibility for their abusive and controlling behavior and stop this behavior immediately. Counselors teach alternative skills in stress management and conflict resolution as well as confront socialized gender/sex role stereotypes and family of origin experiences that influence the learning of abusive and controlling behavior. Counselors assist and support clients in learning to recognize and take responsibility for their emotional needs and encourage them to develop appropriate ways of communicating and meeting their needs. The mission of Sarah's Inn is to improve the lives of those impacted by domestic violence and to break the cycle of violence for future generations. In the 36 years of its existence the agency has since grown to become the largest domestic violence agency serving the west side of Chicago and surrounding West Cook County suburban communities. Sarah's Inn currently operates with its hub in Oak Park, and seven off-site locations through partner agencies and area courthouses throughout Chicago and West Cook County. The main hub in Oak Park, as well as the off-site locations in Melrose Park and Chicago, provides safety planning, access to emergency shelter and transportation services, Illinois Domestic Violence Act (IDVA) education, general advocacy and counseling/trauma services. Legal advocacy, IDVA education, safety planning, and assistance with obtaining an order of protection are accessible at both the Maybrook Courthouse in Maywood and at the Cook County Domestic Violence Courthouse in downtown Chicago. Sarah's Inn, as a comprehensive domestic violence agency, approaches domestic violence as a societal issue that demands a holistic response. We are committed to programming that responds appropriately to the needs of those families already impacted by violence, as well as working proactively to prevent violence for future generations. In the victim services of the Intervention Program there are currently two Advocates, one Coordinator, two Counselors, two Children's Counselors, and five Legal Advocates. All Intervention Program staff have completed the mandatory 40-hour Domestic Violence Advocacy Training. In addition, due to the growing Latino population Sarah's Inn serves, 90% are bilingual Spanish speaking. Currently all of our Advocates and Coordinator have at least a bachelors or associate degrees, as well as relevant previous work/volunteer/intern experience in domestic violence and/or social services.

The Counselors have Masters Degrees in Social Work with two being Licensed Clinical Social Workers. The Advocacy and Counseling staff are supervised by the Associate Director. The most senior Advocate has over 14 of experience at Sarah's Inn and the Associate Director (also a former Legal Advocate) has over 14 years of experience at Sarah's Inn as well as over 18 years of experience in the field of domestic violence.

Sarah's Inn has been a recipient of local, state and federal contracts for many years. A combination of Federal, State, and Local government entities provide funding to support Sarah's Inn's domestic violence services. Sarah's Inn currently receives funding from the Illinois Coalition Against Domestic Violence, the Illinois Criminal Justice Information Authority, the Illinois Attorney General, the Community Development Block Grants of Chicago, Oak Park, Berwyn, and Cook County, and several local community 708 mental health boards. In addition, Sarah's Inn also receives funding from the Emergency Food and Shelter Grant program for direct rental and mortgage subsidies to clients fleeing domestic violence situations. Sarah's Inn is audited many times annually from various government entities and has had no findings or concerns.

**b. Ability to Meet Reporting Requirements**

Sarah's Inn has 36 years of experience in meeting reporting requirements of various funders. Sarah's Inn has been a recipient of local, state and federal contracts for many years. A combination of Federal, State, and Local government entities provide funding to support Sarah's Inn's domestic violence services. Sarah's Inn currently receives funding from the Illinois Coalition Against Domestic Violence, the Illinois Criminal Justice Information Authority, the Illinois Attorney General, the Community Development Block Grants of Chicago, Oak Park, Berwyn, and Cook County, and several local community 708 mental health boards. In addition, Sarah's Inn also receives funding from the Emergency Food and Shelter Grant program for direct rental and mortgage subsidies to clients fleeing domestic violence situations. For each of these contracts, there are program and financial reporting requirements as well as site visit audits to confirm compliance. Sarah's Inn is audited many times annually from various government entities and has had no findings or concerns. The Associate Director and Finance and Operations Director create all programmatic and fiscal reports in collaboration. Both positions meet quarterly when programmatic reports are due to review annual goals and objectives to ensure that the programmatic goals will be met by the end of the grant cycle or steps can be taken to address any challenges.

To ensure program expenditures are accurate the Finance Director and Bookkeeper monitor the expenditures on a monthly basis. Typically most contracts provide funding for staff salary and fringe. A payroll allocation worksheet is created at the beginning of each fiscal year, identifying which contracts will pay for various staff positions. This payroll allocation is used throughout the year, being adjusted as needed, to ensure that all staff are allocated to the correct contract. The payroll allocation is used to code the staff salaries into the Peachtree accounting system. Each expense is coded into the system using a seven digit general ledger code by funder. This allows for a specific financial statement to be produced each month by funder/grant. The payroll worksheets from Advantage Payroll service are kept along with the bi-

monthly payroll allocation worksheet in a confidential file. Copies of the payroll journals from Advantage Payroll are used to invoice each contract. The payroll journals are kept for seven years per our auditing standards. In addition a financial statement by funder is issued and is reconciled to the payroll allocation on a monthly basis. This ensures that each grant is being expended in a timely manner and that all grant funds will be expended by the end of the grant cycle. The Finance Director and Bookkeeper meet monthly to review these financial statements and to make adjustments as needed if an expense has been coded incorrectly. Once the financial statements have been verified then the Finance Director issues a monthly invoice for each contract as needed. In addition, the Associate Director and Finance Director stay in constant contact to ensure the program remains compliant with its budget and grant requirements. In addition, the Finance and Operations Committee of Sarah's Inn consisting of board and staff members meets monthly to review and address any potential issues with any contracts. Sarah's Inn is audited annually and in this process compliance with contract and/or grants is reviewed and approved.

#### **c. Collaboration with Others**

Sarah's Inn currently has collaboration agreements with 67 other agencies in all 22 western suburban Cook County communities we serve including other domestic violence providers, police departments, substance abuse programs, legal assistance providers, mental health providers, immigrant service providers representing inter-jurisdictional regional collaboration. Sarah's Inn is also an active member of the Illinois Coalition Against Domestic Violence (ICADV), the Chicago Battered Women's Network, the Community Alliance, Chicago Police Department's 15th and 25th District Domestic Violence Subcommittees, the Cicero Youth Task Force, and the West Suburban Council on Homelessness. Sarah's Inn's service data collection system is provided through the Illinois Criminal Justice Information Authority. Sarah's Inn has partnerships and linkages specifically with Casa Esperanza, Taller de Jose, Life Span, Pro Bono Network, LAF, Metropolitan Family Services, World Relief, Family Focus, and Centro Romero. Sarah's Inn also has networking agreements with 67 organizations, which include but are not limited to Apna Ghar, towns and villages of the Cook County western suburbs, CAWC, Family Rescue, Family Shelter Services, Heartland Alliance, House of Good Shepherd, Howard Brown Health Center, Parenthesis, Pillars Community Services, Planned Parenthood, Proviso-Leyden Council on Community Action, South Suburban Family Shelter, Cook County State's Attorney's Office, United Way, Westlake Hospital, Housing Forward, and Rape Victim Advocates.

### **V. Budget Narrative**

#### **a. Budget Description**

The \$12,000 request represents approximately 2% of the total Advocacy and Counseling Budget for FY17. Oak Park clients constitute approximately 10% of our total client base.

Annual salary cost for 1 FTE Advocacy and Counseling Coordinator is \$35,500 plus annual fringe cost of \$8,165. \$12,000 represents 3% of total salary and

fringe costs for the total personnel cost of the Advocacy and Counseling Program of \$423,347. \$12,000 also represents approximately 28% of the cost of the Advocacy and Counseling Coordinator position. This represents approximately 582 services hours per year for this position.

**b. Alternate Revenue Sources**

Sarah's Inn is strong and stable, having done a great amount of cost cutting in overhead costs in the prior five years. We have maximized every possibility for new dollars so that we can continue to stay stable in a challenging fundraising environment. Sarah's Inn's Development team along with a strong and stable board of directors have increased event and fundraising activities and incorporated an Associate Board to increase our visibility to younger donors. Sarah's Inn working very hard to diversify our private funding opportunities to decrease dependability on government sources. Sarah's Inn also has a line of credit in place in case the state or other government sources are reduced so that programming will remain consistent and stable for the clients we serve.

**3. Attachments**

**Timeline**

[sarahs inn timeline.pdf](#)

**Logic Model**

[sarahs inn logic model.pdf](#)

**Articles of Incorporation and By-Laws**

[sarahs inn articles of inc and bylaws.pdf](#)

**Non-Profit Determination (IRS Letter)**

[sarahs inn non profit determination.pdf](#)

**List of Board of Directors**

[sarahs inn board of directors.pdf](#)

**Organizational Chart**

[sarahs inn org chart.pdf](#)

**Resumes**

[sarahs inn staff resumes.pdf](#)

**Financial Statement and Audit**

[sarahs inn financial statement and org budget.pdf](#)

**Conflict of Interest Statement**

[sarahs inn conflict of interest statement.pdf](#)



**Lobbying Statement**

sarahs inn lobbying statement.pdf

**EEO Form**

sarahs inn eeo form.pdf

**Statement of ADA Compliance**

sarahs inn compliance with ada.pdf

**Intake Documentation**

sarahs inn intake documentation.pdf

**Support Statements**

**Budget Worksheet**

sarahs inn budget worksheet.pdf

**4. Proposal Agency Information & Verifications**

**1. Name of Authorized Official of Applicant Organization**

Carol Gall

**2. Title of Authorized Official of Applicant Organization**

Executive Director

**3. Date of Submittal**

Wed, 2017-02-22

**4. Affirmation**

I agree

Source URL: <http://www.oak-park.us/node/4323/submission/9450>



PY 2017 CDBG Public Services

Organization	Sarah's Inn
Project Name	Services to Victims of Domestic Violence

Goal Statement: Goal 1: Domestic Violence survivors and their children will increase their ability for staying safe

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Advocacy and Counseling Coordinator (1FTE)  Advocates (2FTE)  Counselor (1FTE)  Children's Counselor (2FTE)	-Provide safety planning, crisis intervention, trauma counseling and advocacy  -Provide crisis line callers with information and referral services about domestic violence services.	4500 Total unduplicated persons served (without regard to income or residency) 4500 Extremely Low, Low and Mod-Income Persons served 460 Oak Park persons served 460 Extremely Low, Low and Mod-Income Oak Park Persons Served	*Survivors will be able to identify safety options in a domestic violence situation. *Survivors will understand their legal rights and options in regards to the Illinois Domestic Violence Act (IDVA) and as a victim of crime.	*Survivors will be able to stay safe in a domestic violence situation *Survivors will expand their support resources and networks *Survivors will process trauma of the domestic violence experience	*Client evaluation surveys are given at periodic intervals to assess an increased awareness of safety options *Client evaluation surveys are given at periodic intervals to assess an increased awareness of the client's understanding of their legal rights



PY 2017 Timeline, CDBG Public Services

Organization	Sarah's inn
Project Name	Services to Victims of Domestic Violence

Timeframe	Activity	Person Responsible
Month 1	<ul style="list-style-type: none"> <li>-Provide crisis intervention, safety planning, advocacy and counseling</li> <li>-Conduct client evaluation surveys with individual and support group clients</li> <li>-Provide supervision and case management services to Advocacy and Counseling Coordinator</li> <li>-Prepare and submit monthly financial voucher</li> </ul>	Advocacy and Counseling Coordinator  Associate Director  Finance and Operations Director
Month 2	<ul style="list-style-type: none"> <li>-Provide crisis intervention, safety planning, advocacy and counseling</li> <li>-Conduct client evaluation surveys with individual and support group clients</li> <li>-Provide supervision and case management services to Advocacy and Counseling Coordinator</li> <li>-Prepare and submit monthly financial voucher</li> </ul>	Advocacy and Counseling Coordinator  Associate Director  Finance and Operations Director
Month 3	<ul style="list-style-type: none"> <li>-Provide crisis intervention, safety planning, advocacy and counseling</li> <li>-Conduct client evaluation surveys with individual and support group clients</li> <li>-Provide supervision and case management services to Advocacy and Counseling Coordinator</li> <li>-Collect and analyze the monthly client evaluation surveys and review grant objectives</li> </ul>	Advocacy and Counseling Coordinator  Associate Director

	<ul style="list-style-type: none"> <li>-Prepare and submit monthly financial voucher</li> <li>-Prepare and submit quarterly program report</li> </ul>	Finance and Operations Director
Month 4	<ul style="list-style-type: none"> <li>-Provide crisis intervention, safety planning, advocacy and counseling</li> <li>-Conduct client evaluation surveys with individual and support group clients</li> <li>-Provide supervision and case management services to Advocacy and Counseling Coordinator</li> <li>-Prepare and submit monthly financial voucher</li> </ul>	Advocacy and Counseling Coordinator  Associate Director  Finance and Operations Director
Month 5	<ul style="list-style-type: none"> <li>-Provide crisis intervention, safety planning, advocacy and counseling</li> <li>-Conduct client evaluation surveys with individual and support group clients</li> <li>-Provide supervision and case management services to Advocacy and Counseling Coordinator</li> <li>-Prepare and submit monthly financial voucher</li> </ul>	Advocacy and Counseling Coordinator  Associate Director  Finance and Operations Director
Month 6	<ul style="list-style-type: none"> <li>-Provide crisis intervention, safety planning, advocacy and counseling</li> <li>-Conduct client evaluation surveys with individual and support group clients</li> <li>-Provide supervision and case management services to Advocacy and Counseling Coordinator</li> <li>-Collect and analyze the monthly client evaluation surveys and review grant objectives</li> <li>-Prepare and submit monthly financial voucher</li> <li>-Prepare and submit quarterly program report</li> </ul>	Advocacy and Counseling Coordinator  Associate Director  Finance and Operations Director
Month 7	<ul style="list-style-type: none"> <li>-Provide crisis intervention, safety planning, advocacy and counseling</li> <li>-Conduct client evaluation surveys with individual and</li> </ul>	Advocacy and Counseling Coordinator

	support group clients -Provide supervision and case management services to Advocacy and Counseling Coordinator -Prepare and submit monthly financial voucher	Associate Director  Finance and Operations Director
Month 8	-Provide crisis intervention, safety planning, advocacy and counseling -Conduct client evaluation surveys with individual and support group clients -Provide supervision and case management services to Advocacy and Counseling Coordinator -Prepare and submit monthly financial voucher	Advocacy and Counseling Coordinator  Associate Director  Finance and Operations Director
Month 9	-Provide crisis intervention, safety planning, advocacy and counseling -Conduct client evaluation surveys with individual and support group clients -Provide supervision and case management services to Advocacy and Counseling Coordinator -Collect and analyze the monthly client evaluation surveys and review grant objectives -Prepare and submit monthly financial voucher -Prepare and submit quarterly program report	Advocacy and Counseling Coordinator  Associate Director  Finance and Operations Director
Month 10	-Provide crisis intervention, safety planning, advocacy and counseling -Conduct client evaluation surveys with individual and support group clients -Provide supervision and case management services to Advocacy and Counseling Coordinator -Prepare and submit monthly financial voucher	Advocacy and Counseling Coordinator  Associate Director  Finance and Operations Director
Month 11	-Provide crisis intervention, safety planning, advocacy and	Advocacy and Counseling Coordinator

	<p>counseling</p> <ul style="list-style-type: none"> <li>-Conduct client evaluation surveys with individual and support group clients</li> <li>-Provide supervision and case management services to Advocacy and Counseling Coordinator</li> <li>-Prepare and submit monthly financial voucher</li> </ul>	<p>Associate Director</p> <p>Finance and Operations Director</p>
Month 12	<ul style="list-style-type: none"> <li>-Provide crisis intervention, safety planning, advocacy and counseling</li> <li>-Conduct client evaluation surveys with individual and support group clients</li> <li>-Provide supervision and case management services to Advocacy and Counseling Coordinator</li> <li>-Collect and analyze the monthly client evaluation surveys and review grant objectives</li> <li>-Prepare and submit monthly financial voucher</li> <li>-Prepare and submit quarterly program report</li> </ul>	<p>Advocacy and Counseling Coordinator</p> <p>Associate Director</p> <p>Finance and Operations Director</p>

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

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

**PY 2017 PROPOSED PROJECT BUDGET.** Project budget must include the entire project funding even if CDBG

is only funding a portion of the activity. You must limit your amount/percentage of Oak Park CDBG

funds requested to match or be less than the proportional amount of Oak Parkers to Non-Oak Parkers served.

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue - List Source	Other Revenue - List Source	Other Revenue - List Source	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	IDHS & ICADV	CDBG	MHB, FEMA, UW, Private		
<b>Personnel Costs</b>									
Salaries	\$350,360	\$12,000	3%		\$227,754	\$58,631	\$51,975	\$338,360	97%
Benefits	\$45,483	\$0	0%				\$45,483	\$45,483	100%
Taxes	\$27,504	\$0	0%				\$27,504	\$27,504	100%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$423,347</b>	<b>\$12,000</b>	<b>3%</b>		<b>\$227,754</b>	<b>\$58,631</b>	<b>\$124,962</b>	<b>\$411,347</b>	<b>97%</b>
<b>Operating Costs:</b>									
Rent/Lease	\$0	\$0	#DIV/0!					\$0	0%
Building & Maintenance	\$19,665	\$0	0%				\$19,665	\$19,665	100%
Telephone	\$4,111	\$0	0%				\$4,111	\$4,111	100%
Postage	\$1,340	\$0	0%				\$1,340	\$1,340	100%
Supplies	\$4,910	\$0	0%				\$4,910	\$4,910	100%
Mileage	\$6,684	\$0	0%				\$6,684	\$6,684	100%
Other (Direct Client)	\$12,000	\$0	0%				\$12,000	\$12,000	100%
Other (Indirect)	\$88,540	\$0	0%				\$88,540	\$88,540	100%
<b>Subtotal: Operations</b>	<b>\$137,250</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$137,250</b>	<b>\$137,250</b>	<b>100%</b>
<b>Professional/Services</b>									
Consultant	\$38,786	\$0	0%				\$38,786	\$38,786	100%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Professional Services</b>	<b>\$38,786</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$38,786</b>	<b>\$38,786</b>	<b>100%</b>
<b>TOTAL (all categories)</b>	<b>\$599,383</b>	<b>\$12,000</b>	<b>2%</b>		<b>\$227,754</b>	<b>\$58,631</b>	<b>\$300,998</b>	<b>\$587,383</b>	<b>98%</b>

# **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	LOAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAIL.	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or Private?
IDHS	Grant	\$157,123	Awarded	07/01	None	Federal
ICADV	Grant	\$70,631	Awarded	07/01	Salary	Federal
CDBG	Grant	\$58,631	Awarded	01/01	Salary	Federal
Mental Health Board	Grant	\$21,500	Awarded	04/01	None	Local
Private Foundations	Grant	\$239,098	Awarded	07/01	None	Private
FEMA	Grant	\$10,000	Awarded	12/01	Direct Client	Federal
United Way	Grant	\$30,400	Awarded	07/01	None	Private
		\$0				
<b>TOTAL, where applicable</b>		<b>\$587,383</b>				



## PY 2017 CDBG

### a. Revised Budget Description

Describe each CDBG cost in detail (e.g. specific positions, % FTE, % of time spent on the CDBG portion of the project, type of supplies).

Focus on the Village of Oak Park CDBG portion of the project, and show the *percentage* of each category charged to this budget. The percent CDBG to total project budget should be approximately equal to or less than the percent of total Oak Park persons served to total persons served.

The \$10,150 request represents approximately 2% of the total Advocacy and Counseling Budget for FY17. Oak Park clients constitute approximately 10% of our total client base.

Annual salary cost for 1 FTE Advocacy and Counseling Coordinator is \$35,500 plus annual fringe cost of \$8,165 = \$43,665. \$10,150 also represents approximately 23.246% of the cost of the Advocacy and Counseling Coordinator position. This represents approximately 483 services hours per year for this position.

\$10,150 represents approximately 3% of total salary and fringe costs for the total personnel cost of the Advocacy and Counseling Program of \$423,347.

**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		Other Revenue - List Source	Other Revenue - List Source	Other Revenue - List Source	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	IDHS & ICADV	CDBG	MHB, FEMA, UW, Private		
<b><u>Personnel Costs</u></b>									
Salaries	\$350,360	\$10,150	3%		\$227,754	\$58,631	\$53,975	\$340,210	97%
Benefits	\$45,483	\$0	0%				\$45,483	\$45,483	100%
Taxes	\$27,504	\$0	0%				\$27,504	\$27,504	100%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$423,347</b>	<b>\$10,150</b>	<b>2%</b>		<b>\$227,754</b>	<b>\$58,631</b>	<b>\$126,962</b>	<b>\$413,197</b>	<b>98%</b>
<b><u>Operating Costs:</u></b>									
Rent/Lease	\$0	\$0	#DIV/0!					\$0	0%
Building & Maintenance	\$19,665	\$0	0%				\$19,665	\$19,665	100%
Telephone	\$4,111	\$0	0%				\$4,111	\$4,111	100%
Postage	\$1,340	\$0	0%				\$1,340	\$1,340	100%
Supplies	\$4,910	\$0	0%				\$4,910	\$4,910	100%
Mileage	\$6,684	\$0	0%				\$6,684	\$6,684	100%
Other (Direct Client)	\$12,000	\$0	0%				\$12,000	\$12,000	100%
Other (Indirect)	\$88,540	\$0	0%				\$88,540	\$88,540	100%
<b>Subtotal: Operations</b>	<b>\$137,250</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$137,250</b>	<b>\$137,250</b>	<b>100%</b>
<b><u>Professional/Services</u></b>									
Consultant	\$38,786	\$0	0%				\$38,786	\$38,786	100%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Professional Services</b>	<b>\$38,786</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$38,786</b>	<b>\$38,786</b>	<b>100%</b>
<b>TOTAL (all categories)</b>	<b>\$599,383</b>	<b>\$10,150</b>	<b>2%</b>		<b>\$227,754</b>	<b>\$58,631</b>	<b>\$302,998</b>	<b>\$589,233</b>	<b>98%</b>

### 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	LOAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAILABLE	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or Private?
IDHS	Grant	\$157,123	Awarded	07/01	None	Federal
ICADV	Grant	\$70,631	Awarded	07/01	Salary	Federal
CDBG	Grant	\$58,631	Awarded	01/01	Salary	Federal
Mental Health Board	Grant	\$21,500	Awarded	04/01	None	Local
Private Foundations	Grant	\$241,098	Awarded	07/01	None	Private
FEMA	Grant	\$10,000	Awarded	12/01	Direct Client	Federal
United Way	Grant	\$30,400	Awarded	07/01	None	Private
		\$0				
<b>TOTAL, where applicable</b>		<b>\$589,383</b>				

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

Income Levels	Total Oak Park Extremely Low/Low/Moderate Income Beneficiaries (Q-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	
Other funds expended and their source:	
Other Federal	
HUD Funding (non-CDBG)	
State	
Local government	
Private	
Other (specify source) in-kind food donations	
Total	0

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