

## **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 THE WAY BACK 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 and payroll tax costs for two part-time Child Care Provider positions. A total of 99 persons (all 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 Seven Thousand, Six Hundred and Thirteen Dollars (\$7,613) (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  
The Way Back Inn  
104 Oak Street  
Maywood, Illinois 60153

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**

**THE WAY BACK 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 #25

#### Submission information

Form: [Village of Oak Park CDBG Public Services Proposal](#)  
Submitted by waybackinn  
Wed, 2017-03-01 14:56  
75.22.140.164

#### 1. Applicant Information

##### A. Organization Information

**1. Organization Name**

Way Back Inn

**2. Organization Mailing Address**

104 Oak St., Maywood, Illinois 60153-1676

**3. Organization Phone**

708-345-8422

**4. Executive Director**

Anita Pindiur

**5. Email Address**

anitap@waybackinn.org

**6. FEIN #**

51-0138232

**7. DUNS #**

112426192

##### B. Project Information

**1. Proposed Project Name**

Providing Child Care to Increase Family Program Participation

**2. Proposed Project Address**

412 S. Wesley, Oak Park, Ill. 60302-3908

**3. Project Manager/Primary Contact**

Anita Pindiur

**4. Secondary Contact**

Olivia Barraza Murphy

**5. Proposed Project Phone Number**

708-345-8422 ext. 25

**6. Email Address**

anitap@waybackinn.org

##### C. Type of Organization

Private non-profit

Other

##### D. Project Overview

**2. Total project budget**

\$ 20,000

**1. Total CDBG dollars requested**

\$16,200 (originally was \$20,000)

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

89

**4. Brief project description and purpose**

Oak Park residents and their family members attend a therapeutic recovery meeting each week. Providing child care for their children at Grateful House will allow many more members to attend.

**5. Population Served**

51% or more Low/Moderate Persons

**Other****E. Priority Addressed**

Mental Health Programs

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

Our Family Program is a very important aspect of the addiction recovery process. While our participants are in our program, they live apart from their families in Grateful House, our residential home in Oak Park. When they complete our program, they will return to living with their families, if the relationships have been healed. Facilitating the effective functioning of the family unit is essential to recovery. It is not just the individual who is recovering, but the entire family. Children benefit from having a healthy parent, and benefit further when the entire family heals itself.

Several families would like to attend the Family Program, but lack the ability to have child care for their children. On average, each week, 5 residents are able to meet with one or more family members at this meeting, so there are approximately 12 people in total at the meeting. Many families have told us that if they had a way for their children to be supervised during the meeting, one or more members of their family would be able to attend.

**II. Approach****a. Purpose**

Providing a supervised child care setting at Grateful House would allow more family members to attend the Family Program meeting, and would increase the possibility of the entire family renewing their relationship with the recovering person. If we provide child care during this meeting, we expect that 7 Oak Park Grateful House residents and 14 members from their families would be able to attend this meeting, so that the total attendance would increase to 21.

The more that family members understand and are involved in their loved one's recovery, the greater the chance that the recovering person will sustain their sobriety. In addition, research has found that children who are exposed to their parent's recovery are less likely to develop an addiction themselves, and we have found this to be true.

There is an important element of prevention in the recovery process when working with families. It is known that there is a genetic pre-disposition for children of addictive parents to develop addictions themselves. However, research has found that children who are exposed to their parent's recovery are less likely to develop an addiction themselves, and we have found this to be true.

Ninety (90%) of our residents are low income individuals who have little or no insurance. This population has very few other places to go in the entire Chicagoland area to receive therapeutic recovery services. This child care project will allow many more family members to attend the weekly Family Program meetings, which will increase the chances that the recovering resident will be able to experience a healed and healthy relationship with their family.

**b. Target Populations**

We are particularly dedicated to assisting people who are least able to afford help. Ninety (90%) of our participants having little or no insurance, and are on Medicaid. When our participants come to Way Back Inn, they are at a very low point in their lives, and their relationship with their families is damaged. At our Oak Park Grateful House location, we serve adult women aged 18 – 65+. Every person who is in need our services is welcome, regardless of their age, race, ethnicity, or religion. Our staff are Masters-level trained and are sensitive to each parson's specific cultural background. Below is a breakdown of our current demographics.

#### Age Groups Served

15% 18-24  
37% 25-44  
38% 45-64  
10% 65+

#### Race/Ethnicity Served

25% Black  
15% Hispanic and Latino  
52% White  
8% Other

#### Special Population Served

20% Active Military/Veterans (and their families)  
15% Formerly Incarcerated/Court Involved  
5% Gay/Lesbian/Bisexual/Transgender  
9% Persons with Disabilities  
51% Other

#### c. Strategies

We evaluate our success by using the federally approved Addiction Severity Index (ASI), which is used when a participant enters and leaves our program. This screening tool helps us to determine the severity of the addiction upon entering the program, and helps to determine the degree of improvement when they leave our program. An example of this index can be viewed at: [http://www.tresearch.org/wp-content/uploads/2012/09/ASI\\_5th\\_Ed.pdf](http://www.tresearch.org/wp-content/uploads/2012/09/ASI_5th_Ed.pdf)

The ASI assesses each client on seven domains of life functioning including Medical, Employment, Drug/Alcohol Abuse, Family/Social, Legal, and Psychiatric. With mid- and post-assessment, we can gauge their improvement in these areas of life functioning. The Way Back Inn expects to witness positive changes in five of the seven domains upon discharge from treatment.

Our experience since 1974 has shown us that increased participation from family members increases the chances of a successful recovery. Providing child care for our weekly Family Program meeting held at Grateful House will allow many more family members to attend and participate in the recovery process. We expect to track the attendance of family members and their children who will attend the weekly meeting. We expect that by providing child care, the attendance of family members will increase by 66%.

In order to provide child care services during our weekly Family Program meeting, we would need to take the follow steps:

1. Hire a qualified child care worker to supervise the children.
2. Purchase a variety of activities/toys/educational material that will be available for the children.
3. Set up an area in our remodeled basement that would serve as one of the areas where the child care would take place. Our basement was remodeled recently from funds provided by the Community Mental Health Board of Oak Park Township (CMHBOPT).
4. Develop an outdoor activity area / garden for the children to play in during warmer weather. This would require the purchase of some gardening items.
5. Inform the residents and their family members of the availability of child care.

#### d. Timeline

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

### III. Outcomes & Evaluation

#### a. Goal Statement

Providing child care for Oak Park residents and their family members to attend a therapeutic recovery meeting each week at Grateful House will allow many more members to attend. Since 90% of our residents and their families are lower-income individuals, this population would directly benefit from this project.

#### b. Narrative



### 1. Ensuring Outputs/Outcomes

At each weekly Family Program meeting at our Oak Park Grateful House location, the staff person who facilitates the meeting will record the number of family members who attend the meeting, and will send the data to our business manager. Our business manager will report this data to the Oak Park Grants Coordinator each quarter, by the 15th day of the next quarter.

### 2. Documenting Income

When a new client comes to Way Back Inn / Grateful House, they participate in an extensive intake interview, where all necessary medical and personal information, including household income, is gathered and entered into our database. We require a potential resident's W-2's pay stubs and Medicaid (or other insurance) card. All staff are trained in HIPPA rules and regulations which ensures confidentiality. Our database is encrypted and password-secured.

### 3. Evaluation Process

In relation to this child care proposal, during the first month of operation, the Executive Director, Business Manager, and responsible staff will meet weekly to review the attendance data and all other aspects related to the child care service to ensure that things are going according to plan, and to make any modifications as seem necessary. Feedback from residents and family members will be solicited, and responded to. Afterwards, this same team will meet quarterly to review the same information.

## IV. Organization Capacity

### a. Mission & Experience

Since our founding in 1974, the mission of Way Back Inn / Grateful House has been to rebuild lives damaged by addiction in a personalized healing environment. We have received funding from several public sources. All of the funding is for general operating funds that are used to implement our mission of assisting uninsured or under-insured individuals with a substance abuse or gambling addiction. Listed below are the primary funders.

- Proviso Township Mental Health Commission
- Westlake Health Foundation
- The Illinois Department of Human Services -- Office of Alcoholism and Substance Abuse
- Community Memorial Foundation
- Community Mental Health Board of Oak Park Township
- Veteran's Administration

Way Back Inn serves adult men and women who are suffering from alcohol, drug, and gambling addictions. Our vision is to create an environment where men and women's lives are transformed and relationships are healed. Ninety (90%) of the participants who come to Way Back Inn have no insurance, or are on Medicaid, and are lower-income individuals, at or below the Poverty level. Many are Veterans. Most have no other place to turn, and many have been homeless before coming to Way Back Inn. Way Back Inn is one of just a handful of organizations who service this population.

The Way Back Inn recovery program focuses on the integration of the body, mind, and spirit. Thousands of participants have benefited from our program, and have gone on to lead re-built and successful lives. Our primary goal for each participant is a sustained, long-term recovery from their addiction. This includes a re-engagement with employment, and a healing of the relationship with their family.

Way Back Inn provides several programs that address vital aspects of the recovery process, which provide a continuum of services that helps lead to successful outcomes. Our services include an Intensive Outpatient Program, an Extended Residential Care Program, a Gambling Outpatient Program, DUI Services, a Family Program, Specialty Court Programs, an Anger Management Program, a Stress Management Program, and a Continuing Care Program. This complete package of services has been developed and continually improved since we began in 1974.

The recovering alcoholics who founded Way Back Inn in 1974 realized that when trying to overcome an addiction, it is often helpful and even necessary to reside in a safe home away from their immediate family and friends. For that reason, the Extended Residential Care Program was developed, and is a vital part of the services we offer. In our Extended Residential Care program, we provide a much-needed residential setting where participants receive personalized addiction therapy, as well as stress reduction training, nutritional guidance, and financial management training. Each participant lives in one of our Extended Residential Care facilities from 90 days to one year, receiving personalized treatment and support. Our overall goal is to help clients achieve continuous sobriety.

The first recovery home was in Maywood, and that home still is in operation, and it is also the location of our

administrative offices. We have expanded over the years, and now also have recovery programs in Oak Park, Forest Park, and Melrose Park.

We assist our participants in obtaining employment while they are residing with us, which is an important part of the recovery process. We work closely with businesses in the area, helping them understand how addictions may impact their workforce. In turn, these businesses frequently hire our participants. We regularly follow up with our residents after they leave the program, and we work closely with their families to assist in their transition to a normal life.

Way Back Inn programs are licensed by the Illinois Department of Human Services and the Division of Alcohol and Substance Abuse. We are accredited by CARF International (Commission on Accreditation of Rehabilitation Facilities), which demonstrates our commitment to continually improving services, encouraging feedback, and serving the community.

At Way Back Inn, every client is treated with dignity and respect. We are committed to providing a valuable life-changing experience for these individuals. We develop an individual treatment plan for every client, and model our therapeutic services after evidence-based practices in the field. We utilize motivational interviewing, cognitive behavior therapy, and the cycle of change approach in the treatment, per the American Society of Addiction Medicine.

The highly-qualified staff of Way Back Inn have advanced degrees in mental health and addictions counseling, provide valuable treatment for our participants. They receive the latest training on treatment methodologies, and apply them for the benefit of our participants. For this child care project, we plan to hire people with demonstrated experience in child care.

Participants receive training in stress management techniques, anger management techniques, relaxation and mindfulness techniques, yoga, and participate in physical activities such as kick-boxing. Our yoga instructor specializes in working with Veterans and individuals with substance abuse addictions. A specially trained instructor leads a kick-boxing class. In addition, participants are trained in proper nutrition, where they learn the importance of a healthy diet, which is an important aspect of the recovery process. They are trained by a certified nutritionist in healthy cooking techniques.

We evaluate our success by using the federally approved Addiction Severity Index (ASI), which is used when a participant enters and leaves our program. This screening tool helps us to determine the severity of the addiction upon entering the program, and helps to determine the degree of improvement when they leave our program. An example of this index can be viewed at: [http://www.tresearch.org/wp-content/uploads/2012/09/ASI\\_5th\\_Ed.pdf](http://www.tresearch.org/wp-content/uploads/2012/09/ASI_5th_Ed.pdf) Approximately 63% of the people who go through our program have achieved sobriety by the end of the program.

The management of Way Back Inn and our Board of Directors continuously strive to run an effective and compassionate operation, and develop and maintain excellent relationships with numerous local organizations. Way Back Inn works in collaboration with several community organizations who often refer people to us. Way Back Inn participates in local and state-wide advocacy and outreach efforts, educating potential participants and their families about our program and the resources available.

#### **b. Ability to Meet Reporting Requirements**

Way Back Inn has an excellent history of meeting all reporting requirements for programmatic, financial, and management activities. We are audited by an outside firm annually. Our CARF certification points to our ability to properly report on all of our activities. We recently were recipients of funding from the Community Mental Health Board of Oak Park Township (CMHBOPT), and have properly reported to them. Approximately 10 years ago, Way Back Inn received funding from Oak Park's CDBG program, which resulted in successful programming.

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

Way Back Inn works in collaboration with several community organizations who often refer people to us. We participate in local and state-wide advocacy and outreach efforts, educating potential participants and their families about our program and the resources available.

Way Back Inn works in collaboration with several local and national organizations, all of whom play an important role in assisting individuals who are attempting to overcome an alcohol, substance abuse, or gambling addiction. The Oak Park Mental Health Board has given us a grant to purchase a bike rack so that people can use that method of transportation to come to Grateful House. We also work with several local organizations, including:

- Rush-Oak Park hospital
- NAMI of Oak Park
- Housing Forward
- Thrive

Other organizations we collaborate with are:

- Alcoholics Anonymous
- Alanon-Alateen
- Gamblers Anonymous

Illinois Council on Problem Gambling  
 Illinois Alliance on Problem Gambling  
 MADD (Mothers Against Drunk Driving)

The Way Back Inn also partners with the Illinois Chamber of Commerce and local business owners who believe in our mission. The Way Back Inn provides to local businesses current, up-to-date policies regarding substance abuse in the work force. The Way Back Inn seeks employment opportunities for our clients, and works closely with these same businesses when they hire our clients. These businesses also provide job training to our clients that is specific to the job, prior to their employment.

## V. Budget Narrative

### a. Budget Description

The Salary and Taxes section includes wages/taxes for two part-time child care workers @ \$15 / hour. The Supplies section includes the costs associated with purchasing snacks and activities (coloring books, etc.) for the children. One of the Other categories provides for training for the child care workers. The other "Other" section includes the costs for purchase and installation of outside play ground equipment, a fence, and the preparation of outside and an inside play area. Since all of the people served by this project will be Oak Park residents, 100% of the costs would be billed to the Village of Oak Park CDBG.

### b. Alternate Revenue Sources

This child care proposal represents a new program for Way Back Inn / Grateful House. Our current level of funding does not support this program. If we do not receive funding from Oak Park's CDBG program, we will look to increased fund-raising to support it. In addition, we have a volunteer grant writer who would attempt to procure funds from other sources.

## 3. Attachments

### Timeline

[oak park cdbg public services timeline form providing child care to increase family program participation.docx](#)

### Logic Model

[oak park cdbg public services logic model - providing child care to increase family program participation.docx](#)

### Articles of Incorporation and By-Laws

[articles of incorporation - way back inn.pdf](#)

### Non-Profit Determination (IRS Letter)

[way back inn 501 c 3 sub category.pdf](#)

### List of Board of Directors

[board list way back inn -11-30-16.xls](#)

### Organizational Chart

[wbi organizational chart 2016.doc](#)

### Resumes

[anita maria pindiur olivia barraza murphy resumes job description for child care provider.doc](#)

### Financial Statement and Audit

[oak park py 2017 cdbg project budget-other revenue summary - providing child care to increase family program participation.xlsx](#)

### Conflict of Interest Statement

[conflict of interest policy-way back inc.docx](#)

### Lobbying Statement

[lobbying policy-way back inn.docx](#)

**EEO Form**[oak\\_park\\_eeo\\_report\\_chart\\_-\\_way\\_back\\_inn-grateful\\_house.doc](#)**Statement of ADA Compliance**[ada\\_compliance\\_-\\_way\\_back\\_inn-grateful\\_house.docx](#)**Intake Documentation**[intake\\_documentation\\_-\\_way\\_back\\_inn-grateful\\_house.pdf](#)**Support Statements****Budget Worksheet**[oak\\_park\\_py\\_2017\\_cdbg\\_project\\_budget-other\\_revenue\\_summary\\_-\\_providing\\_child\\_care\\_to\\_increase\\_family\\_program\\_participation.xlsx](#)**4. Proposal Agency Information & Verifications****1. Name of Authorized Official of Applicant Organization**

Anita Pindiur

**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/9530>



PY 2017 CDBG Public Services

Organization	Way Back Inn
Project Name	Providing Child Care to Increase Family Program Participation

**Goal Statement:** Providing child care for Oak Park residents and their family members attend a therapeutic recovery meeting each week at Grateful House will allow many more members to attend. Since 90% of our residents and their families are lower-income individuals, this population would directly benefit from this project.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Staff of Way Back Inn / Grateful House  Newly hired child care worker	<p>-Hire a qualified child care worker to supervise the children.</p> <p>-Purchase a variety of activities/toys/educational material that will be available for the children.</p> <p>-Set up an area in our remodeled basement that would serve as one of the areas where the child care would take place.</p> <p>-Develop an outdoor activity area / garden for the children to play in during warmer weather. This would require the purchase of some gardening items.</p> <p>-Inform the residents and their family members of the availability of child care.</p>	<p>99 Total unduplicated persons served (without regard to income or residency)</p> <p>89 Extremely Low, Low and Mod-Income Persons served</p> <p>99 Oak Park persons served</p> <p>89 Extremely Low, Low and Mod-Income Oak Park Persons Served</p>	<p>-There will be an increase in the number of our residents and their family members participating in Grateful House services</p>	<p>More of our residents and their family members be able to participate in the recovery services provided at Grateful House, which will increase the number of families that will have healed relationships.</p>	<p>-During the first month of operation, the Executive Director, Business Manager, and responsible staff will meet weekly to review the attendance data and all other aspects related to the child care service to ensure that things are going according to plan, and to make any modifications as seem necessary.</p> <p>-Feedback from residents and family members will be solicited, and responded to.</p> <p>-Afterwards, this same team will meet quarterly to review the same information.</p>



**PY 2017 Timeline, CDBG Public Services**

Organization	Way Back Inn
Project Name	Providing Child Care to Increase Family Program Participation

Timeframe	Activity	Person Responsible
Month 1		
Week 1 & 2	Interview and hire qualified child care workers to supervise the children.	Executive Director, House Lead
Week 3	-Purchase a variety of activities/toys/educational material that will be available for the children. -Train the new child care providers. Provide orientation to Way Back Inn systems and procedures. Arrange for CPR training.	Business Manager, House Lead
Week 4	Set up an area in our remodeled basement that would serve as one of the areas where the child care would take place.	House Lead, Business Manager
Month 2		
Week 1	Develop an outdoor activity area / garden for the children to play in during warmer weather; purchase gardening items.	House Lead, Business Manager, Facilities Manager
Week 2	Inform the residents and their family members of the availability of child care	Executive Director, House Lead
Week 3 & 4	Begin providing child care during meetings	House Lead, Child Care Providers
Month 3	Provide child care during meetings	House Lead, Child Care Providers
Month 4	Provide child care during meetings	House Lead, Child Care Providers
Month 5	Provide child care during meetings	House Lead, Child Care Providers
Month 6	Provide child care during meetings	House Lead, Child Care Providers
Month 7	Provide child care during	House Lead, Child Care

	meetings	Providers
Month 8	Provide child care during meetings	House Lead, Child Care Providers
Month 9	Provide child care during meetings	House Lead, Child Care Providers
Month 10	Provide child care during meetings	House Lead, Child Care Providers
Month 11	Provide child care during meetings	House Lead, Child Care Providers
Month 12	Provide child care during meetings	House Lead, Child Care Providers

**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
<b>Project Expenses</b>	<b>Total Project Costs</b>	<b>CDBG Request Amount</b>	<b>CDBG % of Total Cost</b>		<b>Other Revenue - List Source</b>	<b>Other Revenue - List Source</b>	<b>Other Revenue - List Source</b>	<b>Total Other Revenues</b>	<b>Other Revenues % of Costs</b>
				<b>Funding Source:</b>					
<b><u>Personnel Costs</u></b>									
Salaries(see "A" below)	\$12,480	10,109	81%		\$2,371			\$2,371	19%
Benefits	\$0	0	0%					\$0	0%
Taxes	\$874	708	81%		\$166			\$166	19%
Other (Identify)	\$0	0	0%					\$0	0%
Other (Identify)	\$0	0	0%					\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$13,354</b>	<b>10,816</b>	<b>81%</b>		<b>\$2,537</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,537</b>	<b>19%</b>
<b><u>Operating Costs:</u></b>									
Rent/Lease	\$0	0	0%					\$0	0%
Utilities	\$0	0	0%					\$0	0%
Telephone	\$0	0	0%					\$0	0%
Postage	\$0	0	0%					\$0	0%
Supplies(crafts, snacks)	\$2,000	1,620	81%		\$380			\$380	19%
Mileage	\$0	0	0%					\$0	0%
Other (purchase outside play ground equipment, and preparation of outside/inside play area)	\$4,146	3,358	81%		\$788			\$788	19%
								\$0	0%
<b>Subtotal: Operations</b>	<b>\$6,146</b>	<b>4,978</b>	<b>81%</b>		<b>\$1,168</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,168</b>	<b>19%</b>
<b><u>Professional/Services</u></b>									
Consultant	\$0	0	0%					\$0	0%
Engineering	\$0	0	0%					\$0	0%
Other (Staff Training)	\$500	405	81%		\$95			\$95	19%
<b>Subtotal: Professional</b>	<b>\$500</b>	<b>405</b>	<b>81%</b>		<b>\$95</b>	<b>\$0</b>	<b>\$0</b>	<b>\$95</b>	<b>19%</b>
<b>TOTAL (all categories)</b>	<b>\$20,000</b>	<b>\$16,200</b>	<b>81%</b>		<b>\$3,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,800</b>	<b>19%</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
WBI New Program Development Reserve		3,800		immediately	none	
		0				
		0				
		0				
		0				
		0				
		0				
		0				
<b>TOTAL, where applicable</b>		3,800				



March 3, 2017

Anita Pindiur  
Executive Director  
Way Back Inn  
104 Oak Street  
Maywood, Illinois 60153 (Sent via email to expedite process)

Dear Ms. Pindiur:

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/or correct any deficiencies.

Your application, several items were incomplete, missing or needed major revisions:

- The Timeline only went through two months of time. As described in the Instructions and at the Workshop, detailed events throughout the year are required. The major issue of Training is not addressed. Please substantially revise and re-submit.
- The Conflict of Interest and Anti-Lobbying statements were not in the format requested, as described in the Instructions. Please see the narrative in one of the attached documents to assist you.
- There were only two resumes included. Is this covering the requirement listed in the Instructions? Moreover, there should be information here that deals with the proposed Training, and this is also something that is covered in the application instructions.
- The organizational chart is just a listing. Are you able to provide a chart?
- You did not provide By Laws.
- You did not provide the required Financial Statement and Audit, and current year organization budget.
- With the intake form, we hope to see improvements made now. With the form that you provided, there are no clear ties to meeting the CDBG National Objective of serving primarily low- to moderate-income (LMI) persons. I did not see a space for income of the potential client that could be compared to the 2016 Income Limits document that was provided to Way Back Inn; and the signature line does not include language for self-certification, which are both important. Because the clientele that the Way Back Inn serves is not presumed by HUD to be LMI, 51% of potential Village

of Oak Park CDBG project clients that you serve must prove that they are LMI in order to be CDBG-eligible. Please adjust the form and re-submit.

- With the Budget Worksheets, why is the training not listed under personnel costs or under professional services?
- In an addendum, submit more information for the CDBG Budget Narrative Description (Section V); with regard to personnel costs, include the specific Oak Park CDBG number of hours that each position will work.

Also for this section, explain in great detail the Training that is proposed.

Also for this section, please describe in great detail the purchase and installation of outside equipment. When the Village receives your details, we will need to confer with HUD whether such costs are eligible for a CDBG Public Service project. The regulations are not specific. This is a cost that may need to be removed, though you are not able to adjust your Oak Park CDBG budget at this time.

To ensure the eligibility of your PY 2017 CDBG application, please make these corrections/additions and submit no later than 5 p.m., March 8, 2017. Thank you for your cooperation. If you have any questions, call me at (708) 358-5416. This will be the only chance you have for making corrections and adding items; one submittal only.

Sincerely,

Mark Dwyer  
Grants Supervisor,  
Community Development Block Grant Program



March 10, 2017

Anita Pindiur  
Executive Director  
Way Back Inn  
104 Oak Street  
Maywood, Illinois 60153 (Sent via email to expedite process)

Dear Ms. Pindiur:

We received your reply to our request letter for the Way Back Inn to submit missing items and correct any deficiencies in your CDBG Public Services application for the PY 2017 funding cycle. Despite the letter being very detailed in what was required to move on, and despite WBI being ample time to fulfill the requirements, WBI still did not submit all requested documents. A simple checklist and double check would have prevented such omissions. (Oddly, some items not requested were submitted.) In a formal and competitive grant process where details required by the funder must be carefully followed, normally this would result in your application being rejected, but we will give you one more opportunity to make your proposal complete. If anything is missing or incorrect after this attempt, your application will not be accepted. Please read this letter in its entirety and carefully.

Your application was missing items and a few items were incorrect:

- You did not include the financial statements and audit, as requested twice.
- The Conflict of Interest you submitted was not in the format required in the instructions and in the first letter to you dated March 3.
- The Anti-Lobbying statement was not signed, as required.
- With the intake form that you provided, there are still no clear ties to meeting the CDBG National Objective of serving primarily low- to moderate-income (LMI) persons. There is no space for income of the potential client that could be compared to the 2016 Income Limits document that was provided to Way Back Inn, and your explanation of intake does not mention the Income Limits check component. If the signature line does not include language for self-certification, you must make it clear to us which income documents are being directly checked for all potential clients. Because the clientele that the Way Back Inn serves is not presumed by HUD to be LMI, 51% of potential Village of Oak Park CDBG project clients that you serve must prove that they are LMI in order to be CDBG-eligible. Once again, I am asking that you please adjust the form and re-submit. Otherwise, without asking for and directly

listing the income of the potential client on the form, your proposed activity is not CDBG-eligible.

- With the Budget Worksheets, you were asked why training was not listed under personnel costs or under professional services and you took the liberty of totally changing your budget from the first submitted document, which is not allowed. If you submit an updated budget, it can only include the change that we requested and nothing else. In the March 3 letter, we clearly stated that “you are not able to adjust your Oak Park CDBG budget at this time.”
- With the budget, all formulas within the cells should be active; as it is, you have no Other Revenue totals and percentages. These have to be filled in.
- In the budget, you list the other revenue as “capital costs” while a public service project is not a capital expense. This is not a valid other revenue source.
- In the addendum, we asked WBI to submit more information for the CDBG Budget Narrative Description, but you did not explain in great detail the Training that is proposed, as requested. Also in this section, you did not describe in great detail the purchase and installation of outside equipment.
- In the addendum for the CDBG Budget Narrative Description, the costs you list do not correctly add up to the CDBG request. Something is off there.

To ensure the eligibility of your PY 2017 CDBG application, please make these corrections/additions and submit no later than 5 p.m., March 14, 2017. If you have any questions, call me at (708) 358-5416. This will be the last chance you have for making corrections and adding items to have your proposal accepted.

Sincerely,

Mark Dwyer  
Grants Supervisor,  
Community Development Block Grant Program

## **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.

### **Oak Park CDBG Public Services Proposal**

#### **Revised - Budget Narrative for Way Back Inn / Grateful House**

**Total project budget: \$20,000**

**Total CDBG dollars requested: \$7,613**

The CDBG expenses will be:

#### **1. We will hire two part-time Child Care Providers**

- 2 people x \$15/hour x 4.561 hours per week x 52 weeks = **\$7,115**
- Payroll taxes for both workers will be **\$498**

**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
<b>Project Expenses</b>	<b>Total Project Costs</b>	<b>CDBG Request Amount</b>	<b>CDBG % of Total Cost</b>		<b>Other Revenue - List Source</b>	<b>Other Revenue - List Source</b>	<b>Other Revenue - List Source</b>	<b>Total Other Revenues</b>	<b>Other Revenues % of Costs</b>
				<b>Funding Source:</b>					
<b><u>Personnel Costs</u></b>									
Salaries(see "A" below)	\$12,480	7,115	57%		\$5,365			\$5,365	43%
Benefits	\$0	0	0%					\$0	0%
Taxes	\$874	\$498	57%		\$376			\$376	43%
Other (Identify)	\$0	0	0%					\$0	0%
Other (Identify)	\$0	0	0%					\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$13,354</b>	<b>7,613</b>	<b>57%</b>		<b>\$5,741</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,741</b>	<b>43%</b>
<b><u>Operating Costs:</u></b>									
Rent/Lease	\$0	0	0%					\$0	0%
Utilities	\$0	0	0%					\$0	0%
Telephone	\$0	0	0%					\$0	0%
Postage	\$0	0	0%					\$0	0%
Supplies(crafts, snacks)	\$2,000	0	0%		\$2,000			\$2,000	100%
Mileage	\$0	0	0%					\$0	0%
Other (purchase outside play ground equipment, and preparation of outside/inside play area)	\$4,146	0	0%		\$4,146			\$4,146	100%
								\$0	0%
<b>Subtotal: Operations</b>	<b>\$6,146</b>	<b>0</b>	<b>0%</b>		<b>\$6,146</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,146</b>	<b>100%</b>
<b><u>Professional/Services</u></b>									
Consultant	\$0	0	0%					\$0	0%
Engineering	\$0	0	0%					\$0	0%
Other (Staff Training)	\$500	0	0%		\$500			\$500	100%
<b>Subtotal: Professional Services</b>	<b>\$500</b>	<b>0</b>	<b>0%</b>		<b>\$500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>100%</b>
<b>TOTAL (all categories)</b>	<b>\$20,000</b>	<b>\$7,613</b>	<b>38%</b>		<b>\$12,387</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,387</b>	<b>62%</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?
WBI New Program Development Reserve		12,387		immediately	none	
		0				
		0				
		0				
		0				
		0				
		0				
		0				
<b>TOTAL, where applicable</b>		<b>12,387</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

Subrecipient:	
Project Name:	
Prepared by:	
Email:	

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

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

Signature of Authorized Official	Typed or Printed Name	Date