

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 WEST COOK YOUNG MEN'S CHRISTIAN ASSOCIATION'S INCORPORATED, 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, benefit, payroll tax and training costs for the Case Manager position. A total of 45 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 Twenty Thousand and Three Hundred Dollars (\$20,300) (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 st Quarter: October-December, 2017	Progress report due by January 15, 2018
2 nd Quarter: January-March, 2018	Progress report due by April 15, 2018

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

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

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

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

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

8. MONITORING AND PERFORMANCE DEFICIENCIES.

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

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

1. When an issue involving a performance deficiency arises, including performance reporting requirements, the Village will first attempt to resolve the issue by

informal discussions with the Subrecipient. The Village will attempt to provide Technical Assistance, to the maximum extent practicable, to help the Subrecipient successfully resolve the performance issue.

2. If discussion does not result in correction of the deficiency, the Village will schedule a monitoring visit to review the performance area that must be improved. The Village will provide the Subrecipient with a written report that outlines the results of the monitoring. Generally this report will include a course of corrective action and a time frame in which to implement corrective actions.
3. If, despite the above efforts, the Subrecipient fails to undertake the course of corrective action by the stated deadline, the Village will notify the Subrecipient in writing that its Project is being suspended. CDBG funds may not be expended for any Project that has been suspended.
4. The Village's written suspension notice will include a specified, written course of corrective action and a timeline for achieving the changes. Generally, corrective action plans will require a 15 to 60 day period of resolution (depending upon the performance issue).
5. The Village may lift a suspension when the performance issue has been resolved to the satisfaction of the Village. The Village will release a suspension by written release signed by the Village Manager or her designee.

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

9. TERMINATION.

This Agreement may be terminated as follows:

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

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

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

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

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

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

10. REVERSION OF ASSETS.

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

B. Any real property under Subrecipient's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to Subrecipient in the form of a loan) in excess of \$25,000 must be either:

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

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

D. For a period of 5 years after the Project Year, Subrecipient will provide the Village with an annual report inventorying all real property acquired or improved with CDBG

funds and certifying its use in accordance with the CDBG National Objectives.

11. REMEDIES.

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

1. The Subrecipient may be required to repay the Grant Funds to the Village;

2. To the fullest extent permitted by law, the Subrecipient will indemnify and hold the Village harmless from any requirement to repay the Grant Funds to HUD previously received by the Subrecipient for the Project or penalties and expenses, including attorneys' fees and other costs of defense, resulting from any action or omission by the Subrecipient; and

3. The Village may bring suit in any court of competent jurisdiction for repayment of Grant Funds, damages and its attorney's fees and costs, or to seek any other lawful remedy to enforce the terms of this Agreement, as a result of any action or omission by the Subrecipient.

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

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

14. AMENDMENTS AND MODIFICATIONS.

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

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

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

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

16. ENTIRE AGREEMENT.

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

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

17. GOVERNING LAW, VENUE AND SEVERABILITY.

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

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

18. NOTICES.

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

For the Village:

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

For Subrecipient:

President-Chief Operating Officer
West Cook Young Men's Christian Association's
Incorporated
255 S. Marion Street
Oak Park, IL 60302

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

**WEST COOK YOUNG MEN'S CHRISTIAN
ASSOCIATION'S INCORPORATED**

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 #26

Submission information

Form: Village of Oak Park CDBG Public Services Proposal

Submitted by ymca

Wed, 2017-03-01 17:33

23.116.11.108

1. Applicant Information

A. Organization Information

1. Organization Name

West Cook YMCA

2. Organization Mailing Address

255 S. Marion Street, Oak Park, Illinois 60302

3. Organization Phone

708-383-5200

4. Executive Director

Phillip Jimenez

5. Email Address

phillip@westcookymca.org

6. FEIN #

36-2179780

7. DUNS #

964580950

B. Project Information

1. Proposed Project Name

Resident Program

2. Proposed Project Address

255 S Marion Street, Oak Park, Illinois 60302

3. Project Manager/Primary Contact

Phillip Jimenez

4. Secondary Contact

Jessica Bullock

5. Proposed Project Phone Number

708-434-0200

6. Email Address

phillip@westcookymca.org

C. Type of Organization

Private non-profit

Other

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

\$ 369,461

1. Total CDBG dollars requested

\$ 39,000

3. Total Low/Moderate Income Persons Served Annually

72

4. Brief project description and purpose

The Resident Program seeks to provide a continuum of housing: transitional, and permanent supportive housing in conjunction with a wide array of supportive services including case management, information/referrals, life skills, community events and access to the Y facilities.

5. Population Served

51% or more Low/Moderate Persons

Other

E. Priority Addressed

Mental Health Programs

Other

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

As outlined in the PY 2015-2019 Consolidated Plan for Housing & Community Development, there is a significant need for public services in Oak Park to address the needs of persons experiencing homelessness. The West Cook YMCA is committed, as part of its mission, to serve this need. Since the 1950's, the Y has provided a vital service to our residents that are transitioning between housing and/or looking for an affordable and safe place to live. This type of public service is critical in Oak Park, as the Consolidated Plan indicates there has been a significant decrease over the last ten years of total affordable housing; the percentage of affordable housing has decreased by 16% in the rental and 11% in the owner-occupied market during the past decade .

The West Cook YMCA's Resident Program closely aligns with the priorities outlined in the Village of Oak Park Consolidated Plan's for program years 2015-2019. The Resident Program specifically addresses:

- Housing (High Priority)
- Public Services (High Priority)

The West Cook YMCA's Resident Program addresses the issues of housing and public services to individuals in need, particularly individuals with mental illness.

- Homelessness and the Need for Affordable Housing such as Single-Room Occupancy (SRO) sites. Homelessness, as cited in the Consolidated Plan, while on the decline in suburban Cook County, still continues to be a serious issue. In fact, a recent report by the Alliance to End Homelessness indicated that on any given night, approximately 1,200 people were either in transitional housing, in a shelter, or living on the street. The majority, or over 70 percent, of individuals that experience homelessness in suburban Cook County in a year are single. Nearly 13 percent of the known homeless population in suburban Cook County is considered chronically homeless, meaning he or she has been homeless for an extended period of time or has cycled in and out of homelessness repeatedly. Over 11 percent are veterans, and over 10 percent are leaving domestic violence situations. A substantial share also has a disability, such as substance use (17 percent) or a mental illness (21 percent). (Statistics from: Alliance to End Homelessness in Suburban Cook County's Strategic Plan 2014-2017)

The West Cook YMCA's Single-Room Occupancy (SRO) or Resident Housing Program is a strategically important part of the fight to keep affordable housing in Oak Park community. It provides housing opportunities for individuals that are at low-income levels. According to the Chicago Metropolitan Tenants Organization, nationally, most people who live in SRO housing have incomes of under \$10,000 per year and 50% pay more than half of their income as rent. About two out of five are employed and most of the others are disabled or retired. About 20% of SRO residents receive the public-assistance shelter allowance of \$215 per month. Typical rents range from \$90 to \$125 per week. Locally, residents at the West Cook YMCA have an average income of about \$14,500 a year. They pay \$125 a week for rent which is an average of over 35% of their income.

- Single-Room Occupancy (SROs) were once envisioned as transitory residences where people needing a leg up for a short time could pay a low weekly rate for rent before moving on to something better. But in reality, the West Cook YMCA has been anything but temporary. It has become housing of last resort. The West Cook Y residents have an average stay of 3-4 years. Some residents have remained for much longer. Residents are not able to move up to alternative housing because of the many challenges/obstacles that exist in their lives and the lack of available alternative housing. They are in dire need of support services to address the many challenges that exist in their lives including addictions and mental health challenges.

While Single-Room Occupancy (SRO) sites provide a critical resource for low-income individuals, a tidal wave of real-estate development and increased housing costs have threatened to engulf much of the SRO housing in Chicago and surrounding suburbs. In Chicago alone, during the past three years, more than 2,200 rooms in residential hotels have been converted by developers into higher-priced apartments. The city estimates that another 6,000 units are at risk. In fact, the West Cook YMCA has the only resident program in the western suburbs. As a result, the West Cook YMCA's residency program provides a critical resource to individuals that are either currently homeless or facing the possibility of losing their homes. Unique Needs of Individuals with Addictions and Mental Illness. Single-room-occupancy (SRO) housing historically has served many at-risk low income individuals, often including persons suffering with addictive disorders and/or mental health issues. Approximately 20 - 25% of the single adult homeless population suffers from some form of severe and persistent mental illness (National Resource and Training Center on Homelessness and Mental Illness, 2003). In addition, approximately 26% of the homeless population is dealing with issues of substance abuse according to the 2006 United States Conference of Mayors "Hunger and Homelessness Survey" report.

The interrelationship between homelessness and mental health/substance abuse are extremely complicated issues. For individuals with incomes below a living wage and just one-step away

from homelessness, the onset or exacerbation of a disorder may provide just the catalyst to plunge them into residential instability. And often a health condition may be prolonged by the individual's life circumstance. Complicating matters further are the numerous barriers to treatment and recovery fragmentation of services, lack of transportation, lack of documentation and lack of supportive services. In the last two decades, the competition for increasingly scarce low income housing grew so intense that those with addictive and mental disorders were more likely to lose out and find themselves on the streets.

- Importance of Supportive Services in Conjunction with Housing to Provide Critical Resources. The Consolidated Plan highlights the importance of providing supportive services in conjunction with housing. Some examples of these types of supports that the plan highlights includes case management, basic life skill training, job training and placement, and drug and alcohol counseling. The West Cook YMCA has also seen the need for these types of supports to augment housing for our residents, particularly for individuals with a mental illness or substance abuse issue. Our residents have the opportunity to access, through our case management staff, critical supportive services in the community. Supportive housing is widely believed to work well for those who face the most complex challenges—individuals confronted with homelessness and who also have very low incomes and/or serious, persistent issues that may include addiction or alcoholism, mental health, diverse disabilities or other serious challenges. Supportive housing means much more than a building with services. The design of the facility, staffing patterns, program values and ways of interacting with residents all combine to create a program that helps people succeed over the long term. The Y believes that the provision of housing, as well as both internal and external supportive services encompasses the nine dimensions of well-being for our residents, including: inspiration, health, achievement, belonging, relationships, meaning, safety, character and giving.

II. Approach

a. Purpose

The West Cook YMCA Resident Program is dedicated to building a vibrant community for at-risk, low-income, residentially unstable men in the Oak Park community. The West Cook YMCA's vision of a thriving community of hope and opportunity extends to all aspects including their Resident Program. The Y's Resident Program seeks to provide a continuum of housing in conjunction with a wide array of supportive services including case management, information and referrals, life skills, community events, and access to the Y facilities.

The Y does not seek to replace or duplicate services that are currently available and being provided in the community. Rather, it seeks to offer a support program that helps residents set individualized goals aimed at removing barriers and actively participating in community programs and services that address their particular life circumstances which often include confronting addictive and mental health disorders. The Y has a unique insight into the needs of our community and works diligently to anticipate and address those needs with an array of innovative, culturally appropriate and effective services. The Y seeks to be more than a landlord, but rather a community builder and in doing so providing a hand up and not a hand out.

b. Target Populations

The West Cook YMCA Resident Program is a 114 single-room occupancy program that offers safe, affordable housing and services to qualified single men, ages 18-80. There are 114 single rooms for rent with additional rooms being used for offices, models, program space and emergency rooms in case a relocation needs to take place (e.g. water damage). The program only excludes individuals that are deemed inappropriate for communal living through the application process that includes an interview and external background check. Reasons applicants are deemed inappropriate include violent history, no income sources at

all, chronic eviction history and or having a felony involving children. If the individual presents as highly agitated or anxious at the time of interview, Y staff may look further into whether or not the person is able to live safely in a large communal setting with other males.

The below demographic information provides an overview of the West Cook YMCA resident population. The Y is currently working to update information on the beneficiary status of residents. It is presumed and known that a number of residents are receiving SSI and SSDI. This information will be updated over the next several months.

- Total Number of Residents Served Throughout Program History = approximately 400 -450 residents

- Total Number of Current Residents Living at the Y = 92

- Total Number of Residents WCY has the capacity to serve = 114

- Gender = 100% Male

- Age Breakdown

- 20 -39 years old = 4

- 40-59 years old = 34

- 60-74 years old = 22

- 75+ = 2

Race/Ethnicity Breakdown

- 44 African American

- 19 Caucasian

- 0 Hispanic

Income Percentages According to most recent HUD/AHP Report

All residents are considered households of 1 or Very Low Income < \$16,000 = 42%

- Low Income <\$26,660 = 33%

- Moderate Income <\$42,600 = 22%

The West Cook YMCA strives to strategically address demographic changes in its service area and develop programs/services that meet the needs of a diverse membership and in particular those who are underserved. The West Cook YMCA is committed to being a culturally diverse organization. The Y's very diverse staff and members from a wide variety of income brackets are only one testimonial to the level of this commitment. The West Cook YMCA is recognized within the Y movement as a Diversity, Inclusion and Global Excellence YMCA. There are only 44 out of 2,700 local Ys in USA with such distinction. The Y believes that this distinction is indicative of its ability to provide services in a culturally competent manner and tailor services to meet the needs of the population it serves.

The Y focuses on six areas of opportunity to strengthen its ability to operate in and serve our increasingly diverse and changing communities:

- Membership Development: Increases inclusion and membership growth

- Program Innovation: Promotes cultural innovation and enrichment of programs

- Leadership Development: Develops culturally competent staff and volunteers, practices inclusion and improves capacity to attract globally-minded leaders

- Collaboration: Creates new networks, links to resources and promotes partnership opportunities both locally and globally

- Financial Development: Demonstrates global commitment and competency, while leveraging new resources through globally minded supporters

- Visibility and Brand: Increases recognition and understanding

Through the Y-USA there are many training opportunities available to the West Cook YMCA staff. For instance, in 2016, there are Diversity Inclusion and Global Engagement webinars and multiple in person trainings offered.

Examples of training topics include Dimensions of Diversity and Cultural Lenses. Several Y

staff members from the leadership team have participated in these trainings. The course is available to any of West Cook YMCA staff. The Y will be encouraging if not requiring more staff to complete the training over the next year. Additionally, the Y is being very intentional in trying to hire people with backgrounds that are culturally competent.

c. Strategies

The Y has been bold in its reaffirmation and commitment to keeping and improving its Single Room Occupancy (SRO) program. It has taken the next step in implementing a thoughtful program model that is resident focused, includes individualized case management services. In addition, the West Cook YMCA has developed strong strategic partnerships within the community. The West Cook YMCA leadership and Board of Directors is deeply committed to the residency program and is continually evaluating different opportunities to build the program.

The vision for the West Cook YMCA's Resident Program is that the residents' needs are at the center of all activities. The program invests time and resources into building a better living environment as well as supporting the overall improved welfare of residents. The Y utilizes a supportive housing model which is a combination of housing and support services intended as a cost-effective way to help people live more stable and productive lives. Supportive housing is widely believed to work well for those who face the most complex challenges—individuals confronted with homelessness and who also have very low incomes and/or serious, persistent issues that may include addiction or alcoholism, mental health, diverse disabilities or other serious challenges.

Participation in case management and support services is completely voluntary and residents' housing is not dependent on their participation. However, the Y has created an atmosphere of cooperation and self-motivation among the residents and continually communicates the benefits of the program. The following program description outlines in detail the West Cook YMCA Resident Program and the various services and activities available to residents who choose to engage in support services:

Recruitment: The need and demand for housing at the Y is great. The Y receives on average 4-6 resident applications and housing inquires a day. The Case Manager has marketing materials and is continually marketing the program to potential referring organizations. Current recruitment sources include: community shelters, Veterans Administration, homeless drop-in centers, word of mouth referrals and partnering community organizations.

In-take and Assessment: The intake process at the Y begins with the initial application. In most cases the applicant is placed on the waiting list according to the date the application is received by the Y. Once a room becomes available applicants are contacted for an interview in the order the applications are received. They have 48 hours to respond to the invitation to interview. If the applicant contacted accepts the interview they are also provided the rates, rules and regulations at the time of the interview. If the applicant is still interested in the housing opportunity, a background check is done at this time. If applicant successfully completes the background check a tour of the facility is given and a move in date established.

The Y intake process also includes a support service assessment. The support services intake/assessment is scheduled within the first week of an applicant moving in and becoming a resident. The Case Manager invites the new resident to participate in the support services assessment at the time residency became official. A resident has the right to deny support services but the assessment is highly recommended. For many residents, the intake and assessment appointment is their first substantial face-to-face interaction with Y staff. This time is viewed as an opportunity to engage and motivate the resident in his or her own journey in seeking help.

The Y views the support services intake and assessment as a respectful, systematic process of gathering personal information of residents, in order to facilitate case management services as well as an opportunity to provide residents with the needed information to make informed decisions about the program and/ or services they need. Information gathered is also used to develop an Individual Support Plan (ISP) for the resident. The assessment process helps to identify and assess a resident's current situation, issues and needs as well as to determine the most appropriate and effective means of helping the individual.

Additionally, through working with the Oak Park Community Mental Health Board and its broader network, the Y links residents to outside partners and resources for residents needing a formal assessment of either a deeper mental health issue or substance abuse. The formal assessment will be completed in a timely manner after the intake and internal assessment (process described above) is completed at the Y.

Housing Services: The West Cook YMCA offers secure housing for men transitioning between housing, not wanting or currently able to have the commitment of an apartment or home, living temporarily in the community for school or employment, or simply desiring an affordable, safe place to live. Rooms at the Y are available for as little as a week or for as long as desired/needed. Rent is paid in advance on a weekly basis. Rooms are \$130/week for the first 30 days and \$125/week the weeks thereafter. For a room with a sink, rent is \$141/week for the first 30 days and \$136/week for the weeks thereafter. There are no long-term leases, contracts or security deposits. Any man aged 18 or older with income or other assets is welcome to apply for our residency program. Each room (remodeled in 2014) contains a twin-sized bed, dresser, desk and chair, closet, Direct TV basic service, and a private telephone. As part of an effort to allow residents to live healthier lifestyles, the Y purchased 95 personal refrigerators for resident rooms. In 2015, weekly linen service (bedding and towels) began. Security is provided 24 hours a day, and each room is uniquely keyed to prevent unauthorized entry. 24-hour maintenance is available, as well as general housekeeping every weekday. Each floor has two bathrooms that include showers. A common area open to all residents includes a microwave oven, TV with extended cable channels and vending machines. Each resident receives a membership to the Y at no additional cost. The Y offers a full range of workout facilities, a computer lab and access to employment assistance.

Support Services: The West Cook YMCA Resident Program provides the case management, referrals, advocacy, life skills workshops and successful housing transition as part of its support services offered to all residents. Please see below for a detailed description of each program component.

Case Management: Case management is at the center of the support services offered at the Y. Case management facilitates the achievement of resident wellness and increased independence through advocacy, assessment, planning, communication, education, resource management and service connections. Based on the needs and values of the residents and in collaboration with community service providers, the Case Manager links residents with appropriate providers and resources throughout the continuum of health and human services.

Each resident is offered the opportunity to develop an Individual Support Plan (ISP) with the Case Manager. The ISP process walks each resident through person centered goal setting. The resident's ISP specifies the goals and interventions and delineates the activities and services in response to their unique needs. ISP goals reflect what the client is working to achieve for themselves in specific areas of her/his life. The goal requires the completion of a series of incremental steps (objectives) in order to reach the goal. The steps/activities are to be completed within the quarter they are written. The ISP are reviewed and updated

quarterly.

Referrals: Referrals to other community programs and services are a big part of the support services offered by the

Y. The Y believes making a referral can be done by two distinct methods or processes – both of which the Y administers. The first method involves less activity on the part of Y staff. It is where the information and referral service helps residents find out where they can turn and what they can do to help themselves. It is primarily the distribution of information. The second is a more active process, which ensures that the resident has been accepted for assessment by another agency/ program and is willing to be a participant of that service. Under this method, referring a resident to another service involves more than just giving a phone number to the client. Making a referral involves the following tasks:

- Giving the resident information about the referred service and the service provided
- Having the resident's consent to be referred to the service and for information to be passed on to the other service if necessary
- Checking with the other service that they are able to provide the service/s for which the resident is being referred
- Making sure that the resident is given an appointment with the service
- Where relevant, following up to make sure that the agency has been able to assist

The West Cook YMCA Resident Program staff is continually working to grow the base of community organizations that it is able to refer residents by continually conducting outreach into the community. Examples of the organizations that the Y has established relationships with include: Prevail, Westlake Hospital, Oak Park River Forest Food Pantry, Thresholds, Thrive, Hines VA, Oak Park Mental Health Board and Oak Park Township.

Life Skills: As mentioned, the Y is not interested in duplicating services of its community partners already successfully providing essential services and programming. However, there are a few life skills that the Y recognizes as helpful for residents. These life skills are identified as ones that will help the residents take full advantage external community programs, increase their well-being and ultimately be more successful. The Y plans to provide individual counseling, goal setting and group workshops centered on these life skills which include but are not limited to:

- Personal Hygiene, House Keeping and Nutrition/Diet
- Executive Functioning
- Basic Financing – example: budgeting
- Daily Living – Example: transportation options, Y wellness center/pool

Successful Transition: The West Cook YMCA Resident Program seeks to successfully transition a number of residents to alternative permanent housing. It is the hope that some residents will progress and choose to move out to more long term and independent housing. Ideally, these residents will have used the Individuals Service Plan process to accomplish their goals and put in place the necessary things to be more financially, emotionally and socially life ready to independently live on their own – renting their own apartment. The Y acknowledges that this process will be different for each resident and will take varying lengths of time. The Y staff will support and coach residents in the area of securing their own housing through the case management services offered. Topics that will be considered include but are not limited to - how to find your own housing, talking a potential landlord, knowing when you are ready. The concept of actively and consciously trying to reach this outcome for residents is new for the program and therefore very difficult to currently quantify.

Advocacy: The West Cook YMCA Resident Program staff are called on to advocate for the needs of the residents. It is one of the many responsibilities for the case management staff. The Y staff champions the rights and needs of residents by mobilizing resources, public

opinion and interacting with other community agencies on behalf of the residents. Whether concerned about an individual resident's needs or community policy reform, the Y staff works frequently to be a voice for change and social justice. The West Cook YMCA is involved in the Illinois Housing Coalition and works with the YMCA State Advocacy Division on issues facing the state of Illinois in a variety of arenas including housing.

The Y believes in utilizing the positive approaches in providing supports to its residents. Below are two approaches that the Y has incorporated into the delivery of services.

Solution-Focused Therapy (SFT), as the name suggests, is future-focused, goal-directed, and focuses on solutions, rather than on the problems that brought clients to seek help. Described as a practical, goal-driven model, a hallmark of SFT is its emphasis on clear, concise, realistic goal negotiations. The approach assumes that all participants have some knowledge of what would make their life better, even though they may need some (at times, considerable) help describing the details of their better life.

Strengths Based Perspective is an approach to the process of practice rather than a theory. The primary goal of this practice concept is minimizing the weaknesses and maximizing the strengths of the participant. Empowerment is a central theme to this approach. Empowerment comes from three things: valuing oneself, having achievable goals and creating a plan to reach these goals that has the potential to be successful.

d. Timeline

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

III. Outcomes & Evaluation

a. Goal Statement

The West Cook YMCA Resident Program is dedicated to providing affordable housing and support services in order to build a vibrant community for at-risk, low-income, residentially unstable men in the Oak Park.

b. Narrative

1. Ensuring Outputs/Outcomes

Resident Program Outputs:

- Housing Intake: Secure/Maintain YMCA Housing for Residents
- Service Intake: Conduct Initial Assessment of Residents Needs
- Provide Residents Case Management
- Provide Residents with Referrals and Linkages to Community Resources
- Address Individually Resident's Life Skills necessary to achieve goals
- Conduct Program Evaluation
- Transition Residents to Alternative Housing: Case Closure

Resident Program Short Term Outcomes:

- Have an average of 65% occupancy grant for grant period ending 9/30/2018
- Engage 31 residents in case management services by 9/30/2018
- Have 23 Written Individual Service Plan (ISP) for residents by 9/30/2018
- 65 referrals made on behalf of residents by 9/30/2018
- Provide 2 internal Life Skill workshops by 9/30/2018
- At least 21 (unduplicated) residents will participated in Life Skill workshops by 9/30/2018

- Complete Outcome Measurement Report by 9/30/2018
 - Develop Alternative Housing Plan for 4 residents by 9/30/2018
- The West Cook YMCA has the following formal process in place for collecting, auditing and reporting financial and programmatic outcomes for Y programs.

Financial Review:

- Program Director and Financial Department staff collect program financial information
- Board of Director Residence Committee and CEO reviews, approves and reports information
- An Independent Auditor conduct an annual audit on all financial information including any grant funded programs and provide independent report

Programmatic Review :

- Program Director collects programmatic outcome information
- Chief Executive Officer (in the case of the Resident Program) reviews, approves and reports information
- Board of Director's Residency Committee reviews reported information

2. Documenting Income

The West Cook YMCA Resident Program accepts applications for individual males who are 18 years or older. The program utilizes an interview process to better determine if an individual is able to adequately live on their own and is suitable for communal living. The Y recognizes that communal living in which a person shares a bathroom and other common living spaces. The process of determining appropriateness is not an exact science but is one that gathers a lot of information through the interview and background check processes to make a determination. If the information gathered indicates the individual has a chronic pattern of violence and or evictions, that person will almost always not be enrolled in the Resident Program. Additionally, if a person has a conviction involving children they are never enrolled.

The West Cook YMCA will verify income utilizing pay stubs, and benefit verification documents with affidavits stating income sources. The process includes obtaining proof of income at the time residents move in and go through the intake process. It also includes updating and verifying that information on regular basis. A copy of this proof is placed in each resident's file.

Currently, each resident has a paper file that is kept in a secure place on the resident floor. All standard efforts are made to respect the confidentiality of each resident and no information is shared outside of Y staff without the permission of the residents for the specific occurrence. Residents sign a general release of information listing organizations that permission has been given to in order to successfully provide case management services for that particular resident. The West Cook YMCA conducts quality assurance reviews of three residents' progress at least semi-annually to ensure that residents are receiving services that meet their needs. The chosen files will be reviewed for completeness and quality. The Participant's opinions about his services will have been garnered in a prior review session and provided in writing for purposes of the review. A member of the Program Innovation Committee oversees the review and helps evaluate the resident's progress.

3. Evaluation Process

The program evaluation process for the West Cook YMCA takes place through the Grant Team Committee. The committee is made up of Phillip Jimenez, President and CEO, Jessica Bullock, Grant Writer, Tara Lenardi, Director Finance Development Director, Elizabeth Lopez, Youth Development Director, Kevin Klein, Chief Operations Officer, and

Laura Olszewski, Healthy Living Director. Each program at the Y is assigned to a Grant Team Committee member to oversee. Part of the responsibility of that member is to work with program staff to make sure we are tracking designated outcomes for each program and are able to report out on the progress of those outcomes at any time.

Additionally, to obtain participant and staff feedback, the West Cook YMCA, through a partnership with the Y USA and Seer Analytics are able to deliver standardized measures of success. This partnership allows the West Cook YMCA to strengthen our community through state-of-the-art measurements that continuously improve performance and capture and communicate impact. (www.seerformcas.com)

BaseMetrics is a series of interrelated surveys referred to as BaseMetrics. Each survey can be individually designed to gauge the impact in addition to attitudes and perceptions around the Y experience. Measuring the impact of the Y experience matters; it is how the Y proves they are making a difference and how we learn to improve every day.

Together, the five areas listed below touch the majority of the people served by the Y. BaseMetrics includes the following survey categories:

- Member Experience (which could be designed to include residents)
- New Member Connect
- Program Experience
- Staff Experience
- Diversity Profile

The West Cook YMCA conducts surveys of members at least twice annually. To date it has not used the survey tool explicitly for the Resident Program. In the past, the gaining feedback from residents has been a much more informal process. The Y plans to begin utilizing this tool as well as measuring the impact services have had on the nine dimension of well-being once case management has been implemented for at least 6 months. The Y has used the information from other program surveys to make decisions on how to prioritize improvements to the Y facility as well as the way it delivers services. These examples highlight the Y's ability to receive feedback and implement changes across the organization's program teams:

- Communication Tools: The Y sends a daily email to the membership desk staff. This helps keep them informed about what is going on in the YCMA, as well as mission moments or interesting facts about the Y that they can then help inform and share with members. For instance, the email could give the desk staff an advance notice when classes are moving from one part of the building to another. The email could also include information about remembering how important the work the Y does during cold days as it provides affordable shelter for the Y residents, or it could include information about the Y in general, such as we invented basketball. This helps the desk staff stay informed of not just what is going on at WCY, but also, provides a bit of education on the Y mission as well as what the national Y movement as a whole has done or is currently up to. A dietitian has been added to the Healthy Living staff at the Y for additional membership consultative services also to roll out later in 2016.

Since, implementing these changes since 2013, survey results especially in the area of customer service have improved. November 2015 survey results indicate:

- Staff competence Excellent and Good went up 6% points to 92%
- Staff know your name Excellent and Good went up 12% points to 56%
- Staff take the initiative to talk to members Excellent and Good went up 14% points to 83%
- Staff are good listeners, Excellent and Good stayed went up 3% points to 83%
- Staff check on progress and discuss it with you Excellent and good remained at 52%

There are also initiatives that we have started that will impact our 2017 results:

- Part of what our Program Innovation Team will work on is developing a process to evaluate our schedule in the building to improve our scores on convenience of schedule.
- We invested new cardio equipment in Fall of 2015, which will improve our score on Maintenance of Equipment
- We are providing towel service to our members, which will improve the score on Value for Money

Youth Development Team: Elizabeth Lopez, Youth Development Director

- The team conducted surveys to parents for its Preschool, Y-Kids (before and after school program) and Summer Day Camp participants to see what their input was on the program based on past experience and experience thus far in the school year.
- Day Camp: In addition to parent/participant surveys, the Y also has a SEER Analytics study done each summer for Day Camp. This allows the Y to get great feedback on the program, and incorporate improvements.
- Y-kids: Similar to camp, the Y does parent/participant surveys and then also SEER Analytics studies each year. Two key things measured in the SEER study is the sense of belonging and achievement. 80% of parents identified that the Y program specifically gave their child a sense of belonging. 74% of parents identified that our program specifically increased their child's level of achievement.
- Preschool: Parent surveys are done. The Y utilizes the ASQ/ASQ: SE (Ages and Stages Questionnaire and Ages and Stages Questionnaire for Social Emotional Development) for all Y preschool students twice a year to track their development in the 3 key areas: Physical, Cognitive, and Social/Emotional Development.

Examples of Youth Development Program changes because of the feedback received:

- Y-Kids has adapted program enhancements such as new snack choices and time that homework help is offered to its students based on parent feedback. They will also be gathering information from families in a second survey with the same questions towards the end of the school year. Their goal is to see a 25% improvement in the responses from parents from October until May.
- Preschool: Staff have held several parent meetings about the food offered in the program (e.g. lunch vs. snack, hot vs cold) and based on the parents' recommendation staff has moved forward with new offerings. The staff will also be repeating surveys with these families again this spring.
- Day Camp: Staff had a lot of informal feedback from past participants and its enrollment numbers from the last two years showed a steady decline. The program made changes by participating in the Day Camp Upgrade process through Y-USA initiated in early 2015, pushed more marketing of the program and hiring a Camp Coordinator with several years of experience running camps within the Y and Park District settings. This will give the program a much better summer camp the Y than in recent past. The program will do a survey with families at the beginning of the summer (primarily for past participants to rate previous experience) and then will repeat survey in week 9 of camp.

The Y has the capability to craft various surveys to meet their specific needs of each program, member or resident. Under the expanded Resident Program, the Y will plan to survey residents on a regular basis to gain valuable feedback on specific issues. The Case Manager will work with the Y leadership team to develop semi-annual surveys to be distributed to the residents. Residents are surveyed on their satisfaction on current housing and services as well as asked for their suggestions for improvements. Residents have the opportunity to complete the surveys using either a computer or paper/pencil. The results from the surveys are analyzed by program and Y leadership in order to make program improvements like done with other programs explained above.

IV. Organization Capacity

a. Mission & Experience

Mission and Background: The West Cook YMCA's mission, rooted in Judeo-Christian tradition, is dedicated to developing the spirit, mind, and body of all persons through quality leadership, programs and services, in cooperation with community groups for the common good. Since its beginnings in 1903, the West Cook YMCA has been an integral part of Oak Park and surrounding communities it serves. What began as a men's organization quickly expanded to include women the following year and dormitories for men in need of temporary housing in 1910. By 1917, boy's conferences were programmed and Camp Douglas opened in 1923. Girls were included in day camp in the 1940s, as were early morning classes designed to support those working long nights to support the war effort. The current home of the Y was dedicated in 1953 and now serves over 6,000 youth, adult, senior and families from the communities of Oak Park, Forest Park, River Forest, Maywood, Melrose Park, Bellwood, Elmwood Park, Franklin Park, River Grove and Stone Park. The Y continues to strengthen the foundations of its communities through youth development, healthy living and social responsibility while demonstrating, teaching and encouraging the Y character values of caring, honesty, respect and responsibility. The Y is governed by a volunteer Board of Directors comprised of community leaders and Y members who share in and support the organization and its mission.

The West Cook YMCA has successfully sustained the SRO since 1910. Over the past two years, the West Cook YMCA has moved to make the program more than just a SRO but rather a more developed Resident Program. That commitment has resulted in the following achievements and improvements to the program:

- 95 refrigerators purchased and placed in room
- 51 Residents have begun to engage in case management services
- Towel and Linen services reinstated
- 20 residents did health screening through Healthy Community
- The Y is inviting companies to come in conduct on site job interviewing
- 40 A/C Units available were purchased and available for rental starting in June for \$5.00 a week
- Room Upgrades – replaced tiling on floors and painted hallways, carpeting replaced in all room with vinyl flooring, fixed or replaced furniture, fixtures, fans, screens in rooms where needed
- Obtained grant funding from Oak Park River Forest Community Foundation and Manaaki Foundation for Resident Program

b. Ability to Meet Reporting Requirements

The West Cook YMCA enhances the quality of life in its communities with mission-based programs that meet the needs of today's youth, families, adults and seniors. The Y encourages, teaches and demonstrates the YMCA character values of caring, honest, respect and responsibility in all programs. In order to provide such strong programming the Y has been able to historically secure and administer outside funding. Included in that funding have been numerous larger grants that require extensive reporting including:

HUD: The West Cook YMCA received an Affordable Housing Program (AHP) subsidy of \$300,000.00 for substantial rehabilitation of the property in 1999. By doing so, the Y agreed to maintain the property as affordable housing and comply with the income and rent restriction commitments it made in the approved AHP application for a period of 15 years. The agreement with HUD will sunset in June of 2016. As part of that agreement

the Y had to qualify each tenant at initial intake and move-in by:

- Calculating their annual income according to FHLB Chicago's income calculation guidelines
- Document its calculation of annual income
- Determine the tenant's area median income percentage based on the applicable income limits set forth by the U.S. Department of Housing and Urban Development
- Collect and maintain its tenant income and qualification documents and make it available for FHLB Chicago's review

Health Communities Initiative: Funded in 2014 by a \$ 479,000 grant over three years from the West Lake Foundation, Proviso Township and Northlake residents will be invited to participate in health screenings and assessments and health education, fitness and exercise programs. The program is a partnership between Westlake Hospital, the West Cook YMCA and the Westlake Health Foundation. Under this grant the West Cook YMCA is required to complete extensive quarterly reports on outcomes and grant finances.

Key Staff:

The key West Cook YMCA staff that will impact the program directly are:

- Phillip Jimenez, President/Chief Executive Officer – Phillip has over 15 years in non-profit manager. Prior to that Phillip had a successful career in international sales. Phillip is skilled in multiple areas of management in non-profit and charitable services organizations, including the analysis of potential funding opportunities, finance, regulatory compliance, human resources, budget allocation, marketing, community relations, forecasting, and board leadership.

- Paige Clincy, Case Manager – Paige has a Bachelor's Degree in Sociology from the University of Illinois-Chicago and a Masters in Business Administration (MBA) from North Park University. She has 5 years' experience in the field of human services. Paige has been the Residence Case Manager since May 2016. Her prior experience was a Team Leader for Employment Services at Thresholds in Chicago, Illinois.

c. Collaboration with Others

The West Cook YMCA recognizes the importance of partnerships and collaborations for its Resident Program. Without them the program could not be successful. As stated before, the Y does not want to duplicate or provide in- house program and services being provided by its community partners who have proven success in their areas of expertise. Residents are currently being referred for mainstream services like the Oak Park Township for General Assistance and Housing Stipends and Oak Park River Forest Food Pantry. Below is a list of West Cook YMCA established partners that currently works with to provide multiple programs including the Resident Program: Concordia University Chicago

Dominican University

Forest Park Chamber of Commerce Heartland Blood Center

Hephzibah Children's Association Hines VA

Maywood Rotary Club

Oak Park Police Department

Oak Park Community Mental Health Board Oak Park - River Forest Chamber of Commerce

Oak Park - River Forest Community Foundation Oak Park River Forest High School

Oak Park River Forest Food Pantry Oak Park Township

Prevail

Park District of Oak Park Pleasant District Association

Rotary Club of Oak Park - River Forest Rush Oak Park Hospital

St. Catherine - St. Lucy

Thresholds

Thrive

Triton College Village of Maywood Westlake Hospital

West Suburban Medical Center West Suburban PADS

The West Cook YMCA and the Oak Park Township have a partnership that includes the Y referring residents to them that are in need of General Assistance and Housing Stipends. Additionally, the township has on occasion referred individuals to the Y Resident Program for housing. The Y has established a great relationship with the township and has actively worked together to help its mutual participants. The West Cook YMCA is also working hard to create collaborations with local businesses in order to help residents gain employment. The Y has begun relationships with employers who are willing to hold on-site interviewing with residents seeking jobs. For instance, in 2015 Cintas, a company that provides uniforms and apparel, restroom supplies and safety mat service, as well as first aid and fire protection services to businesses of all types will be conducting interviews at Y. The Y deeply understands that importance of leveraging resources and collaborating in order to provide the depth of services needed for its residents.

V. Budget Narrative

a. Budget Description

PERSONNEL COST = \$59,238

Salaries = \$48,000

- Case Manager @ \$48,000 annual salary

Healthcare Benefits = \$6,566

Employee Training = \$1,000

Taxes = \$3,672

- FICA calculated at 7.65% of salary

OPERATING COSTS = \$183,773

Occupancy = \$33,480

- Based on percentage of overall costs of occupying Y building calculated. The Resident Program's share of cost is 18% of the total.

Telephone = \$2,592

- Based on percentage of overall telephone costs of Y building. The Resident Program's share of cost is 18% of total which calculated based on square footage of building the program occupies.

Postage= \$204

- Cost for mailing Resident Program related mail

Mileage = \$1,725

- Cost for local travel for activities such as community meetings and outreach. Travel is reimbursed is calculated at the current IRS reimbursement rate of \$0.575. The budgeted amount allows for 862 miles which is roughly 72 miles a month.

Supplies = \$3,000

- 12 months x \$250/month for office supplies for the Resident program.

Other: Maintenance = \$135,904

- Based on percentage of overall maintenance costs of Y building. The Resident Program's share of cost is 18% of total which calculated based on square footage of building the program occupies.

Other: Residency Expense including IL Hotel tax, towel and linen service, and furnishing - \$6,868

IL Hotel Tax = \$2,524

- Paid to Illinois Department of Revenue, each quarter, as part of the RHM-1, Hotel Operators' Occupation Tax Return for the open A/R balance net of any bad debt write-offs.

Towel and linen service for residents = \$2,144

- 25% of the total cost of the towel and linen service for residents

Furnishings = \$2,200

- Cost to purchase and/or replace beds and bed frames.

Professional Services = \$126,450

Contractual = \$36,530

- The Resident Program's share of cost is 18% of grant writing services plus \$18,000 in contract services and \$7,500 in legal fees.

General and Administrative Costs= \$77,877

- Represents 8% of general and administrative personnel costs.

Other; Insurance = \$12,043

- Based on percentage of overall insurance costs of Y building. The Resident Program's share of cost is 18% of total which calculated based on square footage of building the program occupies.

Total = \$369,461

Percent of CDBG Funding to total project Request = 9.47%

Total percent of total Oak Park persons served to total persons served = 100%

b. Alternate Revenue Sources

If only awarded a portion of the requested amount from CDBG funds, the West Cook YMCA would try to secure additional funding or continue the program using a part time case manager. The West Cook YMCA will continue to commit time and resources in order to secure and leverage other funding to support the program. This work will be done as a team effort involving the Y grant writer, the grant team comprised of 4 program directors and the CEO.

3. Attachments

Timeline

[1_cdbg_public_services_timeline_formjab.pdf](#)

Logic Model

2cdbgrevisedlogicmodelchart2017.docx.pdf

Articles of Incorporation and By-Laws

3_articles_of_incorporation_and_by_laws.pdf

Non-Profit Determination (IRS Letter)

4_west_cook_ymca_non-profit_determination.pdf

List of Board of Directors

5_2017_board_list.pdf

Organizational Chart

7_final_all-staff_organizationalchart_2017.pdf

Resumes

8_west_cook_ymca_resumes.pdf

Financial Statement and Audit

6_west_cook_ymca_signed_financial_statements.pdf

Conflict of Interest Statement

9_wcy_conflict_of_interest_statement.pdf

Lobbying Statement

10_lobbying_statement.pdf

EEO Form

11_eeo_report_chart.pdf

Statement of ADA Compliance

12_ada_compliance_statement.pdf

Intake Documentation

13_wcy_resident_intake_packet.pdf

Support Statements

14_west_cook_y_support_letters.pdf

Budget Worksheet

15_py-2017_cdbg_project_budget-other_revenue_summaryjab.pdf

4. Proposal Agency Information & Verifications

1. Name of Authorized Official of Applicant Organization

Phillip Jimenez

2. Title of Authorized Official of Applicant Organization

President and CEO

3. Date of Submittal

Thu, 2017-03-02

4. Affirmation

I agree

Source URL: <http://www.oak-park.us/node/4323/submission/9532>



Organization	West Cook YMCA
Project Name	Resident Program

Goal Statement: The West Cook YMCA Resident Program is dedicated to providing affordable housing and support services in order to build a vibrant community for at-risk, low-income, residentially unstable men in the Oak Park.

Inputs	Outputs		Outcomes		Measurement/ Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/ Long Term	
Residency Director	1. Housing Intake: Secure/Maintain YMCA Housing	45 Total unduplicated persons served (without regard to income or residency)	1. Have an average occupancy rate of 65% for grant period ending 9/30/2018	1. Occupancy Rate of 65%	1. # of Rooms Rented
Case Manager					
YMCA SRO Rooms					
YMCA Computer Lab	2. Service Intake: Conduct Initial Assessment of Residents Needs	35 Extremely Low, Low and Mod-Income Persons served	2. Engage 31 residents in case management services by 9/30/2018	2. 80% of Residents with ISP will accomplish 75% of their goals	2. Aggregated Number of active ISP
Community Resources	2. Provide Residents Case Management	45 Oak Park persons served 35 Extremely Low, Low and Mod-Income Oak Park Persons Served	2. Have 23 Written Individual Service Plan (ISP) for Residents by 9/30/2018		
	3. Provide Residents Referrals and Linkages to		3. 65 referrals made on behalf of residents by 9/30/2018	3. At least 41 programs/services engaged in by residents.	3. Aggregated Number of Referrals and

	<p>Community Resources</p> <p>4. Address Individually Resident's Life Skills necessary to achieve goals</p> <p>5. Conduct Program Evaluation</p> <p>6. Transition Residents to Alternative Housing: Case Closure</p>		<p>4. Provide 2 internal Life Skill workshops by 9/30/2018</p> <p>4. At least 21 (unduplicated) residents will participate in Life Skill workshops by 9/30/2018</p> <p>5. Complete Outcome Measurement Report by 9/30/2018</p> <p>6. Develop Alternative Housing Plan for 4 residents by 9/30/2018</p>	<p>4. Provide at least 2 annual internal Life Skills Workshops</p> <p>5. Well established Evaluation data and program improvement plan with action steps/results</p> <p>6. Establish an annual program goal for appropriate number of Case Closures to Alternative Housing</p>	<p>Aggregated Residents Participating in Community Based Services Data/Report</p> <p>4. Aggregated Number of Workshops and Participation Tracking Report</p> <p>5. Outcome Measurement Report</p> <p>6. Aggregate number of Alternative Housing Plans and Case Closures to Alternative Housing</p>
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PY 2017 Timeline, CDBG Public Services

Organization	West Cook YMCA
Project Name	Resident Program

Timeframe	Activity	Person Responsible
Month 1- October	<ol style="list-style-type: none"> 1. Outreach to Residents 2. Conduct initial intake assessment for Supportive Services 3. Conduct Outreach to Community Organizations 4. Establish/Review Individual Service Plans 5. Provide Case Management 6. Submit CDBG report 7. Submit billing to the Village of Oak Park 	<ol style="list-style-type: none"> 1. Case Manager 2. Case Manager 3. Case Manager 4. Case Manager and Residents 5. Case Manager 6. Chief Executive Officer 7. Finance Director
Month 2- November	<ol style="list-style-type: none"> 1. Outreach to Residents 2. Conduct initial intake assessment for Supportive Services 3. Conduct Outreach to Community Organizations 4. Establish/Review Individual Service Plans 5. Provide Case Management 6. Submit billing to the Village of Oak Park 	<ol style="list-style-type: none"> 1. Case Manager 2. Case Manager 3. Case Manager 4. Case Manager and Residents 5. Case Manager 6. Finance Director
Month 3- December	<ol style="list-style-type: none"> 1. Outreach to Residents 2. Conduct initial intake assessment for Supportive Services 3. Conduct Outreach to Community Organizations 4. Establish/Review Individual Service Plans 5. Provide Case Management 6. Submit billing to the Village of Oak Park 	<ol style="list-style-type: none"> 1. Case Manager 2. Case Manager 3. Case Manager 4. Case Manager and Residents 5. Case Manager 6. Finance Director
Month 4- January	<ol style="list-style-type: none"> 1. Complete 1st Quarter Outcome Measurement 2. Outreach to Residents 	<ol style="list-style-type: none"> 1. Case Manager and Leadership Team 2. Case Manager

	<ol style="list-style-type: none"> 3. Conduct initial intake assessment for Supportive Services 4. Conduct Outreach to Community Organizations 5. Establish/Review Individual Service Plans 6. Provide Case Management 7. Submit quarterly CDBG report 8. Submit billing to the Village of Oak Park 	<ol style="list-style-type: none"> 3. Case Manager 4. Case Manager 5. Case Manager and Residents 6. Case Manager 7. Chief Executive Officer 8. Finance Director
Month 5- February	<ol style="list-style-type: none"> 1. Continue to conduct initial Intake Assessment for Supportive Services for new residents, if necessary. 2. Conduct Outreach to Community Organizations 3. Establish/Review Individual Service Plans 4. Provide Case Management 5. Submit billing to the Village of Oak Park 	<ol style="list-style-type: none"> 1. Case Manager 2. Case Manager/Residents 3. Case Manager 4. Case Manager 5. Finance Director
Month 6- March	<ol style="list-style-type: none"> 1. Continue to conduct initial Intake Assessment for Supportive Services for new residents, if necessary. 2. Conduct Outreach to Community Organizations 3. Establish/Review Individual Service Plans 4. Provide Case Management 5. Submit billing to the Village of Oak Park 	<ol style="list-style-type: none"> 1. Case Manager 2. Case Manager/Residents 3. Case Manager 4. Case Manager 5. Finance Director
Month 7- April	<ol style="list-style-type: none"> 1. Complete 2nd Quarter Outcome Measurement report and review 2. Establish/Review Individual Service Plans 3. Conduct Outreach to Community Organizations 4. Provide Case Management 5. Have 1st Life Skills Workshop completed 6. Submit quarterly CDBG report 7. Submit billing to the Village of Oak Park 	<ol style="list-style-type: none"> 1. Case Manager and Leadership Team 2. Case Manager and Residents 3. Case Manager 4. Case Manager 5. Case Manager 6. Chief Executive Officer 7. Finance Director
Month 8- May	<ol style="list-style-type: none"> 1. Continue to conduct initial Intake Assessment for Supportive Services for new residents, if necessary. 	<ol style="list-style-type: none"> 1. Case Manager 2. Case Manager/Residents 3. Case Manager 4. Case Manager/Residents 5. Case Manager

	<ol style="list-style-type: none"> 2. Establish/Review Individual Service Plans 3. Conduct Outreach to Community Organizations 4. Review and update existing Individual Service plans 5. Provide Case Management 6. Submit billing to the Village of Oak Park 	<ol style="list-style-type: none"> 6. Finance Director
Month 9- June	<ol style="list-style-type: none"> 1. Continue to conduct initial Intake Assessment for Supportive Services for new residents, if necessary. 2. Establish/Review Individual Service Plans 3. Conduct Outreach to Community Organizations 4. Provide Case Management 5. Have 2nd Life Skills Workshop completed 6. Submit billing to the Village of Oak Park 	<ol style="list-style-type: none"> 1. Case Manager 2. Case Manager and Residents 3. Case Manager 4. Case Manager 5. Case Manager 6. Finance Director
Month 10- July	<ol style="list-style-type: none"> 1. Complete 3rd Quarter Outcome Measurement report and review 2. Continue to conduct initial Intake Assessment for Supportive Services for new residents, if necessary. 3. Establish/Review Individual Service Plans 4. Conduct Outreach to Community Organizations 5. Provide Case Management 6. Submit quarterly CDBG report 7. Submit billing to the Village of Oak Park 	<ol style="list-style-type: none"> 1. Case Manager and Leadership Team 2. Case Manager 3. Case Manager and Residents 4. Case Manager 5. Case Manager 6. Chief Executive Officer 7. Finance Director
Month 11- August	<ol style="list-style-type: none"> 1. Continue to conduct initial Intake Assessment for Supportive Services for new residents, if necessary. 2. Conduct Outreach to Community Organizations 3. Establish/Review Individual Service Plans 4. Provide Case Management 5. Submit billing to the Village of Oak Park 	<ol style="list-style-type: none"> 1. Case Manager 2. Case Manager/Residents 3. Case Manager 4. Case Manager 5. Finance Director
Month 12- September	<ol style="list-style-type: none"> 1. Complete 4th Quarter and Year End Outcome Measurement report and review 	<ol style="list-style-type: none"> 1. Case Manager and Leadership Team 2. Case Manager

	<ul style="list-style-type: none"> 2. Continue to conduct initial Intake Assessment for Supportive Services for new residents, if necessary. 3. Establish/Review Individual Service Plans 4. Conduct Outreach to Community Organizations 5. Provide Case Management 6. Submit billing to the Village of Oak Park 	<ul style="list-style-type: none"> 3. Case Manager and Residents 4. Case Manager 5. Case Manager 6. Finance Director
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**West Cook YMCA
CDBG Public Service Application Budget Narrative 2017**

Percentage of personnel cost of total budget = 16%
Percent of CDBG funding to total personnel cost = 66%
Percent of CDBG funding to total budget = 11%
Percent of CDBG funding for Case Manager Position = 66%
Total percent of total Oak Park persons served to total persons served = 100%
Percent of CDBG Funding to total project Request = 11%

The West Cook YMCA and the Oak Park Township have a partnership that includes the Y referring residents to them that are in need of General Assistance and Housing Stipends. Additionally, the township has on occasion referred individuals to the Y Resident Program for housing. The Y has established a great relationship with the township and has actively worked together to help its mutual participants. The West Cook YMCA is also working hard to create collaborations with local businesses in order to help residents gain employment. The Y has begun relationships with employers who are willing to hold on-site interviewing with residents seeking jobs. For instance, in 2015 Cintas, a company that provides uniforms and apparel, restroom supplies and safety mat service, as well as first aid and fire protection services to businesses of all types will be conducting interviews at Y. The Y deeply understands that importance of leveraging resources and collaborating in order to provide the depth of services needed for its residents.

PERSONNEL COST = \$59,238

66% CDBG and 34% Other sources

Salaries = \$48,000, \$31,601 CDBG (66%) and \$16,399 (34%) other revenue sources

- 1 FTE Case Manager @ \$48,000 annual salary
- % of time spent on the CDBG portion of the project: 66%

Healthcare Benefits = \$6,566, \$4,323 CDBG (66%) and \$2,243 (34%) other revenue sources

- 13.7% of salary. Benefits include healthcare, dental, life, and short-term disability.

Taxes = \$3,672, \$2,418 CDBG (66%) and \$1,254 (34%) other revenue sources

- FICA calculated at 7.65% of salary

Employee Training = \$1,000, \$658 CDBG (66%) and \$342 (34%) other revenue sources

- The Case Manager will attend Crisis Prevention Institute training to enhance her skills with assessing, managing and responding to risk behaviors within the residence department.



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OPERATING COSTS = \$183,773

100% Other revenue sources

Rent/Lease = \$33,480

- This figure is based on occupancy of the space, the proportionate cost of the space for the residents program. Based on percentage of overall costs of occupying Y building calculated. The Resident Program's share of cost is 18% of the total.

Utilities = \$27,789

- Electric, gas, and water, sewer costs proportionate share 18% of the annual utility costs based on square footage.

Telephone = \$2,592

- Based on percentage of overall telephone costs of Y building. The Resident Program's share of cost is 18% of total which calculated based on square footage of building the program occupies.

Postage = \$204

- Cost for mailing Resident Program related mail

Supplies = \$3,000

- 12 months x \$250/month for office supplies for the Resident program. Supplies for the resident program include training residents for job searches and general office supplies for the case manager.

Mileage = \$1,725

- Cost for local travel for activities such as community meetings and outreach. Travel is reimbursed is calculated at the current IRS reimbursement rate of \$0.575.

Other = Maintenance \$108,115

- Based on percentage of overall maintenance costs of Y building. The Resident Program's share of cost is 18% of total which calculated based on square footage of building the program occupies.

Other = Residency Expense including IL Hotel tax, towel and linen service, and furnishing - \$6,868

IL Hotel Tax = \$2,524

- Paid to Illinois Department of Revenue, each quarter, as part of the RHM-1, Hotel Operators' Occupation Tax Return for the open A/R balance net of any bad debt write-offs.

Towel and linen service for residents = \$2,144

- 25% of the total cost of the towel and linen service for residents

Furnishings = \$2,200

- Cost to purchase and/or replace beds and bed frames.



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Professional Services = \$126,450

100% Other Revenue Sources

Contractual = \$36,530

- The Resident Program's share of cost is 18% of grant writing services plus \$18,000 in contract services and \$7,500 in legal fees.

General and Administrative Costs = \$77,877

- Represents 8% of general and administrative personnel costs.

Other = Insurance \$12,043

- Based on percentage of overall insurance costs of Y building. The Resident Program's share of cost is 18% of total which calculated based on square footage of building the program occupies.

Total = \$369,461

a. Alternate Revenue Sources

If only awarded a portion of the requested amount from CDBG funds, the West Cook YMCA would try to secure additional funding or continue the program using a part time case manager. The West Cook YMCA will continue to commit time and resources in order to secure and leverage other funding to support the program. This work will be done as a team effort involving the Y grant writer, the grant team comprised of 4 program directors and the CEO.

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
				Rent	Manaaki Foundation	Oak Park River Forest Community Foundation		
				Funding Source:				
Personnel Costs								
Salaries	\$48,000	\$31,601	66%	\$1,399	\$5,000	\$10,000	\$16,399	34%
Benefits	\$6,566	\$4,323	66%	\$2,243			\$2,243	34%
Taxes	\$3,672	\$2,418	66%	\$1,254			\$1,254	34%
Other: Training	\$1,000	\$658	66%	\$342			\$342	34%
Other (Identify)	\$0	\$0	0%	\$0			\$0	0%
Subtotal: Personnel Costs	\$59,238	\$39,000	66%	\$5,238	\$5,000	\$10,000	\$20,238	34%
Operating Costs:								
Rent/Lease	\$33,480	\$0	0%	\$33,480			\$33,480	100%
Utilities	\$27,789	\$0	0%	\$27,789			\$27,789	100%
Telephone	\$2,592	\$0	0%	\$2,592			\$2,592	100%
Postage	\$204	\$0	0%	\$204			\$204	100%
Supplies	\$3,000	\$0	0%	\$3,000			\$3,000	100%
Mileage	\$1,725	\$0	0%	\$1,725			\$1,725	100%
Other: Maintenance	\$108,115	\$0	0%	\$108,115			\$108,115	100%

Other: Residency Expense including IL Hotel tax, towel and linen service, and furnishings	\$6,868	\$0			\$6,868		\$6,868	100%
Subtotal: Operations	\$183,773	\$0		\$0	\$183,773	\$0	\$183,773	100%
Professional/Services								
Consultant	\$36,530	\$0			\$36,530			100%
Engineering	\$0	\$0			\$0			0%
G&A Personnel Costs	\$77,877				\$77,877			100%
Other: Insurance	\$12,043	\$0			\$12,043			100%
Subtotal: Professional Services	\$126,450	\$0		\$0	\$126,450	\$0	\$126,450	100%
TOTAL (all categories)	\$369,461	\$39,000		\$5,000	\$315,461	\$10,000	\$330,461	89%

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?
Rent	Neither	\$315,461	In progress	As collected	None	Private
Manaaki Foundation	Grant	\$5,000	Pending application	12/17	None	Private
OPRF Community Foundation	Grant	\$10,000	Received	2017	None	Private
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$330,461				



March 3, 2017

Phillip Jimenez
Executive Director
West Cook YMCA
255 S Marion Street
Oak Park, Illinois 60302

(Sent via email to expedite process)

Dear Mr. Jimenez:

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

Your application was missing some items and several items were incomplete or needed further explanation:

- Please revise the timeline to specifically include the tasks of CDBG reporting and CDBG billing to the Village.
- With the resumes, please forward to the Village the resume of the Finance Director and other key staff working on the proposed project, as listed in the instructions.
- Please submit the Total Organization Budget for the current year.
- (I have faith that you would do this anyway, but please make a note to send us the most recent audit when it is available.)
- Please re-do the Budget as follows (to help, re-read pages 6 & 7 of the instructions):
 1. All formulas should be active in all cells;
 2. The totals in each section of the main budget should add up correctly and percentages should be accurate and add up to 100%;
 3. The totals for "other revenue" in the main budget workbook and the Other Revenue table must match;
 4. Do not list Village CDBG costs in the "other revenue" part of the main budget workbook; and
 5. All amounts listed should be completed and specified as requested in each column and row for both budget tables.

- Submit an Addendum to the application with regard to specific CDBG Budget Narrative Description (Section V) items, and describe these in detail, as listed in the instructions and as noted at the Workshop. Items needing special description include personnel costs (include the specific Oak Park CDBG percentage of time, and be detailed about the need for training and the exact type of training). Supplies should be identified in detail and the cost allocation method for these should be described. Please recall from the Workshop that HUD mandates that the precise Village CDBG portion of the larger project must be separately identified and tracked.

To ensure the eligibility of your PY 2017 CDBG application, please make these corrections/additions/clarifications 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.

Sincerely,

Mark Dwyer
Grants Supervisor
Community Development Block Grant Program



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**West Cook YMCA
CDBG Public Service Application Budget Narrative 2017**

Percentage of personnel cost of total budget = 16%
Percent of CDBG funding to total personnel cost = 34%
Percent of CDBG funding to total budget = 5%
Percent of CDBG funding for Case Manager Position = 34%
Total percent of total Oak Park persons served to total persons served = 100%
Percent of CDBG Funding to total project Request = 5%

The West Cook YMCA and the Oak Park Township have a partnership to actively assist our mutual participants. The West Cook YMCA is also working hard to create collaborations with local businesses in order to help residents gain employment. The Y deeply understands that importance of leveraging resources and collaborating to provide the depth of services needed for its residents.

PERSONNEL COST = \$59,238

Approximately 34% CDBG and 66% Other sources

Salaries = \$48,000, \$16,505 CDBG (approx. 34%) and \$31,495 (66%) other revenue sources

- 1 FTE Case Manager @ \$48,000 annual salary.
- Approximate % of time spent on the CDBG portion of the project: 34%
- Healthcare Benefits = \$6,566, \$2,217 CDBG (34%) and \$4,349 (66%) other revenue sources
- 13.7% of salary. Benefits include healthcare, dental, life, and short-term disability.

Taxes = \$3,672, \$1,240 CDBG (approx. 34%) and \$2,432 (66%) other revenue sources

- FICA calculated at 7.65% of salary

Employee Training = \$1,000, \$338 CDBG (approx. 34%) and \$662 (66%) other revenue sources

- The Case Manager will attend Crisis Prevention Institute training to enhance her skills with assessing, managing and responding to risk behaviors within the residence department.

OPERATING COSTS = \$183,773

100% Other revenue sources

Rent/Lease = \$33,480

- This figure is based on occupancy of the space, the proportionate cost of the space for the residents program. Based on percentage of overall costs of occupying Y building calculated. The Resident Program's share of cost is 18% of the total.

Utilities = \$27,789

- Electric, gas, and water, sewer costs proportionate share 18% of the annual utility costs based on square footage.

Telephone = \$2,592

- Based on percentage of overall telephone costs of Y building. The Resident Program's share of cost is 18% of total which calculated based on square footage of building the program occupies.



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Postage = \$204

- Cost for mailing Resident Program related mail

Supplies = \$3,000

- 12 months x \$250/month for office supplies for the Resident program. Supplies for the resident program include training residents for job searches and general office supplies for the case manager.

Mileage = \$1,725

- Cost for local travel for activities such as community meetings and outreach. Travel is reimbursed is calculated at the current IRS reimbursement rate of \$0.575.

Other = Maintenance \$108,115

- Based on percentage of overall maintenance costs of Y building. The Resident Program's share of cost is 18% of total which calculated based on square footage of building the program occupies.

Other = Residency Expense including IL Hotel tax, towel and linen service, and furnishing - \$6,868

IL Hotel Tax = \$2,524

- Paid to Illinois Department of Revenue, each quarter, as part of the RHM-1, Hotel Operators' Occupation Tax Return for the open A/R balance net of any bad debt write-offs.

Towel and linen service for residents = \$2,144

- 25% of the total cost of the towel and linen service for residents

Furnishings = \$2,200

- Cost to purchase and/or replace beds and bed frames.

Professional Services = \$126,450

100% Other Revenue Sources

Contractual = \$36,530

- The Resident Program's share of cost is 18% of grant writing services plus \$18,000 in contract services and \$7,500 in legal fees.

General and Administrative Costs = \$77,877

- Represents 8% of general and administrative personnel costs.

Other = Insurance \$12,043

- Based on percentage of overall insurance costs of Y building. The Resident Program's share of cost is 18% of total which calculated based on square footage of building the program occupies.

Total = \$369,461

a. Alternate Revenue Sources

If only awarded a portion of the requested amount from CDBG funds, the West Cook YMCA would try to secure additional funding or continue the program using a part time case manager. The West Cook YMCA will continue to commit time and resources in order to secure and leverage other funding to support the program. This work will be done as a team effort involving the Y grant writer, the grant team comprised of 4 program directors and the CEO.

PY 2017 REVISED PROJECT BUDGET.

	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 Revenue % of Costs
				Funding Source:	Rent	Manaaki Foundation	Oak Park River Forest Community Foundation		
Personnel Costs									
Salaries	\$48,000	\$16,505	34%		\$16,495	\$5,000	\$10,000	\$31,495	66%
Benefits	\$6,566	\$2,217	34%		\$4,349			\$4,349	66%
Taxes	\$3,672	\$1,240	34%		\$2,432			\$2,432	66%
Other: Training	\$1,000	\$338	34%		\$662			\$662	66%
Other (Identify)	\$0	\$0	0%		\$0			\$0	0%
Subtotal: Personnel Costs	\$59,238	\$20,300	34%		\$23,938	\$5,000	\$10,000	\$38,938	66%
Operating Costs:									
Rent/Lease	\$33,480	\$0	0%		\$33,480			\$33,480	100%
Utilities	\$27,789	\$0	0%		\$27,789			\$27,789	100%
Telephone	\$2,592	\$0	0%		\$2,592			\$2,592	100%
Postage	\$204	\$0	0%		\$204			\$204	100%
Supplies	\$3,000	\$0	0%		\$3,000			\$3,000	100%
Mileage	\$1,725	\$0	0%		\$1,725			\$1,725	100%
Other: Maintenance	\$108,115	\$0	0%		\$108,115			\$108,115	100%
Other: Residency Expense including IL Hotel tax, towel and linen service, and furnishings	\$6,868	\$0	0%		\$6,868			\$6,868	100%
Subtotal: Operations	\$183,773	\$0	0%		\$183,773	\$0	\$0	\$183,773	100%
Professional/Services									
Consultant	\$36,530	\$0	0%		\$36,530			\$36,530	100%
Engineering	\$0	\$0	0%		\$0			\$0	0%
G&A Personnel Costs	\$77,877		0%		\$77,877			\$77,877	100%
Other: Insurance	\$12,043	\$0	0%		\$12,043			\$12,043	100%
Subtotal: Professional Services	\$126,450	\$0	0%		\$126,450	\$0	\$0	\$126,450	100%
TOTAL (all categories)	\$369,461	\$20,300	5%		\$334,161	\$5,000	\$10,000	\$349,161	95%

PY 2017 CDBG OTHER REVENUE SUMMARY

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?
Rent	Neither	\$334,161	In progress	As collected	None	Private
Manaaki Foundation	Grant	\$5,000	Pending application	12/17	None	Private
OPRF Community Foundation	Grant	\$10,000	Received	2017	None	Private
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$349,161				

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:	

Income Levels	Q1	Q2	Q3	Q4	Total
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	0
Percent Low/Moderate	0%	0%	0%	0%	0%

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

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