

## **SUBRECIPIENT GRANT AGREEMENT**

**THIS SUBRECIPIENT GRANT AGREEMENT** is entered into as of the day of \_\_\_\_\_ September, 2017 between the VILLAGE OF OAK PARK, Illinois (hereinafter the "Village") and HOUSING FORWARD, an Illinois not-for-profit Corporation (hereinafter "Subrecipient").

### **RECITALS**

**WHEREAS**, the Village has applied for Emergency Solutions Grant (ESG) Funds from the United States Department of Housing and Urban Development (hereinafter called "HUD") as provided by Stewart B. McKinney Homeless Assistance Act, as amended (hereinafter "the Act"), 42 U.S.C.A 11371, *et. seq.*; and

**WHEREAS**, Subrecipient has applied to the Village for ESG 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 ESG 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 ESG 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 assist 1,015 persons (291 Oak Park persons) experiencing, or at risk of, homelessness by partially covering Emergency Shelter, Homelessness Prevention, Rapid Re-Housing and Street Outreach costs. Subrecipient will continue to be allowed to use ESG funds to increase the housing options for homeless Oak Park clients by expanding the Rapid Re-Housing settlement area beyond the Village of Oak Park. Such clients living in shelters will need to come from Oak Park or Oak Park shelters.

### **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 One Hundred and Sixteen Thousand Dollars, Five Hundred and Thirty Two (\$116,532) (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. The activities to be conducted pursuant to this agreement are generally described as follows:

<b><u>ACTIVITY NUMBER</u></b>	<b><u>ACTIVITY TITLE</u></b>	<b><u>ACTIVITY COSTS</u></b>
S17-2	Emergency Shelter	\$24,346
S17-3	Homelessness Prevention	\$31,446
S17-4	Rapid Re-Housing	\$42,098
S17-5	Street Outreach	\$18,642

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) 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 Proposals, attached hereto and incorporated herein as Attachment A. The information provided in the Progress Reports shall be forwarded to the United States Department of Housing and Urban Development and shall be made available to the Village's Community Development Citizen Advisory Committee in order to determine the success or failure of the Project.

All Progress Reports, unless otherwise specifically noted, shall be due by the 15th day of the

month following the end of each quarter and shall contain data obtained during the preceding three months. The Subrecipient shall be required to submit a final report at the end of the Project in lieu of the last Progress Report.

The following schedule shall be applicable:

1 <sup>st</sup> Quarter: October-December, 2017	Progress report due by January 15, 2018
2 <sup>nd</sup> Quarter: January–March, 2018	Progress report due by April 15, 2018
3 <sup>rd</sup> Quarter: April–June, 2018	Progress report due by July 15, 2018
4 <sup>th</sup> Quarter: July–September, 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 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. ESG PROGRAM COMPLIANCE.**

- A. Compliance with Regulations. Subrecipient shall become familiar with and agrees to comply with the ESG program regulations set forth at 24 CFR Part 576 and applicable related federal regulations, including but not limited to 24 CFR Part 5, 24 CFR Part 84, and 24 CFR Part 85; and applicable Office of Management and Budget (OMB) Circulars referenced within the regulations. Subrecipient also agrees to comply with all other applicable federal, state and local laws, regulations, and policies governing the funds provided under this Agreement.
- B. Coordinated Service Delivery. Subrecipient shall coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the Oak Park area covered by the Continuum of Care or area over which the services are coordinated to provide a strategic,

community-wide system to prevent and end homelessness for the area as set forth at 24 CFR § 576.400(b).

- C. System and Program Coordination with Mainstream Resources  
Subrecipient must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible as set forth at 24 CFR § 576.400(c).
- D. Centralized or Coordinated Assessment. Subrecipient shall work with the Continuum of Care to ensure that the screening, assessment and referral of program participants are consistent with the written standards required by the Village. A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system as set forth at 24 CFR § 576.400(d).
- E. Client Evaluation. Subrecipient shall conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under §576.400(d) and the written standards established under §576.400(e).
- F. Re-Evaluations for Homelessness Prevention and Rapid Re-Housing Assistance.  
Subrecipient must re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs not less than once every 3 months for program participants receiving homelessness prevention assistance, and not less than once annually for program participants receiving rapid re-housing assistance as outlined in 24 CFR §576.401(b).
- G. Annual Income. When determining the annual income of an individual or family, Subrecipient must use the standard for calculating annual income under 24 CFR §5.609 as outlined in 24 CFR §576.401(c).
- H. Connecting Program Participants to Mainstream and other Resources.  
Subrecipient must assist each program participant, as needed, to obtain appropriate supportive services as outlined in 24 CFR §576.401(d).
- I. Housing Stability Case Management. Subrecipient must follow the requirements for housing stability case management outlined in 24 CFR §576.401(e).

- J. Terminating Assistance. If a program participant violates program requirements, Subrecipient may terminate the assistance in accordance with a formal process established by Subrecipient that recognizes the rights of individuals affected. Subrecipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases as outlined in 24 CFR §576.402.

**9. SHELTER AND HOUSING STANDARDS.**

- A. **Lead-based Paint Remediation and Disclosure.** The Lead-Based Paint Poisoning Prevention Act, 42 U.S.C.A 4821-4826, the residential lead-Based Paint Hazard reduction Act of 1993, 42 U.S.C.A 4851-4856, and implementing regulations at 24 CFR Part 35, subparts A, B, H, J, K, M and R apply to all shelters assisted under ESG program and all housing occupied by program participants.
- B. **Minimum Standards for Emergency Shelters.** Any building for which Emergency Solutions Grant funds are used for conversion, major rehabilitation, or other renovation, must meet state or local government safety and sanitation standards, as applicable, and the minimum safety, sanitation and privacy standards listed in 24 CFR §576.403(b)(1-11).
- C. **Minimum Standards for Permanent Housing.** Subrecipient cannot use ESG funds to help a program participant remain or move into housing that does not meet the minimum habitability standards provided in 24 CFR §576.403 (c) (1-10).

**10. MATCHING FUNDS.**

Subrecipient shall match the funds provided in this Agreement on a dollar for dollar basis as required by HUD in the ESG regulations, 24 CFR §576.201. Subrecipient will provide the Village with the source and amount of matching funds. The Village will determine whether those funds are eligible as matching funds in accordance with HUD regulations, policies, or directives. In the event the Village determines that Subrecipient's matching funds are not in compliance with HUD regulations, policies, or directives, the Village may, in its sole discretion, either: i) suspend this Agreement; or ii) reduce the total funding amount set forth in the approved Budget so that the approved funding matches the amount of the Subrecipient's eligible matching funds, if any.



**11. 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. ESG 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 12 below.

## **12. 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 contract, 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 21 below.

## **13. REVERSION OF ASSETS.**

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

B. If Subrecipient intends to dispose of any real property acquired and/or improved with ESG 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 ESG funds and certifying its use in accordance with the ESG regulations.

**14. 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.

**15. 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.

**16. 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.

**17. 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.

**18. 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.

**19. 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.

**20. 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.

**21. NOTICES.**

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

For the Village:

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

For Subrecipient:

Executive Director  
Housing Forward  
851 S. 9<sup>th</sup> Avenue  
Maywood, IL 60153

B. Either of the parties may designate in writing from time to time substitute addresses or persons in connection with required notices.

**22. 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.

**23. COUNTERPARTS.** 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.

24. **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.

25. **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.

26. **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.

27. **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**

**HOUSING FORWARD**

\_\_\_\_\_  
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 Emergency Solutions Grant Submission Form](#) > [Webform results](#) > Submission #27

### Submission information

Form: Village of Oak Park Emergency Solutions Grant Submission Form

Submitted by housing.forward

Fri, 2017-03-03 15:35

173.161.13.197

### 1. Applicant Information

Please provide the following information about your organization and the project your organization is proposing.

#### A. Organization Information

**1. Organization Name**

Housing Forward

**2. Organization Mailing Address**

1851 S Ninth Avenue, Maywood, IL 60153

**3. Organization Phone Number**

708-338-1724

**4. Executive Director**

Lynda Schueler

**5. Email Address**

lschueler@housingforward.org

**6. FEIN #**

36-387660

**7. DUNS #**

79-822-9725

#### B. Project Information

**1. Proposed Project Name**

Emergency Shelter

**2. Proposed Project Address**

1851 S Ninth Avenue, Maywood, IL 60153

**3. Proposed Project Manager/Primary Contact**

Lynda Schueler 708-338-1724 x223

**4. Secondary Project Contact**

Armando Smith 708-338-1724 x222

**5. Proposed Project Phone Number**



708-338-1724

**6. Proposed Project Email Address**

lschueler@housingforward.org

**C. Type of Organization**

Private non-profit

Other

**D. Partner Organization Information**

If you are partnering with one or more agencies for this proposal, complete the following section for each agency.

**1. Partner Organization Name****2. Partner Organization Address****3. Partner Contact Person****4. Partner Contact Person Phone**

000-000-0000

**5. Partner Email Address****6. Partner Type of Organization****7. Partner's FEIN#****E. Project Overview****1. Total ESG dollars requested**

\$ 24,000

**2. Total project budget**

\$ 985,000

**3. Total Persons Served Annually**

450 persons served annually (70 Oak Park)

**4. Project Location(s)**

Six PADS Shelters are located in Oak Park. Additional shelters are located in Forest Park, Berwyn and Franklin Park. Five of the seven shelter sites for summer 2016 were located in Oak Park. They were Fair Oaks Presbyterian Church, First United Church, St. Christopher's Episcopal, United Lutheran Church and Oak Park Temple. (In addition, St. Paul Thai Lutheran Church of Forest Park, and Resurrection Lutheran Church of Franklin Park served as summer shelter sites.)

**5. Hours of Service**

PADS Shelter is available seven days a week from 7:30 pm to 6:45 am, with a two week gap in late May.

## **6. Project Description/Purpose**

Emergency Shelter is the gateway to Housing Forward's continuum of services across six program areas. For many individuals and families, the Emergency Shelter feels like a last resort, but at Housing Forward it can become their first step. The Emergency Shelter exists as a safety net to address clients' needs no matter their circumstances or level of self-sustainability.

The PADS Emergency Shelter (midSeptember to midMay) provides overnight shelter to homeless men, women and families from across west Cook County. The program intentionally incorporates community resources into shelter operations. The shelters are supported by more than 1,000 Housing Forward volunteers and 40+ support congregations at 10 rotating sites to provide food and shelter for 4070 homeless individuals every night of the week during shelter season.

The shelter doors open each night at 7:30 p.m. Shelter In-Reach workers from Housing Forward's Outreach & Engagement team and social work interns are on site seven nights a week to conduct assessments and provide linkage to our daytime supportive services. Our aim is to reduce the length of homelessness for our overnight clients and ultimately help them achieve housing stability and self-sufficiency. Shelter clients are connected to services which may include any or all of the following: case management, linkage to mental health services, medical care, and substance abuse treatment, access to benefits and assistance with enrollment, Job Readiness training and job placement, and supportive housing.

Shelter guests also may avail themselves to the free weekly medical clinic on Monday nights and the free legal clinic on the first Friday of the month. Showers are available at three of the sites. All shelter guests receive three meals prepared in advance by volunteers: a hot meal for dinner, breakfast in the AM, and a sack lunch to go.

There is no waiting list for the shelter but every shelter site has a limited capacity. When the shelter is full, those seeking shelter are referred to other shelters in the City of Chicago, or to BEDS Plus Care in LaGrange. In most cases, Housing Forward is able to provide a public transportation pass for the trip to alternative shelter.

The PADS Transitional Shelter (June to midSeptember) is designed to foster sustained stability by providing shortterm shelter and supportive services for 15 participants per night, seven days a week at six rotating sites. Eligibility criteria for this program include homeless status (per HUD guidelines) as well as one of the following: 1.) willingness to engage in case management, 2) participation in vocational, training, educational or employment program and 3.) maintenance of consistent, verifiable employment.

Food for three daily meals is provided. Clients are responsible for preparing their breakfasts and lunches, and work with volunteers to prepare dinners. Program services also include intensive case management (goalsetting, supportive counseling, linkages to community services), life skills and financial literacy training, a savings program (in which guests must save at least 30% of all income), support group activities and help with job searches. Three emergency shelter beds also are available a combination of each night.

## **7. Proposed Activity**

Emergency Shelter

## 2. Project Narrative

### I. Background and Need

Housing Forward is the sole provider of emergency shelter for homeless individuals and families in Oak Park. The emergency shelter was founded in Oak Park in 1992 in response to the growing problem of homelessness in Oak Park, River Forest and Forest Park. This year marks the 25th anniversary of that first shelter season. During the 2016/2017 shelter season (Sept.-May), we provided food and shelter to 397 unduplicated adults and children. While the overall number of individuals served at our shelter declined this year, the average length of stay increased from 24 nights to 29- as a result, we were forced to turn away guests on 484 occasions because our shelter sites were at capacity. This indicates that the cases of homelessness we saw in the shelter in the 2015-2016 season were more difficult to resolve. For instance, the number of senior citizens served in the shelter this past season increased by 73%. During the 2016 summer Transitional Shelter (June – Sept.), we provided food, shelter and case management services to 67 persons. Between both programs, we provided 13,565 nights of shelter. Without PADS, these individuals would have had to travel long distances to find a place to sleep, or be forced to take shelter in places not meant for human habitation.

### II. Approach

#### a. Meeting Needs

From midSeptember through midMay, Housing Forward's PADS Emergency Shelter program serves 40 to 70 individuals at 10 rotating sites, six of which are located in the Village of Oak Park, providing access to an array of supportive services aimed at reducing guests' length of homelessness. The summer PADS Transitional Shelter program operates for a full 15 weeks (June to midSept.) seven days a week at seven sites (five of them in Oak Park). This shelter program provides a combination of shortterm shelter and supportive services for 15 participants nightly, and meets both the basic needs of participants while also addressing the underlying causes of their homelessness.

#### b. Target Population

Clients of the PADS Emergency Shelter are all homeless and extremely low income individuals who have turned to Housing Forward to address their most basic human needs- shelter, hunger, and safety. Beyond homelessness, they are often suffering through co-occurring conditions and crises. It could be the loss of a job, or an issue of domestic violence coupled with a chronic illness or disability, mental health crisis, or substance abuse problem. Often they lack access to care and a support system, and in turning to Housing Forward, they can become connected to a network of community services that can assist them in addressing the causes of their homelessness. The individuals and families who seek shelter at PADS are demographically diverse:

- 95% are adults; 5% are children
- 6% are U.S. Military Veterans.
- 42% of the adults have a serious disabling condition (medical, mental illness and/or substance abuse disorder).
- 13% are survivors of domestic violence.

Agency-wide, our homeless clients are racially diverse:

- 87% of those served identify their ethnicity as NonHispanic/NonLatino
- 53% of clients identify their race as Black/African American, 34% as White, 1% as American Indian/Alaskan Native, 7% as Multi-Racial, and the remaining 5% as either Asian or refused to identify.

All of our shelter clients are homeless, and are therefore a presumed benefit population. No

populations are explicitly excluded from the program, although we are unable to serve registered sex offenders due to the presence of children in the shelter. Failure to follow shelter rules may also result in being banned from the program. In either of these situations, the individual is provided with alternate options for service (e.g. information about shelters that accept sex offenders and transportation to these facilities or a referral to a more appropriate Housing Forward program).

Housing Forward is also committed to provided services in a culturally competent manner. In 2015, we developed a cultural competency plan in accordance with guidelines set forth by the Illinois Department of Human Services. Housing Forward employs bilingual staff members and volunteers, and staff are trained to utilize a translation service over the phone when language is a barrier to service delivery.

### **c. Strategies**

We do not actively recruit clients for the PADS Emergency Shelter, but information is available on our website, by phone and at referring agencies about the PADS Shelter program and other services we provide. When a client arrives at our shelter for the first time, he or she meets with a staff person or social work intern to complete a fourpage registration/intake form. Registration questions gather information about the guest's demographics, education and income, household status, last residence, public benefits and emergency contacts. During this interview, Housing Forward assesses if the client has special needs (e.g. substance abuse, medical condition, mental illness). At the conclusion, the guest receives a Housing Forward I.D. card, the "Shelter Rules" (to sign), a "Guest Information Packet" (with information about Housing Forward's Supportive Services program and shelter sites) and an Information & Referral card listing services at other area agencies.

After dinner and before lightsout in the shelter, Housing Forward's Outreach & Engagement Specialists, Housing case managers and social work interns conduct outreach, in collaboration with Thrive Counseling Center staff. On Mondays, Volunteer medical residents from Loyola Medical Center and nurses staff a weekly medical clinic, and our nurse case manager collaborates with medical staff from Rush University Medical Center in Oak Park to host a weekly Health Workshop in the shelter. In collaboration with the Chicago Volunteer Legal Services, an onsite legal clinic is available once a month. Client information from the registration/intake form is inputted into the Homeless Management Information System (HMIS) database and reviewed by our Supportive Services Manager. At our weekly client staffing meeting, this manager reviews client progress with Housing Forward and Thrive staff members, and assigns staff to each of that week's new shelter clients for targeted outreach to address their individual needs. Through this process, shelter clients can become connected to a set of resources and programs tailored by staff toward their particular situation. Shelter clients are encouraged to use Housing Forward's Maywood Support Center during the day to access a variety of

services designed to begin their path out of homelessness, starting with basic self care services (showers, laundry, clothing, haircuts) and basic needs services (computers, phones), as well as access to benefits, procurement of state IDs, additional case management, and linkages to services and housing.

Openings in the PADS Transitional Shelter are posted in the Maywood Support Center prior to the start of the summer. Up to 12 PADS Transitional Shelter clients will be selected, through application and interview, to participate in this program. An additional three emergency beds will be available for persons who are newly homeless. The structure is different from the emergency shelter environment in that guests are responsible for participating in the setup and cleanup of the shelter space, for maintaining their own laundry

and for participating in meal preparation and cleanup. They are required to participate in individual and group-level Life Skills classes. For example, those with income must save 30% of their income, and Life Skills classes emphasize financial literacy, budgeting, and money management.

This program provides regular interaction with Housing Forward's Supportive Services and Employment Readiness case managers. These staff members offer transitional shelter clients opportunities to obtain or increase their income, as well as the support and guidance necessary to move towards self-sufficiency.

There is no limit to the length of stay, though Housing Forward emphasizes early intervention to alleviate clients' need for long-term shelter. Clients are required to visit the Support Center after seven nights in the PADS Shelter to begin the process of working with a case manager on their transition from homelessness. The average length of stay in the Emergency Shelter for the 2014-15 season was 24 nights.

Further, Housing Forward's Emergency Assistance program (including Homeless Prevention and Shelter Diversion services) diverts from the shelter those individuals and families who are at risk of homelessness but have not yet lost their housing.

#### **d. Written Standards**

##### **1. Evaluation Policies and Procedures**

All new clients are seen by a case manager and complete an intake. The eligibility requirements for the Shelter program are to be homeless and to be aged 18 or above if not accompanied by a parent or legal guardian. During the course of the intake the case manager gathers information about past housing and homeless services. Individuals are allowed up to seven nights stay without taking part in case management. After seven days, participants must provide information so that staff can verify their homelessness and past housing history.

##### **2. Coordination with Other Providers**

Housing Forward is taking bold steps to strengthen our work in the community and to advance service coordination across suburban Cook County. This fall, Housing Forward was chosen to lead a nine-agency partnership to implement Coordinated Entry (CE), a county-wide system to standardize and expedite the process by which people experiencing homelessness or at risk of homelessness access housing and homeless resources. Through CE, people experiencing homelessness will be matched to services and housing based on their preferences and level of need. Housing Forward's experience and leadership has positioned us to train other agencies on using a low-barrier, housing first approach to working with the population.

In addition to Coordinated Entry, Housing Forward continues to maintain formal partnerships with 17 other agencies and community stakeholders, and informal agreements with over 30 congregations. These agreements and partnerships are particularly integral to the success of the PADS Shelter, as we rely on community partners to not only provide referrals to the shelter, but also to provide over \$500,000 worth of in-kind donations (volunteer hours and donated materials) to keep the rotating shelter operational.

##### **3. Prioritization**

Not applicable

##### **4. Determining Participants' Costs**

Not applicable

**5. Length of Assistance**

Not applicable

**6. Type, Amount and Duration of Services**

Not applicable

**III. Program Eligibility****a. Goal Statement**

The goal of the PADS Shelter program is to provide immediate, temporary crisis response to individuals experiencing homelessness, reduce the length of their homelessness and ultimately help them regain housing stability.

**b. Documentation****1. Outputs and Outcomes**

The Director of Operations and Client Services is responsible for ensuring that all programs are working to achieve their stated outcomes. For the shelter program, the In-reach staff is responsible for collecting data on participants and entering that data into the HMIS system within 48 hours of a case management session. The Outreach and Engagement Manager (the direct supervisor of the Inreach workers) reviews the HMIS report on a weekly basis to ensure that the data is entered in a timely manner. At the end of the month of the Director of Operations and Client Services runs a report on clients served and presents that information to the Board of Directors.

On a quarterly basis the Alliance to end Homelessness in Suburban Cook County conducts a Data Quality Check. We are required to submit a report stating that all HMIS information is entered correctly.

In addition, a member of our staff attends the monthly meeting of the HMIS User group.

**2. Income Documentation**

All clients served during the course of this project are a presumed benefit population. There are no financial eligibility guidelines for this program.

**3. Evaluation Process**

The Manager of Outreach and Engagement, Jake Bradley, reviews with the In Reach staff, on a weekly basis, their progress in entering case management data (new clients, and clients in the shelter). He also confirms these entries by reviewing reports in HMIS. The Director of Operations and Client Services, Armando Smith, reviews HMIS reports on a monthly basis, as he prepares the monthly board report. At the end of each quarter, the senior management team (Lynda Schueler, Armando Smith, Janet Gow, and Misti Faust) compares results of the quarter against objectives, and propose corrective actions if needed.

In the past, we have updated the admission policies for the Emergency Shelter and many of the changes: restructuring the "banned client" policy, clarifying the intake process, among others, were informed by the evaluation process including client's feedback. Client

complete satisfaction surveys at the end of the Shelter season and the Transitional Shelter season.

#### IV. Organizational Capacity

##### a. Mission and Experience

###### 1. Experience

This year, Housing Forward is celebrating the 25th anniversary of service to the Oak Park, River Forest, and Forest Park area. Our mission statement is simple: "The mission of Housing Forward is to transition people from housing crisis to housing stability." Since 1992, we have been the primary provider of homeless services in Oak Park, and our impact area has expanded to include the rest of west Cook County (a region with a population larger than most mid sized cities.) Over 17,000 unduplicated individuals and families from the region have received our services since our initial shelter season.

Since our merger with Prevail in 2015, Housing Forward has made significant expansions in its efforts first to prevent homelessness (by expanding the breadth of emergency assistance) and to end homelessness. Our permanent supportive housing program will again expand in 2017 to include more units for chronically homeless individuals cycling in and out of the Cook County Health and Hospital system and placing an outsized burden on emergency services. These combined efforts, alongside our renewed emphasis on service coordination, have correlated with reduced numbers in the Emergency Shelter and reduced chronic homelessness in the area over the last five years.

Lynda Schueler, Housing Forward's Executive Director, is a founding member of the Alliance to End Homelessness in Suburban Cook County and has been with Housing Forward for 18 years. She holds a Master's Degree in Public Administration. Armando Smith, Housing Forward's Director of Operations & Client Services, has been with the agency since November 2014 and supervises for the six direct service programs that comprise Housing Forward's integrated solution to homelessness. Mr. Smith is a Licensed Clinical Social Worker (LCSW) with 38 years of experience.

Our staff includes several veteran case managers and program supervisors, most of whom have advanced degrees in relevant fields (one RN, an MPH, an MPA, an MS, and several LCSWs). In addition, our case management interns (who are pursuing Masters of Social Work degrees at area universities) work in the shelters and at the Maywood Support Center.

###### 2. Reporting Requirements

Housing Forward's FY17 annual budget of \$6 million is a diverse mix of federal, state, local, private sector funds and in-kind resources. Government sources include the Corporation for National and Community Service; U.S. Department of Housing and Urban Development via the Supportive Housing Program, the Village of Oak Park (CDBG & ESG), the Cook County Department of Planning (CDBG & ESG), and the City of Berwyn (CDBG); U.S. Department of Veterans Affairs; Proviso Township Mental Health Commission; Community Mental Health Board of Oak Park Township; Illinois Department of Human Services; and the Federal Emergency Management Agency.

Housing Forward's reputation for solid and effective programming with sound fiscal

and programmatic oversight has made possible the continued expansion and diversification of public and private funding sources over the years. Housing Forward staffs a Finance and Administration department that includes one Director, full-time bookkeeper, and full-time grants accountant. We also employ a full-time compliance manager. Our accounting and administrative infrastructure allows us to center regulatory compliance as a core principle, and facilitates efficient management of large scale public grants.

Our fiscal and program policies, approved by the Board of Directors, incorporate procedures to ensure compliance with funding rules and regulations at all levels of the program. Housing Forward's Director of Operations & Client Services and Director of Finance & Administration are responsible for the program and fiscal compliance, respectively. These positions are supervised by the agency Executive Director, who has final oversight and accountability of the program. These policies have resulted in total compliance with all regulations in the past, and will be used going forward to maintain program integrity.

### **3. Collaboration**

This fall, Housing Forward was selected by the Alliance to End Homelessness in Suburban Cook County to lead the development and implementation of a Coordinated Entry system for suburban Cook County. Coordinated Entry is a community-wide system that standardizes and expedites the process by which people experiencing homelessness or who are at imminent risk of homelessness can access shelter, housing, and prevention resources. By standardizing the intake process across the region, by sharing information in real-time, and by adopting uniform prioritization policies, homeless service agencies will be able to refer people to the right program based on their preferences and level of need. Coordinated Entry will provide access to these limited resources at several different access points, including a website, a Call-In Center, and four regional Walk-In Sites scattered across suburban Cook County. In addition to being the lead implementing and fiscal agent for this project, Housing Forward will also staff and house the Walk-In Site that will serve the West region of Coordinated Entry's service area. Housing Forward will be responsible for leading the nine-agency partnership that comprises the CE system, and providing training on using a low-barrier, housing first approach to working with the population.

The advancement of service coordination as well as building community support for addressing homelessness remains a core strategy of Housing Forward's Board of Directors and Leadership team in their efforts to end homelessness in the Oak Park area. In summer of 2016, Housing Forward helped launch the Oak Park Homelessness Coalition in partnership with the Community Mental Health Board of Oak Park. This effort will bring together public servants, schools, social services agencies, businesses, and other stakeholders to educate the public about homelessness and implement coordinated strategies for addressing homelessness in Oak Park.

Other partners include Chicago Volunteer Legal Services, Loyola University Health Sciences Division & Health System, Oak Park & River Forest Food Pantry, PCC Wellness, Rush Oak Park Hospital, Hines VA, and Oak Park Township. Partners for Supportive Housing are Hines VA Hospital, Pillars, South Suburban PADS, Thresholds, Thrive, Heartland Alliance-Health the West Cook YMCA, Oak Park Residence Corporation, Oak Park Housing Authority, and BEDS Plus Care. For Housing Forward's PADS Shelter program, the agency is supported by site congregations (in Berwyn, Franklin Park, Forest Park and Oak Park). The agency also partners with BEDS Plus Care for overflow shelter space, and West Suburban Medical



Center and Rush Oak Park Hospital for laundry services. For Emergency Assistance, Housing Forward partners with Catholic Charities and the Salvation Army The Employment Program partners with Inspiration Corporation and Oak Park Township.

## V. Budget Narrative

### a. Budget Description

Shelter Operations; \$2,000 for Hotel Vouchers when shelter sites are unavailable, \$5,000 for office rent for support center space, \$3,000 Shelter Supplies (including laundry).

Essential Services; \$10,000 for 30% of Full-Time Support Center Case Manager for case management services at \$32,000 annually. \$4,000 for transportation for homeless clients to job trainings, interviews, employment, shelter sites, medical appointments.

### b. Alternative Revenue Sources

Housing Forward works to mitigate the risk of eliminated or decreased public funding for the shelter by securing support from private funders, and shoring up the support of its grassroots donor base (whose support is particularly strong in Oak Park.) Housing Forward is the only provider of emergency and summer transitional shelter in the Village of Oak Park. The closest service alternatives are located in LaGrange and the City of Chicago. If the PADS Shelter did not receive funding, or received reduced funding for this program, it is likely that we would have to reduce the length of the shelter season.

## 3. Attachments

Attach the following documents, with the saved name formatted as required (See Application Instructions).

### Articles of Incorporation/Bylaws

[housing\\_forward\\_articles\\_of\\_incorporation\\_and\\_bylaws.pdf](#)

### Non-profit determination (IRS letter)

[irs\\_letter\\_of\\_determination\\_-\\_housing\\_forward\\_2015.pdf](#)

### List of Board of Directors

[2016-17\\_board\\_contact\\_list.doc](#)

### Organizational Chart

[2016\\_org\\_chart\\_update\\_2.15.17.pptx](#)

### Resumes

[pads\\_shelter\\_resumes.pdf](#)

### Financial Statement and Audit

[housing\\_forward\\_financial\\_statement\\_and\\_audit.pdf](#)

### Statement of ADA Compliance

[housing\\_forward\\_statement\\_of\\_ada\\_compliance\\_signed.pdf](#)

**Budget Worksheet**[esg - emergency\\_shelter.xlsx](#)**Logic Model**[housing\\_forward\\_pads\\_shelter\\_logic\\_model\\_esg.docx](#)**Timeline**[housing\\_forward\\_shelter\\_timeline.docx](#)**Conflict of Interest Statement/Anti-Lobbying Statement**[housing\\_forward\\_conflict\\_of\\_interest-anti-lobbying\\_2017.pdf](#)**EEO Form**[housing\\_forward\\_eeo.pdf](#)**Intake Documentation**[housing\\_forward\\_shelter\\_intake.docx](#)**Support Statements**[housing\\_forward\\_support\\_statement - shelter.pdf](#)**4. Proposal Agency Information and Verification****1. Name of Authorized Official of Applicant Organization**

Lynda Schueler

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

Executive Director

**3. Date of Submittal**

Fri, 2017-03-03

I agree

Source URL: <http://www.oak-park.us/node/1349/submission/9556>



Organization	Housing Forward
Project Name	PADS Shelter program (ESG)

Goal Statement: The goal of the PADS Shelter/Transitional Shelter program is to provide immediate, temporary crisis response to individuals experiencing homelessness.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
PADS Shelter Manager  Two In-Reach Case Managers  Two In-Reach & Engagement Specialists  Three Bachelor Level Social Work Students  A core group of trained volunteers that provide support and assistance to participants  Ten congregations that donate space to the program – mid-Sept-May. Seven congregations donate space from June-mid Sept.  Congregations and community groups that provide three	Outreach to engage clients  Outreach to recruit volunteers  Volunteer training  Operate the shelter seven nights per week and offer services (medical, counseling, etc.) as indicated.  Provide basic service and case management while in Shelter.  Offer long term case management to clients who request services.	500 Total unduplicated persons served (without regard to income or residency)  60 Oak Park residents served  Less than 3% of individuals who present for shelter will be turned away due to space	Persons experiencing homelessness will have a place to sleep each night  Some clients will engage in case management and be linked to other services including housing	Participants will use the PADS Shelter and Transitional Shelter (summer) as a gateway to supportive services that will lead to stability by working to remove barriers to housing  Participants will build long term case management relationship that will assist them in achieving goals	500 clients will receive basic food (39,000 meals) and shelter (13,000)  350 clients from the shelter will connect to the Support Center for basic services (showers, mail services, hygiene products, etc.)

<p>meals for each participants</p> <p>Medical professionals that provide medical screenings and health education classes.</p> <p>Linens and other bedding supplies</p> <p>Personal Hygiene supplies</p>	<p>Submit monthly and quarterly reports as indicated.</p>				
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## PY 2017 Timeline

Organization	Housing Forward
Project Name	PADS Shelter program

Timeframe	Activity	Person Responsible
Month 1 October	<p>Ensure that all Shelter locations are ready for the opening of the season.</p> <p>Ensure that staff, and interns are prepared for seasons.</p> <p>Ensure that all Shelter volunteers are in place,</p> <p>Complete registration process for all clients.</p> <p>Provide Shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p>	<p>Shelter Manager</p> <p>Outreach and Engagement Manager</p> <p>Volunteer and Outreach Manager and Shelter Manager</p> <p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In-reach case managers</p>
Month 2 November	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In-Reach Case Managers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>

	<p>and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	Director of Finance and Admin
Month 3 December	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers In Reach Shelter Case Managers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 4 January	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Perform quarterly review of all</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p> <p>Outreach and Engagement Manager</p>

	<p>programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park a quarterly report.</p> <p>Bill Village of Oak Park for services.</p>	<p>Senior Management Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 5 February	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In-Reach Case Managers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>

	<p>report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	Director of Finance and Admin
Month 6 March	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 7 April	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Perform quarterly review of all</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p> <p>Outreach and Engagement Manager</p> <p>Senior Management Team</p>



	<p>programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services.</p>	<p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 8 May	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>

	<p>explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	Director of Finance and Admin
Month 9 June	<p>Nightly Rotational Shelter season Ends; Transitional Summer Shelter begins</p> <p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it</p> <p>Complete registration process for clients in the Summer Transitional Housing</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Manager</p> <p>Shelter Manager and In-Reach staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 10 July	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients.</p> <p>By the 5th of the month, submit</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p> <p>Outreach and Engagement</p>

	<p>to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 11 August	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients if they request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Perform quarterly review of all programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p> <p>Outreach and Engagement Manager</p> <p>Senior Management Team</p> <p>Director of Operations</p> <p>Director of Operations</p>

	<p>three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report</p> <p>Bill Village of Oak Park for services.</p>	<p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 12 September	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>

## 2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables

Table 1: PY 2017 ESG Proposed Activity Budget

Complete only for this specific ESG Activity; Be very specific.

PY 2017 ESG ACTIVITY BUDGET (Be specific & entitle line items according to ESG regulations.)	Total PY 2017 Costs	Itemized Oak Park PY 2017 ESG Activity
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$98,500.00</b>	<b>\$24,000.00</b>
(Specify Eligible Costs): Case Management	\$32,000.00	\$10,000.00
(Specify Eligible Costs): Shelter Costs	\$53,000.00	\$10,000.00
(Specify Eligible Costs): Transportation	\$13,500.00	\$4,000.00
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>STREET OUTREACH ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$98,500.00</b>	<b>\$24,000.00</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

<b>PY 2016 FUNDING SOURCE (Note if this is part of your <u>Match</u>)</b>	<b>Type of funding - Other Federal, State/Local or Private?</b>	<b>Amount (\$)</b>	<b>Has funding been approved? (Yes/No)</b>
Cook County ESG	Federal	\$24,000.00	Yes
FEMA	Federal	\$50,000.00	Yes
Village of Oak Park CDBG	Federal	\$25,000.00	No
Inkind	InKind	\$461,000.00	Yes
<b>TOTAL - OTHER GRANTS</b>		<b>\$560,000.00</b>	

Match



March 7, 2017

Lynda Schueler  
Executive Director  
Housing Forward  
1851 S. 9<sup>th</sup> Ave  
Maywood, IL 60153 (Sent via email to expedite process)

Dear Ms. Schueler:

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

With this application, several items needed revisions.

- The Timeline started too early (prior to October) and did not go to the end of the program year. As a result, some actions such as reporting are listed in the wrong months. Billing is not listed. Please revise and re-submit.
- With the budget description narrative in the application, as stated previously, we always need to see percentages listed in the exact amount, with a decimal if it is needed. The percentages you list for personnel do not equal the amount listed. Please submit an addendum to the budget description narrative.
- Outdated Resumes: Since you will get us the updated ones for Mr. Smith and Mr. Nowicki for another (CDBG) proposal, we won't ask for that here.
- The Conflict of Interest statement was not in the format requested, as described in the Instructions. Since you will get us the updated one for CDBG, we won't ask for that here.

To ensure the eligibility of this particular PY 2017 ESG application, please make these corrections/additions and submit no later than 5 p.m., March 9, 2017. Thank you for your cooperation. If you have any questions, call me at (708) 358-5416. This will be the only chance you have for making corrections and adding items; one submittal only.

Sincerely,

Mark Dwyer  
Grants Supervisor, Community Development Block Grant Program

## **PY 2017 ESG, Revised**

### **a. Budget Description**

Describe each ESG cost in detail (e.g. specific positions, % FTE, % of time spent on the ESG portion of the project, type of supplies). Focus on the ESG portion of the project, and show the percentage of each category charged to this budget. Be extremely detailed with regard to the type of ESG cost involved, per the HUD ESG regulations.

**TOTAL: \$24,346**

**Shelter Operations – \$10,346**

Shelter Rent \$5,000 – Supportive Service space for homeless individuals and families to get basic needs met (i.e. showering, receive mail, make phone calls, receive case management, etc.)

Shelter Maintenance \$5,346 – Shelter laundry services to clean shelter sheets, blankets and towels.

**Essential Services – \$14,000**

In-Reach Engagement Specialist – One FTE Shelter Case Manager will spend 100% of their time providing case management and linkage services in the emergency shelters to homeless individuals and families at \$32,000. 31.25% of their salary (\$10,000) will be billed to ESG project.

Transportation \$4,000 – transportation for homeless clients to job trainings, interviews, employment, shelter sites, medical appointments.



## 2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables

**Table 1: PY 2017 ESG Proposed Activity Budget**

Complete only for this specific ESG Activity; Be very specific.

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(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$98,500.00</b>	<b>\$24,346.00</b>
(Specify Eligible Costs): Case Management	\$32,000.00	\$10,000.00
(Specify Eligible Costs): Shelter Costs	\$53,000.00	\$10,346.00
(Specify Eligible Costs): Transportation	\$13,500.00	\$4,000.00
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>STREET OUTREACH ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$98,500.00</b>	<b>\$24,346.00</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

PY 2016 FUNDING SOURCE (Note if this is part of your <u>Match</u> )	Type of funding - Other Federal, State/Local or Private?	Amount (\$)	Has funding been approved? (Yes/No)
Cook County ESG	Federal	\$24,000.00	Yes
FEMA	Federal	\$50,000.00	Yes
Village of Oak Park CDBG	Federal	\$25,000.00	No
Inkind	InKind	\$461,000.00	Yes
TOTAL - OTHER GRANTS		\$560,000.00	

Match

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

[Home](#) > [Village of Oak Park Emergency Solutions Grant Submission Form](#) > [Webform results](#) > Submission #24

#### Submission information

Form: Village of Oak Park Emergency Solutions Grant Submission Form

Submitted by pads2

Fri, 2017-03-03 11:52

173.161.13.197

#### 1. Applicant Information

Please provide the following information about your organization and the project your organization is proposing.

##### A. Organization Information

**1. Organization Name**

Housing Forward

**2. Organization Mailing Address**

1851 S Ninth Avenue, Maywood, IL 60153

**3. Organization Phone Number**

708-338-1724

**4. Executive Director**

Lynda Schueler

**5. Email Address**

lschueler@housingforward.org

**6. FEIN #**

36-3876660

**7. DUNS #**

79-822-9725

##### B. Project Information

**1. Proposed Project Name**

Homeless Prevention

**2. Proposed Project Address**

1851 S Ninth Avenue, Maywood, IL 60153

**3. Proposed Project Manager/Primary Contact**

Lynda Schueler 708-338-1724 x223

**4. Secondary Project Contact**

Armando Smith 708-338-1724 x222

**5. Proposed Project Phone Number**

708-338-1724

**6. Proposed Project Email Address**

lschueler@housingforward.org

**C. Type of Organization**

Private non-profit

Other

**D. Partner Organization Information**

If you are partnering with one or more agencies for this proposal, complete the following section for each agency.

**1. Partner Organization Name****2. Partner Organization Address****3. Partner Contact Person****4. Partner Contact Person Phone**

000-000-0000

**5. Partner Email Address****6. Partner Type of Organization****7. Partner's FEIN#****E. Project Overview****1. Total ESG dollars requested**

\$ 35,000

**2. Total project budget**

\$ 90,000

**3. Total Persons Served Annually**

130 people in 40 households (36 Oak Park residents in 14 households)

**4. Project Location(s)**

1851 S Ninth Avenue, Maywood, IL 60153

**5. Hours of Service**

Homeless Prevention services are available 9am-5pm Monday - Friday

**6. Project Description/Purpose**

The aim of Housing Forward's Homeless Prevention program is to help vulnerable individuals and families remain in their current housing by offering onetime financial assistance that resolves their crisis. Program participants are eligible for intake, assessment, case management, housing location services (when needed) and aftercare services (i.e. postassistance) if follow up is required.

Individuals and families who participate Homeless Prevention are at "imminent" risk of homelessness and are often undergoing a temporary economic crisis. They benefit from Housing Forward's Homeless Prevention program by avoiding the physical and emotional trauma of homelessness through the immediate resolution of their crisis, and connection to services like Employment Readiness or financial literacy education, to prevent future recurrence of a crisis/

## **7. Proposed Activity**

Homelessness Prevention

## **2. Project Narrative**

### **I. Background and Need**

Rising rents, stagnant wage growth, and unemployment among young people and other vulnerable populations contribute to the crisis of eviction in west Cook County for low-income individuals and families. The Heartland Alliance's Social Impact Center reports that in the two state senate districts where we have offices, 29,915 people are living in extreme poverty and 17,924 households are severely rent-burdened ( meaning they pay over half their monthly income in housing costs). Across Cook County, well over a quarter of households are severely rent-burdened.

Housing Forward's provision of Homeless Prevention funds continues to grow to meet the demand created by these economic conditions. In 2016, we prevented 92 households from becoming homeless, by either providing financial assistance, housing relocation and stabilization services, or some combination of the two.

### **II. Approach**

#### **a. Meeting Needs**

Housing Forward's Homeless Prevention program is designed to decrease the number of individuals who become homeless by providing shortterm assistance. Almost half of persons served by our Homeless Prevention program are children; twothirds of adults served tend to be women. By helping participants take the necessary steps to stabilize their housing, the Prevention program addresses the immediate financial crisis as well as offering an opportunity to address the root causes of these families' instability. The costs of this assistance are far lower than the costs of re-housing a homeless family, or allowing a family to become homeless and end up in the Emergency Shelter.

#### **b. Target Population**

he homeless prevention program relies on a rigorous and expansive screening and assessment program in order to target high risk clients for this assistance. Every client who comes into contact with the agency is screened for their potential to participate in our prevention programs. Clients who have near to sufficient income to resolve their crisis, have an alternate housing plan, or qualify when assistance is unavailable are referred to Short-term Stability Services case management in order to resolve their crisis through referrals and help with problem-solving. Clients who meet the criteria and are deemed the highest risk (i.e. lowest income, actual court date for eviction, multiple years of housing instability) will be prioritized for services. In addition, clients who are eligible and need further assistance are engaged in Aftercare case management, and follow-up is contacted to ensure that a recurrence of their crisis is avoided.

In 2015, 54% of participants were under the age of 18, 20% were 18-30, 22% were 31-50, 3% were 51-61, and 1% were 62+; 82% were Non Hispanic/NonLatino, 18% were Hispanic/Latino; 73% were Black/African American, 20% were White, 4% were "Other/Multi-Racial", and 3% were NonHUD Value Specified.

Housing Forward is also committed to providing services in a culturally competent manner. In 2015, we developed a cultural competency plan in accordance with guidelines set forth by the Illinois Department of Human Services. Housing Forward employs bilingual staff members and volunteers, and staff are trained to utilize a translation service over the phone when language is a barrier to service delivery.

### **c. Strategies**

Households who are at "imminent" risk of homelessness (e.g. a 5 day eviction notice, living precariously in a doubled up situation, etc.) are referred to the countywide, centralized intake the Homelessness Prevention Call Center (877) 4266515. Households are prescreened for eligibility and referred to a portal agency that provides prevention services in their geographic area (Housing Forward rotates screening calls with the Homelessness Prevention Call Center, with two other west suburban agencies five days a week.). Households referred to Housing Forward are intaked by the Homeless Prevention Case Manager, who conducts a case management appointment to determine eligibility.

To determine eligibility, households must 1) show proof that they are at imminent risk of homelessness; 2) have had a temporary economic crisis beyond their control, the crisis has been resolved and they can resume payments; and 3) demonstrate that their household income is at or below 30% of area median income. If a client is deemed eligible, and all documentation is provided and verified, the client will be enrolled in the program for short term assistance. Clients who meet the risk factors for most imminent risk of losing their housing (i.e. lowest income, actual court date for eviction, etc), are prioritized for services.

The Homeless Prevention Case Manager will ensure eligibility by obtaining income verification, documentation for 'at risk of becoming homeless, but for this assistance' from the participant and then verifying the information with the current landlord. If the participant is deemed to need more than onetime assistance, they will be enrolled in the Homeless Prevention Program and case management will accompany the financial assistance provided. Participants will be required to participate in case management appointments and show evidence that they are working to stabilize their housing situation. Eligibility will then be reassessed every three months. The process for redetermining eligibility will be the same as when the participant is initially assessed for the program.

### **d. Written Standards**

#### **1. Evaluation Policies and Procedures**

All calls are screened by our Prevention Specialist who completes a screening form. The eligibility requirements for the programs are that the applicant is experiencing a housing crisis: i.e. about to be evicted, and has no other financial resources. During the course of the assessment, the housing specialist informs the caller of the required documents needed to establish the housing crisis and the timeline for submission. Once those are submitted the application is processed and a decision is made as to eligibility.

#### **2. Coordination with Other Providers**

Housing Forward is taking bold steps to strengthen our work in the community and to advance service coordination across suburban Cook County. This fall, Housing Forward was chosen to lead a nine-agency partnership to implement Coordinated Entry (CE), a county-wide system to standardize and expedite the process by which people

experiencing homelessness or at risk of homelessness access housing and homeless resources. Through CE, people experiencing homelessness will be matched to services and housing based on their preferences and level of need. Housing Forward's experience and leadership has positioned us to train other agencies on using a low-barrier, housing first approach to working with the population.

In addition to Coordinated Entry, Housing Forward continues to maintain formal partnerships with 17 other agencies and community stakeholders, and informal agreements with over 30 congregations.

### **3. Prioritization**

If participants have enough income to pay their rent past the initial assistance, they are placed in the Homeless Prevention program.

### **4. Determining Participants' Costs**

Participants are not required to pay any portion of the costs of their one-time assistance.

### **5. Length of Assistance**

The maximum amount of assistance is \$3,000 per household over the course of two years for IDHS, and \$3,000 over three years for ESG funding.

### **6. Type, Amount and Duration of Services**

See above.

## **III. Program Eligibility**

### **a. Goal Statement**

The goal of the Homeless Prevention program is to provide shortterm financial assistance that stabilizes individuals and families and prevents them from going through the traumatic experience of homelessness. This program is also a proactive one which recognizes that the costs associated with preventing homelessness are much lower than rehousing someone once they lose their home.

### **b. Documentation**

#### **1. Outputs and Outcomes**

The Director of Operations and Client Services is responsible for ensuring that all programs are working to achieve their stated outcomes. For the Homeless Prevention program, the Prevention case manager is responsible for collecting data on participants and entering that data into the HMIS system within 48 hours of the case management session. The Supportive Housing Director reviews the HMIS report on a weekly basis to ensure that the data is entered in a timely manner. At the end of the month of the Director of Operations and Client Services runs a report on clients served and presents that information to the Board of Directors.

On a quarterly basis, the Alliance to End Homelessness in Suburban Cook County conducts a Data Quality Check. We are required to submit a report stating that all HMIS information is entered correctly. We also participate in monthly meeting of the HMIS User group.

#### **2. Income Documentation**

To determine eligibility, households must 1) show proof that they are at imminent risk of homelessness; 2) have had a temporary economic crisis beyond their control, the crisis has been resolved and they can resume payments; and 3) demonstrate that their household income is at or below 30% of area median income. If a client is deemed eligible, and all documentation is provided and verified, the client will be enrolled in the program for short term assistance. Clients who meet the risk factors for most imminent risk of losing their housing (i.e. lowest income, actual court date for eviction, etc), are prioritized for services.

### 3. Evaluation Process

The Prevention Program Manager, Romiesha Tucker, reviews with the Housing Prevention Case Manager, on a weekly basis, her progress in entering the data. She also confirms these entries by reviewing reports in HMIS. She receives a report on the issues the callers presented, and provides support and assistance to the Housing Specialist. The Director of Operations and Client Services, Armando Smith, reviews the reports on a monthly basis, as he prepares the monthly board report. At the end of each quarter, the senior management team (Lynda Schueler, Armando Smith, Janet Gow, and Misti Faust) compares results of the quarter against objectives, and propose corrective actions if needed.

## IV. Organizational Capacity

### a. Mission and Experience

#### 1. Experience

This year, Housing Forward is celebrating the 25th anniversary of service to the Oak Park, River Forest, and Forest Park area. Our mission statement is simple: "The mission of Housing Forward is to transition people from housing crisis to housing stability." Since 1992, we have been the primary provider of homeless services in Oak Park, and our impact area has expanded to include the rest of west Cook County (a region with a population larger than most mid sized cities.) Over 17,000 unduplicated individuals and families from the region have received our services since our initial shelter season.

Since our merger with Prevail in 2015, Housing Forward has made significant expansions in its efforts first to prevent homelessness (by expanding the breadth of emergency assistance). Since 2001, we have prevented nearly 3,000 individuals and families from becoming homeless through Homeless Prevention and other types of financial and supportive assistance. Nearly half of that assistance was offered over the last two years. Prevention has increasingly become a central part of our strategy to end homelessness in our service area.

Our permanent supportive housing program will again expand in 2017 to include more units for chronically homeless individuals cycling in and out of the Cook County Health and Hospital system and placing an outsized burden on emergency services. These combined efforts, alongside our renewed emphasis on service coordination, have correlated with reduced numbers in the Emergency Shelter and reduced chronic homelessness in the area over the last five years.

Lynda Schueler, Housing Forward's Executive Director, is a founding member of the Alliance to End Homelessness in Suburban Cook County and has been with Housing Forward for 18 years. She holds a Master's Degree in Public Administration. Armando Smith, Housing Forward's Director of Operations & Client Services, has been with the



agency since November 2014 and supervises for the six direct service programs that comprise Housing Forward's integrated solution to homelessness. Mr. Smith is a Licensed Clinical Social Worker (LCSW) with 38 years of experience.

Our staff includes several veteran case managers and program supervisors, most of whom have advanced degrees in relevant fields (one RN, an MPH, an MPA, an MS, and several LCSWs). In addition, our case management interns (who are pursuing Masters of Social Work degrees at area universities) work in the shelters and at the Maywood Support Center.

## **2. Reporting Requirements**

Housing Forward's FY17 annual budget of \$6 million is a diverse mix of federal, state, local, private sector funds and in-kind resources. Government sources include the Corporation for National and Community Service; U.S. Department of Housing and Urban Development via the Supportive Housing Program, the Village of Oak Park (CDBG & ESG), the Cook County Department of Planning (CDBG & ESG), and the City of Berwyn (CDBG); U.S. Department of Veterans Affairs; Proviso Township Mental Health Commission; Community Mental Health Board of Oak Park Township; Illinois Department of Human Services; and the Federal Emergency Management Agency.

Housing Forward's reputation for solid and effective programming with sound fiscal and programmatic oversight has made possible the continued expansion and diversification of public and private funding sources over the years. Housing Forward staffs a Finance and Administration department that includes one Director, full-time bookkeeper, and full-time grants accountant. We also employ a full-time compliance manager. Our accounting and administrative infrastructure allows us to center regulatory compliance as a core principle, and facilitates efficient management of large scale public grants.

Our fiscal and program policies, approved by the Board of Directors, incorporate procedures to ensure compliance with funding rules and regulations at all levels of the program. Housing Forward's Director of Operations & Client Services and Director of Finance & Administration are responsible for the program and fiscal compliance, respectively. These positions are supervised by the agency Executive Director, who has final oversight and accountability of the program. These policies have resulted in total compliance with all regulations in the past, and will be used going forward to maintain program integrity.

## **3. Collaboration**

This fall, Housing Forward was selected by the Alliance to End Homelessness in Suburban Cook County to lead the development and implementation of a Coordinated Entry system for suburban Cook County. Coordinated Entry is a community-wide system that standardizes and expedites the process by which people experiencing homelessness or who are at imminent risk of homelessness can access shelter, housing, and prevention resources. By standardizing the intake process across the region, by sharing information in real-time, and by adopting uniform prioritization policies, homeless service agencies will be able to refer people to the right program based on their preferences and level of need. Coordinated Entry will provide access to these limited resources at several different access points, including a website, a Call-In Center, and four regional Walk-In Sites scattered across suburban Cook County. In addition to being the lead implementing and fiscal agent for this project, Housing Forward will also staff and house the Walk-In Site that will serve the West region of Coordinated Entry's service area. Housing Forward will be responsible for leading the

nine-agency partnership that comprises the CE system, and providing training on using a low-barrier, housing first approach to working with the population.

The advancement of service coordination as well as building community support for addressing homelessness remains a core strategy of Housing Forward's Board of Directors and Leadership team in their efforts to end homelessness in the Oak Park area. In summer of 2016, Housing Forward helped launch the Oak Park Homelessness Coalition in partnership with the Community Mental Health Board of Oak Park. This effort will bring together public servants, schools, social services agencies, businesses, and other stakeholders to educate the public about homelessness and implement coordinated strategies for addressing homelessness in Oak Park.

Other partners include Chicago Volunteer Legal Services, Loyola University Health Sciences Division & Health System, Oak Park & River Forest Food Pantry, PCC Wellness, Rush Oak Park Hospital, Hines VA, and Oak Park Township. Partners for Supportive Housing are Hines VA Hospital, Pillars, South Suburban PADS, Thresholds, Thrive, Heartland Alliance-Health the West Cook YMCA, Oak Park Residence Corporation, Oak Park Housing Authority, and BEDS Plus Care. For Housing Forward's PADS Shelter program, the agency is supported by site congregations (in Berwyn, Franklin Park, Forest Park and Oak Park). The agency also partners with BEDS Plus Care for overflow shelter space, and West Suburban Medical Center and Rush Oak Park Hospital for laundry services. For Emergency Assistance, Housing Forward partners with Catholic Charities and the Salvation Army. The Employment Program partners with Inspiration Corporation and Oak Park Township.

## V. Budget Narrative

### a. Budget Description

25% of Homeless Prevention Case Management salary at \$40,000 annually. The remainder will be distributed as direct client assistance for the following types of assistance:

\$5,000 for security deposits

\$5,000 for short-term rental assistance

\$15,000 for rent arrears

This amount will be matched by funding from private sources, including private foundations and donors.

### b. Alternative Revenue Sources

If the funding requested in this application is denied, or is not received at the level requested, the number of households Housing Forward could assist would decrease.

Housing Forward proactively seeks alternative revenue sources for all programs, including Homeless Prevention. The program is supported by a mix of public and private funders to insulate the program as a whole from the sudden loss of any funding source.

**3. Attachments**

Attach the following documents, with the saved name formatted as required (See Application Instructions).

**Articles of Incorporation/Bylaws**

housing\_forward\_articles\_of\_incorporation\_and\_bylaws.pdf

**Non-profit determination (IRS letter)**

irs\_letter\_of\_determination\_-\_housing\_forward\_2015.pdf

**List of Board of Directors**

2016-17\_board\_contact\_list.doc

**Organizational Chart**

2016\_org\_chart\_update\_2.15.17.pptx

**Resumes**

housing\_forward\_homeless\_prevention\_resumes\_2017.pdf

**Financial Statement and Audit**

housing\_forward\_financial\_statement\_and\_audit.pdf

**Statement of ADA Compliance**

housing\_forward\_statement\_of\_ada\_compliance\_signed.pdf

**Budget Worksheet**

esg\_-\_homeless\_prevention.xlsx

**Logic Model**

housing\_forward\_homeless\_prevention\_logic\_model.docx

**Timeline**

housing\_forward\_homeless\_prevention\_timeline.docx

**Conflict of Interest Statement/Anti-Lobbying Statement**

housing\_forward\_conflict\_of\_interest-anti-lobbying\_2017.pdf

**EEO Form**

housing\_forward\_eeo.pdf

**Intake Documentation**

housing\_forward\_homelessness\_prevention\_intake\_form.pdf

**Support Statements****4. Proposal Agency Information and Verification****1. Name of Authorized Official of Applicant Organization**

Lynda Schueler

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

Executive Director

**3. Date of Submittal**

Fri, 2017-03-03

I agree

Source URL: <http://www.oak-park.us/node/1349/submission/9547>



Organization	Housing Forward
Project Name	Homeless Prevention (ESG)

**Goal Statement:** The goal of Homeless Prevention is to provide proactive short-term financial assistance to individuals and families in order to prevent the loss of housing and the associated traumatic effects of homelessness. This program recognizes that the short-term cost of preventing homelessness is far lower than the cost of homelessness, and the cost of rehousing someone once they lose their home.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Prevention Program Manager  One full-time prevention Case Manager  One full time prevention specialist  One full time Short-term Stability Services Case Manager  Homeless Prevention Assessment Form  Funds to provide assistance to qualified individuals	Screen referrals from coordinated call center or from walk-in center to determine eligibility  Process applications of eligible candidates including collecting and submitting of documents  Follow up with individuals who have left the program, three, six and nine months after termination or graduation.	130 people in 40 households will be provided with financial assistance (Total; all municipalities)  36 Oak Park residents in 14 households will be provided with financial assistance	Individuals and families will avoid becoming homeless.  Clients will accept referrals to address any issues that may be barriers to retaining their housing.	Individuals will stay housed and remain stable in their housing.  Stable housing prevents exacerbation of other crises and affords an opportunity to regain financial stability.	Number of individuals who receive assistance  Number of individuals who receive assistance that are still in their housing after six months.

	Submit monthly and quarterly reports as indicated.				
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## PY 2017 ESG Timeline

Organization	Housing Forward
Project Name	Homeless Prevention

Timeframe	Activity	Person Responsible
Month 1	<p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p>	<p>Prevention Specialist</p> <p>Prevention Case Manager</p> <p>Short-term Stability Services Case Manager</p> <p>Prevention Specialist/Prevention Case Manager</p> <p>Director of Operations and Client Services</p>
Month 2	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Prevention Specialist</p>

	<p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Prevention Case Manager</p> <p>Prevention Case Manager</p> <p>Short-term Stability Services Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
Month 3	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Prevention Specialist</p> <p>Prevention Case Manager</p> <p>Short-term Stability Services Case Manager</p> <p>Prevention</p>



	<p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Specialist/Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
Month 4	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Prevention Specialist</p> <p>Prevention Case Manager</p> <p>Short-term Stability Services Case Manager</p> <p>Prevention Specialist/Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client</p>

	<p>explanation of and improvement plan for any significant variance.</p> <p>Prepare and submit to the Village of Oak Park a quarterly report that includes billing.</p> <p>Bill Village of Oak Park for services</p>	<p>Services</p> <p>Director of Client Services and Operations</p> <p>Director of Finance and Admin</p>
Month 5	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Prevention Specialist</p> <p>Prevention Case Manager</p> <p>Short-term Stability Services Case Manager</p> <p>Prevention Specialist/Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p>

	Bill Village of Oak Park for services	Director of Finance and Admin
Month 6	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Prevention Specialist</p> <p>Prevention Case Manager</p> <p>Short-term Stability Services Case Manager</p> <p>Prevention Specialist/ Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
Month 7	By the 5 <sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with	Program Manager

	<p>the appropriate disposition.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Prepare and Submit to the Village of Oak Park a quarterly report.</p> <p>Bill Village of Oak Park for services</p>	<p>Program Manager</p> <p>Prevention Specialist</p> <p>Prevention Case Manager</p> <p>Short-term Stability Services Case Manager</p> <p>Prevention Specialist/Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Client Services and Operations</p> <p>Director of Finance and Admin</p>
Month 8	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5th of the month, submit to the Director of Operations</p>	<p>Program Manager</p> <p>Program Manager</p>

	<p>the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Prevention Specialist</p> <p>Prevention Case Manager</p> <p>Short-term Stability ServicesCase Manager</p> <p>Prevention Specialist/Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
Month 9	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Prevention Specialist</p>

	<p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Prevention Case Manager</p> <p>Short-term Stability Services Case Manager</p> <p>Prevention Specialist/Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
Month 10	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for Ineligible clients</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Prevention Specialist</p> <p>Prevention Case Manager</p> <p>Short-term Stability Services</p>

	<p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Submit to the Village of Oak Park a quarterly report</p> <p>Bill Village of Oak Park for services.</p>	<p>Case Manager</p> <p>Prevention Specialist/Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
Month 11	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Prevention Specialist</p> <p>Prevention Case Manager</p> <p>Short-term Stability Services Case Manager</p> <p>Prevention Specialist/Prevention Case</p>

	<p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
Month 12	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Prevention Specialist</p> <p>Prevention Case Manager</p> <p>Short-term Stability Services Case Manager</p> <p>Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Director and Director of Operations and Client</p>



	<p>explanation of and improvement plan for any significant variance.</p> <p>Prepare and submit to the Village of Oak Park a quarterly report that includes billing.</p> <p>Bill Village of Oak Park for services.</p>	Services
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## 2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables

**Table 1: PY 2017 ESG Proposed Activity Budget**

Complete only for this specific ESG Activity; Be very specific.

<b>PY 2017 ESG ACTIVITY BUDGET</b> (Be specific & entitle line items according to ESG regulations.)	<b>Total PY 2017 Costs</b>	<b>Itemized Oak Park PY 2017 ESG Activity</b>
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs): Case Management		
(Specify Eligible Costs): Shelter Costs		
(Specify Eligible Costs): Transportation		
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$90,000.00</b>	<b>\$35,000.00</b>
(Specify Eligible Costs): Case Management	\$40,000.00	\$10,000.00
(Specify Eligible Costs): Security Deposits	\$10,000.00	\$5,000.00
(Specify Eligible Costs): Short-Term Rental Assistance	\$10,000.00	\$5,000.00
(Specify Eligible Costs): Rent Arrears	\$30,000.00	\$15,000.00
<b>STREET OUTREACH ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$90,000.00</b>	<b>\$35,000.00</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

<b>PY 2016 FUNDING SOURCE</b> <b>(Note if this is part of your <u>Match</u>)</b>	<b>Type of funding - Other</b> <b>Federal, State/Local or</b> <b>Private?</b>	<b>Amount (\$)</b>	<b>Has funding been</b> <b>approved? (Yes/No)</b>
Cook County ESG	Federal	\$10,000.00	No
Private Funding	Private	\$49,795.00	No
<b>TOTAL - OTHER GRANTS</b>		<b>\$59,795.00</b>	

Match



March 6, 2017

Lynda Schueler  
Executive Director  
Housing Forward  
1851 S. 9<sup>th</sup> Ave  
Maywood, IL 60153

(Sent via email to expedite process)

Dear Ms. Schueler:

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

With this application, several items were incomplete, missing or needed revisions (with your expected CDBG-submittals, you will actually have to submit very little for this one):

- Outdated Resumes: We need a current resume for Ms. Rodriguez. Since you will get us the updated one for Mr. Smith for CDBG, we won't ask for that here.
- With the Timeline, CDBG Reporting and Billing tasks both are not listed, but should be. We covered this preference at the grants workshop.
- The Conflict of Interest statement was not in the format requested, as described in the Instructions. Since you will get us the updated one for CDBG, we won't ask for that here.
- (I have faith that you would do this anyway, but please make a note to send us the most recent Housing Forward Audit when it is available.)

To ensure the eligibility of this particular PY 2017 ESG application, please make these corrections/additions and submit no later than 5 p.m., March 9, 2017. Thank you for your cooperation. If you have any questions, call me at (708) 358-5416. This will be the only chance you have for making corrections and adding items; one submittal only.

Sincerely,

Mark Dwyer  
Grants Supervisor, Community Development Block Grant Program

## **PY 2017 ESG**

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

Describe each ESG cost in detail (e.g. specific positions, % FTE, % of time spent on the ESG portion of the project, type of supplies). Focus on the ESG portion of the project, and show the percentage of each category charged to this budget. Be extremely detailed with regard to the type of ESG cost involved, per the HUD ESG regulations.

**TOTAL: \$31,446**

**Case Management \$7,000 – One FTE Prevention Specialist salary at \$35,000 annually. The Prevention Specialist will spend 100% of their time screening and assessing at risk individuals and families for homeless prevention referrals and linkage to other services and 20% of their salary will be billed to the ESG Project.**

**Housing Relocation and Stabilization \$5,000 – Provide assistance with Security Deposits for individuals and families at risk of homelessness.**

**Financial Assistance \$19,446 –**

**Short-term Tenant Based rental assistance \$5,000 – Assistance with up to three months of tenant based rental assistance**

**Rent arrears assistance \$14,446 – Assistance with past due rental assistance to prevent eviction.**

## 2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables

Table 1: PY 2017 ESG Proposed Activity Budget

Complete only for this specific ESG Activity; Be very specific.

<b>PY 2017 ESG ACTIVITY BUDGET</b> (Be specific & entitle line items according to ESG regulations.)	<b>Total PY 2017 Costs</b>	<b>Itemized Oak Park PY 2017 ESG Activity</b>
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs): Case Management		
(Specify Eligible Costs): Shelter Costs		
(Specify Eligible Costs): Transportation		
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$90,000.00</b>	<b>\$31,446.00</b>
(Specify Eligible Costs): Case Management	\$40,000.00	\$7,000.00
(Specify Eligible Costs): Security Deposits	\$10,000.00	\$5,000.00
(Specify Eligible Costs): Short-Term Rental Assistance	\$10,000.00	\$5,000.00
(Specify Eligible Costs): Rent Arrears	\$30,000.00	\$14,446.00
<b>STREET OUTREACH ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$90,000.00</b>	<b>\$31,446.00</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

<b>PY 2016 FUNDING SOURCE</b> <b>(Note if this is part of your <u>Match</u>)</b>	<b>Type of funding - Other</b> <b>Federal, State/Local or</b> <b>Private?</b>	<b>Amount (\$)</b>	<b>Has funding been</b> <b>approved? (Yes/No)</b>
Cook County ESG	Federal	\$10,000.00	Yes
Private Funding	Private	\$49,795.00	No
<b>TOTAL - OTHER GRANTS</b>		<b>\$59,795.00</b>	

Match

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

[Home](#) > [Village of Oak Park Emergency Solutions Grant Submission Form](#) > [Webform results](#) > Submission #26

#### Submission information

Form: Village of Oak Park Emergency Solutions Grant Submission Form

Submitted by pads

Fri, 2017-03-03 13:24

173.161.13.197

#### 1. Applicant Information

Please provide the following information about your organization and the project your organization is proposing.

##### A. Organization Information

**1. Organization Name**

Housing Forward

**2. Organization Mailing Address**

1851 S Ninth Avenue, Maywood, IL 60153

**3. Organization Phone Number**

708-338-1724

**4. Executive Director**

Lynda Schueler

**5. Email Address**

lschueler@housingforward.org

**6. FEIN #**

36-387660

**7. DUNS #**

79-822-9725

##### B. Project Information

**1. Proposed Project Name**

Housing Forward

**2. Proposed Project Address**

1851 S Ninth Avenue, Maywood, IL 60153

**3. Proposed Project Manager/Primary Contact**

Lynda Schueler 708-338-1724 x223

**4. Secondary Project Contact**

Armando Smith 708-338-1724 x222

**5. Proposed Project Phone Number**



708-338-1724

**6. Proposed Project Email Address**

lschueler@housingforward.org

**C. Type of Organization**

Private non-profit

Other

**D. Partner Organization Information**

If you are partnering with one or more agencies for this proposal, complete the following section for each agency.

**1. Partner Organization Name**

**2. Partner Organization Address**

**3. Partner Contact Person**

**4. Partner Contact Person Phone**

000-000-0000

**5. Partner Email Address**

**6. Partner Type of Organization**

**7. Partner's FEIN#**

**E. Project Overview**

**1. Total ESG dollars requested**

\$ 45,000

**2. Total project budget**

\$ 164,000

**3. Total Persons Served Annually**

60 persons in 25 households (20 Oak Park residents in 8 households)

**4. Project Location(s)**

Housing Forward's administrative offices and Support Center are located at 1851 S. 9th Ave in Maywood. Housing specific case management and other services will occur at the Housing Forward office and in the clients' homes.

**5. Hours of Service**

RRH services will be provided 7.5 hrs per day, 5 days a week (MF, 8 am to 4:30 pm).

**6. Project Description/Purpose**

Rapid ReHousing minimizes the trauma of homelessness for individuals and families experiencing homelessness by moving them from the Emergency Shelter into stable housing as quickly as possible. Participants are offered short to mediumterm rental assistance

coupled with tailored services that will prepare them for sustaining their housing after the rental assistance ends.

Rapid ReHousing reduces the length of time a family spends in the Emergency Shelter, provides services in order to address underlying causes of their crisis, and facilitates the retention of housing over the long term. The costs associated with providing this service are far lower than the costs of keeping them in Emergency Shelter over long periods. Data from the U.S. Interagency Council on Homelessness indicates that nationwide, 90% of households served by Rapid Re Housing are successfully housed and do not return to an emergency shelter.

In 2016, Housing Forward moved 45 individuals in 27 households out of the shelter and provided 4,484 nights of stable housing using this low-cost, high-impact assistance.

## **7. Proposed Activity**

### **Rapid Rehousing**

## **2. Project Narrative**

### **I. Background and Need**

While the Emergency Shelter is an effective tool in combating homelessness in the shortterm, it is not a viable longterm solution. While a client is in the shelter, they tend to operate in "survival mode." Their primary focus and concern is for addressing their immediate, most basic needs. Clients are better able to address a crisis and adopt or resume behavior that facilitates self-sufficiency once the immediate need for safe and stable housing is addressed. There is also a tremendous need for beds in the Emergency Shelter. In 2016, Housing Forward was forced to turnaway 484 individuals from the shelter. If a client is eligible for permanent housing, it is crucial to get them into the housing as quickly as possible, so that others in need can use the Emergency Shelter. The Rapid Rehousing program addresses these problems by transitioning clients as quickly as possible from homelessness back into a stable housing situation. Without the Rapid Rehousing program, we would be forced to turn even more clients away from the shelter each night.

### **II. Approach**

#### **a. Meeting Needs**

Rapid Rehousing helps individuals and families experiencing homelessness locate housing, participate in homebased case management to promote housing retention and gain access to community resources they require to be successful. The program provides support, linkages to services, opportunities to increase income, and crisis resolution to homeless clients whose situation lends itself to a quick resolution and transition to self-sufficiency.

Rapid Rehousing also will decrease the number of homeless households with children by diverting homeless families from the emergency shelter to minimize the negative ramifications of their homelessness while immediately working toward resolution of the causes of that crisis via case management and supportive services.

Since October 2009, when the Rapid Rehousing services began at Housing Forward, more than 350 people have been stabilized through the program. It has very effectively filled a service gap for that segment of the homeless population whose alternatives had previously

been limited to extended stays in the Emergency Shelter. Given the finite number of shelter beds in our service area (turnaways increased nearly 40% in the 2015-2016 shelter season), our Rapid Rehousing program has been an ideal solution for preventing chronic or prolonged homelessness among clients who require only a short or medium term intervention.

### **b. Target Population**

The target populations for Rapid Rehousing are homeless individuals and families who do not require the longterm support offered by our permanent supportive housing program. Most of the participants served in Rapid Rehousing have experienced an isolated, unexpected event (loss of a job, an eviction, an illness, domestic violence, etc) which led to their homelessness. The participants are staying in the Emergency Shelter because they have nowhere else to turn, and are qualified and motivated to return to housing as quickly as possible. In many cases, families are prioritized in the program, because the shelter environment is not suitable for children. The trauma of homelessness for children threatens both their physical and mental health outcomes, and is detrimental to their performance in school. Rapid Re-Housing shortens their stay in the shelter, and prevents a worsening of outcomes for vulnerable children and their families.

In 2015, 38% of participants were under the age of 18, 25% were 31-50, 25% were 51-61, and 12% were 62+; 100% were Non Hispanic/NonLatino; 62% were Black/African American and 38% were White.

Housing Forward is also committed to provided services in a culturally competent manner. In 2015, we developed a cultural competency plan in accordance with guidelines set forth by the Illinois Department of Human Services. Housing Forward employs bilingual staff members and volunteers, and staff are trained to utilize a translation service over the phone when language is a barrier to service delivery.

### **c. Strategies**

Housing Forward uses a low barrier approach to assisting clients who are eligible for

Rapid Rehousing funding. All potential candidates are screened for eligibility and then referred to the program. When deemed eligible, participants in the program will have access to and will be encouraged to engage with the Housing Navigator in order to secure housing. Barriers to housing are identified during the intake and assessment process, and then addressed by assisting clients with resolving any issue that may hinder their ability to secure housing (i.e. addressing credit issues, communicating about potential criminal background issues, etc). The Housing Navigator will assist clients to find and secure housing in the community they can afford and the proximity to work, transportation, and local amenities. Participants will be eligible for ongoing emergency services (Emergency Shelter or Transitional Shelter), supportive services and case management via our daytime Support Center, employment readiness and basic needs services until housing can be secured. Once housed, case management is a mandatory component of the wraparound services they receive, in addition to linkages and referrals to other services as necessary.

### **d. Written Standards**

#### **1. Evaluation Policies and Procedures**

Eligibility for the Rapid ReHousing program is established by HUD. The individual or head of household must meet HUD's definition of literally homeless. They must also have a verifiable source of income, or the potential to gain income to eventually take over the lease of the apartment.

#### **2. Coordination with Other Providers**

Housing Forward is taking bold steps to strengthen our work in the community and to advance service coordination across suburban Cook County. This fall, Housing Forward was chosen to lead a nine-agency partnership to implement Coordinated Entry (CE), a county-wide system to standardize and expedite the process by which people experiencing homelessness or at risk of homelessness access housing and homeless resources. Through CE, people experiencing homelessness will be matched to services and housing based on their preferences and level of need. Housing Forward's experience and leadership has positioned us to train other agencies on using a low-barrier, housing first approach to working with the population.

In addition to Coordinated Entry, Housing Forward continues to maintain formal partnerships with 17 other agencies and community stakeholders, and informal agreements with over 30 congregations.

### **3. Prioritization**

Rapid Re-Housing participants must meet HUD's definition of "literally homeless" and are often referred to the program directly from the Emergency Shelters. Clients who are eligible for Homeless Prevention are at risk of losing their housing, but are not yet homeless so they would not qualify for this assistance and would not be staying in the shelter. Participants found eligible for Rapid Rehousing do not qualify for Homeless Prevention services as they have already lost their housing.

### **4. Determining Participants' Costs**

Rapid Rehousing participants are required to pay 30% of their gross income to be applied toward their rent. Participants are also required to pay utilities not included in the rent.

### **5. Length of Assistance**

The length of assistance is also set by HUD and ranges from three months to 24 months. The amount of the assistance is set not to exceed the Fair Market Rate (FMR) and will be adjusted if the rent increases at the end of the lease, but not to exceed the FMR.

### **6. Type, Amount and Duration of Services**

As stated previously, the type, amount and duration of assistance is determined by HUD and the municipal entity managing the program.

## **III. Program Eligibility**

### **a. Goal Statement**

The goal of the Rapid Re-Housing program is to reduce the length of stay in the Emergency Shelter system for homeless individuals and families by providing easy access to stable housing and supportive services.

### **b. Documentation**

#### **1. Outputs and Outcomes**

The Director of Operations and Client Services is responsible for ensuring that all programs are working to achieve their stated outcomes. For the Rapid Rehousing Program, the Case Manager is responsible for collecting data on participants and entering that data into the HMIS system within 48 hours. The Supportive Housing Director reviews the HMIS report on a weekly basis to ensure that the data is entered in a timely manner. At the end of the month of the Director of Operations and Client Services runs a

report on client served and presents that information to the Board of Directors.

On a quarterly basis the Alliance to end Homelessness in Suburban Cook County conducts a Data Quality Check. We are required to submit a report stating that all HMIS information is entered and correct.

In addition, a member of our staff attends the monthly meeting of the HMIS User group.

## **2. Income Documentation**

There are four eligibility criteria for participation in this program. Rapid Rehousing participants: 1.) are "literally homeless" per HUD guidelines, 2.) are able to show they have the capacity to take over their lease in 12 months or less, 3.) have consistent verifiable income sufficient to sustain rent after completion of the program (if they don't have the ability to work), and 4.) are willing to participate in case management.

## **3. Evaluation Process**

The Supportive Housing Director, Patricia Stokes, reviews with the case manager, on a weekly basis, her progress in entering the data (new clients, and ongoing clients). She also confirms these entries by reviewing reports in HMIS. She receives a report on the issues the clients presented, and provides support and assistance to the case manager. The Director of Operations and Client Services, Armando Smith, reviews the reports on a monthly basis, as he prepares the monthly board report. At the end of each quarter, the senior management team (Lynda Schueler, Armando Smith, Janet Gow, and Misti Faust) compares results of the quarter against objectives, and propose corrective actions if needed.

# **IV. Organizational Capacity**

## **a. Mission and Experience**

### **1. Experience**

This year, Housing Forward is celebrating the 25th anniversary of service to the Oak Park, River Forest, and Forest Park area. Our mission statement is simple: "The mission of Housing Forward is to transition people from housing crisis to housing stability." Since 1992, we have been the primary provider of homeless services in Oak Park, and our impact area has expanded to include the rest of west Cook County (a region with a population larger than most mid sized cities.) Over 17,000 unduplicated individuals and families from the region have received our services since our initial shelter season.

Since 2001 we have prevented more than 1,700 people from becoming homeless. Since 2009, we have provided Rapid Rehousing to 175 households. Since 2013, we have provided nearly 25,00 nights of stable housing to individuals and families with this assistance.

Since our merger with Prevail in 2015, Housing Forward has made significant expansions in its efforts first to prevent homelessness (by expanding the breadth of emergency assistance) and to end homelessness. Our permanent supportive housing program will again expand in 2017 to include more units for chronically homeless individuals cycling in and out of the Cook County Health and Hospital system and placing an outsized burden on emergency services. These combined efforts, alongside our renewed emphasis on service coordination, have correlated with reduced numbers in the Emergency Shelter and reduced chronic homelessness in the

area over the last five years.

Our staff includes several veteran case managers and program supervisors, most of whom have advanced degrees in relevant fields (one RN, an MPH, an MPA, an MS, and several LCSWs). In addition, our case management interns (who are pursuing Masters of Social Work degrees at area universities) work in the shelters and at the Maywood Support Center.

## **2. Reporting Requirements**

Housing Forward's FY17 annual budget of \$6 million is a diverse mix of federal, state, local, private sector funds and in-kind resources. Government sources include the Corporation for National and Community Service; U.S. Department of Housing and Urban Development via the Supportive Housing Program, the Village of Oak Park (CDBG & ESG), the Cook County Department of Planning (CDBG & ESG), and the City of Berwyn (CDBG); U.S. Department of Veterans Affairs; Proviso Township Mental Health Commission; Community Mental Health Board of Oak Park Township; Illinois Department of Human Services; and the Federal Emergency Management Agency.

Housing Forward's reputation for solid and effective programming with sound fiscal and programmatic oversight has made possible the continued expansion and diversification of public and private funding sources over the years. Housing Forward staffs a Finance and Administration department that includes one Director, full-time bookkeeper, and full-time grants accountant. We also employ a full-time compliance manager. Our accounting and administrative infrastructure allows us to center regulatory compliance as a core principle, and facilitates efficient management of large scale public grants.

Our fiscal and program policies, approved by the Board of Directors, incorporate procedures to ensure compliance with funding rules and regulations at all levels of the program. Housing Forward's Director of Operations & Client Services and Director of Finance & Administration are responsible for the program and fiscal compliance, respectively. These positions are supervised by the agency Executive Director, who has final oversight and accountability of the program. These policies have resulted in total compliance with all regulations in the past, and will be used going forward to maintain program integrity.

## **3. Collaboration**

This fall, Housing Forward was selected by the Alliance to End Homelessness in Suburban Cook County to lead the development and implementation of a Coordinated Entry system for suburban Cook County. Coordinated Entry is a community-wide system that standardizes and expedites the process by which people experiencing homelessness or who are at imminent risk of homelessness can access shelter, housing, and prevention resources. By standardizing the intake process across the region, by sharing information in real-time, and by adopting uniform prioritization policies, homeless service agencies will be able to refer people to the right program based on their preferences and level of need. Coordinated Entry will provide access to these limited resources at several different access points, including a website, a Call-In Center, and four regional Walk-In Sites scattered across suburban Cook County. In addition to being the lead implementing and fiscal agent for this project, Housing Forward will also staff and house the Walk-In Site that will serve the West region of Coordinated Entry's service area. Housing Forward will be responsible for leading the nine-agency partnership that comprises the CE system, and providing training on using a low-barrier, housing first approach to working with the population.

The advancement of service coordination as well as building community support for addressing homelessness remains a core strategy of Housing Forward's Board of Directors and Leadership team in their efforts to end homelessness in the Oak Park area. In summer of 2016, Housing Forward helped launch the Oak Park Homelessness Coalition in partnership with the Community Mental Health Board of Oak Park. This effort will bring together public servants, schools, social services agencies, businesses, and other stakeholders to educate the public about homelessness and implement coordinated strategies for addressing homelessness in Oak Park

## V. Budget Narrative

### a. Budget Description

33% (\$14,000) of Rapid Re-Housing Case Manager Salary at \$42,000 a year. 15% (\$5,000) of Housing Navigator's salary at \$34,000 annually. \$5,000 in security deposits for clients. \$12,000 in short-term rental assistance for clients. \$9,000 in medium-term rental assistance for clients.

### b. Alternative Revenue Sources

If the funding requested in this application is denied, or is not received at the level requested, the number of households Housing Forward could assist would decrease.

Housing Forward proactively seeks alternative revenue sources for all programs, including Rapid Rehousing. The program is supported by a mix of public and private funders to insulate the program as a whole from the sudden loss of any funding source.

## 3. Attachments

Attach the following documents, with the saved name formatted as required (See Application Instructions).

### Articles of Incorporation/Bylaws

housing\_forward\_articles\_of\_incorporation\_and\_bylaws.pdf

### Non-profit determination (IRS letter)

irs\_letter\_of\_determination\_-\_housing\_forward\_2015.pdf

### List of Board of Directors

2016-17\_board\_contact\_list.doc

### Organizational Chart

2016\_org\_chart\_update\_2.15.17.pptx

### Resumes

housing\_forward\_rrh\_resumes\_2017.pdf

### Financial Statement and Audit

housing\_forward\_financial\_statement\_and\_audit.pdf

**Statement of ADA Compliance**

housing\_forward\_statement\_of\_ada\_compliance\_signed.pdf

**Budget Worksheet**

esg - rrh.xlsx

**Logic Model**

housing\_forward\_rrh\_logic\_model.docx

**Timeline**

housing\_forward\_rrh\_timeline.docx

**Conflict of Interest Statement/Anti-Lobbying Statement**

housing\_forward\_conflict\_of\_interest-anti-lobbying\_2017.pdf

**EEO Form**

housing\_forward\_eeo.pdf

**Intake Documentation**

housing\_forward\_rrh\_intake\_documents.pdf

**Support Statements**

**4. Proposal Agency Information and Verification**

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

Lynda Schueler

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

Executive Director

**3. Date of Submittal**

Fri, 2017-03-03

I agree

Source URL: <http://www.oak-park.us/node/1349/submission/9552>



## **PY 2017 ESG**

### **a. Budget Description**

Describe each ESG cost in detail (e.g. specific positions, % FTE, % of time spent on the ESG portion of the project, type of supplies). Focus on the ESG portion of the project, and show the percentage of each category charged to this budget. Be extremely detailed with regard to the type of ESG cost involved, per the HUD ESG regulations.

and of financial assistance for tenant based rental assistance.

### **TOTAL: \$45,000**

**Case Management \$7,000** – One FTE Rapid Re-Housing Case Manager salary at \$35,000 annually. The Rapid Re-Housing Case Manager will spend 100% of their time providing case management to individuals and families who are homeless and 20.00% of their salary will be billed to the ESG Project.

### **Housing Relocation and Stabilization Services \$7,000 –**

**Housing Location \$7,000** – One FTE Housing Locator salary at \$35,000 annually. The Housing Locator will spend 100% of their time locating housing for homeless individuals and families for placement and 20% of their time will be billed to the ESG Project.

**Security Deposits \$10,000** – To provide assistance for Security Deposits.

### **Financial Assistance \$21,000 –**

**Short-term Tenant Based rental assistance \$12,000** – Assistance with up to three months of tenant based rental assistance

**Mid-term Tenant Based rental assistance \$9,000** – Assistance with 4 to 12 months of tenant based rental assistance



Organization	Housing Forward
Project Name	Rapid Re-housing (ESG)

**Goal Statement:** The goal of the Rapid Re-housing program is to help reduce the length of stay in the Emergency Shelter system by providing easy access to stable housing and supportive services.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Supportive Housing Director  One housing case manager  Pt. time housing navigator  Intake forms  Funds for financial assistance	Accept applications from housing referrals sources.  Process applications for assistance.  Provide ongoing support and case management services.  Submit monthly and quarterly reports as indicated.	60 Total unduplicated persons in 25 households served (without regard to income or residency)  20 Oak Park residents in 10 households served	Recently homeless individuals and families will be quickly housed.  Individuals and families will receive housing location assistance and case management to quickly move out of homelessness	Removing barriers to homelessness and quickly providing assistance return individuals to stability and allow them to contribute to society.	Number of individuals that are housed  Number of individuals that successfully graduate out of the program.  Number of individuals who engage in case management and supportive services.



## PY 2017 ESG Timeline

Organization	Housing Forward
Project Name	Rapid Re- Housing

Timeframe	Activity	Person Responsible
Month 1	Screen all referrals from internal and external sources.	Rapid Rehousing Case Manager
	Complete intakes on all appropriate referrals.	Rapid Rehousing Case Manager
	Approve for housing all appropriate clients that complete intake process.	Supportive Housing Director
	Work with approved clients to find housing.	Housing Navigator
	Assist clients in the moving process.	Housing Navigator and Rapid Rehousing Case Manager
	Provide on-going case management to clients that are housed.	Rapid Rehousing Case Manager
	Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.	Rapid Rehousing Case Manager
Month 2	Screen all referrals from internal and external sources.	Rapid Rehousing Case Manager
	Complete intakes on all appropriate referrals.	Rapid Rehousing Case Manager
	Approve for housing all appropriate clients that complete intake process.	Supportive Housing Director
	Work with approved clients to find housing.	Housing Navigator

	<p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 3	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p>

	<p>housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 4	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p>

	<p>Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Perform quarterly review of all programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services.</p>	<p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Senior Management Team</p> <p>Director of Operations</p> <p><i>Director of Operations</i></p> <p><i>Director of Operations</i></p> <p>Director of Finance and Admin</p>
Month 5	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p>

	<p>appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 6	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Housing Navigator</p>

	<p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 7	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager + Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p>



	<p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Perform quarterly review of all programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services</p>	<p>Supportive Housing Director</p> <p>Senior Management Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 8	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p>

	<p>appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 9	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Housing Navigator</p>

	<p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 10	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p>

	<p>Provide on-going case management to clients that are housed.</p>	Rapid Rehousing Case Manager
	<p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p>	Supportive Housing Director
	<p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p>	Senior Management Team
	<p>Perform quarterly review of all programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement. Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p>	Director of Operations
	<p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p>	Director of Operations
	<p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p>	Director of Operations

	<p>Prepare and submit to the Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services.</p>	Director of Finance and Admin
Month 11	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Director of Housing</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>

Month 12	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
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## 2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables

**Table 1: PY 2017 ESG Proposed Activity Budget**

Complete only for this specific ESG Activity; Be very specific.

PY 2017 ESG ACTIVITY BUDGET (Be specific & entitle line items according to ESG regulations.)	Total PY 2017 Costs	
	Itemized Oak Park PY 2017 ESG Activity	
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$164,000.00</b>	<b>\$45,000.00</b>
(Specify Eligible Costs): Case Management/ Housing Stabilization	\$42,000.00	\$14,000.00
(Specify Eligible Costs): Security Deposits and Housing Location Salary	\$21,000.00	\$10,000.00
(Specify Eligible Costs): Short-Term Rental Assistance	\$36,000.00	\$12,000.00
(Specify Eligible Costs): Mid-Term Rental Assistance	\$65,000.00	\$9,000.00
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs): Case Management		
(Specify Eligible Costs): Shelter Costs		
(Specify Eligible Costs): Transportation		
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs): Case Management		
(Specify Eligible Costs): Security Deposits		
(Specify Eligible Costs): Short-Term Rental Assistance		
(Specify Eligible Costs): Rent Arrears		
<b>STREET OUTREACH ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$164,000.00</b>	<b>\$45,000.00</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

<b>PY 2016 FUNDING SOURCE</b> <b>(Note if this is part of your <u>Match</u>)</b>	<b>Type of funding - Other</b> <b>Federal, State/Local or</b> <b>Private?</b>	<b>Amount (\$)</b>	<b>Has funding been</b> <b>approved? (Yes/No)</b>
Cook County ESG	Federal	\$37,000.00	No
United Way	Private	\$10,000.00	Yes
Private Contributions	Private	\$72,000.00	No
<b>TOTAL - OTHER GRANTS</b>		<b>\$119,000.00</b>	

Match

Match





March 6, 2017

Lynda Schueler  
Executive Director  
Housing Forward  
1851 S. 9<sup>th</sup> Ave  
Maywood, IL 60153 (Sent via email to expedite process)

Dear Ms. Schueler:

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

With this application, several items were incomplete or needed revisions:

- The budget description narrative in the application and the actual budget (Excel) do not match. There is confusion about \$5,000. Please revise one of these documents and re-send. If it is with the application, submit an addendum. Also, as stated in prior years, we always like to see percentages listed in the exact amount, with a decimal if it is needed. The percentages you list for personnel do not equal the amount listed.
- With the Timeline, CDBG Billing is not listed, but should be. Also, minor thing: reporting is listed at the very bottom of the end of each month that follows the end of the quarter. To us, it seems that it this task should be listed at the top of that month.
- The Conflict of Interest statement was not in the format requested, as described in the Instructions. Since you will get us the updated one for CDBG, we won't ask for that here.
- (I have faith that you would do this anyway, but please make a note to send us the most recent Housing Forward Audit when it is available.)

To ensure the eligibility of this particular PY 2017 ESG application, please make these revisions/additions and submit no later than 5 p.m., March 9, 2017. Thank you for your cooperation. If you have any questions, call me at (708) 358-5416. This will be the only chance you have for making corrections and adding items; one submittal only.

Sincerely,

Mark Dwyer  
Grants Supervisor, Community Development Block Grant Program

## **PY 2017 ESG, RRH**

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

Describe each ESG cost in detail (e.g. specific positions, % FTE, % of time spent on the ESG portion of the project, type of supplies). Focus on the ESG portion of the project, and show the percentage of each category charged to this budget. Be extremely detailed with regard to the type of ESG cost involved, per the HUD ESG regulations.

### **TOTAL: \$42,098**

**Case Management \$7,000** – One FTE Rapid Re-Housing Case Manager salary at \$35,000 annually. The Rapid Re-Housing Case Manager will spend 100% of their time providing case management to individuals and families who are homeless and 20.00% of their salary will be billed to the ESG Project.

### **Housing Relocation and Stabilization Services \$3,500 –**

**Housing Location \$3,500** – One FTE Housing Locator salary at \$35,000 annually. The Housing Locator will spend 100% of their time locating housing for homeless individuals and families for placement and 10% of their time will be billed to the ESG Project.

**Security Deposits \$10,000** – To provide assistance for Security Deposits.

### **Financial Assistance \$21,598 –**

**Short-term Tenant Based rental assistance \$9,000** – Assistance with up to three months of tenant based rental assistance

**Mid-term Tenant Based rental assistance \$12,598** – Assistance with 4 to 12 months of tenant based rental assistance

## 2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables

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<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs): Case Management		
(Specify Eligible Costs): Shelter Costs		
(Specify Eligible Costs): Transportation		
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs): Case Management		
(Specify Eligible Costs): Security Deposits		
(Specify Eligible Costs): Short-Term Rental Assistance		
(Specify Eligible Costs): Rent Arrears		
<b>STREET OUTREACH ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$164,000.00</b>	<b>\$42,098.00</b>

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Private Contributions	Private	\$72,000.00	No
<b>TOTAL - OTHER GRANTS</b>		<b>\$119,000.00</b>	

Match

Match

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

[Home](#) > [Village of Oak Park Emergency Solutions Grant Submission Form](#) > [Webform results](#) > Submission #25

#### Submission information

Form: Village of Oak Park Emergency Solutions Grant Submission Form

Submitted by pads3

Fri, 2017-03-03 12:41

173.161.13.197

#### 1. Applicant Information

Please provide the following information about your organization and the project your organization is proposing.

##### A. Organization Information

**1. Organization Name**

Housing Forward

**2. Organization Mailing Address**

1851 S Ninth Avenue, Maywood, IL 60153

**3. Organization Phone Number**

708-338-1724

**4. Executive Director**

Lynda Schueler

**5. Email Address**

lschueler@housingforward.org

**6. FEIN #**

36-387660

**7. DUNS #**

79-822-9725

##### B. Project Information

**1. Proposed Project Name**

Street Outreach

**2. Proposed Project Address**

1851 S Ninth Avenue, Maywood, IL 60153

**3. Proposed Project Manager/Primary Contact**

Lynda Schueler 708-338-1724 x223

**4. Secondary Project Contact**

Armando Smith 708-338-1724 x222

**5. Proposed Project Phone Number**

708-338-1724

**6. Proposed Project Email Address**

lschueler@housingforward.org

**C. Type of Organization**

Private non-profit

Other

**D. Partner Organization Information**

If you are partnering with one or more agencies for this proposal, complete the following section for each agency.

**1. Partner Organization Name****2. Partner Organization Address****3. Partner Contact Person****4. Partner Contact Person Phone**

000-000-0000

**5. Partner Email Address****6. Partner Type of Organization****7. Partner's FEIN#****E. Project Overview****1. Total ESG dollars requested**

\$ 21,000

**2. Total project budget**

\$ 66,500

**3. Total Persons Served Annually**

300 clients (175 Oak Park originating in Oak Park)

**4. Project Location(s)**

1851 S Ninth Avenue, Maywood, IL 60153

**5. Hours of Service**

Support Center: 8 am to 3 pm (M, Tu, Th, F), 8 am to 1 pm (W); Outreach is conducted on a rolling basis.

**6. Project Description/Purpose**

The Street Outreach program is designed to outreach chronically homeless individuals and families who are residing in a place not meant for human habitation (i.e. parks, cars, etc) in the Oak Park area. The goal of the program is to link the most vulnerable and/or service-

resistant individuals to supportive services where their basic and long-term needs can be met, and eventually move them into supportive housing.

## **7. Proposed Activity**

### **Street Outreach**

## **2. Project Narrative**

### **I. Background and Need**

Chronic street homelessness is visible and prevalent in Oak Park. Individuals experiencing chronic homelessness are more likely to suffer from a disabling condition such as a behavioral health disorder, chronic illness, or physical impairment than the rest of the population. The worsening of these conditions can be both a cause and effect of prolonged homelessness. A history of homelessness over any period can be a significant barrier to accessing and sustaining safe, stable housing. A "broker" is necessary to help these individuals navigate the complex process of obtaining housing having proper identification, conducting a housing search, interacting with landlords, etc.

### **II. Approach**

#### **a. Meeting Needs**

Housing Forward is the only agency offering Street Outreach services in the Oak Park area. Our Street Outreach Specialists engage with individuals and families who previously were not connected to services. These individuals may not be connected to services because they were either not aware of those services or because they chose not to access them. The ultimate goal is linkage to safe, suitable housing, first by way of building a trusting relationship, then meeting their basic needs and addressing health or disability issues that compromise their stability. This program enables Housing Forward to reach homeless individuals that would not otherwise present to the PADS Shelter, perhaps because of concerns about stigma or safety, and are therefore not connected to resources that will return them to stable housing.

#### **b. Target Population**

The target population is nonservice seeking individuals and families who are residing in a place not meant for human habitation (i.e. parks, cars, etc) in the Oak Park area. Street Outreach staff members use a variety of engagement techniques to assist clients in building trust and rapport with Housing Forward staff. They have established a visible presence and contact routines in targeted areas at various times of day and evening, providing sack lunches and personal care items, and conducting assessments. The Outreach and Engagement process can take weeks or even months of sustained relationshipbuilding efforts before the desired outcomes engagement in case management services and linkage with supportive housing are achieved.

Our Street Outreach is designed to serve all homeless populations (excluding unaccompanied homeless youth under the age of 18). Any client who is outreached and identified as being a member of a special sub population will be given linkage and referrals appropriate to meet their needs.

In 2015, Street Outreach clients were: 82% male, 18% female; 49% AfricanAmerican, 49% White, 1% American Indian or Alaska Native; 1% Asian. 92% of clients served were Non-Hispanic/NonLatino. 100% of clients served were over the age of 18. 100% of project clients

qualify as extremely low income.

It is often difficult to determine the exact length of homelessness among chronically homeless individuals on the street. We have encountered clients who had been homeless for as little as one week, as well as several clients who had been homeless for 20 years or more. The only way to verify this information is to talk to family members, police departments, etc.

Housing Forward is also committed to provided services in a culturally competent manner. Staff undergo monthly trainings that address, among other things, issues of culturally competent service provision. In 2015, we developed a cultural competency plan in accordance with guidelines set forth by the Illinois Department of Human Services. Housing Forward employs volunteers and staff who are bilingual and we currently utilize a translation service over the phone when language is a barrier to service delivery.

### **c. Strategies**

The Street Outreach and Engagement team includes two fulltime specialists and one Outreach & Engagement Manager. These staff members are responsible for going into the communities of Oak Park, Berwyn and Cicero and engaging homeless individuals they encounter. Staff members adhere to and model interpersonal strategies in order to successfully engage and build trust with their homeless clients. Street Outreach workers must be flexible, non-judgmental, respectful, assertive, patient, resourceful, client centered, independent and cautious (as necessary) in order to do their job effectively.

Housing Forward's Street Outreach model is based on the premise of meeting individuals experiencing homelessness "where they are." Geographically, that could be a place they frequent, where they have familiarity and feel safe – whether on the streets or public transportation, in a library or at the forest preserve. Housing Forward's team makes contact with unsheltered homeless persons living in places not meant for human habitation (e.g. parks, vacant buildings). Determining the less visible emotional, physical and mental health - aspects of "where they are" has been crucial to the success of Housing Forward's outreach efforts.

The Street Outreach team conducts outreach during the early morning, afternoon and early evening hours, with established contact routines for the "hot spots" in the community. The frequency and level of services varies widely among clients according to each one's needs or desires and are not limited. Behind the scenes, case managers work daily with Housing Forward's outreach staff, sharing information to expedite clients' transitions out of homelessness. The Outreach and Engagement team, though highly mobile, plays an active role in this hub and spoke communications system remotely via cell phones and in person via their participation in formal, weekly case management meetings at which managers discuss active caseloads and client progress toward health, income and housing goals.

Research shows that chronic and street homeless persons are often severely disabled by mental illness, addiction or a physical impairment. They are in a chronic state of loss and trauma, with a very narrow, short-term focus on their own survival. They will engage only when they feel safe and comfortable, so the outreach process begins with a "contact routine," an offer of coffee, a sack lunch or personal care items on a regular basis over weeks or months until a trusting relationship has formed. As this develops, the Outreach and Engagement team conducts ongoing needs assessments through both observation and interviewing techniques based on five factors: reflective listening, experience validation, acknowledgement of self-determination, identification of "needs" and "wants," and reframing techniques to help the person see their potential for change.



Once the person is fully engaged, they are linked with Housing Forward's Supportive Services case managers to begin addressing their basic needs (shelter, food, showers and clothing), as well as Supportive Housing staff to identify the most appropriate interim, transitional and permanent housing opportunities. The process from outreach to engagement to service linkage is tailored to each individual, but the objective is always the same – access to services and permanent housing.

The Street Outreach program takes a harm reduction model when engaging with clients. Clients are not required to have any days of sobriety or medication compliance (if applicable) before they engage. Services include outreach and engagement, crisis case management and linkage to basic needs and housing services. Street outreach clients will have access to all PADS Shelters, supportive services and supportive housing, and will be encouraged to link to more intensive basic needs and case management services.

#### **d. Written Standards**

##### **1. Evaluation Policies and Procedures**

As clients are encountered on the streets and in public places, there are no eligibility requirements to receive information, support and basic personal supplies (personal hygiene items, snacks, etc.). If the client is interested in ongoing services, and/or if the outreach worker continues to encounter the client on the street, they will conduct a brief assessment to determine the client's eligibility for other programs of the agency, and help the client collect the necessary documents.

##### **2. Coordination with Other Providers**

Housing Forward is taking bold steps to strengthen our work in the community and to advance service coordination across suburban Cook County. This fall, Housing Forward was chosen to lead a nine-agency partnership to implement Coordinated Entry (CE), a county-wide system to standardize and expedite the process by which people experiencing homelessness or at risk of homelessness access housing and homeless resources. Through CE, people experiencing homelessness will be matched to services and housing based on their preferences and level of need. Housing Forward's experience and leadership has positioned us to train other agencies on using a low-barrier, housing first approach to working with the population.

In addition to Coordinated Entry, Housing Forward continues to maintain formal partnerships with 17 other agencies and community stakeholders, and informal agreements with over 30 congregations.

##### **3. Prioritization**

Not applicable

##### **4. Determining Participants' Costs**

Not applicable

##### **5. Length of Assistance**

Not applicable

##### **6. Type, Amount and Duration of Services**

Not applicable

#### **III. Program Eligibility**

**a. Goal Statement**

The goal of the Street Outreach program is to engage service-resistant people living in places not meant for human habitation case management designed to break down their barriers to housing stability.

**b. Documentation****1. Outputs and Outcomes**

The Director of Operations and Client Services is responsible for ensuring that all programs are working to achieve their stated outcomes. For the Outreach program, Outreach workers are responsible for collecting data on participants and entering that data into the HMIS system within 48 hours. The Outreach and Engagement Manager (the supervisor of the Outreach staff) reviews the HMIS report on a weekly basis to ensure that the data is entered in a timely manner. At the end of the month the Director of Operations and Client Services runs a report on clients served and presents that information to the Board of Directors.

On a quarterly basis the Alliance to End Homelessness in Suburban Cook County conducts a Data Quality Check and we are required to submit a report stating that all HMIS information is entered and correct.

As noted above, we are fully integrated into the HMIS system. In addition, a member of our staff attends the monthly meeting of the HMIS User group.

**2. Income Documentation**

All clients served during the course of this project are a presumed benefit population. There are no financial requirements for the program.

**3. Evaluation Process**

The Manager of Outreach and Engagement, Jake Bradley, reviews with the outreach staff, on a weekly basis, their progress in entering the data (new clients, and ongoing clients). He also confirms these entries by reviewing reports in HMIS. The Director of Operations and Client Services, Armando Smith, reviews them on a monthly basis, as he prepares the monthly board report. At the end of each quarter, the senior management team (Lynda Schuler, Armando Smith, Janet Gow, and Misti Faust) compares results of the quarter against objectives, and propose corrective actions if needed.

Since launching the Street Outreach program in 2012, we have streamlined the process for gathering information for clients encountered on the streets, which was a result of an internal review by the program staff and feedback from clients on the street.

**IV. Organizational Capacity****a. Mission and Experience****1. Experience**

This year, Housing Forward is celebrating the 25th anniversary of service to the Oak Park, River Forest, and Forest Park area. Our mission statement is simple: "The mission of Housing Forward is to transition people from housing crisis to housing stability." Since 1992, we have been the primary provider of homeless services in Oak

Park, and our impact area has expanded to include the rest of west Cook County (a region with a population larger than most mid sized cities.) Over 17,000 unduplicated individuals and families from the region have received our services since our initial shelter season.

Since the Street Outreach program began in 2012, Housing Forward has housed over 100 individuals from our Outreach and Engagement program, and helped over 200 obtain or enroll in benefits.

Since our merger with Prevail in 2015, Housing Forward has made significant expansions in its efforts first to prevent homelessness (by expanding the breadth of emergency assistance) and to end homelessness. Our permanent supportive housing program will again expand in 2017 to include more units for chronically homeless individuals cycling in and out of the Cook County Health and Hospital system and placing an outsized burden on emergency services. These combined efforts, alongside our renewed emphasis on service coordination, have correlated with reduced numbers in the Emergency Shelter and reduced chronic homelessness in the area over the last five years.

Our staff includes several veteran case managers and program supervisors, most of whom have advanced degrees in relevant fields (one RN, an MPH, an MPA, an MS, and several LCSWs). In addition, our case management interns (who are pursuing Masters of Social Work degrees at area universities) work in the shelters and at the Maywood Support Center.

## **2. Reporting Requirements**

Housing Forward's FY17 annual budget of \$6 million is a diverse mix of federal, state, local, private sector funds and in-kind resources. Government sources include the Corporation for National and Community Service; U.S. Department of Housing and Urban Development via the Supportive Housing Program, the Village of Oak Park (CDBG & ESG), the Cook County Department of Planning (CDBG & ESG), and the City of Berwyn (CDBG); U.S. Department of Veterans Affairs; Proviso Township Mental Health Commission; Community Mental Health Board of Oak Park Township; Illinois Department of Human Services; and the Federal Emergency Management Agency.

Housing Forward's reputation for solid and effective programming with sound fiscal and programmatic oversight has made possible the continued expansion and diversification of public and private funding sources over the years. Housing Forward staffs a Finance and Administration department that includes one Director, full-time bookkeeper, and full-time grants accountant. We also employ a full-time compliance manager. Our accounting and administrative infrastructure allows us to center regulatory compliance as a core principle, and facilitates efficient management of large scale public grants.

Our fiscal and program policies, approved by the Board of Directors, incorporate procedures to ensure compliance with funding rules and regulations at all levels of the program. Housing Forward's Director of Operations & Client Services and Director of Finance & Administration are responsible for the program and fiscal compliance, respectively. These positions are supervised by the agency Executive Director, who has final oversight and accountability of the program. These policies have resulted in total compliance with all regulations in the past, and will be used going forward to maintain program integrity.

**3. Collaboration**

This fall, Housing Forward was selected by the Alliance to End Homelessness in Suburban Cook County to lead the development and implementation of a Coordinated Entry system for suburban Cook County. Coordinated Entry is a community-wide system that standardizes and expedites the process by which people experiencing homelessness or who are at imminent risk of homelessness can access shelter, housing, and prevention resources. By standardizing the intake process across the region, by sharing information in real-time, and by adopting uniform prioritization policies, homeless service agencies will be able to refer people to the right program based on their preferences and level of need. Coordinated Entry will provide access to these limited resources at several different access points, including a website, a Call-In Center, and four regional Walk-In Sites scattered across suburban Cook County. In addition to being the lead implementing and fiscal agent for this project, Housing Forward will also staff and house the Walk-In Site that will serve the West region of Coordinated Entry's service area. Housing Forward will be responsible for leading the nine-agency partnership that comprises the CE system, and providing training on using a low-barrier, housing first approach to working with the population.

The advancement of service coordination as well as building community support for addressing homelessness remains a core strategy of Housing Forward's Board of Directors and Leadership team in their efforts to end homelessness in the Oak Park area. In summer of 2016, Housing Forward helped launch the Oak Park Homelessness Coalition in partnership with the Community Mental Health Board of Oak Park. This effort will bring together public servants, schools, social services agencies, businesses, and other stakeholders to educate the public about homelessness and implement coordinated strategies for addressing homelessness in Oak Park.

**V. Budget Narrative****a. Budget Description**

70% of Street Outreach Manager Salary at \$30,000 annually.

**b. Alternative Revenue Sources**

Housing Forward is one of two providers of Street Outreach in suburban Cook County, and the only provider in the Village of Oak Park. If funding is not received at the level requested, it is likely that we would have to reduce the amount of time spent conducting Street Outreach in the Village. Currently, we have one staff member who is dedicated solely to Oak Park.

Our Street Outreach program is funded by a mix of public and private funders. Housing Forward continuously seeks private funding sources to mitigate the risk of reduced public funding.

**3. Attachments**

Attach the following documents, with the saved name formatted as required (See Application Instructions).

**Articles of Incorporation/Bylaws**

housing\_forward\_articles\_of\_incorporation\_and\_bylaws.pdf

**Non-profit determination (IRS letter)**

irs\_letter\_of\_determination\_-\_housing\_forward\_2015.pdf

**List of Board of Directors**

2016-17\_board\_contact\_list.doc

**Organizational Chart**

2016\_org\_chart\_update\_2.15.17.pptx

**Resumes**

housing\_forward\_street\_outreach\_resumes\_2017.pdf

**Financial Statement and Audit**

housing\_forward\_financial\_statement\_and\_audit.pdf

**Statement of ADA Compliance**

housing\_forward\_statement\_of\_ada\_compliance\_signed.pdf

**Budget Worksheet**

esg\_-\_street\_outreach.xlsx

**Logic Model**

housing\_forward\_street\_outreach\_logic\_model.docx

**Timeline**

housing\_forward\_street\_outreach\_timeline.docx

**Conflict of Interest Statement/Anti-Lobbying Statement**

housing\_forward\_conflict\_of\_interest-anti-lobbying\_2017.pdf

**EEO Form**

housing\_forward\_eeo.pdf

**Intake Documentation**

housing\_forward\_outreach\_engagement\_intake.pdf

**Support Statements****4. Proposal Agency Information and Verification****1. Name of Authorized Official of Applicant Organization**

Lynda Schueler

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

Executive Director

**3. Date of Submittal**

Fri, 2017-03-03

I agree

Source URL: <http://www.oak-park.us/node/1349/submission/9550>

**Housing Forward – Addendum to Street Outreach ESG PY 2017 Application:**

**E. Project description**

**1. Total Persons Served Annually**

325 total individuals (175 Oak Park residents)

## **PY 2017 ESG - Street Outreach**

### **a. Budget Description**

Describe each ESG cost in detail (e.g. specific positions, % FTE, % of time spent on the ESG portion of the project, type of supplies). Focus on the ESG portion of the project, and show the percentage of each category charged to this budget. Be extremely detailed with regard to the type of ESG cost involved, per the HUD ESG regulations.

**TOTAL: \$21,000**

Outreach Services - One FTE Street Outreach Team Member salary at \$32,500 annually. The Street Outreach Team Member will spend 100% of their time providing outreach in Oak Park and 64.61% will be billed to the ESG Project.





## PY 2017 ESG Logic Model

Organization	Housing Forward
Project Name	Street Outreach (ESG)

**Goal Statement:** The goal of the Street Outreach program is to engage service-resistant people living in places not meant for human habitation and to provide them with case management designed to break down their barriers to housing stability.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Manager of Outreach and Engagement  Two full time outreach workers  Basic hygiene supplies  Funds to provide immediate needs (food, blankets, etc.)	Conduct outreach in the street and in public places in communities in the western suburbs  Provide individuals encountered with basic supplies, resources and supplies  Make appropriate referrals if indicated  Submit monthly and quarterly reports	325 Total unduplicated persons served (without regard to income or residency)  175 Oak Park persons served	Individuals on the street will receive basic supplies.  Outreach workers will engage some of these individuals and build relationship with them	Some individuals on the street will decide to leave the streets and engage in case management.  Some of the clients will apply for housing assistance  The number of clients that are housed	The number of clients encountered on the streets,  The number of clients encountered on the streets that engage in ongoing contacts with outreach workers.  The number of basic supplies distributed on the streets.  The number of clients engaged in case management.



## PY 2017 ESG Timeline

Organization	Housing Forward
Project Name	Street Outreach

Timeframe	Activity	Person Responsible
Month 1    October	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>Bill Village of Oak Park for services.</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach staff</p> <p>Director of Finance</p>
Month 2    November	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>

	Bill Village of Oak Park for services	Director of Finance and Admin
Month 3 December	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 4 January	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>

	<p>report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Perform quarterly review of all programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services</p>	<p>Senior Management Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 5 February	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>

	<p>report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	Director of Finance and Administration
Month 6 March	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Administration</p>
Month 7 April	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p>

	<p>to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Perform quarterly review of all programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services.</p>	<p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Senior Management Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Finance and Administration</p>
Month 8 May	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero. Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p>

	<p>to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Administration</p>
Month 9 June	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>
Month 10 July	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p>	<p>Outreach staff</p> <p>Outreach staff</p>

	<p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Perform quarterly review of all programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services.</p>	<p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Senior Management Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Finance and Administration</p>
Month 11 August	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management</p>	<p>Outreach staff</p> <p>Outreach staff</p>



	<p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 12 September	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>

## 2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables

Table 1: PY 2017 ESG Proposed Activity Budget

Complete only for this specific ESG Activity; Be very specific.

PY 2017 ESG ACTIVITY BUDGET (Be specific & entitle line items according to ESG regulations.)	Total PY 2017 Costs	Itemized Oak Park PY 2017 ESG Activity
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs): Case Management		
(Specify Eligible Costs): Shelter Costs		
(Specify Eligible Costs): Transportation		
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs): Case Management		
(Specify Eligible Costs): Security Deposits		
(Specify Eligible Costs): Short-Term Rental Assistance		
(Specify Eligible Costs): Rent Arrears		
<b>STREET OUTREACH ACTIVITY</b>	<b>\$66,500.00</b>	<b>\$21,000.00</b>
(Specify Eligible Costs): Case Management	\$66,500.00	\$21,000.00
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$66,500.00</b>	<b>\$21,000.00</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

<b>PY 2016 FUNDING SOURCE</b> <b>(Note if this is part of your <u>Match</u>)</b>	<b>Type of funding - Other</b> <b>Federal, State/Local or</b> <b>Private?</b>	<b>Amount (\$)</b>	<b>Has funding been</b> <b>approved? (Yes/No)</b>
Chicago Community Trust	Private	\$22,000.00	Yes
Community Mental Health Board of OP	Local	\$37,000.00	Yes
<b>TOTAL - OTHER GRANTS</b>		<b>\$59,000.00</b>	

Match



March 7, 2017

Lynda Schueler  
Executive Director  
Housing Forward  
1851 S. 9<sup>th</sup> Ave  
Maywood, IL 60153 (Sent via email to expedite process)

Dear Ms. Schueler:

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

With this application, several items needed revisions and further clarification.

- The Timeline started in January and thus does not follow the actual program year. Billing and reporting to the Village both are not listed. Please revise and re-submit.
- The number of total persons served by this activity that is listed in the application narrative (E.3.) differs from that listed in the Logic Model. Please clarify and, if needed, revise the logic model and resubmit.
- With the budget description narrative in the application, we note that 70% of the staff person's time is proposed to be paid by Oak Park ESG, with 58% of the total number of persons served being Oak Park persons. This is not a major issue, but please provide a response in writing.
- Outdated Resumes: Please submit an updated one for Jake Bradley. Since you will get us the updated ones for Mr. Smith, we won't ask for that here.
- The Conflict of Interest statement was not in the format requested, as described in the Instructions. Since you will get us the updated one for CDBG, we won't ask for that here.

To ensure the eligibility of this particular PY 2017 ESG application, please make these corrections/additions and submit no later than 5 p.m., March 9, 2017. Thank you for your cooperation. If you have any questions, call me at (708) 358-5416. This will be the only chance you have for making corrections and adding items; one submittal only.

Sincerely,

Mark Dwyer  
Grants Supervisor, Community Development Block Grant Program

## **PY 2017 ESG, "SOUT"**

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

Describe each ESG cost in detail (e.g. specific positions, % FTE, % of time spent on the ESG portion of the project, type of supplies). Focus on the ESG portion of the project, and show the percentage of each category charged to this budget. Be extremely detailed with regard to the type of ESG cost involved, per the HUD ESG regulations.

**TOTAL: \$18,642**

Outreach Services - One FTE Street Outreach Team Member salary at \$32,500 annually. The Street Outreach Team Member will spend 100% of their time providing outreach in Oak Park and 57.36% will be billed to the ESG Project.

## 2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables

**Table 1: PY 2017 ESG Proposed Activity Budget**

Complete only for this specific ESG Activity; Be very specific.

PY 2017 ESG ACTIVITY BUDGET (Be specific & entitle line items according to ESG regulations.)	Total PY 2017 Costs	Itemized Oak Park PY 2017 ESG Activity
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs): Case Management		
(Specify Eligible Costs): Shelter Costs		
(Specify Eligible Costs): Transportation		
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs): Case Management		
(Specify Eligible Costs): Security Deposits		
(Specify Eligible Costs): Short-Term Rental Assistance		
(Specify Eligible Costs): Rent Arrears		
<b>STREET OUTREACH ACTIVITY</b>	<b>\$66,500.00</b>	<b>\$18,642.00</b>
(Specify Eligible Costs): Case Management	\$66,500.00	\$18,642.00
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$66,500.00</b>	<b>\$18,642.00</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

<b>PY 2016 FUNDING SOURCE</b> <b>(Note if this is part of your <u>Match</u>)</b>	<b>Type of funding - Other</b> <b>Federal, State/Local or</b> <b>Private?</b>	<b>Amount (\$)</b>	<b>Has funding been</b> <b>approved? (Yes/No)</b>
Chicago Community Trust	Private	\$22,000.00	Yes
Community Mental Health Board of OP	Local	\$33,990.00	Yes
<b>TOTAL - OTHER GRANTS</b>		<b>\$55,990.00</b>	

Match

## **EXHIBIT B ASSURANCES**

Subrecipient hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements with respect to the acceptance and use of ESG funds in accordance with the McKinney Act and Federal regulations at 24 CFR Part 576, as amended. Also, Subrecipient certifies with respect to the grant 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 the Subrecipient to act in connection with the execution of the agreement and to provide such additional information as may be required.
2. The grant will be conducted and administered 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 labor standards requirements as set forth in 24 CFR Section 570.603, Subpart K and HUD regulations issued to implement such requirements;
  - f. The environmental requirements listed in 24 CFR 58, and the lead based paint regulations listed in 24 CFR 35, Subpart K.



- g. The flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973 (P.C. 93-234) as required by 24 CFR 570.605;
  - h. The displaced persons regulations contained in 24 CFR 570.606.
  - i. 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
  - j. 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.
  - k. The notification, inspection, testing and abatement procedures concerning lead-based paint set forth in 24 CFR Section 570.608;
  - l. The prohibition on the use of debarred, suspended or ineligible contractor set forth in 24 CFR part 5. (24 CFR 570.609)
  - m. The Uniform Administrative Requirements and Cost Principles set forth in 24 CFR 570.610
  - n. The conflict of interest prohibitions set forth in 24 CFR 570.611.
  - o. The eligibility of certain resident aliens requirements in 24 CFR 570.613.
  - p. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.
  - q. The uniform administrative requirements in 24 CFR 570.502
  - r. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60;
  - s. The regulations concerning the use of program income as set forth in 24 CFR Section 570.504;
3. When a grant is awarded in excess of \$100,000, the Project will comply with all

applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, and Executive Order 11738. The provision shall require reporting of violations to the Village, HUD, and to the USEPA Assistant Administrator for Enforcement (EN-329);

4. It has developed its application so as to give maximum feasible priority to activities which benefit low and moderate income persons or aid in the prevention or elimination of slums or blight; the application may also include activities which Subrecipient certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
5. 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, the 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. The Subrecipient will remain fully obligated under the provisions of this contract Agreement notwithstanding its designation of any third party to undertake all or any of the Project. The 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.

The 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".

6. It is following the current Village Consolidated Plan, which has been approved by HUD pursuant to 24 CFR Section 91.500;
7. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Act or with amounts resulting from a guarantee under section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (1) funds received under section 106 of the Act are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I of the Act; or (2) for purposes of assessing any amount against properties owned and occupied by the Village to comply with the requirements of subparagraph (1).
8. 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;
- 9. 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 any 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*

# VILLAGE OF OAK PARK, EXHIBIT D:

## **ESG QUARTERLY REPORT, PROGRAM YEAR 2017**

**QUARTER** \_\_\_\_\_

**ACTIVITY** \_\_\_\_\_

**AGENCY** \_\_\_\_\_

### **Section I, NARRATIVE - Describe Quarter Outcomes:** \_\_\_\_\_

### **Section II**

#### **HOUSEHOLD INFORMATION**

Using HMIS data, to the extent that it is available, complete the following table:

Adults \_\_\_\_\_

Children \_\_\_\_\_

Don't Know/Refused \_\_\_\_\_

Missing Information \_\_\_\_\_

**TOTAL** (Unduplicated if possible) \_\_\_\_\_

### **Section III**

#### **GENDER INFORMATION**

Using HMIS data, to the extent that it is available, complete the following table:

Male \_\_\_\_\_

Female \_\_\_\_\_

Transgendered \_\_\_\_\_

Unknown \_\_\_\_\_

**TOTAL** (Unduplicated if possible) \_\_\_\_\_

## **Section IV.**

Using HMIS data, to the extent that it is available, complete the following table:

### **NUMBER OF PERSONS IN HOUSEHOLDS**

Under 18	_____
18-24	_____
Over 24	_____
Don't Know/Refused	_____
Missing Information	_____
<b>TOTAL (Unduplicated if possible)</b>	_____

## **Section V**

### **SPECIAL POPULATIONS SERVED**

Using HMIS data, to the extent that it is available, list the number of persons for each subpopulation you serve:

#### **SUBPOPULATION**

Veterans	_____
Victims of Domestic Violence	_____
Elderly	_____
Persons with HIV/AIDS	_____
Chronically Homeless	_____

#### **PERSONS WITH DISABILITIES**

Severely Mentally Ill	_____
Chronic Substance Abuse	_____
Other Disability	_____
<b>TOTAL (Unduplicated if possible)</b>	_____

## **Section VI**

### **RACE/ETHNICITY**

#### **Race and Hispanic Origin of Beneficiaries** (Unduplicated if possible)

**Number Served For Quarter:** \_\_\_\_\_

##### **Single Race Categories**

\_\_\_\_\_ **White** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **African-American or Black** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **Asian** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **American Indian/Alaskan Native** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **Native Hawaiian /Other Pacific Islander** (Number Hispanic: \_\_\_\_\_)

##### **Multi-Race Categories**

\_\_\_\_\_ **American Indian/Alaskan Native & White** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **Asian & White** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **African-American or Black & White** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **Amer Indian/Alaskan Native & Afr-Amer or Black** (Number Hisp: \_\_\_\_\_)

\_\_\_\_\_ **Other Multi-Racial** (Number Hispanic \_\_\_\_\_)

\_\_\_\_\_ **TOTAL (TOTAL HISPANIC \_\_\_\_\_)**

## **Section VII** (For Shelter activities only)

### **SHELTER UTILIZATION**

Please list all emergency shelter beds, whether or not they are ESG-funded.

Number of Beds - Rehabbed \_\_\_\_\_

Number of Beds - Conversion \_\_\_\_\_

Total Number of bed-nights available \_\_\_\_\_

Total Number of bed-nights provided \_\_\_\_\_

*This Report Completed by (name/title):* \_\_\_\_\_

**VILLAGE OF OAK PARK, EXHIBIT E:**  
**ESG FINAL REPORT, PROGRAM YEAR 2017**

ACTIVITY \_\_\_\_\_

AGENCY \_\_\_\_\_

**Section I, NARRATIVE - Describe Activity Outcomes for the Program Year:**

\_\_\_\_\_

**Section II**

**HOUSEHOLD INFORMATION**

Using HMIS data, to the extent that it is available, complete the following table:

Adults \_\_\_\_\_

Children \_\_\_\_\_

Don't Know/Refused \_\_\_\_\_

Missing Information \_\_\_\_\_

**TOTAL (Unduplicated if possible)** \_\_\_\_\_

**Section III**

**GENDER INFORMATION**

Using HMIS data, to the extent that it is available, complete the following table:

Male \_\_\_\_\_

Female \_\_\_\_\_

Transgendered \_\_\_\_\_

Unknown \_\_\_\_\_

**TOTAL (Unduplicated if possible)** \_\_\_\_\_



## **Section IV.**

Using HMIS data, to the extent that it is available, complete the following table:

### **NUMBER OF PERSONS IN HOUSEHOLDS**

Under 18	_____
18-24	_____
Over 24	_____
Don't Know/Refused	_____
Missing Information	_____
<b>TOTAL (Unduplicated if possible)</b>	_____

## **Section V**

### **SPECIAL POPULATIONS SERVED**

Using HMIS data, to the extent that it is available, list the number of persons for each subpopulation you serve:

#### **SUBPOPULATION**

Veterans	_____
Victims of Domestic Violence	_____
Elderly	_____
Persons with HIV/AIDS	_____
Chronically Homeless	_____

#### **PERSONS WITH DISABILITIES**

Severely Mentally Ill	_____
Chronic Substance Abuse	_____
Other Disability	_____
<b>TOTAL (Unduplicated if possible)</b>	_____

## **Section VI**

### **RACE/ETHNICITY**

#### **Race and Hispanic Origin of Beneficiaries** (Unduplicated if possible)

**Number Served For Quarter:** \_\_\_\_\_

##### **Single Race Categories**

\_\_\_\_\_ **White** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **African-American or Black** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **Asian** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **American Indian/Alaskan Native** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **Native Hawaiian /Other Pacific Islander** (Number Hispanic: \_\_\_\_\_)

##### **Multi-Race Categories**

\_\_\_\_\_ **American Indian/Alaskan Native & White** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **Asian & White** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **African-American or Black & White** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **Amer Indian/Alaskan Native & Afr-Amer or Black** (Number Hisp: \_\_\_\_\_)

\_\_\_\_\_ **Other Multi-Racial** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **TOTAL (TOTAL HISPANIC \_\_\_\_\_)**

## **Section VII** (For Shelter activities only)

### **SHELTER UTILIZATION**

Please list all emergency shelter beds, whether or not they are ESG-funded.

Number of Beds - Rehabbed \_\_\_\_\_

Number of Beds - Conversion \_\_\_\_\_

Total Number of bed-nights available \_\_\_\_\_

Total Number of bed-nights provided \_\_\_\_\_

**PROG. YR. EXPENDITURES** (Complete appropriate sections for this activity)

**Section VIII**

**EXPENDITURES FOR ESG HOMELESS PREVENTION OR RAPID RE-HOUSING**

Rental Assistance \$ \_\_\_\_\_

Housing Relocation and Stabilization Services – Financial Assistance \$ \_\_\_\_\_

Housing Relocation and Stabilization Services – Services \$ \_\_\_\_\_

**TOTAL (HP OR RRH) \$ \_\_\_\_\_**

**Section IX**

**EXPENDITURES FOR ESG EMERGENCY SHELTER**

ESG E.S. Essential Services \$ \_\_\_\_\_

ESG Operations \$ \_\_\_\_\_

**TOTAL (Shelter) \$ \_\_\_\_\_**

**Section X**

**EXPENDITURES FOR OTHER GRANT COMPONENTS (STREET OUTREACH AND/OR HMIS)**

Street Outreach \$ \_\_\_\_\_

HMIS \$ \_\_\_\_\_

**Section XI**

**MATCH SOURCE (for this ESG activity)**

Other Non-ESG HUD Funds \_\_\_\_\_

Other Federal Funds \_\_\_\_\_

State Government \_\_\_\_\_

Local Government \_\_\_\_\_

Private Funds \_\_\_\_\_

Other \_\_\_\_\_

Fees \_\_\_\_\_

Program Income \_\_\_\_\_

**TOTAL MATCH AMOUNT** \_\_\_\_\_

***This Report Completed by:*** \_\_\_\_\_

**Section VI, Please Sign and Date the Form**

Signature of Authorized Official

Typed or Printed Name

Date

\_\_\_\_\_