

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT ("Agreement") is entered into as of the day of _____ October, 2018 between the VILLAGE OF OAK PARK, Illinois (hereinafter the "Village") and NAMI METRO-SUBURBAN, INC., an Illinois not-for-profit Corporation (hereinafter the "Subrecipient").

RECITALS

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

WHEREAS, Subrecipient has applied to the Village for CDBG funds for the 2018 Program Year; and

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

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

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

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

2. **SCOPE OF SERVICES.**

A. Subrecipient's project schedule and project budget (collectively referred to as "the Project") are set forth in the Subrecipient's Program Year 2018 Community Development Block Grant Program Proposal, attached hereto and incorporated herein by reference as Exhibit A (hereinafter the "Subrecipient's Proposal").

B. The Project will proceed in accordance with the terms of this Agreement, the Subrecipient's Proposal and all laws and regulations referenced in this Agreement. Any changes(s) in the Project must be approved by the Village prior to the Subrecipient incurring any Project costs or implementing any substantial Project modifications. Such approval shall only be effective if authorized by a written amendment to this Agreement.

C. The funds to be provided by the Village to Subrecipient pursuant to this Agreement shall be used to partially pay salary costs for the Drop In Center Program Supervisor position, as well as for a portion of Center rent and some Center supplies. A total of 120 persons (35 Oak Park persons) will benefit.

3. ALLOCATION OF FUNDS.

A. The Village shall distribute to Subrecipient as Subrecipient's portion of the total grant received by the Village from HUD a maximum of Thirteen Thousand, Three Hundred and Ninety Dollars (\$13,390) (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 2018 Project Budget will be considered for reimbursement through the Grant Funds.

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

4. PAYMENT.

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

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

C. The Subrecipient shall submit invoices to the Village for reimbursement at least quarterly. Final project invoices must be submitted to the Village no later than October 31, 2019. Any invoices submitted after October 31, 2019 shall not be paid by the Village.

5. PROGRAM YEAR.

A. The Subrecipient shall perform the Project beginning October 1, 2018 and ending on September 30, 2019 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2019. Project costs shall not be incurred after the Program Year.

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

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

6. COMPLIANCE WITH LAWS AND REGULATIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

7. REPORTING AND RECORD KEEPING.

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

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

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

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

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

The following schedule shall be applicable:

1 st Quarter: October-December, 2018	Progress report due by January 15, 2019
2 nd Quarter: January-March, 2019	Progress report due by April 15, 2019

3rd Quarter: April–June, 2019
4th Quarter: July–September, 2019

Progress report due by July 15, 2019
Progress report/Final report due by October 15, 2019

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

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

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

8. MONITORING AND PERFORMANCE DEFICIENCIES.

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

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

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

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

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

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

9. TERMINATION.

This Agreement may be terminated as follows:

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

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

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

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

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

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

10. REVERSION OF ASSETS.

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

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

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

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

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

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

11. REMEDIES.

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

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

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

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

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

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

14. AMENDMENTS AND MODIFICATIONS.

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

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

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

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

16. ENTIRE AGREEMENT.

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

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

17. GOVERNING LAW, VENUE AND SEVERABILITY.

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

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

18. NOTICES.

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

For the Village:

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

For Subrecipient:

Executive Director
NAMI Metro-Suburban, Inc.
814 Harrison Street
Oak Park, IL 60304

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

19. EFFECTIVE DATE. The effective date of this Agreement as reflected above shall be the date that the Village Manager for the Village of Oak Park executes this Agreement.

20. COUNTERPARTS; FACSIMILE OR PDF SIGNATURES. This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement. A facsimile or pdf copy of this Agreement and any signature(s) thereon will

be considered for all purposes as an original.

21. **CAPTIONS AND SECTION HEADINGS.** Captions and section headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

22. **NON-WAIVER OF RIGHTS.** No failure of any Party to exercise any power given to it hereunder or to insist upon strict compliance by any other Party with its obligations hereunder, and no custom or practice of the Parties at variance with the terms hereof, shall constitute a waiver of that Party's right to demand exact compliance with the terms hereof.

23. **ATTORNEY'S OPINION.** If requested, the Subrecipient shall provide an opinion by its attorney in a form reasonably satisfactory to the Village Attorney that all steps necessary to adopt this Agreement, in a manner binding upon the Subrecipient have been taken by the Subrecipient.

24. **BINDING AUTHORITY.** The individuals executing this Agreement on behalf of the Parties represent that they have the legal power, right, and actual authority to bind their respective Party to the terms and conditions of this Agreement.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -
SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

NAMI METRO-SUBURBAN, INC.

Name: Cara Pavlicek
Title: Village Manager

Name:
Title:

Date: _____, 2018

Date: _____, 2018

ATTEST:

ATTEST:

Name: Vicki Scaman
Title: Village Clerk

Name:
Title:

Date: _____, 2018

Date: _____, 2018

EXHIBIT A
SUBRECIPIENT'S PROPOSAL

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

Submission #34

[View](#)[Edit](#)[Delete](#)[Previous submission](#)[Next submission](#)[Print](#)[Resend e-mails](#)

Submission information

Form: [Village of Oak Park CDBG Public Services Proposal](#)

Submitted by nami

Fri, 2018-02-16 12:29

73.50.33.43

1. Applicant Information

A. Organization Information

1. Organization Name

NAMI Metro Suburban

2. Organization Mailing Address

PO Box 977

3. Organization Phone

7085242582

4. Executive Director

Kimberly Knake

5. Email Address

Knake@namimetsub.org

6. FEIN

36-3851968

7. DUNS

144299448

B. Project Information

1. Proposed Project Name

NAMI's Drop-in center

2. Proposed Project Address

812 Harrison Street
Oak Park, IL

3. Project Manager/Primary Contact

Kimberly Knake

4. Secondary Contact

Shelly Lustrup

5. Proposed Project Phone Number

708-524-2582

6. Email Address

lustrup@namimetsub.org

C. Type of Organization

Private non-profit

D. Project Overview**2. Total project budget****1. Total CDBG dollars requested**

\$ 15,000

3. Total Low/Moderate Income Persons Served Annually

73

4. Brief project description and purpose

NAMI Metro Suburban is respectfully requesting \$15,000 for its Drop in Center. the purpose of the request is promote programming at the drop in center for adults with mental illness living in Oak Park Township. The services provided at our day service center include an array on wellness programs, socialization activities, supported employment and job readiness and job placement. This year we were able to expand our physical space and to offer new groups including Recovery 101, Newcomers, Men's Hut and Women's groups and Job Clubs.

5. Population Served

Severely Disabled Adults

E. Priority Addressed

Mental Health Programs

Other**2. Project Narrative**

I. Background & Need

Mental illness remains a pervasive problem for local communities in that people with a mental health diagnosis often experience social isolation. This type of isolation often exacerbates symptoms associated with the illness.

In Chicago's Western Suburbs, this community concern was addressed by providing a "safe" place for those living alone with mental illness. In 1993, NAMI established the first free-standing, consumer-oriented, peer support facility, one of the first in all of Illinois. . The Drop-In Center strives to reintegrate the "whole person" back into the community by utilizing a process wherein each person is invited to build social skills and embrace wellness themes toward the goal of living a more healthy and happy life.

II. Approach

a. Purpose

The Drop-in Center's Club House Model is a comprehensive program of support and opportunities. Drop-in Center participants are members instead of clients and restorative activities focus on strengths and abilities, rather than illness. The Center is not a traditional mental health agency, meaning there are no therapists or psychiatrists on staff. A psycho-social program model is utilized which includes elements of: small group work, peer support, socialization activities, life skills building, and evidence-based job placement strategies. All this in collaboration with program participants

b. Target Populations

NAMI's Drop-in Center serves adults 18 years and older with a mental illness diagnoses. Drop-in Center participants are generally low to moderate in income, racially mixed and are a gender mixed equally. Some individuals have co-occurring disorders as physical and / or development disabilities. We also serve participants from the LGBTQ community. Drop-in center participants speak and write multiple languages including; English, Spanish, Arabic, Italian, Korean, Filipino (Tagalog). Some of our participants are connected to a variety of faith-bathed communities and other identify as being atheist, agnostic, or secular humanist. The key unitary is that all participants have a mental illness diagnoses.

NAMI utilizes the NAMI Start Center Cultural in Mental health peer-run programs in collaboration with the university of Illinois at Chicago tool kit to help assess and enhance our services. This has influenced our hiring practices to include a more diverse representation of participants to employees.

c. Strategies

health providers to promote services and recruit Drop-in Center participants. NAMI's Executive Director meets with other Executive Directors from local agencies to promote the Drop-In Center. She also belongs to and networks with the local mental health provider consortium. NAMI's Drop-In Center staff makes annual presentations to local agency's clinical staffs highlighting our non-competing services. Local clinicians receive our monthly Drop-in center newsletter and activity calendar about our socialization and wellness activities. We specifically partner with Thrive, Presence Health and Oak Park Therapy Group through our Employment Services Program, part of the recovery program at the Drop-in Center. Our Employment Specialist meets weekly at each of these agencies to discuss employment strategies for Drop-in Center individuals that are enrolled in our job readiness/placement program.

In addition NAMI partners with four local hospitals: MacNeal, Riveredge, Hines VA and

Loretto to promote recovery services at our Drop-in Center. We conduct NAMI Nights at each of the hospitals twice a month, where we have trained speakers living well in recovery, and they share their recovery stories with patients on the psychiatric unit. The speakers provide hope and model recovery lifestyles for patients. They also talk about NAMI's Drop-In Center programming which includes support groups and education classes. Recovery support services at the Drop-In becomes part of the patients discharge plan. Many of the participants that come to the Drop-in Center have been isolated for long periods of time, so the intake process might take some time, and may change over time. Many participants need more socialization skill development at the beginning of their stay to become comfortable with the program milieu, while others need life skills along the way that either empowers them or modifies behaviors that are out of control. Some individuals are eager to jump right into our jobs program. We work with each person in a collaborative way that encourages them to drive their own recovery. Below is a graph that highlights our offerings and a progression of services. Because a mental health diagnosis is a life long event we do not have a specific exit plan in that program participants are always encouraged to return to our Center when it is right for them. We try to provide opportunities and support at all stages of their recovery plan, including advocacy work at the program and beyond, in the larger community recovery movement.

d. Timeline

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

III. Outcomes & Evaluation

a. Goal Statement

Program evaluation at the drop in center takes on different forms. Informally, we receive feedback from program participants daily as we run groups or provide an array of socialization activities. In part this happens with participants who step into leadership roles as they facilitate or co facilitate activities. The result is that they may make modifications to the group, in response to this feedback, on the spot.

We have invested in a management information system that will begin tracking an individual's wellness goals against their attendance in different groups they have identified as beneficial to their recovery and integration into the community.

b. Narrative

1. Ensuring Outputs/Outcomes

NAMI's Drop-in Center Program Manager Charles Torpe and Director of Recovery Support Services Shelly Lustrup, LCSW oversee our center's outcomes by recruiting, training and coaching the right personnel. Attendance and group attendance is tracked every day and is reported monthly the NAMI's Board. NAMI is audited quarterly by two of its funders and the State of Illinois conducts a two day fidelity audit that includes verification, employee interviews, file and financials review.

2. Documenting Income

Eligibility for the Drop in Center includes the following; the individual must be 18 years of age or older; a formal Axis I mental health diagnoses is required, a request of information document is signed by their psychiatrist confirming the diagnoses; a consent form is

signed,; copies of identification cards are secured verifying current address; and finally a demographics form completed by the applicant. Income verification is self-reported. medical history is also by self-report with special inquiry made by possible emergency situations i.e. history of seizure disorder

3. Evaluation Process

Program evaluation at the Drop-In Center (the Center) takes on different forms. Informally we receive feedback from program participants daily as we run groups or provide an array of socialization activities. In part this happens with participants who step into leadership roles as they facilitate or co-facilitate activities. The result is that they may make modifications to the group, in response to this feedback, on the spot.

We also have a more formal gathering of participants who sit on our Leadership Council, and these individuals provide more formal feedback with the Program Facilitator, and Program Director, both of whom facilitate these meetings. Participant Leaders often take responsibility for the development and implementation of new activities or programs, or it is done collaboratively with program staff. This process was able to generate a new program initiative, NAMI To-Go, which is being developed into satellite sites at which participants may gather together in local settings, in various communities throughout the Western suburbs.

We also ask our population to complete an annual Satisfaction Survey, which is done anonymously with results compiled for staff and board members to review. We use this information to improve, add and delete programming through out the year. The survey is below:

Please answer these

Questions about your overall satisfaction with the Drop-in-Center

1. From all you've heard, how does the DIC compare to other programs?

check one

Better____ Pretty good____ About the same____ Worse____ Very bad____

2. How do you think other consumers at the DIC feel about its programs?

check one

Very negative____ A bit negative____ so-so____ A bit pleased____ Very pleased____

3. Do you feel the DIC gives you programs you want?

check one

All the time____ Some of the time____ about 50-50____ Not often____ Only rarely____

4. Would you recommend the DIC to a friend?

check one

Would not recommend it____ Recommend, with reservations____ Would recommend it____

Your experiences at the Drop In Center

Describe one of the best experiences you've had at the Drop In Center in the last month.

Please explain what you liked about it.

Describe one of the worst experiences you've had at the DIC in the last month.
Please explain what was bad about it.

What programs or services would you like to see at the Drop In Center?

This is a list of activities that have taken place at the DIC recently or some time ago.
Opposite each one, indicate how much or how little you liked them: (or, how much you enjoy it--or don't enjoy it.).

place a check on one of the lines for each activity

Do not enjoy Enjoy sometimes Enjoy a lot

1. Art Studio _____
2. Peer Support _____
3. Feedback Forum _____
4. Goals group _____
5. Movie _____
6. Bowling _____
7. Birthday parties _____
- 8.. Theatre outings _____
9. Holiday meals _____
10. Conversation between members _____
11. Conversations with staff, visitors _____
12. Book Club _____
14. Participation in rallies, or other NAMI events

Please list below how often you go to the Drop-in-Center (on average).

How many times per week ? _____ OR --times per month _____

How long do you usually stay? _____

On what days of the week do you usually go to DIC? _____

If you have observations, ideas or comments about NAMI and the Drop In Center, please write them below

IV. Organization Capacity

a. Mission & Experience

NAMI Metro Suburban is an affiliate of the National Alliance on Mental Illness. NAMI is headquartered in Arlington, Virginia and staffed by professionals in the field of social work and mental health. Curricula for NAMI sponsored programs are developed by committees knowledgeable in their respective fields and the rolled out to affiliates (NAMI Metro Suburban) across the country. Affiliates are required to follow the standards laid out in each program curriculum, and leaders or facilitators of these programs are required to go through training designed by the national office.

b. Ability to Meet Reporting Requirements

NAMI has had no issue or barrier in reporting program outcomes or financial information in the last 25 years of operation. We have implemented both CDBG and Title XX grant with no issues or notation. We conduct an annual audit with an outside auditing firm changing firms every 7 years as recommended. NAMI understands the importance of providing program results to its funding partners and has invested \$10,000 in a new management information system that reports on participant's attendance, participants annual wellness goals and obtainment, program satisfaction and job search and days on the job numbers.

c. Collaboration with Others

NAMI partners with local community mental health agencies, local psychiatric hospitals and other mental health providers to promote services and recruit Drop-in Center participants. NAMI's Executive Director meets with other Executive Directors from local agencies to promote the Drop-in Center. She also belongs to and networks with the local mental health provider consortium. NAMI's Drop-in Center staff makes annual presentations to local agency's clinical staff highlighting our non-competing services. Local clinicians receive our monthly Drop-in Center newsletter and activity calendar about our socialization and wellness activities.

We specifically partner with Thrive, Presence Health and Oak Park Therapy Group through our Employment Services Program, part of the recovery program at the Drop-in Center.

Our Employment Specialists meet weekly at each of these agencies to discuss employment strategies for Drop-in Center individuals that are enrolled in our job readiness/placement program.

In addition, NAMI partners with four local hospitals: MacNeal, Riveredge, Hines VA and Loretto to promote recovery services at our Drop-in Center.

V. Budget Narrative

a. Budget Description

Requesting reimbursement of Drop-In Center Manager wages, at \$23.22/hour, for 538 hours, for a total of \$12,500 for PY2019. The Drop-In Center Manager is a full-time position, of which 100% is allocated to the Drop-In Center programming for a total of 2,080 hours, or 1.0FTE. Job duties include providing direct services to program members, establishing therapeutic milieu, monitoring members' behavior, and overseeing the Drop-In Center facilities, all duties required to supervise the types of activities held in the DIC.

In addition, NAMI Metro-Suburban is requesting reimbursement for occupancy expenses for rental space at 812 Harrison, Oak Park, where the Drop-In Center is located. The majority of NAMI's programming takes place at the Center, and provides a hub in the community for our services. Total cost for occupancy for PY2019 is \$41,844; the request for \$1,500 would cover 3.5% of the total cost.

Program expenses for PY2019 are budgeted at \$9,300 and include direct program supplies, office supplies, printing, and postage. The \$1,000 request for reimbursement would cover 22.41% of the total \$4,462 cost for direct program supplies.

b. Alternate Revenue Sources

If we did not receive support and funding from the community it services, we would cut back hours and staff

3. Attachments

Timeline

[cdbg_public_services_timeline_form_18.docx](#)

Logic Model

[nami_cdbg_logic_model_18.docx](#)

Articles of Incorporation and By-Laws

[articles_of_incorporation.pdf](#)

Non-Profit Determination (IRS Letter)[irs_determination_letter.pdf](#)**List of Board of Directors**[nami_cdbg_ms_board_contact_list_2017-2018.xlsx](#)**Organizational Chart**[nami_metro_suburban_org_chart_2018.pptx](#)**Resumes**[charles_g_torpes_resume_2-13-18.docx](#)**Financial Statement and Audit**[audit_fy17-final.pdf](#)**Conflict of Interest Statement**[cdbg- conflict of interest -18.docx](#)**Conflict of Interest Statement AND Anti-Lobbying Statement**[cdbg- anti-lobbying letter w-signature_2018.doc](#)**EEO Form**[cdbg_eeo_report_chart- fy18.doc](#)**Statement of ADA Compliance**[ada_compliance.docx](#)**Intake Documentation**[intake.pdf](#)**Support Statements****Budget Worksheet**[copy_of_cdbg_project_year_2019_cdbg_project_budget-other_revenue_summary_1.xlsx](#)**4. Proposal Agency Information & Verifications****1. Name of Authorized Official of Applicant Organization**

Kimberly Knake

2. Title of Authorized Official of Applicant Organization

Executive Director

3. Date of Submittal

Fri, 2018-02-16

4. Affirmation

I agree

[Previous submission](#)

[Next submission](#)



PY 2018 CDBG Public Services

Organization	NAMI Metro Suburban
Project Name	Drop in Center of Oak Park

Goal Statement: To support people with a mental illness successfully integrate into the community by providing socialization, wellness and job opportunities.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
-Bachelor Level Facilitator	-Life skills group	Total= 120 EL/L/M= 105 in 12 months	Increase in social activities outside of the Center	Active in outpatient treatment with no hospitalization	Daily attendance and total hours of attendance verified for all participants with a sign in and out sheet.
-LCSW Program Director	-NAMI National designed programming	OP= 35 EL/L/M= 30 in 12 months	Reduce hospitalization	Increase out of center socialization activities	Verification of attendance by participants signing in for all groups.
-NAMI Curricula from NAMI National	-Socialization clubhouse milieu		Productive in community through: 1- Employment 2- Volunteer 3- School 4- Training	Engaged in volunteer positions and assignments	Employer or volunteer verification letters
-Safe and welcoming program space	Employment program -Holiday meals			Enrolled in school/college	Outcome surveys given to gather outcome data.
-Active participant leaders	-Leisure activities			Employed and supported by NAMI's employment specialist	
-Recovery Support Specialist positions	-Field trips			Enrolled in NAMI peer leadership track	
-Active board oversight	-Mental health education				
	-Activities apart from the Center				



PY 2018 Timeline, CDBG Public Services

Organization	NAMI Metro Suburban
Project Name	Drop in Center

Timeframe	Activity	Person Responsible
Month 1 October	Halloween Event Life Skills Group Relationship Group Goals Group Jobs Club Field Trip Lunch and Learn Open Mic Men's Hut and Women's group Program notes and reporting	-Program Facilitator and Recovery Support Specialist lead groups -Employment Specialist leads Jobs Club
Month 2 November	Thanksgiving Group Meal Life Skills Group Relationship Group Goals Group Jobs Club Field Trip Lunch and Learn Open Mic Men's Hut and Women's group Program notes and reporting	-Program Facilitator and Recovery Support Specialist lead groups -Employment Specialist leads Jobs Club
Month 3 December	Holiday Group Meal New Years Eve Party Life Skills Group Relationship Group Goals Group Jobs Club Field Trip Lunch and Learn Open Mic Men's Hut and Women's group Program notes and reporting	-Program Facilitator and Recovery Support Specialist lead groups -Employment Specialist leads Jobs Club
Month 4 January	MLK Jr. Event during Open Mic Super bowl Party Life Skills Group Relationship Group Goals Group Jobs Club	-Program Facilitator and Recovery Support Specialist lead groups -Employment Specialist leads Jobs Club Finance manager/ Executive

	Field Trip Open Mic Lunch and Learn Men's Hut and Women's group Program notes and vouchering	Director
Month 5 February	Valentines (Pal-entines) Event Life Skills Group Relationship Group Goals Group Jobs Club Field Trip Lunch and Learn Men's Hut and Women's group Program notes and billing	-Program Facilitator and Recovery Support Specialist lead groups -Employment Specialist leads Jobs Club
Month 6 March	St. Patrick's Day Event Life Skills Group Relationship Group Goals Group Jobs Club Field Trip Lunch and Learn Open Mic Men's Hut and Women's group Program notes and billing Q report	-Program Facilitator and Recovery Support Specialist lead groups -Employment Specialist leads Jobs Club Finance manager and ED
Month 7 April	Life Skills Group Relationship Group Goals Group Jobs Club Field Trip Lunch and Learn Men's Hut and Women's group Reporting and vouchering	-Program Facilitator and Recovery Support Specialist lead groups -Employment Specialist leads Jobs Club
Month 8 May	Memorial Day BBQ Life Skills Group Relationship Group Goals Group Jobs Club Field Trip Lunch and Learn Men's Hut and Women's group	-Program Facilitator and Recovery Support Specialist lead groups -Employment Specialist leads Jobs Club
Month 9 June	Picnic in the Park Life Skills Group Relationship Group Goals Group Jobs Club Field Trip Lunch and Learn Day in the Village Advocacy Men's Hut and Women's group Reporting, notes and Q reports	-Program Facilitator and Recovery Support Specialist lead groups -Employment Specialist leads Jobs Club

Month 10 July	4 th of July BBQ Life Skills Group Relationship Group Goals Group Jobs Club Field Trip Lunch and Learn Men's Hut and Women's group Q reports and vouchering	-Program Facilitator and Recovery Support Specialist lead groups -Employment Specialist leads Jobs Club Finance manager/ Executive Director
Month 11 August	Life Skills Group Relationship Group Goals Group Jobs Club Field Trip Lunch and Learn Open Mic Men's Hut and Women's group Notes and reports	-Program Facilitator and Recovery Support Specialist lead groups -Employment Specialist leads Jobs Club
Month 12 September	Labor Day BBQ Life Skills Group Relationship Group Goals Group Jobs Club Field Trip Lunch and Learn Open Mic Men's Hut and Women's group Notes and reports- begin to prepare YE reports	-Program Facilitator and Recovery Support Specialist lead groups -Employment Specialist leads Jobs Club Finance Manager/ Executive Director

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

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

PY 2018 PROPOSED PROJECT BUDGET. Project budget must include the entire project funding even if CDBG

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

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

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue - List Source	Other Revenue - List Source	Other Revenue - List Source	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	CMHBOP	PMHB Berwyn	Grants		
<u>Personnel Costs</u>									
Salaries	\$233,995	\$12,500	5%		\$80,093	\$35,000	\$106,402	\$221,495	95%
Benefits	\$5,863	\$0	0%				\$5,863	\$5,863	100%
Taxes	\$25,459	\$0	0%				\$25,459	\$25,459	100%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Personnel Costs	\$265,317	\$12,500	5%		\$80,093	\$35,000	\$137,724	\$252,817	95%
<u>Operating Costs:</u>									
Rent/Lease	\$41,844	\$1,500	4%			\$5,000	\$35,344	\$40,344	96%
Utilities	\$975	\$0	0%				\$975	\$975	100%
Telephone	\$1,932	\$0	0%				\$1,932	\$1,932	100%
Postage	\$322	\$0	0%				\$322	\$322	100%
Supplies	\$9,300	\$1,000	11%				\$8,300	\$8,300	89%
Mileage	\$3,250	\$0	0%				\$3,250	\$3,250	100%
Prof Development	\$1,000	\$0	0%				\$1,000	\$1,000	100%
Marketing	\$740	\$0	0%				\$740	\$740	100%
Subtotal: Operations	\$59,363	\$2,500	4%		\$0	\$5,000	\$51,863	\$56,863	96%
<u>Professional/Services</u>									
Consultant	\$40,588	\$0	0%				\$40,588	\$40,588	100%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Insurance	\$1,252	\$0	0%				\$1,252	\$1,252	100%
Subtotal: Professional Services	\$41,840	\$0	0%		\$0	\$0	\$41,840	\$41,840	100%
TOTAL (all categories)	\$366,520	\$15,000	4%		\$80,093	\$40,000	\$231,427	\$351,520	96%

PY 2018 CDBG OTHER REVENUE SUMMARY

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

1	2	3	4	5	6	7
FUNDING SOURCE	LOAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAIL.	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or Private?
CMHB - Oak Park	G	\$80,093	Secured	4/1/2018		Local
Proviso Township MHB	G	\$20,000	Pending	7/1/2018		Local
Berwyn Township	G	\$35,000	Pending	7/1/2018		Local
Westlake Health Foundation	G	\$50,000	Pending	1/1/2019		Private
Healthy Communities Foundation	G	\$55,529	Secured	1/1/2018		Private
DHS	G	\$92,000	Pending	7/1/2018		Local
Others	G	\$18,898	Pending	1/1/2019		Private
		\$0				
TOTAL, where applicable		\$351,520				

NAMI Metro-Suburban, Inc. - PY 2018 CDBG

a. Revised Budget Description

Requesting reimbursement of Program Supervisor wages, at \$23.18/hour, for 482.74 hours, for a total of \$11,190 for PY2018. The Program Supervisor is a full-time position, of which 100% is allocated to the Drop-In Center programming for a total of 2,080 hours, or 1.0FTE. Job duties include providing direct services to program members, establishing therapeutic milieu, monitoring members' behavior, etc., required to supervise the types of activities held in the DIC.

Requesting reimbursement of Rent for facility where program occurs. Annual rent cost is \$41,844, and the \$1,300 budget would cover 3% of this annual cost.

Requesting reimbursement for \$900 for cost of program supplies. These include participant resource guides, paper, pens, files, etc. \$900 will cover 10% of this annual cost.

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

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

PY 2018 REVISED PROJECT BUDGET. Project budget must include the entire project funding even if CDBG

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

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

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue - List Source	Other Revenue - List Source	Other Revenue - List Source	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	CMHBOP	PMHB Berwyn	Grants		
Personnel Costs									
Salaries	\$233,995	\$11,190	5%		\$80,093	\$35,000	\$107,712	\$222,805	95%
Benefits	\$5,863	\$0	0%				\$5,863	\$5,863	100%
Taxes	\$25,459	\$0	0%				\$25,459	\$25,459	100%
Other (Identify)	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
Subtotal: Personnel Costs	\$265,317	\$11,190	4%		\$80,093	\$35,000	\$139,034	\$254,127	96%
Operating Costs:									
Rent/Lease	\$41,844	\$1,300	3%			\$5,000	\$35,544	\$40,544	97%
Utilities	\$975	\$0	0%				\$975	\$975	100%
Telephone	\$1,932	\$0	0%				\$1,932	\$1,932	100%
Postage	\$322	\$0	0%				\$322	\$322	100%
Supplies	\$9,300	\$900	10%				\$8,400	\$8,400	90%
Mileage	\$3,250	\$0	0%				\$3,250	\$3,250	100%
Prof Development	\$1,000	\$0	0%				\$1,000	\$1,000	100%
Marketing	\$740	\$0	0%				\$740	\$740	100%
Subtotal: Operations	\$59,363	\$2,200	4%		\$0	\$5,000	\$52,163	\$57,163	96%
Professional/Services									
Consultant	\$40,588	\$0	0%				\$40,588	\$40,588	100%
Engineering	\$0	\$0	0%					\$0	0%
Insurance	\$1,252	\$0	0%				\$1,252	\$1,252	100%
Subtotal: Professional Services	\$41,840	\$0	0%		\$0	\$0	\$41,840	\$41,840	100%
TOTAL (all categories)	\$366,520	\$13,390	4%		\$80,093	\$40,000	\$233,037	\$353,130	96%

PY 2018 CDBG OTHER REVENUE SUMMARY

This chart provides more information about the "Other Revenue" sources that were listed above in columns F, G & H.

Please fully complete this table. The columns are self-explanatory

1	2	3	4	5	6	7
FUNDING SOURCE	LOAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAIL.	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or Private?
CMHB - Oak Park	G	\$80,093	Secured	4/1/2018		Local
Proviso Township MHB	G	\$20,000	Secured	7/1/2018		Local
Berwyn Township	G	\$35,000	Secured	7/1/2018		Local
Westlake Health Foundation	G	\$50,000	Pending	1/1/2019		Private
Healthy Communities Foundation	G	\$55,529	Secured	1/1/2018		Private
DHS	G	\$92,000	Pending	7/1/2018		Local
Others	G	\$20,508	Pending	1/1/2019		Private
		\$0				
TOTAL, where applicable		\$353,130				

EXHIBIT B - ASSURANCES

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

1. Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the person identified as the official representative of Subrecipient to execute the agreement, all understandings and assurances contained therein, and directing the authorization of the person identified as the official representative of Subrecipient to act in connection with the execution of the agreement and to provide such additional information as may be required.
2. Subrecipient shall conduct and administer the Project for which it receives Grant Funds in compliance with:
 - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and implementing regulations issued at 24 CFR Section 1 (24 CFR 570.601(a)(1);
 - b. Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), as amended; and that the Subrecipient will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing (24 CFR 570.601(a)(2))
 - c. Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652; 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing), and implementing regulations in 24 CFR part 107. [24 CFR 570.601(b)].
 - d. Section 109 of the Housing and Community Development Act, prohibiting discrimination based on of race, color, national origin, religion, or sex, and the discrimination prohibited by Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Age Discrimination Act of 1975 (P.L. 94-135), as amended and implementing regulations when published. (24 CFR 570.602);
 - e. The employment and contracting rules set forth in (a) Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR 1964-1965 Comp. p. 339; 3 CFR, 1966-1970 Comp., p. 684; 3 CFR, 1966-1970., p. 803; 3 CFR, 1978 Comp., p. 230; 3 CFR, 1978 Comp., p. 264 (Equal Employment Opportunity), and Executive Order 13279 (Equal Protection of the Laws for Faith-Based and Community Organizations), 67 FR 77141, 3 CFR, 2002 Comp., p. 258; and the implementing regulations at 41 CFR chapter 60; and

- f. The employment and contracting rules set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR part 135; 24 CFR 570.607.
- g. The Uniform Administrative Requirements and Cost Principles set forth in 24 CFR 570.610
- h. The conflict of interest prohibitions set forth in 24 CFR 570.611.
- i. The eligibility of certain resident aliens requirements in 24 CFR 570.613.
- j. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.
- k. The uniform administrative requirements in 24 CFR 570.502
- l. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60;

3. All procurement actions and subcontracts shall be in accordance with applicable local, State and Federal law relating to contracting by public agencies. For procurement actions requiring a written contract, Subrecipient may, upon the Village's specific written approval of the contract instrument, enter into any subcontract or procurement action authorized as necessary for the successful completion of this Agreement. Subrecipient will remain fully obligated under the provisions of this Agreement notwithstanding its designation of any third party to undertake all or any of the Project. Subrecipient may not award or permit an award of a contract to a party that is debarred, suspended or ineligible to participate in a Federal program.

Subrecipient will submit to the Village, the names of contractors, prior to signing contracts, to ensure compliance with 24 CFR Part 24, "Debarment and Suspension."

- 4. It has adopted and is enforcing:
 - a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction; against any individuals engaged in non-violent civil rights demonstrations; and
 - b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- 5. To the best of its knowledge and belief no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an

officer or employee of Subrecipient, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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

APPENDIX V

REAFFIRMATION STATEMENT

MARCH 31, 1987

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

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

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

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

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



**Carl Swenson
Village Manager**

Village of Oak Park
Personnel Manual

Adopted 2/11/87

Subrecipient:	
Project Name:	
Prepared by:	
Email:	

1. The first step in the process of creating a new product is to identify a market need. This involves conducting market research to understand what customers want and what problems they are facing. Once a need is identified, the next step is to develop a concept that addresses this need. This is often done through brainstorming sessions and the creation of a prototype. The third step is to create a business plan that outlines the costs of production, the pricing strategy, and the marketing plan. This plan is crucial for securing funding and for guiding the development of the product. The fourth step is to manufacture the product, which involves sourcing materials, hiring workers, and setting up a production line. Finally, the product is launched into the market, and the company monitors sales and customer feedback to make any necessary adjustments.

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



Exhibit E: PY 2018 Final Report Form, Oak Park CDBG Program

FINAL REPORT COMPONENT (Please explain even if you exceeded goals)

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

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

Signature of Authorized Official	Typed or Printed Name	Date