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Oak Park, IL 60302
(708) 848-7150

August 13, 2018

Ms. Cara Pavlicek, Village Manager
Village of Oak Park
123 Madison Street
Oak Park, IL 60302

RE: Partner Agency Budget Request for 2019

Dear Ms. Pavlicek,

The Oak Park Regional Housing Center is a 501(c)(3) non-profit organization and a Partner Agency with the Village of Oak Park. The Housing Center's mission is to achieve meaningful and lasting racial diversity in Oak Park and the region. To that end, the Housing Center works in Oak Park to promote diversity and integration in the community's rental housing market.

In order to continue our mission, the Housing Center is requesting support of \$425,000 in General Funds, the same amount we received in 2018. Although we were informed that we will see an increase of CDBG funding to the amount of \$33,618 for FY2018, our CDBG funds are strictly reserved for salaries. As such, we intend to use our General Fund dollars to help support the day-to-day operating expenses and additional salaries that are essential to the work we do. We understand that such financial support is significant, however, \$425,000 would account for only 34% of our total draft operating budget of \$1,232,993 for 2019. This funding is critical to provide the continued services that supports racial integration within the Village.

With the continued support from the Village, in 2019 the Housing Center intends to focus efforts on improving the technical infrastructure of our program and examining our outreach and marketing strategies. We know that our numbers have decreased from previous years and we share the community's concern. Over the twelve-month period ending June 30, 2018, the Housing Center served over 2,000 households looking to move to Oak Park. Of those households, 614 moved to Oak Park and 397, a rate of 65%, of those moves either sustained or improved the integration of the village. (Moves always lag behind registrations by about 3 months as people search for apartments and we work to get follow up information on their move.) Although we cannot at this time quantify the impact those affirmative moves and registrations have on the Village overall, the fact that Oak Park remains one of the most integrated communities in the county says something about the work we are doing here.

We understand the importance of being fiscally responsible to the tax payers who help support the Housing Center through our Village funding. The money we receive will not get spent haphazardly. It must be spent with intention and purpose.

Beginning in 2018 and continuing through 2019, we are critically examining our outreach methods and advertising dollars. We want to make sure that every dollar spent is intentional in bringing a rate of return that helps us meet our mission and the vision of an integrated Oak Park. Although our marketing budget has remained stagnant for about 10 years now we understand that different avenues may need to be explored. As a staff we review our online marketing content every 2 months and make adjustments as needed. Also, following up on some suggestions I received from community residents, we are hiring someone to focus more time on our online presence through social media, website content and Google Analytics. This will be essential in making sure people can find us easily and we remain technologically relevant.

We have also continued our outreach efforts to local employers and colleges. Although we use Zillow and other on-line advertising platforms we also understand the importance of targeting local employers to make sure their staff and students who are moving to Oak Park are aware of our services. That is something Zillow cannot do. With our funding from the Village, we will continue to proceed with more intention and critical analysis to make sure those dollars spent are having an impact we all want to see in the community.

Integration- this community value is what differentiates Oak Park from the rest of the region and most of the country. In our Comprehensive Plan, Envision Oak Park, adopted in 2014 by the Village, integration is mentioned over a dozen times in the first four pages of Section 7: Neighborhoods, Housing, & Diversity. The neighboring community of River Forest has no mention of integration in their comprehensive plan. Neither does Naperville or Elmhurst. For the last 50 years, our community has been at the forefront of this issue. We recognized early on that it's not only about embracing diversity but integration has to be present in order to have the community we envision.

Chicago is one of the most diverse cities in the country. However, it is also one of the most segregated. Our comprehensive plan recognizes that diversity alone does not create a community where people of all races and cultures live side by side with one another. That is why integration is a value not only held by community residents but is specifically included in our comprehensive plan. Fifty years ago we recognized that segregation was caused by deliberate and intentional government action. The Housing Center was created to combat the rampant segregation that was occurring on the west side of Chicago. The Village of Oak Park has, for the last 47 years, been the leader in understanding that the only way to combat the intentional actions that caused segregation is to take intentional action to combat it. The Housing Center has been the Partner Agency within the Village whose mission is to work toward this community value. It is this partnership that is responsible for the integration we see today.

Every day, people come into our office requesting help in finding an apartment. In the simplest terms, that is what we do- we help people find apartments. But that is not why we exist. That is not our mission. Helping people find apartments is a tool that we use to help maintain community integration. Every week, potential renters come to our office asking for assistance in finding their new home. They also come with ideas of where they want to live. It is not uncommon for us to hear, "I don't want to live East of Ridgeland," "Not on Austin," "I want to live in the good part of Oak Park," and "I was told to stay away from anything east or south." Within the last month we have even had people say to us flatly, "I don't want to live near Black people." We combat explicit and implicit biases on a daily basis. By sitting with the client, addressing their concerns and actually showing them apartments that support integration, we are able to disrupt these biases that would not otherwise be addressed. Zillow and other online apartment finding platforms don't do that. To compare us to Zillow is not accurate. It's apples and oranges. Whereas people self-select where they want to look for apartments on Zillow, we sit down with the person and help people expand their options when looking for an apartment. We don't tell people where to move. We open up their possibilities.

Last month, in July, Redfin CEO Glenn Kelman, addressed the housing industry's role in perpetuating segregation. In a talk he gave in San Francisco he spoke about how the system seems set up to help white customers get into white neighborhoods. Likewise, Natalie Moore wrote a piece last month regarding the show House Hunters and noticed how white people were only shown homes in white neighborhoods. Both Kelman and Moore have recognized how segregation is continued. This is why the Housing Center exists. This is why we need your continued financial support. Zillow, Apartments.com, Trulia and other platforms can't do what the Housing Center does in Oak Park. People's implicit biases, if not addressed will lead to continued segregation. Redfin is just now catching on to what the Village of Oak Park realized years ago. Deliberate action is needed to combat residential segregation.

The Housing Center disrupts the process that creates and sustains segregation. We do what no one else does in Oak Park. We live the goals set out in not only section 7 of the comprehensive plan that discusses neighborhoods and housing but we also impact the goals created in section 11 of the plan focused on community life and engagement. But we don't do this alone. As a partner agency with the Village, our government has supported the efforts needed to create a truly integrated community. And this work must continue.

Our service is essential to the community's social and economic well-being. Without the Housing Center, Oak Park would not have the integrated character it enjoys today. Our advertising and marketing of the community ensures that a diverse demand, reflective of the region, is continuously seeking housing in Oak Park. Our rental advising service provides prospective residents with factual information about the opportunities in the community and improves their understanding about neighborhood quality. This service is essential to overcome new residents' misperceptions and stereotypes, based largely on racial attitudes, about where to move in Oak Park.

In order to combat possible discrimination, the Housing Center also informs each of our clients about their fair housing rights and the remedies available at Village Hall. This work supports the efforts of the Village's fair housing task force recommendations and strategies.

We ensure a desirable supply of rental units as well. Annually we work with over 200 property owners, ranging from some of Oak Park's largest landlords to the owners of 2-flats, condominiums, and single-family homes. Over the past 12 months, we have listed over 900 units in Oak Park.

Our technical assistance ensures that landlords act in compliance with fair housing law, provides advice on marketing and unit improvements, and serves as a helpful resource for questions ranging from rental pricing to parking to tenant selection. This collaboration also ensures that landlords understand the value of diversity within their buildings.

A significant portion of this work happens directly with property owners enrolled in the Village's Multi-Family Housing Incentives Program (MFHIP). The Housing Center markets the units in the program and assists all the participating landlords. Our assistance ensures that units in the program remain attractive and that they will be rented in a timely fashion. Indeed, in a typical year Housing Center clients rent approximately 85% of all MFHIP units and at a significantly higher integration rate than would otherwise occur.

The Housing Center continues to be essential to the Village's core values as outlined in the Village's Diversity Statement, our Comprehensive Plan, and many other ordinances and resolutions. Our work is at the heart of a diverse, welcoming, and increasingly equitable community. Furthermore, the Housing Center adds additional value to the community. By effectively integrating housing in Oak Park, our schools, parks, businesses, and social networks are integrated as well. By promoting the community as an attractive and welcoming place to live, we further a sense of place that fosters harmony and affinity among all residents. And, by promoting

inclusion in the community, we turn diversity into an asset that promotes strong and stable property values in the community. In addition to supporting our necessary services, an investment in the Housing Center pays dividends to the community through these added values, both tangible and intangible.

Funding from Village Hall is essential to the Housing Center. We appreciate our strong and long-standing partnership with the Village of Oak Park and look forward to continuing to work with the Village in sustaining a diverse, inclusive, and prosperous community.

Sincerely,



Michele Rodriguez Taylor
Interim Executive Director

cc: Tammie Grossman, Director Customer Development Services

**FUNDING GRANT AGREEMENT BETWEEN THE VILLAGE OF OAK PARK
AND THE OAK PARK REGIONAL HOUSING CENTER**

THIS FUNDING GRANT AGREEMENT (hereinafter referred to as "Agreement") is entered this 1st day of January, 2018, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the "Village") and the Oak Park Regional Housing Center (hereinafter referred to as "Grantee"), an Illinois not-for-profit corporation.

RECITALS

WHEREAS, the Grantee is an Illinois not-for-profit corporation organized for the purpose of enhancing and promoting arts in the community; and

WHEREAS, Section 10 of Article 7 of the 1970 Constitution of the State of Illinois authorizes units of local government to contract and otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or by ordinance; and

WHEREAS, units of local government entering into such agreements may use their credit, revenues, and other resources to pay costs and to service debt related to activities which promote a public purpose; and

WHEREAS, on November 4, 1984, the Village adopted Ordinance Number 1984-0-68 "Providing Incentives to Discourage Unlawful Steering Practices to Counteract the Effects of Discrimination, and to Provide Prospective Renters with Information Concerning Available Housing to Expand Their Housing Choices;" and

WHEREAS, the Ordinance, in part, provides for the Village to contract with an agent or agents of its choice to affirmatively market the rental units of those owners of multiple-family dwellings with four or more units within the Village who have contracted with the Village for this service; and

WHEREAS, the Grantee, a community service agency in existence since 1972, has the overall goal of achieving racially diverse housing patterns and encouraging the quality maintenance and management of rental housing within the Village and has the capability of providing the affirmative marketing services required by the Village at this time; and

WHEREAS, the parties desire to enter into this Agreement to provide funding for the Grantee's program to achieve racial diversity in Oak Park's housing market. The parties expect that by providing the services in this Agreement, the Housing Center will make measurable strides toward the parties' mutual goal of stimulating the housing market and creating housing demand in the Village.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the Village and the Grantee agree as follows:

1.0. RECITALS INCORPORATED.

1.1. The above recitals are incorporated herein as though fully set forth.

2.0. TERM OF AGREEMENT.

2.1. The term of this Agreement shall commence on January 1, 2018, and shall terminate on December 31, 2018, unless earlier terminated by either party as set forth herein.

3.0. PAYMENTS TO GRANTEE.

3.1. In consideration of the Grantee undertaking and performing the Project, the Village shall pay to Grantee \$425,000, payable as set forth in Exhibit 1, provided that the Grantee has performed its obligations pursuant to this Agreement. Grantee shall submit an invoice to the Village together with a progress report on Grantee's completion of the Project goals, which invoice will be paid upon approval as provided herein.

3.2. Payments pursuant to this Agreement are subject to availability of funds and their appropriation and authorized expenditure pursuant to applicable law. The Village's obligations shall cease immediately without penalty or liability for further payment, if, the Village or any other funding source fails to appropriate, budget or otherwise make available sufficient funds for this grant.

3.3. Payments to Grantee under this Agreement shall be made payable in the name of Grantee and sent to the following person and place, or directly deposited into a financial account maintained by the Grantee:

Executive Director
Oak Park Regional Housing Center
1041 South Boulevard
Oak Park, Illinois 60302

Grantee may change the person to whom payments are sent, or the place to which payments are sent, by delivering thirty (30) days prior written notice pursuant to Section 24.0 of this Agreement.

3.4. The Village's financial obligation under this Agreement shall not exceed the grant amount set forth in Section 3.1 of this Agreement.

4.0. SCOPE OF SERVICES.

4.1. The Grantee shall perform the services and make a good faith effort to achieve the goals set forth in the description of services attached hereto as Exhibit 2 and made a part hereof.

5.0. ADHERENCE TO VILLAGE POLICIES.

5.1. The Grantee shall adhere to the policies set forth in the Addendum to the Agreement, attached hereto as Exhibit 3, or, in the alternative, that it will have adopted policies of its own which are in substantial compliance with the policies set forth in the Addendum, attached hereto as Exhibit 3.

5.2. All such Grantee policies require prior review and approval by the Village before the Grantee can substitute adherence to its own policies for adherence to the Village policies set forth in Exhibit 3. Such policies may be submitted to the Village for review and approval prior to the execution of this Agreement or at any time during the term of this Agreement.

5.3. The Village shall provide the Grantee with timely written approval or disapproval of all such policies submitted by the Grantee. Disapproval shall be accompanied by the specific reasons why the submitted policy is not in substantial compliance with the Village policy set forth in Exhibit 3. The Grantee may revise and resubmit policies to the Village for review and approval. Approval shall not be unreasonably withheld by the Village.

5.4. The Grantee shall be obligated to adhere to the policies set forth in Exhibit 3 until such time as its own written equivalent policy or policies have been filed with and approved by the Village.

5.5. The Grantee shall be obligated to submit any change in, or amendment to, such approved policy during the term of this Agreement to the Village for its approval in the same manner as if it were submitting an entire new policy to the Village for its review and approval.

6.0. GRANTEE'S AUTHORITY.

6.1. Grantee warrants that it is the real party in interest to this Agreement, that it is not acting for or on behalf of an undisclosed party, and that it possesses the legal authority to apply for this grant and to execute this Agreement. Any person binding the Grantee shall, when required, provide written evidence of the legal authority for his or her agency. The Grantee acknowledges that it has read, understood and agreed to all provisions of this Agreement.

7.0. GRANTEE'S RESPONSIBILITIES.

7.1. At the Village's request, Grantee shall also submit such written or verbal reports as reasonably deemed necessary by the Village Manager or the Village Manager's designee while this Agreement is in effect.

7.2. In connection with the foregoing and other actions to be taken under this Agreement, Grantee hereby designates Executive Director Rob Breymaier as its authorized representative who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices and other actions required that

are ministerial in nature or described in this Agreement for and on behalf of Grantee and with the effect of binding Grantee. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of Grantee as having been properly and legally given by the Grantee. Grantee shall have the right to change its authorized representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 24.0 of this Agreement.

7.3. Grantee shall provide the Village with a current strategic plan if it currently has such a plan. Grantee shall also advise the Village of the schedule for updating its strategic plan or developing a strategic plan if Grantee does not have such a plan.

7.4 Grantee shall participate in the Village's branding and marketing program coordinated by the Oak Park Economic Development Corporation (Oak Park EDC), including attending program meetings and utilizing the materials developed pursuant to the program in Grantee's marketing materials.

8.0. STATUS OF GRANTEE AND GRANTEE'S PERSONNEL OR CONTRACTED AGENTS.

8.1. Grantee shall be an independent contractor to the Village. Grantee shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Project.

8.2. All technical, clerical, and other personnel necessary for the performance required by this Agreement shall be Grantee's employees, or contracted agents, and shall in all respects be subject to Grantee's rules and regulations governing its employees. Neither the Grantee, nor its personnel, nor its contracted agents shall be considered to be agents or employees of the Village.

9.0. THE GRANTEE'S BUSINESS ORGANIZATION.

9.1. During the term of this Agreement, Grantee shall maintain its registration to do business in the State of Illinois with the Illinois Secretary of State, and be incorporated as an Illinois not-for-profit corporation. Grantee shall also be registered with the United States Internal Revenue Service and approved to operate as a tax exempt organization pursuant to 26 U.S.C. § 501(c)(6), commonly referred to as "501(c)(6)," as amended.

9.2. Grantee shall hire and maintain a qualified and competent staff to provide all management and administrative services necessary to accomplish the Project.

9.3. Grantee's Finance Committee shall oversee the expenditure of the funding grants provided pursuant to this Agreement.

9.4. Grantee shall operate in accordance with this Agreement, Grantee's articles of incorporation and by-laws, and actions of Grantee's board of directors.

10.0. FINANCIAL RECORDS.

10.1. At any time during the term of this Agreement, the Village shall have the right to examine Grantee's financial records with reasonable notice, during regular business hours, with regard to the funds provided pursuant to this Agreement. The Village's requests for information may be based on requests from federal or state regulatory agencies, other governmental agencies, courts of law, consultants hired by the Village or other parties, which in the Village's opinion, require the information.

10.2. Grantee is accountable for all Village disbursed funds under this Agreement. Grantee's financial management system shall be structured to provide for accurate, current, and complete disclosure of the expenditure of all funds provided by the Village under this Agreement. Grantee shall maintain effective control and accountability over all funds disbursed and equipment, property, or other assets acquired with Village funds. Grantee shall keep records sufficient to permit the tracing of funds to a level of expenditure adequate to insure that funds have not been unlawfully spent.

10.3. Grantee shall maintain for a minimum of five (5) years following the latter of the expiration or termination of this Agreement, or longer if required by law, adequate books, records, and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with this Agreement. All books, records and supporting documents related hereto shall be available for inspection and audit by the Village, or any duly authorized Village representative, and Grantee agrees to cooperate fully to accomplish any such audit. Grantee shall provide full access to all relevant materials and to provide copies of same upon request.

10.3.1. Grantee shall cooperate with the Village and provide the Village, when requested, with access to data, information and documentation pertaining to the Project.

10.3.2. The Village shall have the right to audit any records necessary to permit evaluation and verification of the Grantee's compliance with the requirements of this Agreement throughout the term of the Agreement and for a period of five (5) years after any payment, or longer if required by law.

10.3.3. The Village shall have the right to interview any of the Grantee's current and former employees, as related to this contract, during the audit.

10.3.4. Grantee shall provide the Village with adequate and appropriate workspace, with access to photocopy machines, during any audit.

10.3.5. Grantee shall provide the Village with copies of all requested records in a computer-readable format (if available) as well as hard copy.

10.4. If any of the services to be performed under this Agreement are subcontracted, Grantee shall include in all subcontracts a provision that the Village, or any duly authorized representative of the Village, shall have full access to and the right to examine any pertinent books, documents, papers and records of any subcontractor involving transactions related to this Agreement for a period of five (5) years from the later of the expiration or termination of this Agreement.

11.0. FINANCIAL DISCLOSURES.

11.1. If required by law, Grantee shall conduct an annual audit by an independent audit/accounting firm, which is licensed by the State of Illinois to conduct an audit in accordance with generally accepted auditing standards within six (6) months after the end of Grantee's fiscal year. The audit shall include all income received by Grantee, disbursements by Grantee, and all investment transactions for the prior fiscal year. Grant funds shall be included in Grantee's annual audit. If applicable by law, a copy of the audit report shall be provided to the Village within thirty (30) days of Grantee's receipt of the audit report.

12.0 PROCUREMENT OF CONSTRUCTION AND PROFESSIONAL SERVICES; ACQUISITION OF EQUIPMENT.

12.1. The Grantee shall procure all construction and professional services, and acquire assets and materials financed in whole or in part with grant funds provided hereunder, through written, contractual Agreement(s).

12.2. In the event that Grantee ceases to exist, all such assets, equipment, and materials purchased with Village funds shall become Village property.

13.0. UNEXPENDED FUNDS.

13.1. Any unexpended funds provided by the Village pursuant to this Agreement shall be maintained in a federally insured account by Grantee and shall be returned to the Village within thirty (30) days of the expiration of this Agreement.

13.2. Upon dissolution of Grantee's corporation or termination of this Agreement, any unexpended funds originally provided by the Village to Grantee shall be immediately returned to the Village. Funds which have already been obligated by Grantee at the time of the dissolution of Grantee's corporation or at the time of Grantee's receipt of the Village's notice to terminate this Agreement shall not be considered as "unexpended funds" for purposes of this section. Upon dissolution, Grantee shall notify the Village of the name of the individual or entity responsible for winding up its affairs.

14.0. LEGAL COMPLIANCE.

14.1. In addition to complying with the statutes and regulations specifically referenced in this Agreement, Grantee is responsible for determining the applicability of, and complying with, any other laws, regulations or ordinances.

14.2. Grantee shall 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.

14.3. Grantee shall take affirmative 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 affirmative action, including but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, or selection for training, including apprenticeship.

14.4. All applicable federal, state and local laws, rules and regulations applicable to this Agreement shall be deemed to be included in this Agreement as though fully set forth herein. Except where expressly required by applicable laws and regulations, the Village shall not be responsible for monitoring Grantee's compliance.

14.5. Grantee certifies that it shall comply with all applicable provisions of federal, state and local law in its performance of this Agreement.

14.6. Grantee shall comply with the policies set forth in the Addendum to this Agreement (hereinafter referred to as "Village Policies"), attached hereto and incorporated herein, or, in the alternative, that it has adopted policies of its own which are in substantial compliance with the Village Policies. All such Grantee policies require prior review and approval by the Village Manager or the Manager's designee. The Village shall provide Grantee with timely written approval or disapproval of all such policies submitted by Grantee. Disapproval shall be accompanied by the specific reasons why the submitted policy is not in substantial compliance with the Village's Policies. Grantee may revise and resubmit policies to the Village for review and approval. Approval shall not be unreasonably withheld by the Village. Grantee shall comply with the Village Policies until such time as its own written equivalent policy or policies have been approved by the Village. Grantee shall be obligated to submit any change in, or amendment to, such approved policy during the term of this Agreement to the Village for its approval in the same manner as if it were submitting a new policy to the Village for approval.

14.7. The Village is authorized to conduct reviews and conduct other procedures or practices regarding Grantee's compliance with this section. Grantee agrees to post, in conspicuous places available to employees and applicants for employment or distribute to

employees and applicants for employment, notices setting forth the non-discrimination provisions of this section.

15.0. TERMINATION; SUSPENSION.

15.1. This Agreement may be terminated without cause by either party upon providing ninety (90) days written notice pursuant to Section 24.0 of its intention to terminate.

15.2. During the term of the Agreement, the Village may terminate the Agreement for cause or suspend payments of grant funds due to: (1) use of funds in a manner inconsistent with this Agreement; (2) Grantee's failure to submit required documents pursuant to this Agreement; (3) Grantee's submission of incorrect or incomplete reports; or (4) Grantee's failure to perform in accordance with this Agreement.

15.3. In the event the Village elects to terminate this Agreement for cause or to suspend payments under this Agreement for any reason set forth in this Agreement, the Village shall provide written notice pursuant to Section 24.0 to Grantee of its intention to terminate this Agreement for cause or suspend payments if Grantee fails to cure the noted deficiency within thirty (30) days after receipt of the notice. The written notice shall provide Grantee with a description of the alleged deficiency, and Grantee shall be afforded an opportunity to refute the statement of deficiency set forth in the notice prior to the Village's termination or suspension of payments. If Grantee fails to adequately refute the alleged deficiency, or fails to correct the deficiency within thirty (30) days of the Village's notice, the Village may terminate or suspend payment of any funds to be provided pursuant to this Agreement.

15.4. The Village's obligations under this Agreement shall cease immediately without penalty of further payment being required if the Village or other funding source fails to, budget, appropriate, or otherwise make available sufficient funds for this Agreement. In the event a lack of funding occurs in full or in part, the Village shall give the Grantee written notice pursuant to Section 24.0, which shall set forth the effective date of full or partial termination, or if a change in funding is required, setting forth the change in funding and changes in the approved budget.

16.0. INDEMNIFICATION AND INSURANCE.

16.1. To the fullest extent permitted by law, Grantee shall defend, indemnify and hold harmless the Village, its officials, officers, agents, employees and volunteers against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including, but not limited to, reasonable attorneys' fees and court costs (hereinafter referred to as "Claims") which may accrue against the Village, its officers and employees to the extent arising out of Grantee's performance of this Agreement, except for the negligence of the Village, its officials, officers, employees, or volunteers.

16.2. Grantee shall, at Grantee's expense, secure and maintain in effect throughout the duration of this Agreement, insurance of the following kinds and limits set forth in this Section 16.0. Grantee shall furnish Certificates of Insurance to the Village before starting work pursuant to this Agreement. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed or authorized to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the Village. This provision (or reasonable equivalent) shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail fifteen (15) days' written notice to the certificate holder named to the left." Grantee shall require any of its subcontractors to secure and maintain insurance as set forth in this Section 16.0 and indemnify, hold harmless and defend the Village, its officials, officers, employees, attorneys and volunteers as set forth in this Agreement.

16.3. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(A) **Commercial General Liability:**

- i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00
Personal Injury	\$ 1,000,000.00
- iii. Cover all claims arising out of Grantee's operations or premises, anyone directly or indirectly employed by Grantee.

(B) **Workers' Compensation:**

- i. Shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who work on the Services, and in case work is sublet, Grantee shall require each subcontractor similarly to provide workers' compensation insurance. In case employees engaged in hazardous work under this Agreement are not protected under workers' compensation insurance, Grantee shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(C) **Comprehensive Automobile Liability:**

- i. Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.

- ii. Limits:
Combined Single Limit \$1,000,000.00
- (D) Umbrella:
 - i. Limits:
Each Occurrence/Aggregate \$2,000,000.00

- (F) The Village, its officers, agents, employees and volunteers shall be named as an additional insured on all insurance policies identified herein except workers' compensation. Grantee shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, employees, and volunteers.

16.4. The Village and Grantee agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

16.5. Grantee understands and agrees that any insurance protection required by this Agreement or otherwise provided by Grantee shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village as herein provided. Grantee waives and agrees to require its insurers to waive its rights of subrogation against the Village, its officers, employees, agents and volunteers.

17.0. COVENANT NOT TO SUE.

17.1. Grantee forever releases and discharges the Village, its officials, officers, agents, employees and volunteers from all claims, demands, damages, actions or causes of action which arise out of the Village's performance of this Agreement.

17.2. Grantee covenants not to sue or otherwise bring any action in law or equity against the Village, its officials, officers, agents, employees or volunteers for any claims, loss, damage, expense, debt or liability of any nature whatsoever which the Grantee may sustain arising out of the Village's performance of this Agreement.

18.0. NON-WAIVER OF RIGHTS.

18.1. Any failure on the part of the Village to exercise any right under this Agreement shall not be construed as a waiver of that right.

19.0. NON ASSIGNMENT AND SUCCESSORS IN INTEREST.

19.1. This Agreement shall not be assigned, sublet, or transferred by either party hereto.

19.2. The parties each bind themselves and their successors, and assigns to the other party of this Agreement and to the successors, and assigns of such other party in respect to all covenants of this Agreement.

19.3. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the Village, nor shall it be construed as giving any right or benefits hereunder to anyone other than the Village and Grantee.

20.0 MODIFICATION AND AMENDMENT.

20.1. This Agreement may only be amended or modified by a written instrument, signed by the parties hereto, other than modifications required by changes in federal or state law or regulations or required by Village ordinance applicable to this Agreement. No amendment or modification of this Agreement shall be valid or enforceable unless in writing and signed by the authorized representatives of the parties.

20.2. This Agreement is subject to such modifications as the Village determines may be required by changes in federal, state or local law or regulations. Any such required modification shall be incorporated into and be part of this Agreement as if fully set forth herein. The Village shall notify the Grantee of any change in law or regulation which it has notice.

21.0. CONFLICT OF INTEREST.

21.1. The Grantee shall establish safeguards to prohibit its officers, directors, agents and employees from using Village funds for their own private use.

21.2. No Village officer or employee may be hired or paid with funds derived directly or indirectly through this Agreement.

21.3. The parties acknowledge and agree that Village officers and employees may serve as directors and volunteers of the Grantee and their service shall not be deemed to be a conflict of interest.

21.4. Grantee covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the Project pursuant to this Agreement. Grantee further covenants that in the performance under this Agreement, no person having a conflict of interest shall be employed by Grantee.

22.0. NO COLLUSION.

22.1. Grantee hereby represents and certifies that Grantee is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Grantee is contesting, in accordance with the procedures established by the appropriate revenue Act, its

liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* Grantee hereby represents that the only persons, firms, or corporations interested in this Agreement are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Grantee has in procuring this Agreement, colluded with any other person, firm, or corporation, then Grantee shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Agreement shall, at the Village's option, be null and void and subject to termination by the Village.

23.0. GOVERNING LAW AND VENUE.

23.1. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

23.2. Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

24.0. NOTICE.

24.1. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by electronic transmission to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

If to the Village:

Village Manager
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302
Email: villagemanager@oak-park.us

If to Grantee:

Executive Director
Oak Park Regional Housing Center
1041 South Boulevard
Oak Park, Illinois 60302
Email: rbreymaier@oprhc.org

24.2. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

24.3. Notice by email shall be effective as of date and time of email, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event the email is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

25.0. ENTIRE AGREEMENT.

25.1. This Agreement represents the entire Agreement between the parties and supersedes all previous communications or understandings, whether oral or written.

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

26.0. SAVINGS CLAUSE.

26.1. 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.

27.0. CAPTIONS AND PARAGRAPH HEADINGS.

27.1. Captions and paragraph headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

28.0. AUTHORIZATIONS.

28.1. Grantee's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by Grantee's board of directors or its by-laws to execute this Agreement on its behalf. The Village Manager and Village Clerk hereby warrant that they have been lawfully authorized by the Village Board to execute this Agreement. Grantee and the Village shall deliver, upon request, to each other at the respective time such entities cause their authorized agents to affix their signatures hereto copies of all articles of incorporation, bylaws, resolutions, ordinances or other documents required to legally evidence the authority to so execute this Agreement.

29.0. HEADINGS AND TITLES.

29.1. The headings or titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.

30.0. COUNTERPARTS; OR PDF SIGNATURES.

30.1. This Agreement shall be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

30.2 A pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

31.0 EFFECTIVE DATE.

31.1. This Agreement shall take effect on January 1, 2018.

IN WITNESS WHEREOF the parties to this Agreement by their signatures acknowledge they have read and understand this Agreement and intend to be bound by its terms as of the dates set forth below.

VILLAGE OF OAK PARK



By: Cara Pavlicek
Its: Village Manager

Date: 12/15, 2017

OAK PARK REGIONAL HOUSING CENTER



By: James Robert Breymer
Its: Executive Director

Date: 1/5, 201~~7~~18

ATTEST



By: Vicki Scaman
Its: Village Clerk

Date: 12/15, 2017

ATTEST



By:
Its:

Date: 1/5, 201~~7~~ 2018

**REVIEWED AND APPROVED
ASTO FORM**


LAW DEPARTMENT

EXHIBIT 1
FUNDING SCHEDULE - 2018 BUDGET

Oak Park Regional Housing Center

Monthly Bills are Paid in Arrears and Submitted and Paid the Following Month

Month	CDBG Fund		General Revenue Funds	TOTAL
	Public Services	Administrative Support/Cap Funds	Administrative Support	
January	\$ 5,075.41	\$ 7,866.83	\$ 35,416.66	\$ 48,358.90
February	\$ 5,075.41	\$ 7,866.83	\$ 35,416.66	\$ 48,358.90
March	\$ 5,075.41	\$ 7,866.83	\$ 35,416.66	\$ 48,358.90
April	\$ 5,075.41	\$ 7,866.83	\$ 35,416.66	\$ 48,358.90
May	\$ 5,075.41	\$ 7,866.83	\$ 35,416.66	\$ 48,358.90
June	\$ 5,075.41	\$ 7,866.83	\$ 35,416.66	\$ 48,358.90
July*	\$ 5,075.41	\$ 7,866.83	\$ 35,416.66	\$ 48,358.90
August*	\$ 5,075.41	\$ 7,866.83	\$ 35,416.66	\$ 48,358.90
September*	\$ 5,075.41	\$ 7,866.83	\$ 35,416.66	\$ 48,358.90
October	\$ 5,075.41	\$ 7,866.83	\$ 35,416.66	\$ 48,358.90
November	\$ 5,075.41	\$ 7,866.83	\$ 35,416.66	\$ 48,358.90
December	\$ 5,075.49	\$ 7,866.87	\$ 35,416.74	\$ 48,359.10
Total Monthly Payments	\$ 60,905.00	\$ 94,402.00	\$ 425,000.00	\$ 580,307.00
TOTALS	\$ 60,905.00	\$ 94,402.00	\$ 425,000.00	\$ 580,307.00

All payments subject to Reimbursement Requests of Actual Costs Incurred by Agency

EXHIBIT 2
OAK PARK REGIONAL HOUSING CENTER
SCOPE OF SERVICES
PROGRAM GOALS AND MEASURES

A. Conduct a comprehensive marketing program that is supportive and compatible with other marketing initiatives funded by the Village of Oak Park, including but not limited to the Oak Park Economic Development Corporation (Oak Park EDC) to attract racially diverse clients to the Village of Oak Park by advertising in accordance with the Marketing Plan:

1. Conduct outreach efforts to attract/counsel clients from all racial groups through marketing to area employers/institutions;
2. Provide counseling services to clients and listings of apartments to encourage affirmative moves to Oak Park;
3. Guide clients to available apartments;
4. Refer home seekers to area realtors;
5. Provide an evaluation of potential buildings/building owners to participate in the Multi-family Housing Incentives Program for review by the Village's Housing Programs Advisory Committee;
6. Work with the Village to promote and attract building owners into the Multi-family Housing Incentives Program; and
7. Include the official logo of the Village of Oak Park and the message "made possible with support from the Village of Oak Park" on all marketing materials, not including paid advertisements.

B. Cooperate with the Village of Oak Park and participate in activities and reviews as requested in response to the implementation of any and all recommendations of the Fair Housing Task Force to the extent those recommendations are accepted by the Village Board and assigned to the Village Manager or her designee for implementation.

D. Contractor will continue to reduce its reliance on Village funding as set forth in the attached June 30, 2015 letter. Specifically, Contractor will work on a State Legislative Campaign to allow

it to receive compensation from local landlords to cover the costs of services provided by the Contractor.

E. Serve as a designated marketing agent for the Multi-Family Housing Incentives Program fostering racial diversity in the apartment buildings that are participants.

1. Each Marketing Services Agreement entered into between the Village and an owner participating in the Multi Family Incentive Program authorized by the Incentives Ordinance (Ordinance Number 1984-0-68) shall specify the Contractor as the Village's designated marketing agent and the Contractor will be promptly provided with a copy of that Agreement by the Village.
2. The Marketing Services Agreement shall specify the Contractor as the Village's designated marketing agent, such that whenever the owner has a unit which the owner knows is or will become vacant in any of his/her buildings included in the Marketing Services Agreement, the owner shall immediately notify the Contractor, which shall in turn notify the Village immediately of such a vacancy. Both the Village and the Contractor shall then inspect any unit eligible for rental reimbursement within five (5) working days of the owner's notification or within five (5) working days after a vacancy actually occurs, whichever is later, to determine if the unit is in proper condition to rent. Both the Village and the Contractor must concur that the unit is "available" in accordance with the Incentives Ordinance and the Marketing Services Agreement between the Village and the owner in order for the unit to be eligible for rental reimbursement.
3. Upon concurrence that the unit is available for rental, the Village shall execute a written authorization for the Contractor to begin marketing the unit for rental. The authorization shall state the date of execution and shall be delivered by the Village to the Contractor with a copy to the owner. The Contractor shall date the authorization when it is received and shall maintain a dated copy of the authorization on file. The authorization shall clearly identify the unit and shall contain the date upon which the unit will be available, the rent for the unit, the maximum number of occupants, and any other restriction placed on the unit by the owner. The time period specified in the Incentives Ordinance shall begin to run either upon the execution of authorization by the Village or upon the date the unit becomes available, whichever is later.

4. The Contractor will implement its Marketing Plan to affirmatively promote all the units in the program, following at all times the provisions and purposes of the Incentives Ordinance in cooperation with the Village Housing Programs Manager.
5. In connection with its marketing of units in the program, the Contractor shall employ special outreach efforts for all buildings in the program, including inspecting and previewing units prior to showing them to prospective tenants, counseling clients, distributing the Village of Oak Park Model Lease Addendum to all clients, using escort services where appropriate, recording showings, and performing other services to aid the affirmative marketing of units in the program. The Contractor shall advise clients as prospective tenants for units in the program as to the reasonable qualifications set forth by the owner in the Village's written authorization to the Contractor.
6. The Contractor shall show units to counseled clients and shall refer all counseled clients who wish to apply to rent any unit in the program to the owner or owner's agent and shall keep records on inspections and showings, but shall have no duties or obligations with regard to the actual rental process.

F. The Contractor shall provide the same services as listed in section B 4-6 above for the Village's Small Rental Rehab Program.

G. During the term of this Agreement between the Village and the Contractor, the Contractor shall cooperate with evaluation in regard to its services under the Agreement. The evaluation will be quantitative and descriptive and available to both parties. The Village will refer to the Contractor any inquiry from program participants concerning the Diversity Assurance Marketing Services provided by the Contractor. If the inquiry from a program participant is not resolved to his/her satisfaction, then the Village and the Contractor will address the matter jointly with the program participant.

H. During the term of this Agreement between the Village and Contractor, using the report forms attached hereto, the Contractor will report on its progress toward achieving the following program goals on a quarterly basis:

1. The Contractor will register 3,000 individuals for its services and will provide the Village with information on those individuals based on race and community of origin.
2. The Contractor will effectuate 900 moves within the Village of Oak Park. For each move, the Contractor will report on the race of the individual, community of origin and if the move involved a unit enrolled in the Multi-family Housing Incentives Program.
3. The Contractor will effectuate 600 affirmative moves within the Village of Oak Park. An affirmative move will be defined as a move of any African-American household in any building west of Ridgeland Avenue or north of Garfield (counseling location #1) and any other move east of Ridgeland or south of Garfield (counseling location #2). By January 30th of each year, the Development Customer Services shall prepare a map at the block level showing which blocks within each counseling location in which the Housing Center should focus its affirmative marketing efforts. The map shall be prepared using occupancy data obtained from multi-family owners as part of the owner's annual licensing requirements. For each affirmative move, the Contractor will report on the race of the individual, community of origin and if the move involved a unit enrolled in the Multi-family Housing Incentives Program.

I. The Contractor shall also provide the Village during the term of this Agreement with the Housing Center's customary monthly reports covering Village funded activities. These reports and any other service delivery program items pertinent to our mutual working relationship will be discussed in monthly coordination meetings between the Village and the Contractor. The requested CDBG program quarterly reports are due within 30 days of the end of each quarter ending on March 31, June 30, September 30, and December 31, in accordance with HUD requirements.

Specific content and formats for these reports will be agreed upon by the Contractor and the Village and will be provided as indicated:

1. Monthly and/or quarterly reporting forms for CDBG and Multi-family Housing Incentives Program.
2. Weekly activity reports that demonstrate the activity for each building in the Multi-Family Housing Incentives Program including the date of listing; date inspected and approved; and the number of showings.

3. Monthly draw requests that include actual expenditures including detailed staff employment summary, as well as applicable receipts and invoices of expenses for the draw-down of all Village funds.
4. On a semi-annual basis, the Contractor shall provide the Village with year-to-date financial statements including statement of income and expenses and a balance sheet. The Contractor shall also submit any amended budgets approved by its Board of Directors. The year-to-date financial statements shall breakdown expenses by administration, program and capital expenditures.
5. List of all funded positions of the agency with appropriate job descriptions.
6. On a semi-annual basis, the Contractor shall submit documentation of its operating hours.
7. On an annual basis, the Contractor shall submit its Marketing Plan.
8. On an annual basis, the Contractor shall submit a statement setting forth the parameters and rates for escort fees and rental bonuses.

J. The Contractor shall not become involved in landlord-tenant disputes and shall refer any dispute to the Village's Community Relations Department.

K. During the term of this Agreement between the Village and the Contractor, Contractor and the Village shall cooperate with evaluation in regard to its services under the Agreement. Any evaluation may be quantitative and descriptive and available to both parties.

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