

## **SUBRECIPIENT GRANT AGREEMENT**

**THIS SUBRECIPIENT GRANT AGREEMENT** ("Agreement") is entered into as of the day of \_\_\_\_\_ September, 2019 between the VILLAGE OF OAK PARK, Illinois (hereinafter the "Village") and BEYOND HUNGER, 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 2019 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 2019 Community Development Block Grant Program Proposal (agency previously known as the Oak Park River Forest Food Pantry), 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 three Food Pantry employees (Volunteer and Pantry Manager, Program Manager and Nutrition Education Coordinator and Dietitian) and buy emergency food for low income persons. A total of 11,500 persons (1,400 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 sixteen thousand, six hundred and thirty one dollars (\$16,631) (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 2019 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 monthly for the first quarter (a separate invoice for October, November and December, 2019, respectively) and at least quarterly for the last three quarters of the Program Year, as defined below. Final project invoices must be submitted to the Village no later than October 31, 2020. Any invoices submitted after October 31, 2020 shall not be paid by the Village.

**5. PROGRAM YEAR.**

A. The Subrecipient shall perform the Project beginning October 1, 2019 and ending on September 30, 2020 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2020. 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 the Code of Federal Regulations at 2 CFR 200.

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 pre-

ceding three months. The Subrecipient shall be required to submit a final report at the end of the Project in lieu of the last Progress Report.

The following schedule shall be applicable:

1 <sup>st</sup> Quarter: October–December, 2019	Progress report due by January 15, 2020
2 <sup>nd</sup> Quarter: January–March, 2020	Progress report due by April 15, 2020
3 <sup>rd</sup> Quarter: April–June, 2020	Progress report due by July 15, 2020
4 <sup>th</sup> Quarter: July–September, 2020	Progress report/Final report due by October 15, 2020

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  
Beyond Hunger  
848 Lake Street  
Oak Park, IL 60301

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**

**BEYOND HUNGER**

\_\_\_\_\_  
Name: Cara Pavlicek  
Title: Village Manager

\_\_\_\_\_  
Name:  
Title:

Date: \_\_\_\_\_, 2019

Date: \_\_\_\_\_, 2019

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
Name: Vicki Scaman  
Title: Village Clerk

\_\_\_\_\_  
Name:  
Title:

Date: \_\_\_\_\_, 2019

Date: \_\_\_\_\_, 2019

**EXHIBIT A**  
**SUBRECIPIENT'S PROPOSAL**

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

[Home](#) > [Village of Oak Park CDBG Public Services Proposal](#) > [Webform results](#) > Submission #55

## Submission information

Form: [Village of Oak Park CDBG Public Services Proposal](#) (1)

Submitted by pantry

Tue, 2019-02-12 13:23

73.73.18.226



## 1. Applicant Information

### A. Organization Information

#### 1. Organization Name

Oak Park River Forest Food Pantry

#### 2. Organization Mailing Address

848 Lake Street, Oak Park, IL 60301

#### 3. Organization Phone

7083861324

#### 4. Executive Director

Michele Zurakowski

#### 5. Email Address

michele@oprffoodpantry.org

#### 6. FEIN #

27-2018997

#### 7. DUNS #

962426073

### B. Project Information

#### 1. Proposed Project Name

Direct Hunger Relief

#### 2. Proposed Project Address

848 Lake Street, Oak Park, IL 60301

#### 3. Project Manager/Primary Contact

Michele Zurakowski

**4. Secondary Contact**

Beth Klein

**5. Proposed Project Phone Number**

7084340085

**6. Email Address**

michele@oprffoodpantry.org

**C. Type of Organization**

Private non-profit

**D. Project Overview****1. Total CDBG dollars requested**

\$ 25,000

**2. Total project budget**

\$ 1,611,333

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

12,500 unduplicated individuals, without regard to income status, from 13 zip codes, including Oak Park. Approximately 12,000 of the total unduplicated clients are LMI. 1,600 unduplicated individuals re from Oak Park, with approximately 1550 of these unduplicated individuals being LMI.

**4. Brief project description and purpose**

Many Oak Park residents experience food insecurity, with 1 of 7 individuals in the area not knowing where their next meal is coming from. Oak Park River Forest Food Pantry provides direct hunger relief to individuals and families in need.

**5. Population Served**

51% or more Low/Moderate Persons

**6. Did you attend the mandatory Oak Park CDBG-ESG Financial and Reporting Workshop on September 27, 2018?**

Yes

**7. Did you return any CDBG funds in program year 2017? If yes, explain why.**

No

**Explanation****8. Do you have a written Oak Park CDBG Policies and Procedures Manual?**

Yes

**E. Priority Addressed**

Other (describe below)

## **Other**

Oak Park River Forest Food Pantry serves food-insecure Low/Moderate Income (LMI) individuals and families from 13 zip codes in western Cook County, including all of Oak Park. In addition to meeting CDBG Program Services (LMI) restrictions, many of our clients fit into the Village of Oak Park's CDBG priority areas, as they report living with mental health issues, physical and/or mental disabilities, and experiencing domestic violence. Over 19% of our clients self-identify as disabled. In addition, 33.5% of our clients are children. Another 1.5% are homeless. Thus, while the Pantry's Direct Hunger Relief program technically falls in the "other" category, it is important to note that we assist many people whose circumstances place them in a Village of Oak Park "priority" service category.

## **2. Project Narrative**

### **I. Background & Need**

**Background of Oak Park River Forest Food Pantry:**

Founded in the 1978 by a small group of concerned citizens and incorporated in 2010 as an independent 501(c)(3) organization, Oak Park River Forest Food Pantry's mission it to harness the power of communities to end hunger. Our main activities include (1) providing direct hunger relief to approximately 12,500 unique individuals (38,000 with repeat visits) in over 3500 unique households through our Food Pantry each year; (2) developing and implementing nutrition education programs to help participants choose and use nutrient-dense, protein-rich foods; (3) linking clients to income support benefits such as SNAP (the federal "food stamp" program), and (4) delivering groceries to homebound older adults and people with mental health disabilities which preclude them from visiting the Food Pantry.

**Data from Oak Park River Forest Food Pantry:**

At the start of the national recession in 2008, food insecurity rates in the United States climbed from 11.1% to 14.6%, an increase of more than 30%. What that means is that nearly 1 in 6 people did not have reliable access to a sufficient quantity of affordable, nutritious food. After 11 years, food insecurity has gradually decreased, edging close to pre-recession rates at 11.8% of households nationwide. Still, the numbers are sobering. According to Feeding America, 40 million individuals (including 12 million children and nearly 5 million seniors) receive charitable food assistance through a national network of 200 food banks each year. In fact, one out of every eight people in the United States still uses charitable food assistance. It's one in seven in Cook County. Seventy-two percent of all Feeding America client households live at or below the federal poverty line. At our Food Pantry the situation is similar: our average household has 3 members and has an income of \$11,253—well below poverty level. While we have seen some decrease in Pantry visits, it has not come close to a return to 2007 when even counting repeat visits, we served only 16,605 individuals—compared to the 43,000 served in FY2018.

According to Greater Chicago Food Depository over 812,000 individuals in Cook County relied on charitable food assistance last year. In Oak Park alone, an estimated 7,000 individuals struggle with hunger. While hunger is harmful to all people, it can be devastating to children, who require proper nutrition for development and growth. Seniors are at greater risk of hunger due to unique medical and mobility challenges. And although hunger has no racial or ethnic boundaries, African-Americans are more



than twice as likely to suffer from food insecurity as their white, non-Hispanic counterparts. Most (85%) of the households we serve include a member who is a child, an older adult (60+), a person with disabilities, or a veteran. These vulnerable populations do not recover as quickly from economic downturns as others. So, while we see general economic recovery and some lessening of demand on our services, we know thousands of local individuals will continue to need help putting food on their tables next year.

## **II. Approach**

### **a. Purpose**

By helping low-income neighbors access food at no cost, we reduce food insecurity in our community. Additionally, we understand that educating people about the connection between health and nutrition empowers them to make better food choices and better use of their limited food resources. In the long run, this leads to better health outcomes. Finally, by connecting participants to SNAP and other income, health, and social supports, we help them move from hunger to enhanced food security, health, and well-being.

Virtually all (99%) of our clients last year fell within the LMI income category, with 96% in the low- or extremely-low categories. On average, clients visit the Pantry 3.4 times per year, though Oak Parkers average more frequent visits at 4.1 per year. Most use the Pantry as a stop-gap measure to help get through times of unusual hardship, such as loss of a job or medical crisis. In addition to using the Pantry's services, many clients report using a variety of other strategies to make ends meet, such as skipping meals so their children can eat, purchasing cheap but filling foods (i.e., ramen noodles) rather than more nutritious but costly foods, taking medications every other day, or going without heat. Being forced to take measures such as choosing between food and medication can exacerbate the effects of food insecurity, which in turn causes significant emotional and health issues for families. For children, long-term effects of food insecurity include lowered academic achievement, decreased emotional development, increased health problems and decreased chances for future economic well-being. For older adults, food insecurity exacerbates diseases, decreases resistance to infection, and extends hospital stays. For all people, hunger and obesity are intertwined due to cycles of food deprivation and overeating, as well as the fact that the least nutritious foods on the market (chips, candy, and processed foods high in sodium and fat) are often the cheapest, most readily available, and most filling.

### **b. Target Populations**

Oak Park River Forest Food Pantry serves clients living in 13 zip codes on the Westside of Chicago, Oak Park, and surrounding suburbs. Approximately 57.8% of unduplicated clients come from the Austin/West Humboldt Park neighborhood on Chicago's west side; 12.9% from Oak Park, and the rest from Berwyn (9.4%) Forest Park (4.1%) Elmwood Park (4.0%) River Forest (.7%) and other communities (11.1%). About 77.2% of our clients are African American, 14.5% are White, and 8.3% are multi-racial or other. Within these categories, 12% identify as Hispanic. Most households (85.4%) include an older adult (60+), a child, a member with disabilities, or a veteran. Over 96% of our clients come from households with gross annual income falling in the low- or very low-income categories established by HUD

guidelines.

For the purpose of the CDBG Public Services grant, we seek support only for our work with Oak Park residents, approximately 1600 unduplicated individuals next year, 1550 of whom will meet LMI standard. While Oak Parkers comprise 12.9% of unique clients, their pattern of more frequent visits means they represent 17.5% of all pantry visits.

Our approach to providing Direct Hunger Relief emphasizes cultural competence in all areas by encouraging and using skills, attitudes, behaviors and policies that help our agency's staff and volunteers work effectively with people of different backgrounds and cultures. We actively seek and recruit staff and volunteers of all ages, races, ethnicities, incomes, and religious affiliations so that our service team reflects the diverse population we serve. Staff and Board members participate in Diversity, Equity and Inclusion trainings throughout the year.

At all staff and volunteer trainings, we emphasize the many faces of hunger, and warn against pre-conceptions of how people who experience food insecurity look and behave. We set clear expectations with staff and volunteers for showing openness, compassion, respect, warmth, and empathy to all our clients. We also discuss how ethnic and religious customs are two of many factors that influence our food preferences. We want our staff and volunteers to embrace the notion that understanding culture and its relationship to food preferences helps nutrition programs improve services. During cooking demonstrations and samplings offered during Food Distribution hours, our dietitians and interns work to embrace clients' diversity and focus attention on client satisfaction. We show how to use familiar foods cooked in a healthy manner, or even unfamiliar foods cooked in a recognizable style, that will increase the likelihood that a dish will be eaten and enjoyed. Thus, at a cooking demonstration, a dietitian might showcase healthy methods of preparing sweet potatoes and collard greens to increase nutritional value. Alternatively, she might introduce a new vegetable, such as kohlrabi into a familiar Southern gumbo recipe. The good feeling that program participants experience when tasting favorite foods partly comes from the recognition that their own cultural preferences are important and respected.

### **c. Strategies**

Oak Park River Forest Food Pantry combats the devastating effects of hunger in our community by providing the most nutritious food possible and by helping connect people to more secure, sustainable income supports. Key elements of our Direct Hunger Relief program described below, are food acquisition, food distribution, nutrition education, and social service connections.

Our Direct Hunger Relief program provides healthy and nutritious food to assist approximately 12,500 unique food insecure individuals living in 13 zip codes in western Cook County during each program year. We offer participants nutrition education, so they understand and enjoy the benefits of a healthful diet. We recognize that providing emergency supplies of groceries cannot ensure ongoing food security; therefore, we work to link eligible individuals and families to SNAP and other benefits that help with economic security and access to food.

#### **Food Acquisition**

To meet the needs of approximately 12,500 unduplicated individual clients (1,600 from Oak Park), projected to visit our Pantry in PY2019, we procure foods that are rich in nutrients and low in fat—the lean meat, whole grains, and fresh produce so

often lacking in our low-income clients' diets. While we cannot provide 12,500 individuals (or more accurately 38,000 including repeat visits) with all their food needs, we will continue to ensure that what we do supply is as healthy and nutritious as possible. We intend our food distributions to be a supplement to the SNAP (food stamps) program, which for many is a first line of defense against hunger. While SNAP is a pivotal component of food security, SNAP benefits often do not last an entire month. Thus, combining food pantry visits with SNAP benefits will help participants move toward food security.

We procure food for our Direct Hunger Relief program from many sources. We purchase food through the Greater Chicago Food Depository at deeply discounted rates. We conduct "food rescue" operations each week with local grocers and restaurants which donate fresh but imperfect produce and other products that are near their expiration date. We repackage surplus food from seven local cafeterias and distribute those meals to low-income, food-insecure residents. As funding allows, we purchase fresh produce from a local wholesaler, with a goal of ensuring that all clients receive a hearty supply of produce as part of their food allotment.

This year families receive an average of 25 pounds per visit. We also receive generous weekly donations of food from individuals, groups, and congregations. In addition, we benefit from food drives organized by a wide variety of community volunteers, including Girl Scouts, high school hockey players, and the US postal workers. In the summer months, local gardeners, the Oak Park Farmer's Market, and the Cheney Mansion garden donate homegrown produce weekly. As our mission indicates and our food procurement methods reveal, we are serious about engaging the entire community to help end local hunger!

#### Food Distribution

We distribute food on Wednesday and Saturday each week, structuring our distribution schedule to include morning, evening, and weekend hours that meet the needs of the working poor. Participants may come to one distribution each month and are invited to select their own supply of nutritious food from the Pantry. This model not only emphasizes cultural respect of, and dignity for, our diverse clients; it also cuts down on waste. In addition to distributing food, as budget and donations allow, we distribute diapers for clients with infants and toddlers, as well as incontinence products for adults.

We also offer Home Delivery, working in careful coordination with Oak Park and River Forest Townships and Thresholds to identify qualifying home-bound seniors and/or those with mental health disabilities that render them homebound. Home Delivery provides these mostly single-resident households with approximately 40 pounds of groceries once a month. As with our regular food distribution, Home Delivery prioritizes foods that are protein-rich and nutrient dense—averaging 13 pounds of fresh fruits and vegetables. Our dietitian works with individual recipients to tailor allotments to their specific health needs, i.e. renal diets or diets for diabetics. This year we have served an average of 74 unique individuals each month.

#### Nutrition and Health Education

During our bi-weekly food distribution, we offer an innovative on-site nutrition education program to our clients. Through collaborations with Dominican University, Loyola University, University of Illinois/Chicago and others, we host education programs with registered dietitians and dietetic interns. These experts teach participants nutrition basics, demonstrate cooking techniques, and offer food

samples featuring Pantry staples. The volunteers highlight easy uses for the many unusual fresh fruit and vegetable options we receive, e.g. leeks, kohlrabi, and all manner of greens. Dietitians discuss clients' nutrition needs, cultural preferences for food preparation, and address any dietary or health concerns. Health care practitioners from Rush Oak Park Hospital (ROPH) and others offer free blood pressure checks at most food distributions and provide follow-up advice/referrals as needed.

#### Social Services Counseling

Many people who first come to the Food Pantry are not aware of their eligibility for SNAP or for other forms of income assistance, such as Benefit Access Program (BAP) for seniors and people with disabilities, or Medicaid/Medicare health coverage. We host a Social Services Coordinator on site (including during all regular food distribution hours) to assist people with screening to determine eligibility, guidance on filing benefits applications, following-up with state agencies on applications, and providing assistance with denial of benefits. We estimate that we will help approximately 1000 unique individuals apply for federal and state benefits (including 500 for SNAP) and another 250 will be connected to state IDs and other vital documents. (An additional 1000 individuals will be assisted with referrals and screenings each year. Some of these will have screened ineligible for SNAP; others already receive benefits, but need some ancillary assistance.)

#### Accessing and Receiving Services at Oak Park River Forest Food Pantry

For a sense of how a client first connects with the Food Pantry and utilizes our services, we have provided the following "walk-through."

STEP 1: Outreach (How we get information about our services to potential clients, individuals who are food insecure)

Oak Park River Forest Food Pantry is part of several consortia aimed at coordinating services for LMI individuals and families to improve health and/or reduce hunger. These include Westside Partners Network, Youth Network Council, Oak Park Homelessness Coalition, Champion Advocates of Greater Chicago Food Depository, and Illinois Hunger Coalition. These groups help us reach our target audience through hotlines, websites, online closed loop referral systems, written materials, and other public service outreach methods to advise them of our services. In addition, we work with most local congregations, the townships of Oak Park and River Forest, local school districts, several hospitals, and our state legislators to make them aware of the services we can provide to people in need.

#### STEP 2: Intake and Client Registration

Our Direct Hunger Relief services are located in the lower level of First United Church of Oak Park at 848 Lake Street. When a participant comes to us to shop for food, she enters the building, draws a number, and takes a seat to await service. While in the waiting area, she can access a variety of services that she might find helpful. As noted above, we provide nutrition education at all distributions, often including food samples with recipes and cooking demonstrations. Visiting nurses offer blood pressure screening. In addition, several groups provide a variety of services including flu shot clinics (by visiting health care providers), voter registration (League of Women Voters), health care navigation, Safe-Link phone assistance, etc. (Not all services are available on each visit). A musician donates his time twice a month to perform folk songs during client registration hours, creating a peaceful and welcoming waiting environment. Finally, our Social Services Coordinator announces that she is available for anyone who needs help connecting

to benefits such as or SNAP or BAP. Representatives from Housing Forward or Kids K'loset may stop by to tell those waiting about the services they provide (assistance negotiating utility shut-offs and evictions, financial support for rent/utilities, children's winter clothing, etc.) Interested people can either take advantage of these services while they wait to shop for food or make appointments to return at another date.

When the participant's number is called, she proceeds to registration. Initial intake includes collecting HUD-required data for all household members. Our staff and trained volunteers enter demographic information into our database at initial registration; the participant does not need to provide the information again until the following calendar year. All who request food must provide a photo ID (drivers' license, state ID, etc.) and proof of residence within our service boundaries. They must also attest that family income does not exceed Illinois Emergency Food Assistance Program limits, set at 185% of Federal Poverty Limit. Each time a participant comes to the Food Pantry, she must present a photo ID and complete the rest of the registration process (per USDA requirements)—essentially verifying that the data is still current.

For those who do not have a photo ID we provide assistance and funding to obtain one. All those registering are offered assistance in applying for federal benefits and referred to staff for follow-up. Once registered, the participant receives a color-coded tag indicating the size of her family to clip onto her shopping cart.

#### Step 3: Shopping for Food

After registering, she proceeds to the shopping area where she selects the food she wishes to take home. If she has brought her own re-usable shopping bags, she receives a choice of 1-2 extra food items as a thank-you. The money we save on paying for single-use bags pays for these incentive items. As she progresses through the Food Pantry with her cart, she interacts with a range of volunteers at each food station who can explain what is available that day and how many items she may select in that category. For instance, in the canned meat meal section, the volunteer may tell the client that we have tuna, chicken, beef stew and salmon today, and that because the client has blue tag (there are four members in her household) she may select any five of these high-protein items. The items offered will vary from week to week depending on what is available for us to purchase. Smaller households may receive fewer items within a category while larger families receive more. Because we emphasize selection and use of healthy food, the majority of options are nutritious. This year we are piloting a new nutrition evaluation system in conjunction with Greater Chicago Food Depository that is based on broader national nutrition standards including sodium and sugar content. This system (Supporting Wellness at Pantries aka SWAP) will make selecting nutritious food even easier for shoppers and is based on color-coded shelf tags: Green (eat as many as you'd like—fresh produce, chicken breasts), Yellow (healthy foods to eat in moderation—rice, peanut butter), and Red (treats to enjoy rarely—jelly, high sodium soups). Our initial scan of Food Pantry products showed 80% in the Green/Yellow categories. (More on this system in the evaluation section to follow.) As the participant progresses through the Food Pantry's shopping stations, volunteers help her pack selections in bags in her cart. She will end up with over 72 pounds of fresh produce, bread, frozen meat, eggs, grains and canned goods. This amount of food will feed most families of 3 for 6.7 days. (In PY2019 we aim to increase to 75.6 pounds, a full 7 days-worth of meals at 1.2 pounds/meal.) At the

end of the shopping aisles, volunteer "valets," mostly energetic young people from area high schools, carry the heavy load out the door and up the stairs for her and assist her with loading a vehicle or with heading home.

**Step 4: Follow-Up Services/Public Benefits and SNAP**

If a participant indicated during her registration that she would like to speak to someone about benefits, our Social Services Coordinator will call her back to set up an appointment and help her throughout the process. If any problems arise in the application or documentation, the Social Services coordinator will trouble-shoot with DHS, GCFD benefits team, Illinois Hunger Coalition, and other local resources to resolve the issue.

**d. Timeline**

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

**III. Outcomes & Evaluation**

**a. Goal Statement**

In PY2019, Oak Park River Forest Food Pantry will reduce hunger locally. Approximately 12,500 residents from 13 zip codes in Cook County, including 1,600 Oak Park residents will receive nutritious food, as well as access to nutrition education and public benefits assistance.

**b. Narrative**

**1. Ensuring Outputs/Outcomes**

OUTPUT A: Provide emergency supplies of nutritious food to community members experiencing food insecurity.

Participation: We will serve 12,500 unduplicated persons; 12,000 of these persons will meet CDBG Low Moderate Income requirements.

Personnel responsible: Michele Zurakowski (Executive Director) oversees all evaluative processes and procedures. Ricardo Garcia (Volunteer and Pantry Manager) assures volunteers and staff are trained in proper data entry and confidentiality. He also manages the client-intake database, assures accurate record and reporting standards, and recruits, trains and supervises volunteers. Carli Hallis (Pantry Supervisor) directs volunteers; ensures that food is properly weighed, categorized, and stored; and ensures clients are registered and receive appropriate services. Maria Delis and Brianne Kellogg (Dietitians) oversee the food categorization and safety procedures. Beth Klein (Finance and Operations Manager) assures timely billing and accounting.

**OUTCOME A: (Short-term)**

(1) Clients will have enough nutritious food for everyone in their households for seven days. Volunteer & Pantry Manager along with Pantry Supervisor oversee all food ordering, intake, and safe handling including weighing and tracking donations. They are responsible for ensuring procurement of adequate amounts of food that meet nutritional goals within agency budget. Data is logged on

spreadsheet daily. Volunteer & Pantry Manager manages volunteers at all food distributions, assuring all clients complete all required intake forms. Volunteer & Pantry Manager supervises data entry and runs weekly audits from the intake database. He also prepares monthly reports on client demographics. Executive Director reviews all data and reports to Board of Directors monthly.

(2) 85% of all food will be in Green/Yellow SWAP categories. Dietitians assist with weekly food ordering to ensure adherence to nutrient goals. They assess weekly invoices of ordered food against a nutritional matrix and track against goal for SWAP foods. Data is logged into spreadsheets weekly.

#### OUTCOME A: (Intermediate/Long Term)

(1) Participants will achieve food security

#### MEASUREMENT INDICATORS FOR OUTCOME A

(1) Client intake database will provide numbers of persons (including LMI persons) served and will document how frequently each person came. Database will show that over 95% of clients served are LMI persons.

(2) Product delivery forms/inventory/food rescue tracking forms will provide the raw data on amount and kind of products procured, averaging 75.6 pounds per household per visit.

(3) Nutrition tracking spreadsheets devised by dietitian will indicate that 85% of all products are classified as SWAP green or yellow.

OUTPUT B: Provide income supports to LMI individuals by linking eligible households to SNAP benefits and other resources.

Participation: We will assist a total of 1000 screened LMI persons in connecting to BAP, MEDICAID/MEDICARE, Access to Care, and SNAP benefits. Of those, 500 individuals will receive assistance applying for SNAP. In addition, we will help 250 LMI persons obtain documentation/state IDs. Finally, an additional 1000 individuals will be assisted with screenings and/or referrals and other assistance.

Personnel responsible: Michele Zurakowski (Executive Director) oversees all programmatic activities in the agency, ensuring confidentiality regulations and best-practices are followed. Adriana Riano (Program Manager) supervises the program, training the Social Services Coordinator (Amanda Kuhn), and the Nutrition Program Assistant (AmeriCorps member, Anita Davila) on policies and procedures required by DHS and other state and federal agencies. Ricardo Garcia (Volunteer &

Pantry Manager) trains registration volunteers to provide contact information for those who express interest in discussing benefits with the Social Services Coordinator (Amanda Kuhn). Social Services Coordinator meets individually with clients.

#### OUTCOME B (Short-term):

(1) Eligible participants will receive SNAP benefits to provide enough food for their households for 6 months.

(2) Participants will understand the re-application process beyond 6 months if needed.

(3) Eligible participants will be able to access public transportation (BAP/RTA) and extended health care services/Medicare/Medicaid.

Social Services Coordinator (Amanda Kuhn) and Nutrition Program Assistant

(AmeriCorps) meet individually with clients daily to assess need, screen for eligibility for benefits, assist clients in applying for benefits, and trouble shoot delays and rejections. Follow-up calls are made to all clients to see if further assistance is needed. All client contact is logged in a password protected client database daily.

(4) Eligible participants will receive voucher for a state ID

**OUTCOME B (Intermediate/Long-term):** Participants will achieve food security.

**MEASUREMENT INDICATORS FOR OUTCOME B.** We utilize a data tracking system for all participants. The Social Services Coordinator accesses this system to document her work with clients, including initial screenings for program eligibility, program applications, follow-up communications, and any benefits applied for and received. The system will show that the Social Services Coordinator assisted at least 1000 LMI persons apply for income supports (500 of those for SNAP). The same database system will document that 250 LMI persons received a state ID/driver's license or needed documentation. It will also track the number of individuals who were screened and did not qualify and/or those who already receive benefits but need assistance of another sort, including referrals to other agencies (1000 additional individuals).

**OUTPUT C:** Educate clients on intersections between health and diet, including how to use available healthful options.

**Participation:** We will provide nutrition education sessions to 11,000 (potentially duplicated) LMI persons. 1000 LMI clients will engage in health monitoring activities during food distribution sessions, including Blood Pressure screening. **Personnel responsible:** Maria Delis and Brianne Kellogg (Nutrition Educator Coordinators and Dietitians) supervise dietetic interns and develop/deliver curricula for participant programming. They log data on topic, participation rates, client questions, food samples, etc. in a spreadsheet weekly. They liaise with health care workers to provide health screenings for clients. Numbers of screenings and depersonalized blood pressure results are logged in a password protected spreadsheet weekly. Adriana Riano (Program Manager) supervises the data collection and assessment of these programs. Beth Klein (Finance and Operations Manager) manages accounting and grant budget reporting. Michele Zurakowski (Executive Director) oversees all programmatic activities and assures the safety and confidentiality of clients and students is maintained. She reports data to the Board of Directors monthly.

**OUTCOME C (Short-term):**

(1) Participants will understand the links between food choices and their specific health issue, i.e., diabetes, hypertension.

(2) Cooking Class and Store Tour participants will learn to create budgets and menu plans on a typical SNAP budget.

(3) Participants will "Know Their Numbers," (i.e., blood pressure) and be able to talk to health care providers about taking steps to improve health, including if emergency intervention is needed.

(4) Participants will select healthy food options at the Pantry.



OUTCOME C (intermediate/long-term): Participants will be able to better manage their own health. Participants will eat a healthier and more varied diet. MEASUREMENT INDICATORS FOR OUTCOME C: We will use post-class surveys during Cooking Class and Store Tours to indicate participants' understanding of the connection between diet and general health status and/or specific diseases as well as changes in their food choice habits. We will utilize inventory tracking system to show that food demonstrations increase clients' selection of a featured healthy food item by an average of 50%. We will give clients a blood pressure form, with that day's blood pressure, to share with their health care providers.

OUTPUT D: Our Home Delivery program will distribute 40 lbs. of groceries monthly, including high quality proteins, fresh produce, and incontinence products to 100 unique LMI elderly and disabled individuals by the end of PY2019. Working in careful coordination with Oak Park Township Services, River Forest Township, and Thresholds we will identify qualifying LMI homebound residents. 85 will be residents of Oak Park. Groceries will meet dietary guidelines for each resident's particular health needs (i.e., diabetes, renal diet, etc.) Furthermore, participants will receive items of their choosing to both respect their food preferences and to reduce food waste.

Personnel responsible: Adriana Riano (Program Manager) oversees the program, including recruiting partner agencies to provide client case management and referral. She manages the assessment of the program including an annual survey of participants that assesses food insecurity of all new enrollees. All data is kept in a password protected database and survey data is aggregated and depersonalized. Maria Delis (Nutrition Educator Coordinator and Dietitian) establishes menu selections based on dietary needs. These are logged in a password protected database monthly. Ricardo Garcia (Volunteer & Pasty Manager) recruits, schedules, and supervises volunteers. Anita Davila (Nutrition Programs Assistant, AmeriCorps member) provides logistical support and leads the volunteers. Beth Klein (Finance and Operations Manager) provides accounting support and grant reporting. Michele Zurakowski (Executive Director) oversees all programmatic activities in the agency, ensuring confidentiality regulations and best-practices are followed.

OUTCOME D (short-term). Clients will have enough nutritious food for everyone in their households for 11 days. 85% of the food will meet SWAP Green/Yellow standards.

OUTCOME D (long-term). Participants will achieve food security.

Measurement indicators for short term outcomes D:

1 Client intake database will provide numbers of persons (all are LMI persons) served and will document how frequently each person received food.

2 Product delivery forms/inventory/food rescue tracking forms will provide the raw data on amount and kind of products procured, averaging 40 pounds per household per visit.

3 Nutrition tracking spreadsheets devised in Coordination with SWAP standards

will indicate that 85% of products are classified as Green or Yellow.

4 Annual client survey will indicate client satisfaction with the program and measure food security improvement after joining the HD program.

## **2. Documenting Income**

We use a cloud-based database built on Salesforce platform to store participant information and demographics and to determine eligibility for services. When a person completes the initial paper form for intake (a copy of intake form is provided with our attachments) the participant enters the name, date of birth, address, disability status, race/ethnicity, gender, veteran status, and lists the same information for all members of the household. All those requesting food must provide a photo ID (driver's license, state ID, etc.) and proof of residence within service boundaries. (Financial assistance is offered for those who do not have and cannot afford a photo ID). If the address on the ID is not current, the participant must show a lease, utility bill or similar indication of residence in the service area. People must also attest that family income does not exceed Illinois Emergency Food Assistance Program limits, set at 185% of Federal Poverty Limit, and sign a statement certifying the application is true and they have not made any material misrepresentations. Participants attest to the specific amount of household income entered on their client intake form. All staff and volunteers are trained on confidentiality requirements. All databases with personal client information are password protected and hard copies of documents are kept locked up when not in use by staff. Program supervisors review all data for accuracy and completeness on a monthly basis. They address any discrepancies (such as typographical errors when entering data) promptly with program staff and volunteers and, if necessary, review policies and training practices to ensure careful tracking and data input.

## **3. Evaluation Process**

Michele Zurakowski (Executive Director), Adriana Riano (Program Manager), and Ricardo Garcia (Volunteer and Pantry Manager) review work within the Direct Hunger Relief program on a quarterly and an annual basis. For all areas, including Food Distribution, Home Delivery, Nutrition Education, and Social Services, we maintain a database to log the number of clients served. For some programs we also conduct qualitative surveys of clients to assess service impact (Home Delivery) or knowledge and understanding of food, nutrition, and health (Nutrition Education, Cooking Classes, Store Tours). We record the numbers of clients linked to public benefits. As mentioned earlier, we are updating the way we track the nutritional content of the food we provide through the SWAP system that takes a more global approach to nutrient content. Thorough details of our evaluation metrics are included in the Outputs and Outcomes section of this narrative and also in the attached Logic Model. All management staff have participated in professional development trainings on Logic Models and Theory of Change.

Importantly, our program staff and the Executive Director review both quantitative and qualitative information provided by clients to inform and shape future programs. For example, this year we asked shoppers for their requests for produce and purchased accordingly. In addition, based on participant input, we

modified the format of the Cooking Classes to a 4-week model that highlighted the food preparation aspect and increased the number of Store Tours offered. We are currently in the process of convening a Program Assessment Committee comprised of 30%-50% program participants along with staff and Board members to help craft a more user-friendly approach to both assessment and program development.

#### IV. Organization Capacity

##### **a. Mission & Experience**

Founded in the 1970s by a small group of concerned citizens and incorporated in 2010 as an independent 501(c)(3) organization, Oak Park River Forest Food Pantry's mission is to harness the power of communities to end hunger.

Key accomplishments of Oak Park River Forest Food Pantry include (1) Providing direct hunger relief to 12,500 individuals annually (38,000 including repeat visits) in our Food Pantry; (2) developing and implementing nutrition education programs to help clients choose and use nutritious food; (3) linking clients to SNAP (federal "food stamp" program) and making referrals to help clients secure income and social supports, and (4) delivering healthy groceries to homebound low-income residents. We have a successful history of obtaining and sustaining support from a diverse group of funders, including public/governmental entities, private and family foundations, corporations, and individual donors. In addition, we receive significant in-kind support from local businesses (who provide food and other provisions), as well as from our host church, First United, who provides discounted use of service space in the building's basement. We rely on loyal volunteers who commit over 2000 volunteer hours each month for tasks ranging from stocking shelves to rescuing food at local grocery stores, from serving clients at bi-weekly food distributions to delivering groceries to elderly homebound residents of Oak Park. Executive Director, Michele Zurakowski, provides leadership for all Food Pantry activities, implementing the mission and strategic plan, and overseeing all programmatic activities. Volunteer & Pantry Manager, Ricardo Garcia, assures the Direct Hunger Relief program is operating smoothly in terms of inventory, food transportation, client relations and food safety. He is also responsible for the recruitment, retention, and management of more than 1400 volunteers each year, and conducts extensive community outreach in schools and congregations to educate the community on the issue of hunger. Adriana Riano, Program Manager, oversees the programs targeted to unique groups such as Nutrition Education and Home Delivery. In addition to permanent staff members, we also receive vital support from AmeriCorps members (Anita Davila, Carli Hallis) who coordinate our food rescue program, special programs, and assist in the food pantry. Dietitians Maria Delis and Brianne Kellogg implement and evaluate our Nutrition Education Program. Beth Klein, Finance & Operations Manager, assists the Executive Director with financial management and reporting requirements. Amanda Kuhn, Social Services Coordinator, works individually with clients to connect them to income support benefits. The Board of Directors includes sixteen members with diverse backgrounds and

essential talents to steer Oak Park River Forest Food Pantry towards a sustainable future by adopting sound governance and financial management policies and ensuring adequate resources. Representatives on the board include finance experts, marketing and media specialists, IT specialists, real estate and property managers, writers and reporters, non-profit leaders and social workers. These volunteers provide invaluable advice, mentorship and oversight to the agency's Executive Director and staff.

**b. Ability to Meet Reporting Requirements**

Oak Park River Forest Food Pantry has received CDBG funds from the Village of Oak Park for the past eight years (including Gap year funding), has timely met all service goals, and submitted all required documentation and reports to satisfy program requirements. To assure capacity to handle grants and demonstrate compliance with all requirements, we have hired necessary staff (see list above) and implemented procedures for smooth operations. The Executive Director is in daily contact with program staff and receives regular updates on client statistics, to ensure progress towards all goals and objectives. Staff meetings are held every two weeks. Nine Board meetings are held annually, and sub-committee meetings take place monthly. Accounting protocols are in place and reviewed and updated annually.

In addition to successfully managing CDBG grants in previous years, we have successfully managed large grants from United Way of Metropolitan Chicago, United Way DuPage/West Cook, many grants from independent foundations, including the Oak Park River Forest Community Foundation, and numerous corporate partners.

**c. Collaboration with Others**

Oak Park River Forest Food Pantry will continue to work with community partners to leverage resources for our clients in PY2019. In coordination with Housing Forward, we will once again share the services of AmeriCorps members who work as Nutrition Coordinator and Pantry Supervisor, who will assist with recruiting new food rescue partners and managing the logistics involved in the food rescue and distribution operations. We will work with Dominican University, Loyola University and UIC to place interns in our Nutrition Education Programs as a formal Community Nutrition Rotation Site for dietetics interns per the Commission on Dietetic Registration and the Academy of Nutrition. We collaborate with Oak Park Township Services to provide home delivery of groceries to home-bound seniors living in Oak Park and with Thresholds to provide delivery of groceries to people with mental health disabilities. These partners offer case management services and refer participants to us. The Surplus Project is a collaboration between Oak Park River Forest Food Pantry and Rush Oak Park Hospital, Riveredge Hospital, Loretto Hospital, OPRF High School, Dominican University, Oak Park Township, and City BBQ.

We partner with several entities to provide summer meals to children who would normally receive free or reduced cost lunch during the school year. Partners include D200, D97, Oak Park Education Foundation (BASE camp scholarship students) as well as St. Catherine/St. Lucy school for their summer meals program.

We attach a sample of MOUs and/or Letters of Agreement describing collaborative efforts.

## V. Budget Narrative

### a. Budget Description

We request CDBG funding of \$25,000 in support of our Direct Hunger Relief program. Oak Parkers comprise 12.9% of the unique individuals we serve. Of course, each time clients visit our Food Pantry, we accrue costs to serve them. Oak Parkers visit our pantry more frequently than residents of other zip codes, and thus represent 17.5% of all household visits. Our funding request for personnel (3.2%) and operating costs (1.2%) are both well below those thresholds at 1.6% of total costs. While the cost of our programming specifically for Oak Parkers is significantly higher, we recognize that the CDBG funding pool is limited and have targeted our request in line with this understanding.

#### Personnel Costs

CDBG funds are requested for 3.2% of total personnel costs associated with the Hunger Relief Program. Salary allocations for all staff associated with the program were determined based on FY2018 timesheets for relevant personnel which reflect proportional time spent in each program area. Although nine staff members and two AmeriCorps are involved in staffing the Direct Hunger Relief Program, we request CDBG support for only three of them:

Volunteer & Pantry Manager: manages all operational activities for Direct Hunger Relief Program including inventory, food transportation, client relations, food safety, and volunteer recruitment/training/supervision. (1.0 FTE for this program).

- o Salary: \$45,619
- o CDBG request: \$4000
- o % of salary charged to CDBG: 8.7%

Program Manager: manages special programs within Direct Hunger Relief including Home Delivery, Nutrition Education, Social Services, Cooking Classes. (1.0 FTE for this program)

- o Salary: \$48,801
- o CDBG request: \$4000
- o % of salary charged to CDBG: 8.2%

Nutrition Education Coordinator and Dietitian: Supervises our Nutrition Education program including dietetic interns and Distribution Healthy Sampling. (.5 FTE each for this program)

- o Salary: \$34.15 per hour 75 hours per month 11 months (\$28,174)
- o CDBG request: \$2000
- o % of salary charged to CDBG: 7.1%

#### Operating Costs

We are focusing our CDBG operating cost request of \$15,000 squarely on the primary need our clients face: food.

Food costs are determined based on prior year costs, analysis and projection of need, discussion with vendors, and consumer price index (CPI). These direct

costs are entirely borne by the Direct Hunger Relief Program.

- o Total Food Cost for Program: \$1,209,000
- o Total In-kind Food Cost for Program: \$889,000
- o Total Cash Food Cost for Program: \$320,000
- o CDBG Cash Food Cost Request: \$15,000
- o % of Food Cash Cost charged to CDBG: 4.6%
- o % of Total Operating Costs charged to CDBG: 1.6%

#### **b. Alternate Revenue Sources**

Oak Park River Forest Food Pantry's Direct Hunger Relief program is not dependent on one grant or funding stream. Each year, we are fortunate to secure revenue from private and public partners, as well as many individual donors and corporate sponsors. However, if we did not receive CDBG support, or other similarly large grants, we would need to adjust the quality/quantity of food we distribute, the amount of nutrition education options provided, or reduce benefits assistance staffing. We have established an infrastructure that assures stable distribution of food despite peaks and valleys of funding. Our FY19-20 budget is conservatively based on past performance and new initiatives, so we have confidence we will meet our income goals for this period.

### **3. Attachments**

#### **Timeline**

[cdbg\\_public\\_services\\_timeline\\_oprffp\\_py\\_2019.pdf](#) <sup>[2]</sup>

#### **Logic Model**

[cdbg\\_public\\_services\\_logic\\_model\\_chart\\_py2019\\_mz.docx](#) <sup>[3]</sup>

#### **Articles of Incorporation and By-Laws**

[articles\\_of\\_incorporation\\_signed.pdf](#) <sup>[4]</sup>

#### **Non-Profit Determination (IRS Letter)**

[irs\\_determination\\_letter.pdf](#) <sup>[5]</sup>

#### **List of Board of Directors**

[board\\_contact\\_list\\_fy2019.pdf](#) <sup>[6]</sup>

#### **Organizational Chart**

[org\\_chart\\_2.15.19.pdf](#) <sup>[7]</sup>

#### **Resumes**

[resumes\\_cdbg\\_2019.pdf](#) <sup>[8]</sup>

#### **Financial Statement and Audit**

[audit\\_oprf\\_food\\_pantry\\_2018\\_2017.pdf](#) <sup>[9]</sup>

**Conflict of Interest Statement**

[hud\\_conflict\\_of\\_interest\\_2019.pdf](#) <sup>[10]</sup>

**Anti-Lobbying Statement**

[lobbying\\_statement\\_2019.pdf](#) <sup>[11]</sup>

**EEO Form**

[eeo\\_report\\_chart\\_py\\_2019.pdf](#) <sup>[12]</sup>

**Statement of ADA Compliance**

[ada\\_compliance\\_2019.pdf](#) <sup>[13]</sup>

**Intake Documentation**

[2019\\_hud\\_final.pdf](#) <sup>[14]</sup>

**Support Statements**

[support\\_statements\\_mous\\_py2019.pdf](#) <sup>[15]</sup>

**Budget Worksheet**

[py\\_2019\\_cdbg\\_project\\_budget-other\\_revenue\\_summary\\_final.xlsx](#) <sup>[16]</sup>

**Project Client-Evaluation Tool**

[assessment\\_tools\\_fy2019.pdf](#) <sup>[17]</sup>

**4. Proposal Agency Information & Verifications****1. Name of Authorized Official of Applicant Organization**

Michele Zurakowski

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

Executive Director

**3. Date of Submittal**

Wed, 2019-02-20

**4. Affirmation**

I agree

**Source URL:** <https://www.oak-park.us/node/4323/submission/14768>

**Links**

[1] <https://www.oak-park.us/village-oak-park-cdbg-public-services-proposal>

[2] [https://www.oak-park.us/sites/default/files/webform/cdbg\\_public\\_services\\_timeline\\_oprffp\\_py\\_2019.pdf](https://www.oak-park.us/sites/default/files/webform/cdbg_public_services_timeline_oprffp_py_2019.pdf)

[3] [https://www.oak-park.us/sites/default/files/webform/cdbg\\_public\\_services\\_logic\\_model\\_chart\\_py2019\\_mz.docx](https://www.oak-park.us/sites/default/files/webform/cdbg_public_services_logic_model_chart_py2019_mz.docx)

[4] [https://www.oak-park.us/sites/default/files/webform/articles\\_of\\_incorporation\\_signed.pdf](https://www.oak-park.us/sites/default/files/webform/articles_of_incorporation_signed.pdf)

[5] [https://www.oak-park.us/sites/default/files/webform/irs\\_determination\\_letter\\_2.pdf](https://www.oak-park.us/sites/default/files/webform/irs_determination_letter_2.pdf)

[6] [https://www.oak-park.us/sites/default/files/webform/board\\_contact\\_list\\_fy2019.pdf](https://www.oak-park.us/sites/default/files/webform/board_contact_list_fy2019.pdf)

[7] [https://www.oak-park.us/sites/default/files/webform/org\\_chart\\_2.15.19.pdf](https://www.oak-park.us/sites/default/files/webform/org_chart_2.15.19.pdf)

- [8] [https://www.oak-park.us/sites/default/files/webform/resumes\\_cdbg\\_2019.pdf](https://www.oak-park.us/sites/default/files/webform/resumes_cdbg_2019.pdf)
- [9] [https://www.oak-park.us/sites/default/files/webform/audit\\_oprf\\_food\\_pantry\\_2018\\_2017.pdf](https://www.oak-park.us/sites/default/files/webform/audit_oprf_food_pantry_2018_2017.pdf)
- [10] [https://www.oak-park.us/sites/default/files/webform/hud\\_conflict\\_of\\_interest\\_2019.pdf](https://www.oak-park.us/sites/default/files/webform/hud_conflict_of_interest_2019.pdf)
- [11] [https://www.oak-park.us/sites/default/files/webform/lobbying\\_statement\\_2019.pdf](https://www.oak-park.us/sites/default/files/webform/lobbying_statement_2019.pdf)
- [12] [https://www.oak-park.us/sites/default/files/webform/eeo\\_report\\_chart\\_py\\_2019.pdf](https://www.oak-park.us/sites/default/files/webform/eeo_report_chart_py_2019.pdf)
- [13] [https://www.oak-park.us/sites/default/files/webform/ada\\_compliance\\_2019.pdf](https://www.oak-park.us/sites/default/files/webform/ada_compliance_2019.pdf)
- [14] [https://www.oak-park.us/sites/default/files/webform/2019\\_hud\\_final\\_0.pdf](https://www.oak-park.us/sites/default/files/webform/2019_hud_final_0.pdf)
- [15] [https://www.oak-park.us/sites/default/files/webform/support\\_statements\\_mous\\_py2019.pdf](https://www.oak-park.us/sites/default/files/webform/support_statements_mous_py2019.pdf)
- [16] [https://www.oak-park.us/sites/default/files/webform/py\\_2019\\_cdbg\\_project\\_budget-other\\_revenue\\_summary\\_final.xlsx](https://www.oak-park.us/sites/default/files/webform/py_2019_cdbg_project_budget-other_revenue_summary_final.xlsx)
- [17] [https://www.oak-park.us/sites/default/files/webform/assessment\\_tools\\_fy2019\\_0.pdf](https://www.oak-park.us/sites/default/files/webform/assessment_tools_fy2019_0.pdf)





PY 2019 CDBG Public Services—REVISED 5/14/19

As with all application components, please carefully read the Instructions

Organization	Oak Park River Forest Food Pantry
Project Name	Direct Hunger Relief

Goal Statement: In PY2019, Oak Park River Forest Food Pantry will reduce local hunger. Approximately 11,500 unique residents from 13 zip codes in Cook County, and 1,400 Oak Park residents will receive nutritious food, as well as access to nutrition education and public benefits assistance.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
A. Michele Zurakowski, Executive Director; Ricardo Garcia, Volunteer and Pantry Manager; Beth Klein, Finance and Operations Manager; Monnette Bariel, Distribution Supervisor, Carli Hallis, Pantry Supervisor (AmeriCorps member).	A. Provide emergency supplies of nutritious food to community members experiencing food insecurity.	A. 11,500 Total unduplicated persons served (without regard to income or residency) 11,000 Extremely Low, Low and Mod-Income Persons served  1400 Oak Park persons served 1350 Extremely Low, Low and Mod-Income Oak Park Persons Served	A. Clients will have enough nutritious food for everyone in their households for seven days.  85% of all food will be in the Green/Yellow SWAP categories (Supporting Wellness at Pantries)	A. Participants will achieve food security	A. Client intake database will provide numbers of persons (including LMI persons) served and will document how frequently each person came. Database will show that over 95% of clients served are LMI persons.  Product delivery forms/inventory/food rescue tracking forms will provide the raw data on amount and kind of products procured, averaging 75.6 pounds per household per visit.  Nutrition spreadsheets developed by SWAP will indicate that 85% of all food meets nutritional standards associated with Green and/or Yellow categories (i.e. low fat, sodium, sugar in addition to nutrient density).

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
B. Michele Zurakowski, ED; Adriana Riano, Program Manager; Amanda Kuhn Social Services Coordinator, Anita Davila, Nutrition Programs Assistant (AmeriCorps).	B. Provide income supports to LMI individuals by linking eligible households to SNAP benefits and other resources.	B. 900Total unduplicated persons served (without regard to income or residency) 900 Extremely Low, Low and Mod-Income Persons served 100 Oak Park persons served 100 Extremely Low, Low and Mod-Income Oak Park Persons Served	B. Participants will receive assistance applying for SNAP benefits to provide enough food for their households for 6 months.  Participants will understand the re-application process beyond 6 months if needed.  Eligible participants will be able to access public transportation/BAP, Access to Care, and Medicare or Medicaid.  Eligible participants will receive voucher for a state ID	B. Participants will achieve food security.	B. The Social Services Coordinator accesses a database system to document work with clients, including initial screenings for program eligibility, program applications, follow-up communications, and any benefits applied for and received. The system will show that the Social Services Coordinator assisted 1000 unique LMI persons apply for income supports. The same database system will document that 250 LMI persons received a state ID or driver's license.
Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
C. Michele Zurakowski, ED; Maria Delis and Bri Kellogg, both Nutrition Education Coordinator and Dietitian; Adriana Riano, Program Manager; Anita Davila, Nutrition Programs Assistant (AmeriCorps); Beth Klein, Finance and Operations Manager.	C. Educate clients on intersections between health and diet, including how to use available healthful options.	C. 10,000 Total persons will receive Nutrition Education programming (without regard to income or residency) 9,500 Extremely Low, Low and Mod-Income Persons served 900 LMI clients will engage in health monitoring services	C. Participants will understand the link between food choices and their specific health issues i.e. diabetes.  Cooking Class and Store Tour participants will learn to create budgets and menu plans on a typical SNAP budget  Participants will "Know Their Numbers," (i.e., blood pressure).  Participants will select healthy food options at the Pantry.	C. Participants will achieve food security.	C. Surveys following Cooking Class and Store Tour sessions will indicate clients' improved understanding of the connection between diet, general health status and specific diseases.  Store Tour participants will demonstrate ability to purchase all ingredients for a healthy meal on a budget while on tour.  A blood pressure form, with that day's blood pressure, will be given to clients to share with their health care providers.  Inventory tracking system will show that food demonstrations increase clients' selection of

					a featured healthy food item by an average of 50%.
Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
D. Michele Zurakowski, <i>ED</i> ; Adriana Riano, <i>Program Manager</i> ; Ricardo Garcia, <i>Volunteer and Panty Manager</i> ; Maria Delis, <i>Nutrition Educator Coordinator and Dietitian</i> ; Anita Davila, <i>Nutrition Programs Assistant (AmeriCorps)</i> ; Beth Klein, <i>Finance and Operations Manager</i> .	D. Working in careful coordination with Oak Park Township Services, River Forest Township, and Thresholds, we will expand our program to deliver monthly groceries to all their LMI homebound clients in OP, RF and identified residential facilities in Austin	D. 100 Total unduplicated persons served (without regard to income or residency) 100 LMI Persons served 85 Oak Park persons served 85 LMI Oak Park Persons Served	D. Clients will have enough nutritious food for everyone in their households for 11 days.  85% of all food will be in the Green/Yellow SWAP categories (Supporting Wellness at Pantries)	D. Participants will achieve food security.	D. Client intake database will provide numbers of persons (including LMI persons) served and will document how frequently each person came. Database will show that over 95% of clients served are LMI persons.  Product delivery forms/inventory/food rescue tracking forms will provide the raw data on amount and kind of products procured, averaging 40 pounds per household per visit.  Nutrition spreadsheets developed by SWAP will indicate that 85% of all food meets nutritional standards associated with Green and/or Yellow categories (i.e. low fat, sodium, sugar in addition to nutrient density).  Yearly client survey will indicate the client's satisfaction with the program and measured food security improvement after joining the HD program.



## PY 2019 Timeline, CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Oak Park River Forest Food Pantry	
Project Name	Direct Hunger Relief	
Timeframe	Activities	Person Responsible
Month 1	<ol style="list-style-type: none"> <li>1. Conduct bi-weekly Food Distribution/Weds and Sat of each week</li> <li>2. Host 8-9 Nutrition Education Sessions during food distributions and 2-3 Store Tours off site.</li> <li>3. Conduct benefits counseling for pantry participants at each food distribution and by appointment/drop in through the week</li> <li>4. Continue home delivery of groceries, adding 2-5 recipients during 1<sup>st</sup> quarter</li> </ol>	<ol style="list-style-type: none"> <li>1. Ricardo Garcia, <i>Volunteer and Pantry Manager</i></li> <li>2. Maria Delis and/or Bri Kellogg, <i>Nutrition Educator Coordinator and Dietitian;</i></li> <li>3. Amanda Kuhn, <i>Social Services Coordinator,</i></li> <li>4. Adriana Riano, <i>Program Manager</i></li> </ol>
Month 2	<ol style="list-style-type: none"> <li>1. Continue as month 1</li> <li>2. Submit billing to Village of Oak Park for month 1</li> <li>3. Conduct Cooking Class</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue as month 1</li> <li>2. Beth Klein, <i>Finance &amp; Operations Manager</i></li> <li>3. Bri Kellogg, <i>Nutrition Educator Coordinator and Dietitian</i></li> </ol>
Month 3	<ol style="list-style-type: none"> <li>1. Continue as month 1</li> <li>2. Conduct First Quarterly Review and Evaluation of all Direct Hunger Relief Programs</li> <li>3. Submit billing to Village of Oak Park for month 2</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue as month 1</li> <li>2. Ricardo Garcia, <i>Volunteer &amp; Pantry Manager;</i> Adriana Riano, <i>Program Manager;</i> Michele Zurakowski, <i>Executive Director</i></li> <li>3. Beth Klein, <i>Finance &amp; Operations Manager</i></li> </ol>
Month 4	<ol style="list-style-type: none"> <li>1. Continue as month 1</li> <li>2. Finish scaling up home delivery of groceries to reach 100 recipients, during 2<sup>nd</sup> – 4<sup>th</sup> quarters</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue as month 1</li> <li>2. Adriana Riano, <i>Program Manager</i></li> </ol>

	3. 1 <sup>st</sup> Quarter Report and month 3 Billing to Village of Oak Park on 15 <sup>th</sup> day of the 4 <sup>th</sup> month	3. Beth Klein, <i>Operations and Finance Manager</i> and Michele Zurakowski, <i>Executive Director</i>
Month 5	1. Continue as month 1 2. Submit billing to Village of Oak Park for month 4 3. Conduct Cooking Class	1. Continue as month 1 2. Beth Klein, <i>Operations and Finance Manager</i> 3. Bri Kellogg, <i>Nutrition Educator Coordinator and Dietitian</i>
Month 6	1. Continue as month 1 2. Conduct 2 <sup>nd</sup> Quarterly Review and Evaluation of all Direct Hunger Relief Programs 3. Submit billing to Village of Oak Park for month 5	1. Continue as month 1 2. Ricardo Garcia, <i>Volunteer and Pantry Manager</i> ; Adriana Riano, <i>Program Manager</i> ; Michele Zurakowski, <i>Executive Director</i> 3. Beth Klein, <i>Operations and Finance Manager</i>
Month 7	1. Continue as month 1 2. 2 <sup>nd</sup> Quarter Report and Billing for month 6 to Village of Oak Park on 15 <sup>th</sup> day of the 7 <sup>th</sup> month	1. Continue as month 1 2. Beth Klein, <i>Operations and Finance Manager</i> ; Michele Zurakowski, <i>Executive Director</i>
Month 8	1. Continue as month 1 2. Submit billing to Village of Oak Park for month 7 3. Conduct Cooking Class	1. Continue as month 1 2. Beth Klein, <i>Operations and Finance Manager</i> 3. Bri Kellogg, <i>Nutrition Educator Coordinator and Dietitian</i>
Month 9	1. Continue as month 1 2. Conduct 3 <sup>rd</sup> Quarterly Review and Evaluation of all Direct Hunger Relief Programs 3. Submit billing to Village of Oak Park for month 8	1. Continue as month 1 2. Ricardo Garcia, <i>Volunteer and Pantry Manager</i> ; Adriana Riano, <i>Program Manager</i> ; Michele Zurakowski, <i>Executive Director</i> 3. Beth Klein, <i>Operations and Finance Manager</i>
Month 10	1. Continue as month 1 2. 3 <sup>rd</sup> Quarter Report and Billing month 9 to Village of Oak Park on 15 <sup>th</sup> day of the 10 <sup>th</sup> month	1. Continue as month 1 2. Beth Klein, <i>Operations and Finance Manager</i> ; Michele Zurakowski, <i>Executive Director</i>
Month 11	1. Continue as month 1 2. Submit billing to Village of Oak Park for month 10	1. Continue as month 1 2. Beth Klein, <i>Operations and Finance Manager</i>

	3. Conduct Cooking class	3. Bri Kellogg, <i>Nutrition Educator Coordinator and Dietitian</i>
Month 12	1. Continue as month 1 2. Conduct Final Quarterly Review and Evaluation of all Direct Hunger Relief Programs 3. Final Report and Final Billing Due to Village of Oak Park within 15 days after grant completion.	1. Continue as month 1 2. Ricardo Garcia, <i>Volunteer and Pantry Manager</i> ; Adriana Riano, <i>Program Manager</i> ; Michele Zurakowski, <i>Executive Director</i> ; 3. Beth Klein, <i>Finance and Operations Manager</i> ; Michele Zurakowski, <i>Executive Director</i>

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

REVISED 5.14.19

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

PY 2019 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
Please ensure that percentages, subtotals & totals are listed.				Funding Source	Donations: Individuals, Congregations, Business, Events, etc.	Grants: Community Foundation, Manaski, Rice Bowl, etc	In-Kind: Whole Foods, Trader Joe's, Jewel, Petco's, etc.		
<b>Personnel Costs</b>									
Salaries	\$259,456	\$7,631	2.9%		\$210,990	\$40,835		\$251,825	97.1%
Benefits	\$12,500	\$0	0.0%		\$9,954	\$2,546		\$12,500	100.0%
Taxes	\$21,500	\$0	0.0%		\$17,120	\$4,380		\$21,500	100.0%
Service Learners	\$13,510	\$0	0.0%		\$10,756	\$2,752		\$13,510	100.0%
Other (Identify)									
<b>Subtotal: Personnel Costs</b>	<b>\$306,966</b>	<b>\$7,631</b>	<b>2.5%</b>		<b>\$248,822</b>	<b>\$50,513</b>	<b>\$0</b>	<b>\$299,335</b>	<b>97.5%</b>
<b>Operating Costs:</b>									
Rent/Lease	\$5,542	\$0	0%		\$4,414	\$1,128		\$5,542	100.0%
Utilities	\$14,002	\$0	0%		\$11,150	\$2,852		\$14,002	100.0%
Equipment Repair	\$5,709	\$0	0%		\$4,547	\$1,162		\$5,709	100.0%
Client Services	\$7,282	\$0	0%		\$5,799	\$1,483		\$7,282	100.0%
Supplies	\$22,182	\$0	0%		\$17,664	\$4,518		\$22,182	100.0%
Food (Purchased)	\$314,000	\$9,000	2.9%		\$242,360	\$62,640		\$305,000	97.1%
Food (In Kind)	\$889,000	\$0	0%				\$889,000	\$889,000	100.0%
Postage	\$2,799	\$0	0%		\$2,229	\$570		\$2,799	100.0%
Printing	\$9,254	\$0	0%		\$7,369	\$1,885		\$9,254	100.0%
Insurance	\$7,945	\$0	0%		\$6,327	\$1,618		\$7,945	100.0%
Tech Support	\$3,500	\$0	0%		\$2,800	\$700		\$3,500	100.0%
Dues/Fees	\$4,998	\$0	0%		\$3,980	\$1,018		\$4,998	100.0%
Professional Dev	\$2,285	\$0	0%		\$1,820	\$465		\$2,285	100.0%
Miscellaneous									0.0%
<b>Subtotal: Operations</b>	<b>\$1,288,498</b>	<b>\$9,000</b>	<b>0.7%</b>		<b>\$310,459</b>	<b>\$80,039</b>	<b>\$889,000</b>	<b>\$1,279,498</b>	<b>99.3%</b>
<b>Professional/Services</b>									
Accounting	\$7,500	\$0	0%		\$6,000	\$1,500		\$7,500	100%
<b>Subtotal: Professional Services</b>	<b>\$7,500</b>	<b>\$0</b>	<b>0%</b>		<b>\$6,000</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$7,500</b>	<b>100%</b>
<b>TOTAL (all categories)</b>	<b>\$1,602,964</b>	<b>\$16,631</b>	<b>1.0%</b>		<b>\$565,281</b>	<b>\$132,052</b>	<b>\$889,000</b>	<b>\$1,586,333</b>	<b>99.0%</b>

PY 2019 CDBG OTHER REVENUE SUMMARY

This chart provides more information about "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?
Individuals, Congregations, business, events	gifts	\$565,271	ongoing -- continues to meet expectations	ongoing	none	Private
In-Kind	gifts in kind	\$889,000	ongoing steady	ongoing	none	Private
OPRF Community Foundation	Grant	\$20,000	Received	10/2018-9/2020	none	Private
Retirement Research Foundation	Grant	\$20,000	Received	12/18	Home Delivery	Private
George M Eisenberg Foundation	Grant	\$10,000	Received	1/19	General Op	Private
S.L. Gimbel	Grant	\$15,000	Received	1/19	Food	Private
Bank of America	Grant	\$25,000	Applied for		General Op	Private
Dr. Scholl Foundation	Grant	\$10,000	Applied for		General Op	Private
Kroger Zero Waste	Grant	\$25,000	Applied for		General Op	Private
Manaski	Grant	\$5,000	Applied for		General Op	Private
Other Grants (Various)	Grant	\$2,062				
<b>TOTAL, where applicable</b>		<b>\$1,586,333</b>				



## Budget Narrative PY 2019—REVISED 5.14.19

We have been approved to receive CDBG funding of \$16,631 in support of our Direct Hunger Relief program. Oak Parkers comprise 12.9% of the unique individuals we serve. Of course, each time clients visit our Food Pantry, we accrue costs to serve them. Oak Parkers visit our pantry more frequently than residents of other zip codes, and thus represent 17.5% of all household visits. Our funding request for personnel (2.5%) and operating costs (.7%) are both well below those thresholds at 1.0% of total costs.

### Personnel Costs

CDBG funds are requested for 2.5% of total personnel costs associated with the Hunger Relief Program. Salary allocations for all staff associated with the program were determined based on FY2018 timesheets for relevant personnel which reflect proportional time spent in each program area. Although nine staff members and two AmeriCorps are involved in staffing the Direct Hunger Relief Program, we request CDBG support for only three of them:

- Volunteer & Pantry Manager: manages all operational activities for Direct Hunger Relief Program including inventory, food transportation, client relations, food safety, and volunteer recruitment/training/supervision. (1.0 FTE for this program).
  - o Salary: \$45,619
  - o CDBG request: \$4000
  - o % of salary charged to CDBG: 8.8%
  
- Program Manager: manages special programs within Direct Hunger Relief including Home Delivery, Nutrition Education, Social Services, Cooking Classes. (1.0 FTE for this program)
  - o Salary: \$48,801
  - o CDBG request: \$2000
  - o % of salary charged to CDBG: 4.1%





- Nutrition Education Coordinator and Dietitian: Supervises our Nutrition Education program including dietetic interns and Distribution Healthy Sampling. (.5 FTE for this program)
  - o Salary: \$28,174
  - o CDBG request: \$1,631
  - o % of salary charged to CDBG: 5.8%

#### Operating Costs

We are focusing our CDBG operating cost request of \$9,000 squarely on the primary need our clients face: food.

- Food costs are determined based on this year's projected budget, analysis and projection of need, discussion with vendors, and consumer price index (CPI). These direct costs are entirely borne by the Direct Hunger Relief Program.
  - o Total Food Cost for Program: \$1,203,000
  - o Total In-kind Food Cost for Program: \$889,000
  - o Total Cash Food Cost for Program: \$314,000
  - o CDBG Cash Food Cost Request: \$9,000
  - o % of Food Cash Cost charged to CDBG: 2.9%
  - o % of Total Operating Costs charged to CDBG: 1.0%

## **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 2 CFR 200.

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 2 CFR 200.

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 Swanson  
Village Manager**

Village of Oak Park  
Personnel Manual

Adopted 3/31/87

# Exhibit D: PY 2019 Quarterly Report Form, Oak Park CDBG Program

Subrecipient:	
Project Name:	
Prepared by:	Email:

Accomplishment Narrative: Describe your successes and challenges meeting your project goals this quarter, or for entire year if at the Final stage.

Beneficiaries by Race and Ethnicity All unduplicated persons served during the reporting period should be included. Do not count a person in more than one quarter. If a person identifies as Hispanic, they also need to be counted under a race	Q1		Q2		Q3		Q4		TOTAL	
	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic
White									0	0
Black/African American									0	0
Asian									0	0
American Indian or Alaska Native									0	0
Native Hawaiian or Other Pacific Islander									0	0
American Indian or Alaska Native AND White									0	0
Asian AND White									0	0
Black/African American AND White									0	0
American Indian /Alaska Native AND Black/African American									0	0
Other Multi-Racial									0	0
0	0	0	0	0	0	0	0	0	0	0

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

Project Goals	
Total of all persons benefitting (without regard to income or residency)	0
Number of all Extremely Low, Low and Moderate Income persons to be served	0
Percentage of LMI benefit	#DIV/0!
Number of all Oak Park persons benefitting	#DIV/0!
Percentage of Oak Park persons benefitting	#DIV/0!
Number of Extremely Low, Low and Moderate Income Oak Park persons to be served	0

Exhibit E: PY 2019 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
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Signature of Authorized Official	Typed or Printed Name	Date