

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 COMMUNITY SUPPORT SERVICES, 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, 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 cover case management and respite services to Oak Park families and participants with an intellectual/developmental disability. A total of 387 persons (29 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 six thousand and five hundred dollars (\$6,500) (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 preceding three months. The Subrecipient shall be required to submit a final report at the end of the Project in lieu of the last Progress Report.

The following schedule shall be applicable:

1 st Quarter: October-December, 2019	Progress report due by January 15, 2020
2 nd Quarter: January-March, 2020	Progress report due by April 15, 2020
3 rd Quarter: April-June, 2020	Progress report due by July 15, 2020
4 th 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
Community Support Services
9021 Ogden Avenue
Brookfield, Illinois 60513

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

COMMUNITY SUPPORT SERVICES

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 #59

Submission information

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

Submitted by cssservices

Wed, 2019-02-20 08:07

96.84.82.65

1. Applicant Information

A. Organization Information

1. Organization Name

Community Support Services, Inc.

2. Organization Mailing Address

9021 Ogden Ave, Brookfield, IL 60513

3. Organization Phone

708-354-4547

4. Executive Director

Diane Farina White

5. Email Address

dfwhite@cssservices.org

6. FEIN

36-3122784

7. DUNS

15-176-0311

B. Project Information

1. Proposed Project Name

Case Management

2. Proposed Project Address

Main:

9021 Ogden Ave

Brookfield IL 60513

Local:

Family Homes

Community (restaurants, parks, theater, etc)

Fox Park (640 S Oak Park Ave)

3. Project Manager/Primary Contact

Michele Perry

4. Secondary Contact

Elizabeth Nicol

5. Proposed Project Phone Number

708-354-4547

6. Email Address

mperry@cssservices.org

C. Type of Organization

Private non-profit

D. Project Overview

1. Total CDBG dollars requested

\$ 11,500

2. Total project budget

\$ 617,954

3. Total Low/Moderate Income Persons Served Annually

387 Program Wide

29 Oak Park Residents

4. Brief project description and purpose

Community Support Services (CSS) provides case management services to Oak Park Families and participants with an Intellectual/Developmental Disability (I/DD). The purpose is provide family stability through these services to improve quality of life through participation in the community.

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?

Was not a PY 2017 grantee

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

Was not a PY 2017 grantee

Explanation

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

Yes

E. Priority Addressed

Other (describe below)

Other

Programs for Persons with Disabilities

2. Project Narrative

I. Background & Need

Each year, Community Support Services (CSS) supports approximately 30 Oak Park residents with Intellectual/Developmental Disabilities (I/DD) and their families who are not connected with State-funded services and supports. These individuals often need supports to help them identify and access services for which they may be eligible. CSS offers Case Management services to help individuals and families meet their needs through education and advocacy.

Illinois has a complicated service delivery system for individuals with I/DD, and families often need assistance understanding and navigating the system. For example, many families of school-age children are not even aware of PUNS, the State "waiting list"; PUNS is an acronym for Prioritization for Urgency of Need for Services and is the master list of people waiting for State-funding. There are approximately 20,000 Illinoisans on the PUNS list, so it is critical that individuals with I/DD are placed on the list as early in life as possible, however many do not even know about it.

CSS's Case Management services can help individuals and families enroll in PUNS while also identifying and accessing services that they may be immediately eligible for. Other services include individual and group Respite programs; public benefits such as Medicaid and Social Security; other social services such as food pantries and energy assistance programs; educational workshops, et cetera. CSS's Case Manager can also provide advocacy in schools at IEP meetings and other settings.

II. Approach

a. Purpose

This proposal seeks funding to help support a Service Coordinator (aka Case Manager) position at CSS dedicated to the individuals in Oak Park without State funding. This Service Coordinator provides all Case Management services and provides supervision to any CSS Direct Support Professionals (DSPs) who may provide Respite services to these individuals/families.

CSS's approach to providing services is person- and family-centered in accordance with national best practices. Our Case Manager meets with individuals and their families to help identify their strengths, interests, and support needs. Individuals and families have the right to choose their services, and we strive to help them know what their options are.

When meeting with individuals/families, the Case Manager reviews and documents income information on annual basis. Records show that approximately 60% - 70% of CSS's Oak Park program participants fall into the low and moderate income range.

b. Target Populations

This project will support individuals diagnosed with I/DD and their families who do not receive State funded-services and live in Oak Park. CSS's employees, including Case Managers and DSPs, receive extensive training on supporting individuals with I/DD in culturally competent manners. These trainings are mandated and approved by the State, result in professional certifications, and for Case Managers require ongoing continuing education. In providing person- and family-centered services, CSS is mindful of the cultural preferences and tries to meet specific requests, including the age, race, and ethnicity of assigned DSPs.

c. Strategies

CSS has an established case load of individuals with I/DD enrolled in our Oak Park Township program. We periodically participate in community activities and outreach events, and receive many referrals through those activities and word-of-mouth. We prioritize intakes and referrals that come from Oak Park, and ensure that we begin providing Case Management services to all eligible individuals who apply for our services as quickly as possible; therefore we have no Oak Park waiting list.

CSS has a Case Manager dedicated to individuals with I/DD enrolled in our Oak Park Township program. This Case Manager meets with individuals and their families at least annually, to discuss and determine service and support needs. The Case Manager develops an Individual Service Plan that identifies the individual's goals and objectives based on their interests, needs, and desires, and then works toward helping the individual meet those goals and objectives. These goals and objections may include receiving Respite services, referral to other agencies and organizations, information about State systems, enrollment in PUNS, assistance and advocacy with school issues, etc. If the individual/family choose CSS's Respite services, the Case Manager helps them explore their options (individual, group, voucher, etc.); the Case Manager will also help hire, schedule, and train a Respite worker/DSP if needed.

CSS's programs have been accredited nationally by CARF. We have solicited input of professionals and experts in the field, and are confident that our programs are consistent with best practices in this field.

d. Timeline

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

III. Outcomes & Evaluation

a. Goal Statement

CSS's Case Management program will provide individuals with I/DD and their families/caregivers the information, resources, supports, referrals, services, and advocacy, that they need and/or request.

b. Narrative

1. Ensuring Outputs/Outcomes

a. The Case Manager for Oak Park families will connect with families at least one time per month. Case notes will document these activities.

b. The Case Manager prepare an Individual Service Plan (ISP) for each individual/family when initiating services and annually thereafter. ISPs will be maintained in the file by the Case Manager.

c. The Case Manager will maintain documentation regarding any Respite services the individual/family may request from CSS.

d. The Director of Home and Community Based Services will supervise the Case Manager to ensure completeness of outputs.

2. Documenting Income

Income information is gathered at time of intake and periodically thereafter. CSS uses a cloud based case management system that is password protected and HIPAA compliant. Any paper copies of participant files are kept in a locked office in CSS

offices. Program Directors and our Compliance and Quality Assurance Manager ensure completeness and accuracy of files through a file review system.

3. Evaluation Process

CSS regularly surveys program participants and their families to ensure that CSS's services are meeting their needs and expectations as well as enhancing/improving their lives. Survey results are analyzed by the Vice President of Clinical Programs and Quality Assurance and presented to funders and other stakeholders, including Program Directors, Service Coordinators, staff, etc., as appropriate. Survey results can show CSS what we do well, and where we can improve or enhance our services.

Previous surveys have helped CSS enhance and add to program options. For example, several years ago our agency-wide survey resulted in the creation of our CSS Academy programs where we offer integrated classes and workshops for individuals with and without disabilities in health, wellness, arts, etc. More recent surveys have shown that some families like to hire their own personal support workers, and we have been able to accommodate their requests. CSS also recently opened a day program in response to a need our community for meaningful and full time activities for adults who may otherwise be at home or in the community unattended.

IV. Organization Capacity

a. Mission & Experience

Community Support Services, Inc. is a private, non-profit service agency that initiates, provides and promotes services for people with intellectual/developmental disabilities and their families, within their communities, in order to strengthen their independence, self-esteem and ability to participate in and contribute to community life.

CSS has been providing services to individuals with I/DD and their families for 37 years. A majority of our funding is public (state and local grants). We have experience tracking, measuring and reporting financial and program results to a variety of funders, including foundations. The key staff involved in this program have many years' experience working with individuals with I/DD.

b. Ability to Meet Reporting Requirements

CSS can meet all reporting requirements through our Finance Department and Program staff. CSS has received CDBG grants from Oak Park and Cook County in the past. We have not experienced any challenges administering the funds – we have been able to document and report the expenditures in compliance with HJD requirements. We report to seven Mental Health Boards, CDGBs in other communities and several private grants. Previous funding through Oak Park CDBG was successful in meeting intended project outcomes.

c. Collaboration with Others

CSS collaborates with the Mental Health Board of Oak Park Consortium of funded agencies. We also share referrals with a number of other community agencies, including Special Recreation agencies, schools, local Chambers of Commerce, etc. We collaborate with other agencies serving families and individuals with I/DD. Some participants crossover between agencies. Information sharing and coordination is important to be effective advocates for families and participants.

V. Budget Narrative

a. Budget Description

Community Support Services (CSS) Requests \$11,500 for a fraction of the Service Coordinator's salary who is exclusively serving Oak Park:

CDBG PY 2019 Service Coordination (0.5 FTE) for

Elizabeth Nicol- 10.01.2019-09.30.2020 (17,424 (salary + payroll taxes) x 66%)=
\$11,500

The Service Coordinator position will spend 2/3 of her total time working strictly on the 2019 VOP CDBG Project.

b. Alternate Revenue Sources

Without this support, the service levels in Oak Park will not be as robust to meet the needs of Oak Park families. We consistently seek grants and donations through various and numerous public and private funding sources in order to meet the needs of our families and participants in our service area.

3. Attachments

Timeline

[cdbq_public_services_timeline_formpy19_20.pdf](#) ^[2]

Logic Model

[cdbq_public_services_logic_model_chartpy19_20.pdf](#) ^[3]

Articles of Incorporation and By-Laws

[articles_incorporation_bylaws.pdf](#) ^[4]

Non-Profit Determination (IRS Letter)

[css_501c3.pdf](#) ^[5]

List of Board of Directors

[boardlistfy19current_full_info_-_use.pdf](#) ^[6]

Organizational Chart

[table_of_org-2-11-19.pdf](#) ^[7]

Resumes

[staffresumespy2019.pdf](#) ^[8]

Financial Statement and Audit

[community_support_services_inc._2017_year_ended_june_30_2017_cdbgop.pdf](#) ^[9]

Conflict of Interest Statement

[conflictofinterestpy2019.pdf](#) ^[10]

Anti-Lobbying Statement

[anti-lobbyingpy2019.pdf](#) ^[11]

EEO Form

[eeo_report_chartpy19_20.pdf](#) ^[12]

Statement of ADA Compliance

[adacompliancepy2019.pdf](#) ^[13]

Intake Documentation

[intake_form.pdf](#) ^[14]

Support Statements

Budget Worksheet

[py_2019_cdbg_project_budget-other_revenue_summarypy19_20.pdf](#) ^[15]

Project Client-Evaluation Tool

[csssurveyevaluationpy2019.pdf](#) ^[16]

4. Proposal Agency Information & Verifications

1. Name of Authorized Official of Applicant Organization

Diane Farina White

2. Title of Authorized Official of Applicant Organization

President and CEO

3. Date of Submittal

Thu, 2019-02-21

4. Affirmation

I agree

Source URL: <https://www.oak-park.us/node/4323/submission/14819>

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_formpy19_20.pdf

[3] https://www.oak-park.us/sites/default/files/webform/cdbg_public_services_logic_model_chartpy19_20.pdf

[4] https://www.oak-park.us/sites/default/files/webform/articles_incorporation_bylaws_1.pdf

[5] https://www.oak-park.us/sites/default/files/webform/css_501c3_2.pdf

[6] https://www.oak-park.us/sites/default/files/webform/boardlistfy19current_full_info_-_use.pdf

[7] https://www.oak-park.us/sites/default/files/webform/table_of_org-2-11-19.pdf

[8] <https://www.oak-park.us/sites/default/files/webform/staffresumespy2019.pdf>

[9] https://www.oak-park.us/sites/default/files/webform/community_support_services_inc._2017_year_ended_june_30_2017_cdbgop_0.pdf

[10] <https://www.oak-park.us/sites/default/files/webform/conflictinterestpy2019.pdf>

[11] <https://www.oak-park.us/sites/default/files/webform/anti-lobbyingpy2019.pdf>

[12] https://www.oak-park.us/sites/default/files/webform/eeo_report_chartpy19_20.pdf

[13] <https://www.oak-park.us/sites/default/files/webform/adacompliancepy2019.pdf>

[14] https://www.oak-park.us/sites/default/files/webform/intake_form_0.pdf

[15] https://www.oak-park.us/sites/default/files/webform/py_2019_cdbg_project_budget-other_revenue_summarypy19_20.pdf

[16] <https://www.oak-park.us/sites/default/files/webform/csssurveyevaluationpy2019.pdf>



PY 2019 CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Community Support Services
Project Name	Case Management

Goal Statement: CSS's Case Management program will provide individuals with I/DD and their families/caregivers the information, resources, supports, referrals, services, and advocacy, that they need and/or request.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Part time Case Manager dedicated to Oak Park CSS Director and VP (supervision)	Delivery of Case Management Services	<p>387 -Total unduplicated persons served (without regard to income or residency)</p> <p>321 -Extremely Low, Low and Mod-Income Persons served</p> <p>29 -Oak Park persons served</p> <p>21 -Extremely Low, Low and Mod-Income Oak Park Persons Served</p>	Individuals with I/DD and their families/caregivers will access information, resources, supports, referrals, services and advocacy.	<p>Individuals with I/DD and their families/caregivers will:</p> <ul style="list-style-type: none"> • Have more knowledge of the I/DD system. • Have access to public benefits and other services. • Be better able to advocate for themselves. • Be able to identify resources for support. 	<p>The Case Manager for Oak Park families will connect with families at least one time per month.</p> <ul style="list-style-type: none"> • Case notes will document these activities. <p>The Case Manager prepare an Individual Service Plan (ISP) for each individual/family when initiating services and annually thereafter.</p> <ul style="list-style-type: none"> • ISPs will be maintained in the file by the Case Manager. <p>The Case Manager will maintain documentation regarding any Respite services the individual/family may request from CSS.</p> <ul style="list-style-type: none"> • Case notes and Respite hours will be documented in Connect. <p>The Director of Home and Community Based Services will supervise the Case Manager to ensure completeness of outputs.</p>



PY 2019 Timeline, CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Community Support Services
Project Name	Case Management

Timeframe	Activity	Person Responsible
Month 1	Case Management – at least one contact per individual/family each month	Elizabeth Nicol, Case Manager
Month 2	Case Management – at least one contact per individual/family each month Monthly Invoice	Elizabeth Nicol, Case Manager
Month 3	Case Management – at least one contact per individual/family each month Monthly Invoice	Elizabeth Nicol, Case Manager
Month 4	Case Management – at least one contact per individual/family each month Monthly Invoice Quarterly Outcome report Quarterly Invoice	Elizabeth Nicol, Case Manager Jennifer Schindl, VP of Clinical Programs & QA Michele Perry, CFO
Month 5	Case Management – at least one contact per individual/family each month	Elizabeth Nicol, Case Manager
Month 6	Case Management – at least one contact per individual/family each month	Elizabeth Nicol, Case Manager
Month 7	Case Management – at least one contact per individual/family each month Quarterly Outcome report Quarterly Invoice	Elizabeth Nicol, Case Manager Jennifer Schindl, VP of Clinical Programs & QA Michele Perry, CFO
Month 8	Case Management – at least one contact per individual/family each month	Elizabeth Nicol, Case Manager
Month 9	Case Management – at least one contact per individual/family each month	Elizabeth Nicol, Case Manager
Month 10	Case Management – at least one contact per individual/family each month Quarterly Outcome Report Quarterly Invoice	Elizabeth Nicol, Case Manager
Month 11	Case Management – at least one contact per individual/family each month	Elizabeth Nicol, Case Manager
Month 12	Case Management – at least one contact per individual/family each month Quarterly Outcome report Quarterly Invoice	Elizabeth Nicol, Case Manager Jennifer Schindl, VP of Clinical Programs & QA Michele Perry, CFO
Month 13	Quarterly/Final Outcome Report Quarterly/Final Invoice	Jennifer Schindl, VP of Clinical Programs & QA Michele Perry, CFO

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

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:	State of IL - DHS	708 Boards	Contributions	Total Other Revenues	
Personnel Costs									
Salaries	\$415,021	\$6,000	1%		\$265,455	\$102,582	\$40,984	\$409,021	99%
Benefits	\$65,228	\$0	0%		\$42,333	\$16,359	\$6,536	\$65,228	100%
Taxes	\$31,749	\$500	2%		\$20,281	\$7,837	\$3,131	\$31,249	98%
Other (Identify)	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Subtotal: Personnel Costs	\$511,998	\$6,500	1%		\$328,068	\$126,779	\$50,651	\$505,498	99%
Operating Costs:									
Rent/Lease	\$1,138	\$0	0%		\$739	\$285	\$114	\$1,138	100%
Utilities	\$251	\$0	0%		\$163	\$63	\$25	\$251	100%
Telephone	\$1,723	\$0	0%		\$1,118	\$432	\$173	\$1,723	100%
Postage	\$993	\$0	0%		\$644	\$249	\$99	\$993	100%
Supplies	\$12,037	\$0	0%		\$7,812	\$3,019	\$1,206	\$12,037	100%
Mileage	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Other (Transportation)	\$3,399	\$0	0%		\$2,206	\$852	\$341	\$3,399	100%
Other (Insurance, Depreciation, Occupancy)	\$52,294	\$0	0%		\$33,939	\$13,115	\$5,240	\$52,294	100%
Subtotal: Operations	\$71,835	\$0	0%		\$46,621	\$18,016	\$7,198	\$71,835	100%
Professional/Services									
Consultant	\$25,869	\$0	0%		\$16,789	\$6,488	\$2,592	\$25,869	100%
Engineering	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Other (Audit)	\$8,252	\$0	0%		\$5,356	\$2,070	\$827	\$8,252	100%
Subtotal: Professional Services	\$34,121	\$0	0%		\$22,145	\$8,558	\$3,419	\$34,121	100%
TOTAL (all categories)	\$617,954	\$6,500	1%		\$396,834	\$153,353	\$61,268	\$611,454	99%

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?
708 Community Mental Health Boards	Grant	\$153,353	Currently Active, Applied For	7/1/2019	Case Management Programs	Local
Contributions	Foundations & Individuals	\$61,268	Currently Active, Applied For	7/1/2019	Case Management Programs	Private
State of IL-DHS	Grant and Fee for Service	\$396,834	Currently Active, Applied For	7/1/2019	Case Management Programs	State
(blank)	n/a	\$0	n/a	n/a	n/a	n/a
(blank)	n/a	\$0	n/a	n/a	n/a	n/a
(blank)	n/a	\$0	n/a	n/a	n/a	n/a
(blank)	n/a	\$0	n/a	n/a	n/a	n/a
(blank)	n/a	\$0	n/a	n/a	n/a	n/a
TOTAL, where applicable		\$611,454				

Agency Name: Community Support Services

PY 2019 CDBG

a. Revised Budget Description

Describe each CDBG cost in detail (e.g. specific positions, % FTE, % of time spent on the CDBG portion of the project, type of supplies).

Focus on the Village of Oak Park CDBG portion of the project, and show the *percentage* of each category charged to this budget. The percent CDBG to total project budget should be approximately equal to or less than the percent of total Oak Park persons served to total persons served.

Community Support Services (CSS) Requests \$6,500 for a fraction of the Service Coordinator's salary who is exclusively serving Oak Park:

CDBG PY 2019 Service Coordination (0.5 FTE) for

Elizabeth Nicol- 10.01.2019-09.30.2020 (17,424 (salary + payroll taxes) x 37.3%)= \$6,500

EXHIBIT B - ASSURANCES

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

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

- f. The employment and contracting rules set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR part 135; 24 CFR 570.607.
- g. The Uniform Administrative Requirements and Cost Principles set forth in 24 CFR 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 24 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 Swenson
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	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
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 White										
Black/African American										
Asian										
American Indian or Alaska Native										
Native Hawaiian or Other Pacific Islander										
American Indian or Alaska Native AND White										
Asian AND White										
Black/African American AND White										
American Indian /Alaska Native AND Black/African American										
Other Multi-Racial										
0	0	0	0	0	0	0	0	0	0	0

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

Project Goals	
Total of all persons benefiting (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 benefiting	#DIV/0!
Percentage of Oak Park persons benefiting	#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	
<i>Other funds expended and their source:</i>	
Other Federal	
HUD Funding (non-CDBG)	
State	
Local government	
Private	
Other (specify source) in-kind food donations	
Total	0
Total All funds	0

Signature of Authorized Official	Typed or Printed Name	Date