

## **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 HOUSING FORWARD, 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 pay planning-administrative costs for Oak Park Homelessness Coalition efforts to make homelessness rare, brief and one-time.

**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 eleven thousand dollars (\$11,000) (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 2 CFR 200 of the Code of Federal Regulations

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

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

2. Take action to ensure that applicants are employed without regard to race, religion, handicap, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, with such

action including, but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, selection for training, including apprenticeship; and

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

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

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

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

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

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

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

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

## **7. REPORTING AND RECORD KEEPING.**

A. Subrecipient's Maintenance of Required Records.  
Subrecipient shall maintain records to show actual time devoted and costs incurred in

connection with the Project. Upon fifteen (15) days' notice from the Village, originals or certified copies of all time sheets, billings, and other documentation used in the preparation of said Progress Reports required pursuant to Section 7(C) below shall be made available for inspection, copying, or auditing by the Village at any time, during normal business hours.

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

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

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

The following schedule shall be applicable:

1 <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  
Housing Forward  
1851 S. 9<sup>th</sup> Avenue  
Maywood, IL 60153

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

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**

**HOUSING FORWARD**

\_\_\_\_\_  
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 #66

### Submission information

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

Submitted by pads3

Wed, 2019-03-13 16:36

173.161.13.193

### 1. Applicant Information

#### A. Organization Information

##### 1. Organization Name

Housing Forward

##### 2. Organization Mailing Address

1851 S. 9th Avenue

##### 3. Organization Phone

7083381724

##### 4. Executive Director

Lynda Schueler

##### 5. Email Address

lschueler@housingforward.org

##### 6. FEIN #

36-3876660

##### 7. DUNS #

79-822-9725

#### B. Project Information

##### 1. Proposed Project Name

Planning Grant for the Oak Park Homelessness Coalition

##### 2. Proposed Project Address

6634 W. Roosevelt Rd.

Oak Park, IL 60304

##### 3. Project Manager/Primary Contact

John Harris

##### 4. Secondary Contact

Lynda Schueler

**5. Proposed Project Phone Number**

7083381724

**6. Email Address**

jharris@a5inc.com

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**C. Type of Organization**

Private non-profit

**D. Project Overview**

**1. Total CDBG dollars requested**

\$ 11,000

**2. Total project budget**

\$ 24,000

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

Not applicable -- the Oak Park Homelessness Coalition does not provide direct services.

**4. Brief project description and purpose**

The Oak Park Homelessness Coalition is a multi-stakeholder group comprised of 50-plus organizations working in five work groups to end homelessness in Oak Park by making it rare, brief, and one time.

**5. Population Served**

Persons Experiencing Homelessness

**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**

Persons experiencing homelessness in Oak Park

## 2. Project Narrative

### I. Background & Need

In Oak Park, more than five percent of our residents live in extreme poverty, making less than \$9,000 a year. About 7,500 of our residents are food insecure, meaning they don't know where they will get their next meal. Too many live one missed rent payment from eviction—and homelessness. People experiencing homelessness are not just on our streets. They are our classmates at school. Our parents and friends from work or church or baseball teams. They are members of our community. In all, about 100 kids in elementary schools and high schools are homeless. They are living with friends or relatives. Sleeping on a couch with no permanence. The Oak Park Homelessness Coalition is working to change that.

The Village of Oak Park funded a planning grant in 2014 that allowed the OPHC to develop a strategic plan in conjunction with the Social IMPACT Research Center at Heartland Alliance. With a plan now established, workgroups in place, and a new closed-loop referral system developed, the OPHC is ready to build upon previous funding and do the work necessary to eliminate homelessness in Oak Park.

### II. Approach

#### a. Purpose

The Oak Park Homelessness Coalition (OPHC) consists of 50+ organizations working to end homelessness in Oak Park by making it rare, brief and one time. Represented by government, healthcare, businesses, faith-based groups, school districts, social service agencies and non-profits, OPHC meets quarterly to educate the community, develop and implement a plan, and take action to help those who are homeless or in danger of becoming homeless.

Working in a Coalition that meets quarterly and five work groups that meet monthly, the Oak Park Homelessness Coalition has come up with a comprehensive five-point plan to end homelessness.

1. Increase support for affordable housing and build community awareness
2. Expand capacity of specialized/outside of the box homeless housing responses
3. Align and grow funding to advance the goal of ending homelessness while strengthening attachments to jobs and income
4. Scale up prevention activities and create new service intersections and coordination
5. Strengthen community homeless touchpoints and mobilize for advocacy

The OPHC is designed to serve those experiencing homelessness in Oak Park, and therefore all of those served indirectly are a presumed benefit population, which meets the CDBG National Objective of serving low and moderate-income persons in the Village of Oak Park.

#### b. Target Populations



Not Applicable-- Funding will be used for planning activities for the Oak Park Homelessness Coalition and not service delivery.

**c. Strategies**

The Coalition works in five work groups, meeting monthly to discuss and execute the plan to end homelessness in Oak Park.

1. Core Committee: The Core Committee of the Coalition meets monthly to discuss each work group's progress and to set goals for the Coalition to make homelessness in Oak Park rare, brief and one time.

2. Affordable Housing: The Affordable Housing Work Group works to advance housing policies that address the expansion and inclusion of affordable housing units throughout Oak Park. The work group also identifies gaps in housing services that meet the imminent needs of households experiencing housing instability. Recent successes include promoting the Community Builders development on Oak Park Avenue, the creation of an Interim Housing program at the Raymond Showalter House on Austin Boulevard and the development of a community-wide Flexible Rental Assistance Program (FRAP) intended to meet the rental assistance needs of high-risk doubled-up households threatened by homelessness.

3. Community Touchpoints: The Community Touchpoints Work Group maintains contact with various community stakeholder organizations that interface with persons who are homeless including area schools, hospitals, the library and the police department to keep tabs on homeless numbers and statistics. Recent successes include establishing data sharing agreements with District 97 and District 200 to identify homeless children and make referrals to Housing Forward for assessment and to determine the household's service path to regain housing stability.

4. Jobs & Education: The Jobs & Education Work Group is focused on helping those who are experiencing homelessness find and maintain employment in Oak Park. The goal of this group is to bring people who need jobs into contact with employers in the area, as well as get them involved in education training to gain employable skills that are useful in the workforce. By partnering with local businesses and organizations, the jobs group is working hard to bring employment to those that are in need.

5. Public Awareness: The Public Awareness Work Group focuses primarily on communications and outreach work for the OPHC. This work group deals directly with community involvement and awareness through social media outreach, event planning and day-to-day communication.

6. Service Intersections: The goal of the Service Intersections group is to facilitate coordination between front-line service providers in Oak Park in order to help identify individuals and families who are homeless or at risk of homelessness and make sure they are connected to wrap-around services in our community. The group has created a closed-loop referral process allowing agencies to make informed and effective referrals. That process will be automated in 2019 with an

interactive database that includes a public portal to access resources.

The Service Intersections Work Group of the Coalition has determined that in order to end homelessness in Oak Park, we have to connect the dots in a coordinated fashion from housing to job training to social services. The Health Connection HUB, a resource of the Community Mental Health Board of Oak Park, can connect clients and providers with the resources they need, from housing and food stability to healthcare and transportation.

**d. Timeline**

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

### **III. Outcomes & Evaluation**

**a. Goal Statement**

The goal of the Oak Park Homelessness Coalition is to end homelessness in Oak Park by making it rare, brief, and one time.

**b. Narrative**

**1. Ensuring Outputs/Outcomes**

The OPHC primary facilitator is responsible for ensuring that all Work Groups are working to achieve their stated outcomes. Progress is evaluated monthly and reported to the greater Coalition at the quarterly meetings. The chair for each Work Group will be responsible for documenting and tracking progress, which will then be reported to the Core Committee. The Core Committee will review Work Group progress on a monthly basis and prepare a quarterly report to the greater Coalition.

**2. Documenting Income**

The OPHC indirectly serves individuals experiencing homelessness, which is a presumed benefit population. There are no income eligibility guidelines for the proposed project.

**3. Evaluation Process**

Each Work Group of the OPHC meets monthly to work on their stated goals. The entire Coalition meets quarterly to report on the work that has been completed. The primary facilitator of the Coalition will evaluate the progress of the Work Groups on a quarterly basis, monitoring progress towards stated goals, and adjust goals as needed.

The newly developed Health Hub database, Coalition members who are service providers will have the ability to track referrals from the onset to the resolution. Once available, this data will be evaluated by the Core Committee and reported to the greater Coalition on a quarterly basis.

#### IV. Organization Capacity

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

The Oak Park Homelessness Coalition (OPHC) was created three years ago and operates with a formal strategic plan. The mission of the Coalition is to make homelessness rare, brief and one-time for those who become homeless in Oak Park.

The OPHC was awarded a grant from the Community Mental Health Board of Oak Park in 2017 for the facilitation of the Coalition, and has a pending application for continued support.

As of February 2019, the OPHC is comprised of 54 total community stakeholders, including members of local businesses, religious groups, and social service agencies, as well as individual residents. The OPHC has five acting work groups that meet monthly, and the full Coalition meets quarterly, with an annual meeting held in March.

##### **b. Ability to Meet Reporting Requirements**

As the fiscal agent for the OPHC, Housing Forward will submit the necessary financial reporting prepared by a5 as a requirement of the planning grant. Housing Forward's history of solid and effective programming with sound fiscal and programmatic oversight has made possible the continued expansion and diversification of public and private funding sources over the years. Our accounting and administrative infrastructure allows us to center regulatory compliance as a core principle and facilitates efficient management of large-scale public grants.

As the facilitating agency of the OPHC, a5 will fulfill all programmatic reporting for the Village of Oak Park. John Harris, the principal of a5 has facilitated the OPHC since its inception. John will evaluate progress from each Work Group on a quarterly basis to ensure they are on track to meet their stated goals.

##### **c. Collaboration with Others**

The OPHC's purpose is to bring together community stakeholders in order to address the issue of homelessness in Oak Park. The very nature of the Coalition is collaborative, with members working together through different work groups to identify and come up with solutions to homelessness locally.

OPHC members include: 8th Legislative District; 39th District; a5 Inc.; Adult Redeploy Illinois; African American Christian Foundation; Chicago Coalition for the Homeless; Collaboration for Early Childhood; Community Builders Inc.; Community of Congregations; Community Mental Health Board of Oak Park Township; Distinctive Coaching; Downtown Oak Park; First United Church of Oak Park; Hephzibah Children's Association; Housing Forward; MaidPro Oak Park; Menta Academy Oak Park; NAMI Metro Suburban; New Moms; Oak Park Elementary School District 97; Oak Park Housing Authority; Oak Park Police Department; Oak Park Public Library; Oak Park Regional Housing Center; Oak

Park Residence Corporation; Oak Park - River Forest Chamber of Commerce; Oak Park-River Forest Community Foundation; Oak Park Township; Oak Park - River Forest School District 200; Oak Park River Forest Food Pantry; Park District of Oak Park; Pillars Community Health; Proviso Leyden Council for Community Action, Inc.; Rotary Club of Oak Park - River Forest; Rush Oak Park Hospital; Sarah's Inn; Strive for Success; Treatment Alternatives for Safe Communities; Thresholds; Thrive Counseling Center; The Time Exchange Project; Triton College; Village of Oak Park; VOICE Oak Park; The Way Back Inn; West Cook YMCA; West Suburban Hospital; as well as residents of Oak Park.

The OPHC is always looking for potential members to join our effort to eradicate homelessness in Oak Park. Roughly 20 new coalition members have joined since June 2018.

## **V. Budget Narrative**

### **a. Budget Description**

\$1,000 – administrative costs for Housing Forward as fiscal agent of the OPHC

\$10,000 – .2 FTE salaries for a5 staff to coordinate and facilitate the work of the OPHC (378-423 hrs/yr = .2FTE)

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

If this program did not receive funding, or received reduced funding for this program, the OPHC would work to shore up support from our grassroots donors, as well as find alternative sources of private and public funding to continue our work in Oak Park.

## **3. Attachments**

### **Timeline**

[ophc planning grant timeline submitted.docx](#) <sup>[2]</sup>

### **Logic Model**

[cdbg ophc logic model submitted.docx](#) <sup>[3]</sup>

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

[hf articles of inc and bylaws.pdf](#) <sup>[4]</sup>

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

[irs letter of determination - housing forward 2015.pdf](#) <sup>[5]</sup>

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

[ophc core committee contact list.pdf](#) <sup>[6]</sup>

### **Organizational Chart**

[ophc structure.pdf](#) <sup>[7]</sup>

### **Resumes**

[ophc bios.pdf](#) <sup>[8]</sup>

### **Financial Statement and Audit**

[2016-2017 audit final.pdf](#) <sup>[9]</sup>

### **Conflict of Interest Statement**

[hf conflict of interest statement.pdf](#) <sup>[10]</sup>

### **Anti-Lobbying Statement**

[hf anti-lobbying statement.pdf](#) <sup>[11]</sup>

### **EEO Form**

[ophc eeo report statement.pdf](#) <sup>[12]</sup>

### **Statement of ADA Compliance**

[hf ada compliance statement.pdf](#) <sup>[13]</sup>

### **Intake Documentation**

[ophc evaluation tool statement.pdf](#) <sup>[14]</sup>

### **Support Statements**

[letter of support - hf.pdf](#) <sup>[15]</sup>

### **Budget Worksheet**

[ophc py19 budget submitted.xlsx](#) <sup>[16]</sup>

### **Project Client-Evaluation Tool**

[ophc evaluation tool statement.pdf](#) <sup>[17]</sup>

## **4. Proposal Agency Information & Verifications**

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

Lynda Schueler

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

Executive Director

### **3. Date of Submittal**

Wed, 2019-03-13

### **4. Affirmation**

I agree

**Source URL:** <https://www.oak-park.us/node/4323/submission/14966>

**Links**

- [1] <https://www.oak-park.us/village-oak-park-cdbg-public-services-proposal>
- [2] [https://www.oak-park.us/sites/default/files/webform/ophc\\_planning\\_grant\\_timeline\\_submitted.docx](https://www.oak-park.us/sites/default/files/webform/ophc_planning_grant_timeline_submitted.docx)
- [3] [https://www.oak-park.us/sites/default/files/webform/cdbg\\_ophc\\_logic\\_model\\_submitted.docx](https://www.oak-park.us/sites/default/files/webform/cdbg_ophc_logic_model_submitted.docx)
- [4] [https://www.oak-park.us/sites/default/files/webform/hf\\_articles\\_of\\_inc\\_and\\_bylaws\\_2.pdf](https://www.oak-park.us/sites/default/files/webform/hf_articles_of_inc_and_bylaws_2.pdf)
- [5] [https://www.oak-park.us/sites/default/files/webform/irs\\_letter\\_of\\_determination\\_-\\_housing\\_forward\\_2015\\_6.pdf](https://www.oak-park.us/sites/default/files/webform/irs_letter_of_determination_-_housing_forward_2015_6.pdf)
- [6] [https://www.oak-park.us/sites/default/files/webform/ophc\\_core\\_committee\\_contact\\_list.pdf](https://www.oak-park.us/sites/default/files/webform/ophc_core_committee_contact_list.pdf)
- [7] [https://www.oak-park.us/sites/default/files/webform/ophc\\_structure.pdf](https://www.oak-park.us/sites/default/files/webform/ophc_structure.pdf)
- [8] [https://www.oak-park.us/sites/default/files/webform/ophc\\_bios.pdf](https://www.oak-park.us/sites/default/files/webform/ophc_bios.pdf)
- [9] [https://www.oak-park.us/sites/default/files/webform/2016-2017\\_audit\\_final\\_2.pdf](https://www.oak-park.us/sites/default/files/webform/2016-2017_audit_final_2.pdf)
- [10] [https://www.oak-park.us/sites/default/files/webform/hf\\_conflict\\_of\\_interest\\_statement\\_2.pdf](https://www.oak-park.us/sites/default/files/webform/hf_conflict_of_interest_statement_2.pdf)
- [11] [https://www.oak-park.us/sites/default/files/webform/hf\\_anti-lobbying\\_statement\\_2.pdf](https://www.oak-park.us/sites/default/files/webform/hf_anti-lobbying_statement_2.pdf)
- [12] [https://www.oak-park.us/sites/default/files/webform/ophc\\_eeo\\_report\\_statement.pdf](https://www.oak-park.us/sites/default/files/webform/ophc_eeo_report_statement.pdf)
- [13] [https://www.oak-park.us/sites/default/files/webform/hf\\_ada\\_compliance\\_statement\\_2.pdf](https://www.oak-park.us/sites/default/files/webform/hf_ada_compliance_statement_2.pdf)
- [14] [https://www.oak-park.us/sites/default/files/webform/ophc\\_evaluation\\_tool\\_statement\\_0.pdf](https://www.oak-park.us/sites/default/files/webform/ophc_evaluation_tool_statement_0.pdf)
- [15] [https://www.oak-park.us/sites/default/files/webform/letter\\_of\\_support\\_-\\_hf.pdf](https://www.oak-park.us/sites/default/files/webform/letter_of_support_-_hf.pdf)
- [16] [https://www.oak-park.us/sites/default/files/webform/ophc\\_py19\\_budget\\_submitted.xlsx](https://www.oak-park.us/sites/default/files/webform/ophc_py19_budget_submitted.xlsx)
- [17] [https://www.oak-park.us/sites/default/files/webform/ophc\\_evaluation\\_tool\\_statement.pdf](https://www.oak-park.us/sites/default/files/webform/ophc_evaluation_tool_statement.pdf)



**PY 2019 CDBG Public Services**

As with all application components, please carefully read the Instructions

Organization	Oak Park Homelessness Coalition
Project Name	Planning Grant for the Oak Park Homelessness Coalition

**Goal Statement:** The goal of the Oak Park Homelessness Coalition is to end homelessness in Oak Park by making it rare, brief, and one time.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Affordable Housing Work Group	Outreach to recruit private landlords	10 workgroup committee members	Building relationships with local landlords	Temporary transitional units secured for people experiencing homelessness	Six people experiencing homelessness placed in Transitional Housing as a bridge to a permanent housing solution
Jobs & Education Work Group	Outreach to local employers	10 work group committee members	Building relationships with local employers	People experiencing homelessness are able to secure jobs and income, ultimately ending their housing crisis	Five people experiencing homelessness employed and/or trained
	Collaboration with committee members and local employment trainers	10 work group committee members	Obtain knowledge of most effective assessment tools	People searching for steady employment are able to be assessed and trained quickly	Five people experiencing homelessness are assessed and trained for employment
Public Awareness Work Group	Facebook "likes" campaign and outreach	Two work group committee members	Build network of people aware of the OPHC	Build platform for people to receive news and updates about OPHC meetings, events, etc.	1500 people like and follow the OPHC on Facebook to promote awareness

Community Touchpoints Work Group	Outreach to local organizations, businesses, and religious affiliates	Two work group committee members	Spread the message of the OPHC	Get people interested and involved in participating in the OPHC and learning about the mission of the OPHC	Five new organizations or individuals join the OPHC
	Maintain contact and relationships with staff in School Districts 97 & 200	Two work group committee members	Ensure development and implementation of Families in Transition Program	Assist families with children in School Districts 97 & 200 with stable housing	Five families will be assisted through the FIT program
	Maintain contact and relationships between OPHC and Housing Forward with staff in School Districts 97 & 200	Two work group committee members, staff at Housing Forward & other OPHC stakeholder staff	Families identified as experiencing housing instability are referred to resources	Families that are referred to Housing Forward are assisted and helped with housing instability	Five families are assisted through the FIT program via referral to Housing Forward
Service Intersections Work Group	Continue to work with pilot group on making changes and updates to HUB	Pilot group members, work group members	The HUB continues to evolve and become a greater resource	The HUB is available across all service providers and is easily used to make referrals and assist those experiencing housing instability	10 people experiencing homelessness are assisted by referrals made through the HUB





**PY 2019, Timeline CDBG Public Services**

Organization	Oak Park Homelessness Coalition
Project Name	Planning Grant for the Oak Park Homelessness Coalition

Timeframe	Activity	Person Responsible
Month 1 October 2019	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)	Work group chair people
	Quarterly Coalition meeting	Core Committee
	Submit monthly billing to the Village of Oak Park	Housing Forward Finance Department
Month 2 November 2019	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)	Work group chair people
	Submit monthly billing to the Village of Oak Park	Housing Forward Finance Department
Month 3 December 2019	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)	Work group chair people
	Submit monthly billing to the Village of Oak Park	Housing Forward Finance Department
Month 4 January 2020	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)	Work group chair people
	Quarterly Coalition meeting	Core Committee
	Submit monthly billing to the Village of Oak Park	Housing Forward Finance Department
	Submit quarterly report	OPHC Lead Facilitator
Month 5 February 2020	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)	Work group chair people

	Submit monthly billing to the Village of Oak Park	Housing Forward Finance Department
Month 6 March 2020	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)	Work group chair people
	Submit monthly billing to the Village of Oak Park	Housing Forward Finance Department
Month 7 April 2020	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)	Work group chair people
	Quarterly Coalition meeting	Core Committee
	Submit monthly billing to the Village of Oak Park	Housing Forward Finance Department
	Submit quarterly report	OPHC Lead Facilitator
Month 8 May 2020	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)	Work group chair people
	Submit monthly billing to the Village of Oak Park	Housing Forward Finance Department
Month 9 June 2020	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)	Work group chair people
	Submit monthly billing to the Village of Oak Park	Housing Forward Finance Department
Month 10 July 2020	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)	Work group chair people
	Quarterly Coalition meeting	Core Committee
	Submit monthly billing to the Village of Oak Park	Housing Forward Finance Department
	Submit quarterly report	OPHC Lead Facilitator
Month 11 August 2020	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)	Work group chair people

	Submit monthly billing to the Village of Oak Park	Housing Forward Finance Department
Month 12 September 2020	Monthly Work Group meetings (Core Committee, Affordable Housing, Community Touchpoints, Public Awareness, Service Intersections, and Jobs & Education)	Work group chair people
	Submit monthly billing to the Village of Oak Park	Housing Forward Finance Department
Month 13 October 2020	Submit Final Report	OPHC Lead Facilitator

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:	CMHB of Oak Park	Private Contributions	a5 (in-kind)		
<b>Personnel Costs</b>									
Salaries	\$24,000	\$10,000	42%		\$10,000	\$2,000	\$2,000	\$14,000	58%
Benefits	\$3,360	\$0	0%				\$3,360	\$3,360	100%
Taxes	\$2,160	\$0	0%				\$2,160	\$2,160	100%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$29,520</b>	<b>\$10,000</b>	<b>34%</b>		<b>\$10,000</b>	<b>\$2,000</b>	<b>\$7,520</b>	<b>\$19,520</b>	<b>66%</b>
<b>Operating Costs:</b>									
Rent/Lease	\$16,800	\$0	0%				\$16,800	\$16,800	100%
Utilities	\$2,016	\$0	0%				\$2,016	\$2,016	100%
Telephone	\$840	\$0	0%				\$840	\$840	100%
Postage	\$0	\$0	#DIV/0!					\$0	0%
Supplies	\$3,500	\$0	0%				\$3,500	\$3,500	100%
Mileage	\$500	\$0	0%				\$500	\$500	100%
Other (Admin expenses)	\$2,000	\$1,000	50%			\$1,000		\$1,000	50%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Operations</b>	<b>\$25,656</b>	<b>\$1,000</b>	<b>4%</b>		<b>\$0</b>	<b>\$1,000</b>	<b>\$23,656</b>	<b>\$24,656</b>	<b>96%</b>
<b>Professional/Services</b>									
Consultant	\$0	\$0	#DIV/0!					\$0	0%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Professional Services</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL (all categories)</b>	<b>\$55,176</b>	<b>\$11,000</b>	<b>20%</b>		<b>\$10,000</b>	<b>\$3,000</b>	<b>\$31,176</b>	<b>\$44,176</b>	<b>80%</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?
Community Mental Health Board of Oak Park	Grant	\$10,000	Pending	4/1/19	No	Local
Private Contributions	Private	\$3,000	Ongoing	10/1/19	No	Private
a5	In-kind	\$31,176	Ongoing	4/1/19	No	In-kind
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
<b>TOTAL, where applicable</b>		<b>\$44,176</b>				

**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). 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.***

2.39% of costs for Housing Forward Staff Accountant's salary to monitor and disperse the funds of the OPHC at \$42,000 (\$1,000)

20% of the OPHC facilitator's salary at \$50,000 annually (\$10,000)

## 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, 1997**

**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 3/21/97



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

Signature of Authorized Official	Typed or Printed Name	Date