

## **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 OAK PARK REGIONAL HOUSING CENTER, 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 salary costs for Fair Housing Administration project personnel who promote long-term racial/ethnic diversity and enforce fair housing in Oak Park's rental housing market through counseling, outreach and affirmative marketing.

**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 ninety thousand, four hundred and thirty eight dollars (\$90,438) (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  
Oak Park Regional Housing Center  
1041 South Boulevard  
Oak Park, IL 60302

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**

**OAK PARK REGIONAL HOUSING CENTER**

\_\_\_\_\_  
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 #65

## Submission information

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

Submitted by oprhc

Fri, 2019-03-01 16:24

75.27.59.215



### 1. Applicant Information

#### A. Organization Information

##### 1. Organization Name

Oak Park Regional Housing Center

##### 2. Organization Mailing Address

1041 South Boulevard

##### 3. Organization Phone

7088487150

##### 4. Executive Director

Jay Readey

##### 5. Email Address

jreadey@oprhc.org

##### 6. FEIN #

23-7181388

##### 7. DUNS #

112380621

#### B. Project Information

##### 1. Proposed Project Name

Fair Housing - Admin

##### 2. Proposed Project Address

1041 South Boulevard, Oak Park, IL 60302

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

Athena Williams

##### 4. Secondary Contact

Michael Stewart

##### 5. Proposed Project Phone Number

7088487150

**6. Email Address**

awilliams@oprhc.org

**C. Type of Organization**

Private non-profit

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

\$ 125,000

**2. Total project budget**

\$ 671,408

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

We will serve at least 2500 low to moderate Income persons for PY2019.

**4. Brief project description and purpose**

To provide fair housing education and housing search assistance to clients in need of rental

housing to combat discrimination and to ensure awareness of fair housing rights and housing

opportunities to people of all races and incomes.

**5. Population Served**

51% or more Low/Moderate Persons

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

Yes

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

No

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

Yes

**E. Priority Addressed**

Other (describe below)

**Other**

Fair Housing

**2. Project Narrative****I. Background & Need**

Segregation and discrimination prevail in the Chicago region. Chicago is consistently among the

most segregated regions in the nation. Currently it ranks between first and fifth depending on the source. The most commonly cited source, CensusScope, ranks Chicago as 5th most segregated.

The score is also very high (higher is worse) of 83.6 on a scale of 0 to 100. Meanwhile, the communities (other than Forest Park) that surround Oak Park are also highly segregated in one

form or another. Many also have significant under-representations of racial and income groups.

This pattern perpetuates stereotypes that limit the housing choices for people of all races, ethnicities, and incomes.

These stereotypes threaten the integration of Oak Park and limit the housing choices for those considering a move to Oak Park. The community is in need of services that will promote Oak Park

to people of all racial backgrounds, inform prospective residents of their fair housing rights, assist

rental housing seekers in finding suitable housing, and encourage them to consider moves that will promote integration.

While Oak Park has a reputation for being open and inclusive, that does not guarantee diversity

and integration. The Housing Center is the integration and anti-discrimination agent in the community. In order to build and sustain a diverse community, Oak Park must have a diverse demand for its housing stock. The Housing Center accomplishes this by 1) promoting the assets

and desirability of Oak Park, 2) promoting the open and inclusive nature of the community, and 3)

affirmatively marketing the community to ensure demand from all racial backgrounds. 4) providing fair housing education to housing seekers in Oak Park, 5) training landlords on fair housing compliance. These services are in great need in the community. A survey of housing providers in 2014 found that racial and disability discrimination still occur in Oak Park.

We inform all of our clients of their fair housing rights and remedies available for victims of discrimination. We inform them of Village and other government resources. We also refer them to

fair housing investigative agencies.

We also train property owners and managers to comply with fair housing law. Our technical support reduces discriminatory policies and practices. We also explain the benefits of diversity and

integration to owners and managers to encourage them to rent to a diverse set of tenants.

Data from over the last five years, the Housing Center has had great success in promoting diverse

demand and integration. Prospective renters who use the Housing Center's services promote integration approximately 70% of the time. Meanwhile, those who move to Oak Park without our

service promote integration only 25% of the time. Without our service, the community would face

segregation relatively quickly. About 40% of apartments turnover annually. If only 25% of them had integrated moves, Oak Park would be segregated within 4 years.

This segregation would restrict housing choice as an increase in discrimination would take hold. A

primary motivation for discrimination is the perpetuation of segregation. The Housing Center's efforts to ensure integration reduce that motivation and serve as an anti-discrimination system.

As



segregation increases, it also alters perceptions of where people think they "may" live. The Housing Center tallies commentary by our clients about which areas they believe they should avoid in Oak Park. Over 70% of our clients state that they are avoiding areas in which they would be under-represented. This is an implicit form of discrimination in which prospective tenants avoid housing options in anticipation of discrimination or harassment. The Housing Center markets Oak Park as open and inclusive to all races in order to avoid these perceptions. The research on this subject concurs that segregation occurs and perpetuates itself if proactive efforts are not in place. Experts in this field include Dr. Maria Krysan of UIC who has coauthored the book *Cycle of Segregation*, which outlines these phenomena and provides the Housing Center model as a remedy to segregation. Without the Housing Center, Oak Park would be a much different place to find a home. Rental seekers would not have an advocate to help them through the process and ensure that they are being treated fairly. Owners would not have the technical support they need to ensure compliance with fair housing law and to attract a diverse demand for their buildings. Without these services, discrimination and segregation would increase in Oak Park.

## II. Approach

### **a. Purpose**

The Housing Center provides direct services to expand housing options, affirmatively further fair housing, and combat discrimination by providing fair housing education and outreach activities to our clients in search of rental housing. All of our clients receive information on their fair housing rights and encouragement to make moves that will improve or sustain integration.

Our target population is rental seekers hoping to move to Oak Park including persons of all races and protected classes and persons with low- and moderate-incomes. We do not exclude

any population from using our services. We encourage everyone to take advantage of our program.

The Housing Center markets its service as a free and effective method to find an apartment or

other rental unit in Oak Park. Marketing includes online advertising on common apartment search sites such as apartments.com, craigslist, and other popular websites. We also market our

services to other social service agencies, employers, and congregations. We have a significant

social media presence marketing Oak Park and our services. The Housing Center benefits from

significant word of mouth and repeat referrals as well. Our clients overwhelmingly report high

satisfaction with this service and often recommend it to others.

Our intake form helps us assess the needs and desired amenities of our clients. We work with

them to find a rental unit that fits both their budget and their desired amenities. This often results in clients finding an affordable apartment that fits their needs. In this process, we also provide them with information about detecting discrimination and where to file a complaint if discrimination occurs. We also provide them with information about Oak Park and its many opportunities. Often, we must engage in discussions about the merits of living in different parts of Oak Park.

Our clients often come to us with racially-informed misconceptions about where they "should" live in Oak Park. We work to overcome those misconceptions with facts and details about the benefits of living in all parts of Oak Park. This particular part of our strategy is how we are able to have success in sustaining the integration of our community. Clients regularly call and email multiple times for more information and reassurance about their proposed moves. Many also revisit us to request more listings. This proposal meets the need of the CDBG National Objective of serving low- and moderate-income persons by improving the prospects of low- to moderate-income persons in their search for housing.

When clients with low- and moderate-incomes use our services, we provide additional information. In some cases, they can find an apartment without assistance. In others, they need assistance. We refer them to agencies that can provide financial assistance and follow up with them to help them find an apartment.

We also serve the Section 8 Housing Choice Voucher holders (who by definition are low-income persons) searching for housing in Oak Park. Most voucher holders have a voucher from the Oak Park Housing Authority. We do serve voucher holders looking to port into Oak Park from other jurisdictions as well, including the Housing Authority of Cook County and the Chicago Housing Authority. Since the change in protection to include voucher holders, we have put extra emphasis on the fact that they should know about their rights and report possible discrimination to us and to Village Hall.

#### **b. Target Populations**

Over 50% of the clients we serve with this funding are low- to moderate-income persons. The Housing Center markets Oak Park as a desirable, open, and inclusive community to people of all races and ethnicities. We serve clients of all ages, sexual orientations, and family sizes.

We target our marketing to encourage people of all protected classes and incomes to consider a move to Oak Park.

We also provide housing search assistance that expands housing options for rental housing seekers and informs low- and moderate-income clients of affordable housing options in the community.

For persons with disabilities, we help them locate housing that is accessible and inform them of their rights to reasonable accommodations and reasonable modifications.

In addition, we provide fair housing education to all our clients to ensure they are aware of their fair housing rights and possible remedies if they experience discrimination.

We never exclude anyone from using our service.

The Housing Center provides these services in a culturally competent manner. Staff are trained

on areas that will help ensure that people of all backgrounds will receive services effectively.

For instance, all staff have been required to take implicit bias assessments and to consider ways

in which they can mitigate any bias in their interactions. We also take time during staff meetings to discuss ways in which we can ensure that every client feels welcomed and appreciated regardless of socio-economic background. We have also have had staff meetings

with local leaders working on mental health, racial diversity, and economic inequality that help

us identify barriers and issues for specific groups in order to ensure that we can mitigate those barriers and issues.

### **c. Strategies**

The Housing Center takes a proactive approach to providing services that expand housing options and improve fair housing education. By engaging with rental housing seekers as they

conduct a search for housing, we can assist them in the process of finding housing. This is much more effective than interacting after the fact as most fair housing and housing assistance providers do.

This model begins by attracting a racially and economically diverse demand to Oak Park that includes people of all protected classes as well as those with low- and moderate-incomes. This

requires us to market Oak Park and its rental housing as desirable and welcoming to people of

all backgrounds. The Housing Center promotes Oak Park as an open and inclusive community

that cherishes its racial diversity as an asset and point of pride. In recent years, this messaging

has also necessitated messaging that Oak Park is not solely a community of extremely expensive housing options as well. New development that has occurred in Oak Park is exclusively providing rentals that are very expensive. However, existing rentals are less expensive and in many cases, affordable to households with low- and moderate-incomes. Indeed, over 50% of the rental market is affordable for moderate-income households. It is necessary for the Housing Center to make this known though, as the advertising for new development creates a perception that Oak Park is unaffordable.

Once we attract people from wide racial and economic backgrounds, we must also help them

with their search process. Our assistance ensures that renters will have the information and tools necessary to find housing that is available to them.

At the intake process, we collect data required by HUD as well as data that helps us search for

apartments that meet the needs of our clients' budgets and amenities. The intake process includes information regarding fair housing rights and how to file a complaint or lawsuit if they

feel they have experienced discrimination. It also includes guidance and advice on how

best to approach a landlord. This is especially useful for our clients with low- and moderate-incomes and with related issues such as poor credit histories. During the intake process, we can help them understand how landlords look at income, credit, and other criteria. We can help clients craft their explanations and tell their stories in ways that will improve their chances of renting in Oak Park. The result is an improved search for the client as they can better prepare for their appointments with landlords. Each client receives listings that they can afford to rent and also fits their needs. This ensures that the client can have a more efficient housing search. Particularly, low- and moderate-income households benefit especially from this service because they often find it difficult to find housing that meets their needs within a limited budget. Our service reduces the time required to find an apartment and ensures a dignified search process. We provide our clients with listings that are affordable to their incomes as determined by HUD guidelines of spending 30% of income on housing. Nearly all landlords in Oak Park adhere to this guideline as well. Therefore, this service ensures that our clients do not waste time or money applying for apartments that are outside their budget limitations. Additional assistance is provided by referring and connecting housing seekers with financial support programs when possible for eligible housing seekers. When eligible, we assist low- and moderate-income clients in need of financial assistance by referring them to Oak Park Township, Housing Forward, Prevail, Catholic Charities, and other organizations in order to help them succeed in their housing searches. Our model also ensures that people of all races see the full range of rentals available to them. In a typical housing search without intervention from the Housing Center, the housing seeker begins with a limited set of options that are highly informed by racial and economic stereotypes. What we find most often is that most non-African Americans avoid areas that they believe are within or near to predominantly African American areas. The search is limited in a way that will make integration nearly impossible. A separate phenomenon occurs for African Americans. Despite the reputation and rhetoric of a welcoming community in Oak Park, prospective African American residents enter with some hesitation about moving into areas perceived to be the whitest, as promises of equality are not always kept. Some begin by playing it safe so as not to be isolated or spotlighted. When the Housing Center intervenes in a search, the housing seeker is presented with additional options that they normally would have ignored or actively avoided. In the process, the cycle of discrimination and segregation is disrupted

with new information and personalized service. This includes both active listening and gentle challenges to reduce the reluctance of an integrating move. We do not simply provide listings. We converse with a client for about 40 minutes on average in their first meeting. In about a third of all cases, clients also revisit for a follow up meeting with us that normally will last about 20 minutes. Additional calls and emails are regularly exchanged between us and our clients while they are searching for an apartment. Over the previous 5 years, the affirmative rate for moves by our clients is about 70% and improves to 90% when clients move to units we have in our listings from cooperating landlords. In follow up calls, we ask if the client has encountered any difficulties in their search and offer guidance on how to overcome those difficulties. If the client thinks discrimination could have occurred we help them consider the situation and refer them to Village Hall and other places to file a complaint or begin an investigation. If cases where the evidence is clear, we refer the complaint directly as well. We consistently follow up with our clients until they have either found new housing or otherwise chosen to end their search. We always ask the client where they moved and offer to provide service again in the future. A client can continue to receive listings from us until they find an apartment that fits their needs and budget. Once a client exits the service, we ask them to fill out a survey and we record final outcome information in our database.

#### d. Timeline

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

### III. Outcomes & Evaluation

#### a. Goal Statement

To provide services that will affirmatively further fair housing and combat discrimination for persons of all protected classes searching for rental housing in Oak Park by improving fair housing knowledge and expanding housing choices for people of all races, ethnicities, and incomes that will result in an open, inclusive, and integrated community.

#### b. Narrative

##### 1. Ensuring Outputs/Outcomes

During this grant period, the Housing Center expects the following outputs:

1. To assist at least 4,000 persons seeking rental housing.
2. Of these, at least 2,500 persons will have low- or moderate-incomes.

These outputs are based on the number of persons working with the Housing Center to find housing. Each client completes an Intake Document that is filed in a secured filing cabinet.

Each client is also entered into our secured database. This database requires a secured sign in and password for use. The database allows us to track all client activity and to quickly and easily match them up with rentals that will fit their needs and budgets. Through the database, we can track, measure, double check, and report on all client activity.

We use this database to report on our outputs and provide them to the Village of Oak Park

on a quarterly basis as agreed upon in our contracts. The report allows us to track our progress toward outcome goals throughout the year as well as determine if we reached or exceeded our goals at year end.

The Executive Director and Program Director evaluate the data quarterly as well. We can double check to ensure that data fields are complete and we look randomly at a sample of clients to check that information in the database matches data on the Intake Document. If

data does not match, we work with the Rental Advisor to reach the client. However, we had

no data mismatches in the previous program year.

Based on past performance we feel confident that we can accomplish these output goals. As

noted in the Evaluation Process below, we engage in continual analysis of our work to ensure we achieve these goals.

Short Term Outcomes of this grant include:

1. Rental Housing Seekers will receive assistance in finding a place to live.
2. Rental Housing Seekers will receive fair housing education.
3. Rental Housing Seekers in need of financial support will receive information and referrals for assistance.

Each of these short term outcomes (Outcomes 1-3) is achieved upon the first contact with

our clients. We provide these services to every client who visits the Housing Center as part

of our basic protocol for client service. We also include some written resources for clients

to take for reference. Those materials are included with the intake documentation attachment. Thus, each client served also is a client in which these outcomes are met.

Intermediate Outcomes include:

4. Rental Housing Seekers will have choices expanded.
5. Rental Housing Seekers will know how and where to file a fair housing complaint.
6. Rental Housing Seekers in need of financial assistance will know how and where to apply for assistance.
7. All persons with disabilities will be assisted with finding accessible housing options.
8. Rental Housing Seekers will make moves that sustain or improve the integration of Oak

Park.

Outcomes 4-7 are also provided to our clients during their counseling sessions. In most cases, these outcomes are achieved on the first visit. However, a client might request further

information regarding where to file a complaint and where to apply for assistance. We assist our clients with these efforts at any point requested during their housing search.

In

some cases, these requests could come to us after their search has completed. For instance, in a case where a client is receiving harassment that violates the fair housing law or when a client is in need of emergency assistance after an apartment has been secured. Like Outcomes 1-3, these outcomes are met for each client as they use our service. Outcome 8 is the intermediate outcome most critical to our mission. Each move that sustains the integration of Oak Park helps us continue to foster a welcoming housing market in Oak Park. We track the moves made by our clients in our database and classify whether each move sustains or improves integration. This determination is made based on criteria agreed upon by the Village of Oak Park.

Long Term Outcomes include:

9. The overall result will be lower rates of discrimination and increased housing options for

people of all races, abilities, and incomes.

10. Oak Park will continue to be an integrated community open and inclusive to people of

all races, abilities, and incomes.

Over the long term, we expect the rates of discrimination in the community to diminish and

for people to have more housing options. We also expect the community to be open and inclusive for people of all races, abilities, and incomes.

## **2. Documenting Income**

In collaboration with the Village of Oak Park and HUD, the Housing Center designed a required form that all clients must complete and sign to use our services.

The form is included as the second page of our Intake Documentation attachment. On this

form, clients self-report income and household size to determine if they meet the low-and

moderate-income thresholds for each household size. Clients also sign this form certifying

that the information is correct. Rental Advisors explain that this information must be accurate and truthful.

This form has been approved and in place for over 5 years. Income thresholds are always

updated when HUD guidelines are published.

The Housing Center keeps these forms on file in a secured cabinet.

## **3. Evaluation Process**

The Housing Center evaluates our services both qualitatively and quantitatively. This evaluation happens at weekly, quarterly, and annual intervals.

On a weekly basis, the Housing Center evaluates the prior week's activity at our weekly staff meeting. This includes evaluating our inputs and outputs. Quantitative evaluation includes, 1) the number of registrations/intakes for our service, 2) the number of successful

moves made to Oak Park, 3) the number of moves that sustain or improve integration in Oak Park. Qualitative evaluation includes, 1) the level of need for additional resources and

referrals by clients, 2) the level of available rental inventory for our clients, and 3) the

general level of urgency and anxiety our clients demonstrate in their search. This information is compiled by our Program Director and the entire staff plays a role in evaluating the reporting.

For example, we evaluate our move and integration rates based on baselines. If our move rate or our integration rate falls below those baselines, we discuss possible adjustments to make in the following week to improve performance. If we notice a lack of places for referral of additional services, we consider other possibilities or strategies to overcome this issue.

Each quarter, we reassess the above metrics and consider additional information. We determine the average rents and level of affordability of apartments in Oak Park. This allows us to track changes over time and informs our technical assistance to property owners and managers. It also helps us evaluate the need for housing assistance and affordable housing options in the community. It also helps us determine any adjustments to

our service that could improve racial diversity and integration in Oak Park.

For example, if we begin to notice steeper increases in rents, we discuss this with owners to

encourage them to consider providing affordable housing options as well. If we notice a decline in integration rates or a decrease in registrations from particular groups, we determine methods to improve on those reductions.

Annually, we reassess all of the above and plan strategies for the following year. At this point, we also assess performance in specific areas of Oak Park and with particular property

owners and managers. We also reassess what partnerships we can build upon to ensure a

comprehensive set of housing services for our clients. We search for new partners as well.

For example, we look at which owners best worked with us and which partnerships were most productive. We try to emulate what makes those relationships work with others.

We

also look at how we can improve relationships with owners and partners we wanted to do

more with. Strategizing also includes ways we can recruit new owners and partners to work

with us.

Our performance has consistently been excellent over our history. However, these evaluations help us improve performance when changes in rental market conditions cause

negative effects. It is a continuous process that allows us to be proactive and adjust in small

ways and steadily provide high-quality service.

We also include participant feedback. All participants are asked to fill out evaluations of our service. We collect that data and assess our services. These evaluations consistently

show high satisfaction with our service. When possible, we ask for clients to evaluate the

rental units they have visited as well. That information helps us determine the needs and

desires of our clients. We use this information to inform landlords of ways they can improve their units to better meet the needs of our clients.



#### IV. Organization Capacity

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

The Oak Park Regional Housing Center's mission is to achieve meaningful and lasting racial diversity in Oak Park.

The Housing Center has over 46 years of experience providing fair housing education and housing search assistance. We have served over 200,000 households over this period. Annually, we serve about 4,000 persons and approximately 2,500 of them are low- to moderate-income.

The Housing Center's Interim Executive Director, Jay Readey, is a civil rights lawyer and nationally recognized expert in fair housing and community development. He has over 20 years of experience in fair housing and community development policy and programming. His resume is attached.

Jerry Ehernberger has been providing rental advising at the Oak Park Regional Housing Center for over 15 years. He has extensive knowledge of the rental process and the needs of

our clients. He has served over 10,000 clients in their housing search in Oak Park. Jerry is

extremely knowledgeable about the apartment market, available housing assistance, the

Housing Choice Voucher program, and the needs of renters.

Michael Stewart has 25 years of experience working in the Oak Park rental market.

There is

probably no one with more knowledge about the array of apartments and other rentals that

are available in Oak Park. He has worked with landlords during his entire tenure at the Housing Center and provides them with regular technical assistance to ensure that owners

are providing high quality units and services for their tenants. He also provides guidance on

rent levels and unit improvements that help moderate the rental market and relieve pressure

of rent increases.

Athena Williams is a staff member whose function as program director for our other programming also serves as a project manager for various needs. She has been a full-time employee of the housing center for the past three years, however, she has functioned in the capacity of volunteer and community collaborator for an additional three years prior.

The average tenure of Housing Center employees working on this project is 10 years.

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

The Housing Center has received CDBG grants for this activity for more than 30 years. We

consistently exceed our stated goals and provide excellent service to our clients and our community. Our staff has very low turnover and the average experience for those working

on this grant is 11 years.

As demonstrated in our evaluation section, we consistently work to improve our service and

outcomes. We fully expect to meet our goals during this grant.

We have provided regular reporting on CDBG grants to the Village for over 30 years.

Reports are always provided in a timely and professional manner. We consistently meet all

of the reporting requirements from the Village and HUD.

There are always challenges within the housing market as economic trends change and housing supply and demand change. However, we have had continuous success in serving

housing seekers in Oak Park and improving the housing options available to them. This is

largely due to the strong relationship we have with the Village of Oak Park, property owners and managers, and other institutions in the community. However, our relationship

with the Village of Oak Park provides the foundational structure of an open housing market

in Oak Park.

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

In addition to our collaboration with the Village of Oak Park, the Housing Center collaborates with other partners including 1) owners and managers of rental properties in

Oak Park, 2) The Oak Park Housing Authority, 3) real estate agents in Oak Park, 4) Oak Park Township, 5) Housing Forward, and 6) Prevail among others.

Owners and managers of rental properties in Oak Park provide listings of available rental

units for us to provide to the clients who use our services in their search for housing. We work with over 200 housing providers annually.

We assist low-income voucher holders of the Oak Park Housing Authority in their searched

to find housing options in Oak Park. The Housing Authority refers all of their voucher holders to the Housing Center for assistance with their search and to improve their fair housing knowledge.

Real estate agents in the community provide us with both unit listings and rental home seeker referrals.

When eligible, we assist low- and moderate-income clients in need of financial assistance

by referring them to Oak Park Township, Housing Forward, Prevail, Catholic Charities, and

other organizations in order to help them succeed in their housing searches.

We also assist the Collaboration for Early Childhood in promoting their services for families with young children to low- and moderate-income persons in Oak Park.

## **V. Budget Narrative**

### **a. Budget Description**

The total cost of this project includes salaries and benefits for personnel providing services to rental housing seekers. While the budget shows costs for many line items, we are asking for CDBG funding only to support the 8 employees that serve rental

housing seekers.

Admin CDBG funds will provide for \$100,000 this is the equivalent of 25% of the Salaries Line Item, 22% of the Personnel Costs Subtotal, 16% of the Total Costs.

Positions that are funded all or in part by CDBG Admin funds include:

POSITION	% FTE	HOURLY RATE	% OF TIME SPENT	Estimated Amount
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Executive Director	1 FTE	\$42.31	5%	4,146.38
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Program Director	1 FTE	\$33.65	40%	27,996.80
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Lead Rental Housing Advisor	1FTE	\$23.08 (24.23)	40%	19,202.56
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Rental Housing Advisor	1FTE	\$20.43	40%	16,997.76
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Rental Housing Advisor	1FTE	\$17.55	40%	14,601.60
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Seasonal Housing Advisor	1FTE	\$15.00	40%	7,200.00
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Receptionist/Intake Specialist	.8FTE	\$14.00 (16.00)	40%	21,840.00
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Receptionist/Intake Specialist	.20FTE	\$14.00	40%	448.00
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TOTAL		\$112,433.10		
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AWARD AMOUNT \$100,000

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

The process of providing counseling and fair housing education, expanding housing options, and promoting integrated moves in Oak Park is labor intensive and time consuming. The CDBG funding we have requested supports the salaries of the employees who provide this critical service. Without the requested funding, the Housing Center would need to reconsider staffing levels. A reduction in staffing levels would mean a loss in service as we currently work at an extremely efficient rate. Each Counselor allows for 35 minutes per client. Seeing on average 4000 clients annually, it would be inconceivable to reduce this time and still provide the comprehensive and highly successful service we currently offer. The Housing Center consistently searches and applies for alternative funding. However, fair housing, integration, and services in Oak Park are not priorities in the philanthropic community. A reduction in our service level would result in fewer housing options for our clients, greater discrimination, reduced awareness of financial resources for low- and moderate income persons, a less integrated community, and a loss of fair housing knowledge in Oak Park.

### **3. Attachments**

#### **Timeline**

[oprhc cdbg timeline form submission 2019 vop.pdf](#) <sup>[2]</sup>

#### **Logic Model**

[oprhc cdbg public services logic model chart 2019 submission vop revised.pdf](#) <sup>[3]</sup>

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

[oprhc articles bylaws combined 2019 submission vop.pdf](#) <sup>[4]</sup>

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

[oprhc 501c3.pdf](#) <sup>[5]</sup>

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

[oprhc board of directors submission 2019 vop.pdf](#) <sup>[6]</sup>

### **Organizational Chart**

[oprhc organizational chart 2018 vop.pdf](#) <sup>[7]</sup>

### **Resumes**

[jay ready resume 2-19 vop.pdf](#) <sup>[8]</sup>

### **Financial Statement and Audit**

[oprhc audited financial statements fy17- final.pdf](#) <sup>[9]</sup>

### **Conflict of Interest Statement**

[op conflict of interest 2019 submission vop corrected.pdf](#) <sup>[10]</sup>

### **Anti-Lobbying Statement**

[oprhc anti lobbying statement submission 2019 vop.pdf](#) <sup>[11]</sup>

### **EEO Form**

[oprhc eeo report chart 2019 vop submissionupdated.pdf](#) <sup>[12]</sup>

### **Statement of ADA Compliance**

[oprhc py2019 ada statement.pdf](#) <sup>[13]</sup>

### **Intake Documentation**

[oprhc client registration form - master rev feb 2019.pdf](#) <sup>[14]</sup>

### **Support Statements**

### **Budget Worksheet**

[oprhc py2019 cdbg admin application budget .pdf](#) <sup>[15]</sup>

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

[oprhc client evaluation tool submission vop 2019.pdf](#) <sup>[16]</sup>

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

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

Jay Ready

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

Interim Executive Director

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

Fri, 2019-03-01

### **4. Affirmation**

I agree

Source URL: <https://www.oak-park.us/node/4323/submission/14883>

### **Links**

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

- [2] [https://www.oak-park.us/sites/default/files/webform/oprhc\\_cdbg\\_timeline\\_form\\_submission\\_2019\\_vop.pdf](https://www.oak-park.us/sites/default/files/webform/oprhc_cdbg_timeline_form_submission_2019_vop.pdf)
- [3] [https://www.oak-park.us/sites/default/files/webform/oprhc\\_cdbg\\_public\\_services\\_logic\\_model\\_chart\\_2019\\_submission\\_vop\\_revised.pdf](https://www.oak-park.us/sites/default/files/webform/oprhc_cdbg_public_services_logic_model_chart_2019_submission_vop_revised.pdf)
- [4] [https://www.oak-park.us/sites/default/files/webform/oprhc\\_articles\\_bylaws\\_combined\\_2019\\_submission\\_vop\\_0.pdf](https://www.oak-park.us/sites/default/files/webform/oprhc_articles_bylaws_combined_2019_submission_vop_0.pdf)
- [5] [https://www.oak-park.us/sites/default/files/webform/oprhc\\_501c3\\_0.pdf](https://www.oak-park.us/sites/default/files/webform/oprhc_501c3_0.pdf)
- [6] [https://www.oak-park.us/sites/default/files/webform/oprhc\\_board\\_of\\_directors\\_submission\\_2019\\_vop\\_0.pdf](https://www.oak-park.us/sites/default/files/webform/oprhc_board_of_directors_submission_2019_vop_0.pdf)
- [7] [https://www.oak-park.us/sites/default/files/webform/oprhc\\_organizational\\_chart\\_2018\\_vop\\_0.pdf](https://www.oak-park.us/sites/default/files/webform/oprhc_organizational_chart_2018_vop_0.pdf)
- [8] [https://www.oak-park.us/sites/default/files/webform/jay\\_readey\\_resume\\_2-19\\_vop\\_0.pdf](https://www.oak-park.us/sites/default/files/webform/jay_readey_resume_2-19_vop_0.pdf)
- [9] [https://www.oak-park.us/sites/default/files/webform/oprhc\\_audited\\_financial\\_statements\\_fy17-\\_final\\_0.pdf](https://www.oak-park.us/sites/default/files/webform/oprhc_audited_financial_statements_fy17-_final_0.pdf)
- [10] [https://www.oak-park.us/sites/default/files/webform/op\\_conflict\\_of\\_interest\\_2019\\_submission\\_vop\\_corrected.pdf](https://www.oak-park.us/sites/default/files/webform/op_conflict_of_interest_2019_submission_vop_corrected.pdf)
- [11] [https://www.oak-park.us/sites/default/files/webform/oprhc\\_anti\\_lobbying\\_statement\\_submission\\_2019\\_vop\\_0.pdf](https://www.oak-park.us/sites/default/files/webform/oprhc_anti_lobbying_statement_submission_2019_vop_0.pdf)
- [12] [https://www.oak-park.us/sites/default/files/webform/oprhc\\_eeo\\_report\\_chart\\_2019\\_vop\\_submissionupdated.pdf](https://www.oak-park.us/sites/default/files/webform/oprhc_eeo_report_chart_2019_vop_submissionupdated.pdf)
- [13] [https://www.oak-park.us/sites/default/files/webform/oprhc\\_py2019\\_ada\\_statement.pdf](https://www.oak-park.us/sites/default/files/webform/oprhc_py2019_ada_statement.pdf)
- [14] [https://www.oak-park.us/sites/default/files/webform/oprhc\\_client\\_registration\\_form\\_-\\_master\\_rev\\_feb\\_2019.pdf](https://www.oak-park.us/sites/default/files/webform/oprhc_client_registration_form_-_master_rev_feb_2019.pdf)
- [15] [https://www.oak-park.us/sites/default/files/webform/oprhc\\_py2019\\_cdbg\\_admin\\_application\\_budget\\_.pdf](https://www.oak-park.us/sites/default/files/webform/oprhc_py2019_cdbg_admin_application_budget_.pdf)
- [16] [https://www.oak-park.us/sites/default/files/webform/oprhc\\_client\\_evaluation\\_tool\\_submission\\_vop\\_2019.pdf](https://www.oak-park.us/sites/default/files/webform/oprhc_client_evaluation_tool_submission_vop_2019.pdf)



# PY 2019 Timeline, CDBG Admin

As with all application components, please carefully read the Instructions

Organization	Oak Park Regional Housing Center
Project Name	Fair Housing - Admin

Timeframe	Activity	Person Responsible
Month 1	Rental Advising - 300 persons Monthly Invoice	Michael Stewart Program Director
Month 2	Rental Advising - 150 persons (450 total) Monthly Invoice	Michael Stewart Program Director
Month 3	Rental Advising - 150 persons (600 total) Monthly Invoice Quarterly Report	Michael Stewart Program Director
Month 4	Rental Advising - 100 persons (700 total) Monthly Invoice	Michael Stewart Program Director
Month 5	Rental Advising - 150 persons (850 total) Monthly Invoice	Michael Stewart Program Director
Month 6	Rental Advising - 200 persons (1,050 total) Monthly Invoice Quarterly Report	Michael Stewart Program Director
Month 7	Rental Advising - 500 persons (1,550 total) Monthly Invoice	Michael Stewart Program Director
Month 8	Rental Advising - 700 persons (2,250 total) Monthly Invoice	Michael Stewart Program Director
Month 9	Rental Advising - 700 persons (2,950 total) Monthly Invoice Quarterly Report	Michael Stewart Program Director
Month 10	Rental Advising - 700 persons (3,650 total) Monthly Invoice	Michael Stewart Program Director
Month 11	Rental Advising - 700 persons (4,350 total) Monthly Invoice	Michael Stewart Program Director
Month 12	Rental Advising - 500 persons (4,850 total) Monthly Invoice Quarterly Report	Michael Stewart Program Director

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

**COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL**

**PY 2019 REVISED PROJECT BUDGET.** Project budget must include the entire project funding even if CDBG

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

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

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue-List Source	Other Revenue-List Source	Other Revenue-List Source	Total Other Revenues	Other Revenues % of Costs
Please ensure that percentages, subtotals & totals are listed.				Funding Source:	CDBG Public Services	VOP MFHIP			
<b>Personnel Costs</b>									
Salaries	\$425,000	\$90,438	21%		\$73,000	\$260,000		\$333,000	78%
Benefits	\$16,000	\$0	0%		\$0	\$16,000		\$16,000	100%
Taxes	\$42,795	\$0	0%		\$0	\$42,795		\$42,795	100%
Other (Identify)	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$483,795</b>	<b>\$90,438</b>	<b>19%</b>		<b>\$73,000</b>	<b>\$318,795</b>	<b>\$0</b>	<b>\$391,795</b>	<b>81%</b>
<b>Operating Costs:</b>									
Rent/Lease	\$48,870	\$0	0%		\$0	\$48,870		\$48,870	100%
Utilities	\$4,000	\$0	0%		\$0	\$4,000		\$4,000	100%
Telephone	\$7,500	\$0	0%		\$0	\$7,500		\$7,500	100%
Postage	\$1,000	\$0	0%		\$0	\$1,000		\$1,000	100%
Supplies	\$20,000	\$0	0%		\$0	\$20,000		\$20,000	100%
Mileage	\$10,000	\$0	0%		\$0	\$10,000		\$10,000	100%
Repairs and Maintenance	\$10,000	\$0	0%		\$0	\$10,000		\$10,000	100%
Marketing and Outreach	\$75,000	\$0	0%		\$0	\$75,000		\$75,000	100%
<b>Subtotal: Operations</b>	<b>\$176,370</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$176,370</b>	<b>\$0</b>	<b>\$176,370</b>	<b>100%</b>
<b>Professional/Services</b>									
Consultant	\$0	\$0	0%		\$0	\$0		\$0	0%
Engineering: Digital Tools	\$0	\$0	0%					\$0	0%
Other: Training & Cert.	\$0	\$0	0%					\$0	0%
<b>Subtotal: Professional Services</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL (all categories)</b>	<b>\$660,165</b>	<b>\$90,438</b>	<b>14%</b>		<b>\$73,000</b>	<b>\$495,165</b>	<b>\$0</b>	<b>\$568,165</b>	<b>86%</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?
CDBG Public Services	Grant	\$73,000	In Progress	10/1/2019	Oak Park	Local
MFHIP 2019	Grant	\$201,630	Active	1/1/2019	Oak Park	Local
MFHIP 2020	Grant	\$293,535	Pending	1/1/2020	Oak Park	Local
		\$0				
		\$0				
		\$0				
		\$0				
<b>TOTAL, where applicable</b>		<b>\$568,165</b>				

## 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.

The total cost of this project includes salaries and benefits for personnel providing services to rental housing seekers. The increased funding request allows for expanded programming identified in the strategic planning that is currently underway. While the budget shows costs for many line items, we are asking for CDBG funding only to support the salaries 7 employees that serve rental housing seekers.

**CDBG ADMIN** funds will provide \$90,438 which is the equivalent of 21% of the Salaries Line Item, 19% of the Personnel Costs Subtotal, 14% of the Total Costs. Positions that are funded all or in part by CDBG Admin funds include:

POSITION	% FTE	HOURLY RATE	% OF TIME SPENT	Estimated Amount
Executive Director	1 FTE	\$42.31	25%	22,001.20
Deputy Director	1 FTE	\$34.61	25%	17,997.20
Lead Rental Housing Advisor	1FTE	\$24.01	35%	17,479.28
Rental Housing Advisor	1FTE	\$18.26	35%	13,293.28
Rental Housing Advisor	1FTE	\$17.85	35%	12,994.80
Rental Housing Advisor Seasonal	.5FTE	\$16.00	35%	5,824.00
Receptionist/Intake Specialist	.8FTE	\$16.00	10%	3,328.00
			TOTAL	\$92,917.76
			AWARD AMOUNT	\$90,438.00



## **EXHIBIT B - ASSURANCES**

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

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

f. The employment and contracting rules set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR part 135; 24 CFR 570.607.

g. The Uniform Administrative Requirements and Cost Principles set forth in 2 CFR 200.

h. The conflict of interest prohibitions set forth in 24 CFR 570.611.

i. The eligibility of certain resident aliens requirements in 24 CFR 570.613.

j. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.

k. The Uniform Administrative Requirements in 2 CFR 200.

l. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60.

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

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

4. It has adopted and is enforcing:

a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction; against any individuals engaged in non-violent civil rights demonstrations; and

b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

5. To the best of its knowledge and belief no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of Subrecipient, a Member of Congress, an officer or employee of Congress,

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

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

**APPENDIX V**

**REAFFIRMATION STATEMENT**

**MARCH 31, 1987**

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

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

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

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

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



**Carl Swanson  
Village Manager**

Village of Oak Park  
Personnel Manual

Adopted 3/21/87

**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 <i>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</i>	Q1		Q2		Q3		Q4		TOTAL	
	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic
White									0	0
Black/African American									0	0
Asian									0	0
American Indian or Alaska Native									0	0
Native Hawaiian or Other Pacific Islander									0	0
American Indian or Alaska Native AND White									0	0
Asian AND White									0	0
Black/African American AND White									0	0
American Indian /Alaska Native AND Black/African American									0	0
Other Multi-Racial									0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Project Goals	Percent Low/Moderate			
	#DIV/OI	#DIV/OI	#DIV/OI	#DIV/OI
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/OI			
Number of all Oak Park persons benefiting				
Percentage of Oak Park persons benefiting	#DIV/OI			
Number of Extremely Low, Low and Moderate Income Oak Park persons to be served	0			

**Exhibit E: PY 2019 Final Report Form, Oak Park CDBG Program**  
**FINAL REPORT COMPONENT (Please explain even if you exceeded goals)**  
 Did the beneficiary number change from the number proposed in the original application? If so, why?

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

Signature of Authorized Official	Typed or Printed Name	Date