

## **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 UNITED CEREBRAL PALSY SEGUIN OF GREATER CHICAGO, 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 cover most construction costs needed to rehabilitate three of the agency's group homes to assist persons with disabilities, as described in the proposal. A total of 8 persons (all Oak Park persons) will benefit.

**3. ALLOCATION OF FUNDS.**

A. The Village shall distribute to Subrecipient as Subrecipient's portion of the total grant received by the Village from HUD a maximum of twenty four thousand and four hundred dollars (\$24,400) (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. 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.**

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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  
4<sup>th</sup> Quarter: July–September, 2020

Progress report due by July 15, 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:

President/CEO  
United Cerebral Palsy Seguin of Greater Chicago  
3100 S. Central Avenue  
Cicero, IL 60804

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**

**UNITED CEREBRAL PALSY SEGUIN OF GREATER CHICAGO**

\_\_\_\_\_  
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>)

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## Submission information

Form: Village of Oak Park CDBG Public Facilities Improvements Grant Submission Form <sup>(1)</sup>

Submitted by seguin

Wed, 2019-02-20 11:43

69.246.91.21

### 1. Applicant Information

Please provide the following information about your organization and the project your organization is proposing.

#### A. Organization Information

##### 1. Organization Name

United Cerebral Palsy Seguin of Greater Chicago (UCP Seguin)

##### 2. Organization Mailing Address

3100 South Central Avenue, Cicero, IL 60804-3987

##### 3. Organization Phone Number

708-863-3803

##### 4. Executive Director

John Voit, President and CEO

##### 5. Email Address

JVoit@Seguin.org

##### 6. FEIN #

36-2894174

##### 7. DUNS#

010605426

#### B. Project Information

##### 1. Proposed Project Name

"You Hold The Key" Initiative in Oak Park

##### 2. Proposed Project Address

1124 North Humphrey Avenue, Oak Park; and,  
134 South East Avenue, Apartment 1, Oak Park

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

Inga Sandoval, Director of Property Management

**4. Brief project description and purpose**

The purpose of UCP Seguin's "You Hold The Key" Initiative in Oak Park is to secure sufficient funding from public and private sources so that the organization can provide safe, secure, accessible, and energy-efficient housing and other services for the adults with developmental disabilities it serves within its Community Integrated Living Arrangement (CILA) group homes, and its employment and life skills training site, in Oak Park.

**5. Secondary Contact**

Jim Haptonstahl, Executive Vice President

**6. Proposed Project Phone Number**

708-222-5641

**7. Email Address**

ISandoval@Seguin.org

**C. Type of Organization**

Private non-profit

**D. Project Overview**

**1. Total CDBG dollars requested**

\$ 23,000

**2. Total project budget**

\$ 27,100

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

6

**4. Project Location(s)**

1124 North Humphrey Avenue, Oak Park; and,  
134 South East Avenue, Apartment 1, Oak Park

Other

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

Yes

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

No

Explanation

**7. Do you have a written Oak Park CDBG policies and procedures manual?**

Yes

## 2. Project Narrative

### **I. Background and Need**

For many years now, advocacy groups have been encouraging the State of Illinois to close State-run institutions for adults with severe developmental disabilities and move them into CILA group homes and other community-based housing and supportive alternatives. In addition, individuals with developmental disabilities who reside with their families have increasingly sought such CILA and other group home opportunities. The State's waiting list – called the Prioritization for Urgency of Need for Services or PUNS list – has grown to more than 19,600 individuals seeking a variety of community-based services, with 9,200 persons in need of residential/CILA services. With the aging of the Baby Boom generation, this need for residential services continues to expand. The need for such CILA group homes is especially critical in metropolitan Chicago.

Beyond providing a safe, welcoming residence, CILA group homes encourage individuals to develop life skills, gain and retain nearby employment, build friendships and a sense of community belonging, and live more independently with less stigma among their non-disabled peers. Adults with developmental disabilities across all levels – from mild and moderate to severe and profound intellectual impairments – and their parents and other caregivers have sought out admission to CILA group homes for these very same reasons.

As demand for CILA participation has increased, UCP Seguin has purchased and rehabilitated or built dozens of CILA group homes to house and support these residents. UCP Seguin now operates 76 such homes located in 32 west and southwest suburban communities of metropolitan Chicago, including six homes in Oak Park. These homes are licensed as group home residential programs under CILA guidelines from the Illinois Department of Human Services (DHS). All of these homes are continually full to capacity, and beds are quickly filled when they become vacant. UCP Seguin currently has over 400 adults with developmental disabilities on its wait list for CILA group home vacancies.

Most of these homes require initial and periodic renovations to render them safe, secure, accessible, and energy efficient for incoming adults with developmental disabilities. Regular maintenance and repair of these homes is also a constant concern for the agency. Two of UCP Seguin's CILA group homes in Oak Park are in particularly strong need of rehabilitation at this time, and the accessibility, health, and safety of their residents is becoming increasingly tenuous.

More specifically, below are descriptions of rehabilitation work that is needed at each location:

- 1124 North Humphrey Avenue, Oak Park: The existing carpeting on the stairs and landing in this home is in disrepair. It is badly worn in places, has dangerous snags that are tripping hazards especially for people with developmental disabilities, and is deeply



stained. Also, the home's existing wheelchair lift is 13 years old and, due to constant exposure to the elements, is so corroded that it has become inoperable. Removing it will likely uncover additional problems that may require bringing its surrounding infrastructure up to code.

- 134 South East Avenue, Apartment 1, Oak Park: The existing drain pipe under the asphalt in the driveway is broken, causing an extreme amount of water to pool during heavy rain falls. This makes the home's paratransit vans inaccessible and forces the two residents in wheelchairs to exit the rear door of the home, which makes accessibility to the front of the home far more difficult. This also creates a hazard for the two other ambulatory residents with developmental disabilities at this home.

## II. Approach

### a. Meeting Needs

The key components of UCP Seguin's "You Hold The Key" Initiative are to:

- Identify the rehabilitation and renovation needs in UCP Seguin-owned properties including CILA group homes, employment and life skills training sites, and other facilities. Each year, UCP Seguin completes an in-depth process to identify the rehabilitation and renovation needs of all of its properties. Among those properties regularly reviewed are its six CILA group homes in Oak Park. One site is a duplex in which an adult foster parent resides in the 2nd floor, while providing services to the four residents with developmental disabilities on the 1st floor. UCP Seguin estimates that the total, agency-wide, rehabilitation and renovation costs needed for its FY2020 (July 1, 2019 to June 30, 2020) is approximately \$1,388,000. Of this amount needed, UCP Seguin estimates a cost of \$27,100 for the rehabilitation of the two Oak Park properties discussed in this application. UCP Seguin plans to match these costs with individual donations and other discretionary revenues/gifts, totaling \$4,100. Therefore, its request for Oak Park CDBG PY2019 funding is for \$23,000 to cover the remaining costs of this year's "You Hold The Key" Initiative in Oak Park.

- Identify potential funding sources to meet these needs. UCP Seguin has identified potential funders, including the Oak Park CDBG program and a number of foundations, corporations, and individuals, as possible donors to this initiative.

- Submit grant applications and other direct requests to these sources for funds to cover these needs. UCP Seguin is in the process of submitting grant requests to potential funders. Its request to the Oak Park CDBG program is one such request, specific to its properties in Oak Park for activities eligible for CDBG support. UCP Seguin includes its "You Hold The Key" Initiative in Oak Park as part of its solicitations made periodically to persons or entities identified as possible major donors. It is hoped that funders, such as The Village of Oak Park, will provide CDBG funds for the critical rehabilitation needs of UCP Seguin's properties in Oak Park. In so doing, The Village can claim to "hold the key" to UCP Seguin's success in providing safe, secure, accessible, and energy-efficient CILA group homes and other sites for the adults with developmental disabilities it serves in Oak Park.

The project's rehabilitation and renovation activities for UCP Seguin's Oak Park

homes and other sites include activities that may be done through CDBG funds and those that may be completed via alternative sources of funding. For example, UCP Seguin's activity plans also include replacing furnishings, appliances, and landscaping, which it will accomplish by obtaining alternative funds.

#### **b. Target Population**

A total of six adults (ages 18 and over) with developmental disabilities, all of whom are residents of Oak Park, will be impacted by the project. All (100%) of these residents have been diagnosed with at least one developmental disability, and are considered by the US Department of Housing and Urban Development (HUD) to be very low-income - both of which are prime eligibility criteria for presumed beneficiary status. Among these six residents, two (33%) are Caucasian, one (17%) is African American, two (33%) are Hispanic, and one (17%) is Asian American. Five individuals (83%) are male, and one (17%) is female.

UCP Seguin's goals are to integrate, enrich, and empower persons with developmental disabilities, so they can achieve their potential, advance their independence, and act as full members of the community. The improvements described in this application are necessary to provide these individuals with accessible, functional, safe, and energy-efficient homes, so that they can live, work, learn, and socialize within the Oak Park community just as their neighbors without disabilities do.

#### **c. Strategies**

Through its "You Hold The Key" Initiative in Oak Park, UCP Seguin hopes to obtain Oak Park CDBG funding to cover the costs of the following rehabilitation improvements (described in their order of priority):

1.) 1124 North Humphrey Avenue, Oak Park: Remove the stair's existing carpet and pad and replace it with a new pad and more durable, low-pile, stain-resistant carpet; and, Remove the existing wheelchair lift, complete any applicable electrical repairs and deck modifications necessary to meet code, and install a new 750 lb. capacity wheelchair lift.

2.) 134 South East Avenue, Apartment 1, Oak Park: Excavate the driveway to expose the broken drain pipe, install any new pipe and other infrastructure as required by code, and lay new asphalt to restore the driveway to a usable condition.

UCP Seguin plans to complete all of the CDBG-eligible rehabilitation activities covered by this grant within The Village of Oak Park's upcoming program year of October 1, 2019 to September 30, 2020. Please note that the residents of these two CILA group homes will not be involved in any way in the rehabilitation of these homes. Residents are responsible only to care for the homes' lawns and perform any other routine domestic chores (i.e., cleaning, laundry, etc.) that they are capable of accomplishing.

Concerning impact, all of these improvements will enhance the properties, which are designed to create accessible, functional, safe, and energy-efficient spaces for adults with developmental disabilities. In turn, these projects will improve the

mobility, health, and comfort of the residents, while facilitating greater acceptance and integration of them into the community. The immediate impact of these rehabilitation activities will be minimized because all of the work will take place during the business day when most residents either will be at work or at UCP Seguin's training centers in Oak Park or Cicero. Those residents remaining in the homes during rehabilitation will be moved to other parts of the homes or taken via paratransit to alternate locations. All residents will be made aware of the work to be performed weeks in advance.

### **III. Program Eligibility**

#### **a. Goal Statement**

The goal of UCP Seguin's "You Hold The Key" Initiative in Oak Park is to ensure the accessibility, health, and safety of the adults with developmental disabilities who reside in its CILA group homes in Oak Park. To accomplish this goal, the following short-term outcome will be accomplished during the funding period: 100% of the six adults with developmental disabilities who reside in the two Oak Park CILA group homes being rehabilitated through this project will report that they have gained greater access to their community, have fewer health concerns, and/or feel more safe immediately after completion of the rehabilitation work.

#### **b. Program Eligibility**

##### **1. Meeting Outcomes**

A grant of \$23,000 from the Oak Park CDBG program will provide UCP Seguin with the largess it needs to complete both of the project's rehabilitation activities. UCP Seguin's Development Department will secure the remaining \$4,100 through solicitations of private funding sources including foundations, corporations, and individuals.

The rehabilitation project itself will be supervised by Inga Sandoval, UCP Seguin's Director of Property Management, who has already determined the work that needs to be completed on each home. Once Oak Park CDBG program funds have been awarded, she will begin the process – in conjunction with Village of Oak Park Community Development staff – of acquiring bids from contractors and, with the approval of Tom Foley, Executive Vice President of Operations and Cheryl Witkowski, Comptroller, she will hire the general contractor(s). With the approval of Ms. Sandoval, the labor and materials used to rehabilitate these two homes will be acquired by the general contractor(s).

Once rehabilitation work begins on the homes, Ms. Sandoval will visit each home regularly to ensure that the work is being conducted properly and on schedule. All rehabilitation work will be completed exclusively by the chosen general contractor(s) and/or his/her employees/subcontractors, using equipment either owned directly, or rented, by the general contractor(s). No rehabilitation work will be completed by UCP Seguin employees or residents of these homes. Ms. Sandoval will work with Jim Haptonstahl, UCP Seguin's Executive Vice

President, to aggregate the project work into Quarterly CDBG Reports, then they will submit such reports to Village of Oak Park staff. The reports will indicate the number of beneficiaries of the actual work in relation to the proposed number of beneficiaries, while accounting for the impact of the project work on the quality of life for the low-income individuals with developmental disabilities impacted. Ms. Sandoval and Mr. Haptonstahl will work to ensure that all proposed beneficiaries will be served/impacted by the project.

Ms. Sandoval will be responsible for keeping records of contractor quotes, invoices, check requests, and multiple other elements of the project's implementation, while assuring that costs fall within project budget and contractual agreements. UCP Seguin's Accounting staff will also track all expenses and revenues associated with the project. These records will be provided to the auditors by Ms. Sandoval and the Accounting staff for use in preparing annual UCP Seguin financial audits conducted by an outside auditing firm, with results incorporated into the final audit report.

## **2. Income Documentation**

To qualify for UCP Seguin's services, including CILA group home residency and services, applicants must first be assessed as eligible for Medicaid waiver funding, which is funneled through the State of Illinois to providers such as UCP Seguin for services to people with developmental disabilities. During the intake process, UCP Seguin's Client Benefits Coordinator collects information on income from applicants using an Annual Benefits Summary form, a sample of which is included in the attached "UCP Seguin - Facility Proof of Ownership and Client Intake Form.pdf". The Client Benefits Coordinator then confirms with the State's Medicaid office the information on household income collected. The people UCP Seguin serves all have a previous diagnosis of at least one recognized developmental disability (a presumed beneficiary category) and, in almost every instance, are considered to be in the "very low income" or "low income" categories per HUD's guidelines.

UCP Seguin's intake staff uses the following standard process to determine eligibility for the agency's programs. First, each adult (or their parents or caregivers) applying for UCP Seguin's programs and services must complete an Adult Services Application form, a sample of which is available upon request. This form helps the intake staff gather personal data on the applicant including contact information, social security number, guardianship status, and the types of services for which they are seeking, including their timeline for residential services. The form also helps collect the applicant's developmental data, medical history, specialized services that might be needed, educational and other formal programming background, work history, social data (i.e., likes, dislikes, etc.), daily living skills, family history, and family support information. If applicants are deemed by the intake staff to be eligible for particular services, they are placed on appropriate program waiting lists and are contacted when positions become available. Those considered to be ineligible are referred to other agencies for appropriate assistance. For UCP Seguin's CILA group home program in particular, it can take as little as one month, or as long as 24 months, for a position to become available.

The accuracy and completeness of participant files is initiated through the development of each participant's Individual Future Plan (IFP). During each annual IFP process, a UCP Seguin Case Manager completes an IFP form during an interview with a participant, his/her parents, and any other advocates chosen by/for the participant. The IFP form helps the Case Manager to confirm previously obtained information, assessments, evaluations, and screenings. It covers current social and case management services provided, vocational arrangements, family/guardian relationships, referrals, benefit information, medical and psychological history, behavioral assessments, residential arrangements, the previous action plan, and many other pieces of information. All of this data is then analyzed by the case management team to set goals for activities of daily living, economic independence, community integration in work/recreational/leisure, self-administration of medications, appropriateness of current placements, and other recommendations. Upon conclusion of the IFP process, both the Case Manager and the participant or his/her parents/guardians must sign the IFP. From this point onward, program staff working with the participant continually refer to the IFP to guide their service delivery and recordkeeping.

As stated in Section 8.1. of UCP Seguin's Governance and Executive Policies and Procedures, "Confidentiality is a basic element of the operation of UCP Seguin. To protect the confidentiality of families and participants supported by the organization, no information concerning these individuals is to be discussed with anyone except as may be necessary for the legitimate business of the board. Participant information shall be kept strictly confidential. Only those authorized personnel directly responsible for services to a participant shall discuss or have access to this information. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information. Employees and directors of UCP Seguin understand and agree that during their employment and/or service they may obtain information and documents which are confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of employment or service. As such, all employees and directors are required to return any such documents containing privileged or confidential information at the time of the termination of employment or expiration of service. Any such employee or director that divulges confidential or privileged information, whether during or after his term of employment or service, is subject to appropriate discipline, including dismissal, or possibly criminal sanctions. Employees and directors recognize that UCP Seguin has a proprietary interest in any such information and/or documents and would be irreparably damaged as a result of any disclosure or dissemination thereof. Breaches of confidential information are subject to disciplinary action up to and including immediate termination and/or removal. In addition to board privacy and confidentiality, it is the board policy that the organization's operations and procedures be compliant with all relevant HIPAA regulations."

### **3. Procurement and Management Process**

UCP Seguin's Director of Property Management, Inga Sandoval, will direct the completion of the rehabilitation activities funded by the Oak Park CDBG program. Ms. Sandoval has extensive experience in procuring bids for the maintenance, rehabilitation, and renovation of UCP Seguin properties (see her résumé in the attached "UCP Seguin - Resumes.pdf"), especially those projects covered through CDBG funds from Oak Park and other area Community Development funding entities. As such, Ms. Sandoval employs processes for procurement and project management specifically attuned to federal CDBG regulations and local codes. She also works in conjunction with UCP Seguin's executive staff to ensure she has taken all appropriate steps to secure bids, select contractors, manage project work, and ensure project completion.

Following the bidding process, Ms. Sandoval will work with The Village of Oak Park's Development Customer Services staff to decide on the most competent, cost-efficient, and reliable general contractor(s), and to finalize contracts for all work. As part of the bid procurement process, Ms. Sandoval will work to identify and solicit bidders respectful of the need to work with minority-owned businesses whenever possible. She will also see that each selected contractor abides by Village permitting processes and regulations. With support and assistance of the UCP Seguin executive team, Ms. Sandoval will inspect the work in progress, and at its completion, to ensure that the highest quality workmanship is achieved by each contractor.

#### IV. Organizational Capacity

##### **a. Mission and Experience**

UCP Seguin's mission statement reads: "We believe that all people, regardless of ability, deserve to achieve their potential, advance their independence and act as full members of the community. So we stop at nothing to provide life skills training, assistive technology, meaningful employment and a place to call home for people with disabilities, as well as specialized foster care for children. Our goal: life without limits for people with disabilities."

In the 1980s, what is now UCP Seguin was among the first agencies in Illinois to redesign its residential programs to emphasize community integration and traditional home-life experiences by establishing its CILA group homes. Today, UCP Seguin provides a supportive, family-like, home environment for 300 adults with developmental disabilities living in its CILA homes annually. The organization established its first group home in 1979, and has expanded significantly ever since to meet community need for such residential services. Most of its 76 current CILA homes underwent initial rehabilitation to improve their accessibility and safety for residents with developmental disabilities. Many of these homes were renovated at the time with funds from local CDBG and private capital funds. Like all homes, however, they must receive periodic maintenance and repair, and sometimes additional minor and even major renovations, to keep them in suitable condition for habitation by this population.

UCP Seguin also provides in-home supportive services to 30 adults who choose to live independently in their own homes or with their families. Additionally, UCP Seguin offers respite services to families of 35 adults with developmental disabilities. It also has designated seven of its CILA homes to provide palliative care for 42 senior citizens with such disabilities who have the added challenges of dementia or other memory issues, while serving six additional individuals with such conditions in five other group homes.

Inga Sandoval, UCP Seguin's Director of Property Management, is responsible for the maintenance of the organization's 45,000 square-foot training center and headquarters in Cicero, as well as all of its agency-owned CILA group homes, several community-based employment and life skills training centers – including one in Oak Park – and all related systems and equipment. Her duties include, but are not limited to: Overseeing all facility construction including accessibility adaptations, acquisition of new properties and equipment, and sale of properties and equipment that cease to meet agency needs; Supervising five maintenance and janitorial staff; Managing a fleet of more than 60 agency vehicles; administering budget expenditures in excess of \$1.3 million annually; and, acting as a liaison to Federal, State, and local government funding agencies and outside vendors, contractors, contributors, and consumers. Originally hired in 1995 and elevated to her current position in 2004, Ms. Sandoval is also Chairperson of UCP Seguin's Safety Inspection Committee. No new staff will be hired for this project.

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

The Oak Park CDBG program has been funding "You Hold The Key" Initiative rehabilitation projects and other capital improvements efforts located at UCP Seguin's CILA group homes and training site in Oak Park almost every year since 1999. Quarterly reports on these activities have usually been filed with The Village of Oak Park on or before its reporting deadlines. The project's programmatic, financial, and management activities that occurred during the previous three months are the primary focus of these reports. UCP Seguin also receives regular funding from other CDBG programs including those of Berwyn, Chicago, Cicero, Cook County, and DuPage County, all of which have their own quarterly reporting mechanisms and processes.

UCP Seguin has successfully completed every single project funded by the Oak Park CDBG program over the past three decades. Each of UCP Seguin's six CILA group homes, and its Levinson Center training site, in Oak Park has been rehabilitated to some degree by Oak Park CDBG program funding at one time or another since then. Rehabilitating these sites is always a challenge, but UCP Seguin's staff and contractors have extensive experience in all matters of repair and renovation, and none have been insurmountable. Finding additional private funding support for these projects has been difficult, but UCP Seguin's Development Department has been equal to the task. UCP Seguin is proud of and honored by the support the Oak Park CDBG program has shown it and the people with developmental disabilities it serves.

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

UCP Seguin benefits from fostering and participating in collaborations with many other high quality organizations. Regionally and nationally, it maintains relationships, affiliations, and memberships in the following organizations and coalitions: American Association on Intellectual and Developmental Disabilities; The Arc of Illinois; The Arc of the United States; CARF International; Chicagoland Chamber of Commerce's Disabilityworks Network; Intersect for Ability Network; Latino Consortium; Oak Park Developmental Disabilities Consortium (for which it has been the lead agency for anti-stigma and public awareness campaigns for several years); Praesidium; the national United Cerebral Palsy organization; and, numerous local and regional chambers of commerce. In addition, UCP Seguin affiliates with many other agencies, organizations, and associations that are significant partners and collaborators in its work with persons with disabilities including: American Psychological Association; A.N.S.W.E.R.S. (Autism Needs Support Wherever It Strikes); Association for Behavior Analysts; Chicagoland Providers Leadership Network; local 708 community mental health boards; National Adult Family Care Association; Senior Citizens Coordinating Council; Social Services Human Resources Network – Illinois; Society of Human Resource Management; and, West Cook Transition Planning Committee. UCP Seguin currently serves as the lead/coordinating agency for the Infinitec Social Service Coalition, through which it provides to 38 member organizations online professional development staff training, as well as many other training and equipment resources designed to improve services to persons with disabilities.

Beginning two years ago, UCP Seguin became the lead agency in a statewide coalition of families and friends of people with intellectual and developmental disabilities, nonprofit community service providers, advocacy organizations, and others actively advocating for increased wage funding for Direct Support Professionals (DSPs) from the State of Illinois. While the "They Deserve More Coalition" was successful in getting the State legislature to increase wage funding two years in a row for DSPs after nine years of no increases, DSPs still do not make a living wage (at least \$15/hour), and the Coalition's work will continue until they do.

## **V. Budget Narrative**

### **a. Budget Description**

All of the costs expended for this project will be for construction only. Total construction costs are estimated to be \$27,100. UCP Seguin bases its construction budget both on previous bids it has received for this type of work over many years and on an initial professional estimate from an experienced general contractor the agency has used often in the past (see attached "UCP Seguin - Construction Cost Estimate.pdf").

The breakdown of the construction budget for each property/project is as follows:

- 1124 North Humphrey Avenue, Oak Park: UCP Seguin proposes to remove the stair's existing carpet and pad and replace it with a new pad and more durable, low-pile, stain-resistant carpet; and, remove the existing wheelchair lift, complete any applicable electrical repairs and deck modifications necessary to meet code, and



install a new 750 lb. capacity wheelchair lift. The total cost for this effort is estimated to be \$21,500.

- 134 South East Avenue, Apartment 1, Oak Park: UCP Seguin's propose to excavate the driveway to expose the broken drain pipe, install any new pipe and other infrastructure as required by code, and lay new asphalt to restore the driveway to a usable condition. The total cost for this effort is estimated to be \$5,600.

UCP Seguin is requesting an Oak Park CDBG program investment of \$23,000 of the total \$27,100 project cost. An Oak Park CDBG award would amount to a cost of \$4,517 per Oak Park resident impacted accounting for the total project cost, and \$3,833 per Oak Park resident using Oak Park CDBG funding. UCP Seguin will solicit funding for the remaining \$4,100 in capital contributions from private foundations, corporations, and individuals.

#### **b. Alternative Revenue Sources**

UCP Seguin began its "You Hold The Key" Initiative in 2001 as a fundraising effort to secure support for vitally needed rehabilitation and ongoing renovation of its community-based, mostly single-family, residential group homes and training sites for adults and children with developmental disabilities and other special needs. The term "You Hold The Key" represents the theme of this initiative, through which UCP Seguin asks governmental entities (such as The Village of Oak Park, City of Berwyn, Town of Cicero, Cook County, etc.), foundations, corporations, and individuals for financial support to cover the costs of these rehabilitation and renovation activities. In effect, those who choose to provide funds for this housing initiative "hold the key" to unlock UCP Seguin's ability to serve its target population.

Current funding through the State of Illinois for UCP Seguin's CILA group home program covers the majority of costs for the delivery of its services, as well as a modest stipend for mortgage payments. These funds do not, however, cover the costs of rehabilitation and ongoing renovation of its sites. Rather than choosing to use operating funds to cover these costs, and thus taking away critical revenues needed for service provision, UCP Seguin chooses instead to make grant requests to public and private sources for capital projects.

UCP Seguin will undertake as many of the project activities as there are funds to complete. That is, if it does not receive all of the funding requested from the Oak Park CDBG program, UCP Seguin will proceed with as many of its top priority activities as it can with the funds that are allocated. This may mean that less work will be completed at one or more of the two targeted properties. UCP Seguin will continue to seek alternative funding from multiple sources to underwrite all of the costs of these properties, but those funds must be spread across the many properties that UCP Seguin owns (76 CILA group homes alone), maintains, and improves across 32 primarily western and southwestern suburban communities of Chicagoland. Any activities left incomplete may have to be postponed until PY2020.

### **3. Attachments**

Attach the following documents, with the saved name formatted as required (see Application Instructions).

**Articles of Incorporation and By-Laws**

[ucp sequin - articles of incorporation and by-laws.pdf](#) [2]

**List of Board of Directors**

[ucp sequin - list of board of directors.pdf](#) [3]

**Non-Profit Determination (IRS Letter) and Project Client Evaluation Tool**

[ucp sequin - non-profit determination irs letter and project client evaluation tool.pdf](#) [4]

**Organizational Chart**

[ucp sequin - organizational chart.pdf](#) [5]

**Resumes**

[ucp sequin - resumes.pdf](#) [6]

**Budget Worksheet**

[ucp sequin - budget worksheet.pdf](#) [7]

**Proposed Activity Beneficiaries Form**

[ucp sequin - proposed activity beneficiaries form.pdf](#) [8]

**Timeline**

[ucp sequin - timeline.pdf](#) [9]

**Construction Cost Estimate**

[ucp sequin - construction cost estimate.pdf](#) [10]

**EEO Form**

[ucp sequin - eeo form.pdf](#) [11]

**Facility lease or proof of ownership**

[ucp sequin - facility proof of ownership and client intake form.pdf](#) [12]

**Financial Statement and Audit**

[ucp sequin - financial statement and audit.pdf](#) [13]

**Statement of ADA Compliance**

[ucp sequin - statement of ada compliance.pdf](#) [14]

**Support Statements**

**4. Proposal Agency Information and Verification**

**Name of Authorized Official of Applicant Organization**

Jim Haptonstahl

**Title of Authorized Official of Applicant Organization**  
Executive Vice President

**Date of Submittal**  
Wed, 2019-02-20

**Affirmation**  
I agree

**Source URL:** <https://www.oak-park.us/node/3346/submission/14821>

**Links**

- [1] <https://www.oak-park.us/village-oak-park-cdbg-public-facilities-improvements-grant-submission-form>
- [2] [https://www.oak-park.us/sites/default/files/webform/ucp\\_seguin\\_-\\_articles\\_of\\_incorporation\\_and\\_by-laws.pdf](https://www.oak-park.us/sites/default/files/webform/ucp_seguin_-_articles_of_incorporation_and_by-laws.pdf)
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PY 2019

**CDBG Public Facilities & Improvements**

Organization Name	United Cerebral Palsy Seguin of Greater Chicago (UCP Seguin)
Proposed Project Name	"You Hold The Key" Initiative in Oak Park

Beneficiary Component	Number or Percent
Total of all Persons Benefiting, without regard to income or residency	8
Number of all Very Low, Low and Moderate-Income (LMI) Persons to be served	8
Percentage of LMI benefit (above ÷ total persons x 100)	100
Number of all Oak Park persons benefiting	8
Percentage of Oak Park persons benefiting (#Oak Park persons benefiting ÷ total persons benefiting x 100)	100
Number of Very Low, Low and Moderate-Income (LMI) Oak Park Persons to be served	8
Percentage of Oak Park persons that are LMI (#LMI Oak Park persons benefiting ÷ total Oak Park persons benefiting x 100)	100

As with all application components, please carefully read the Instructions



## PY 2019 Timeline

### CDBG Public Facilities & Improvements

Organization	United Cerebral Palsy Seguin of Greater Chicago (UCP Seguin)
Project Name	"You Hold The Key" Initiative in Oak Park

Timeframe	Activity	Person Responsible
Month 1	Request bids for all activities at the two locations.	Inga Sandoval, UCP Seguin's Director of Property Management
Month 2	Procure bids for all activities at the two locations.	Inga Sandoval
Month 3	Finalize contracts and obtain permits for all activities at the two locations.	Inga Sandoval
Month 4	<p>Submit PY2019 1<sup>st</sup> Quarter CDBG Report to Village of Oak Park by 15<sup>th</sup> of month following end of quarter</p> <p>Begin work at the 1124 North Humphrey Avenue Community Integrated Living Arrangement (CILA) group home:</p> <ol style="list-style-type: none"> <li>1. Remove existing carpet and pad on stairs and landing.</li> <li>2. Install new low pile stain-resistant carpet and pad.</li> <li>3. Remove existing electric wheelchair lift from deck.</li> <li>4. Make modification to deck as needed per code.</li> <li>5. Install new 750 lb. capacity electric wheelchair lift.</li> </ol>	<p>Jim Haptonstahl (Executive Vice President) &amp; Inga Sandoval</p> <p>Contractors under the supervision of Inga Sandoval</p>
Month 5	Complete any additional work, as cited above, at the 1124 North Humphrey Avenue CILA group home.	Contractors under the supervision of Inga Sandoval

	<p>Begin work at the 134 South East Avenue CILA group home:</p> <ol style="list-style-type: none"> <li>1. Excavate the driveway to expose the broken drain line.</li> <li>2. Make necessary new connections to the drain line per code.</li> <li>3. Reinstall new asphalt to restore the driveway to usable condition.</li> </ol>	Contractors under the supervision of Inga Sandoval
Month 6	Continue and/or complete additional work, as cited above, at the 134 South East Avenue CILA group home.	Contractors under the supervision of Inga Sandoval
Month 7	<p>Submit PY2019 2<sup>nd</sup> Quarter CDBG Report to Village of Oak Park by 15<sup>th</sup> of month following end of quarter</p> <p>Continue and/or complete additional work, as cited above.</p>	<p>Jim Haptonstahl &amp; Inga Sandoval</p> <p>Contractors under the supervision of Inga Sandoval</p>
Month 8	Continue and/or complete additional work, as cited above.	Contractors under the supervision of Inga Sandoval
Month 9	Continue and/or complete additional work, as cited above.	Contractors under the supervision of Inga Sandoval
Month 10	Submit PY2019 3 <sup>rd</sup> Quarter CDBG Report to Village of Oak Park by 15 <sup>th</sup> of month following end of quarter	Jim Haptonstahl & Inga Sandoval
Month 11	Project Work Completed - final project documents submitted to The Village of Oak Park for reimbursement.	Inga Sandoval
Month 12	Submit PY2019 4 <sup>th</sup> Quarter CDBG Report and Final Report to Village of Oak Park by 15 <sup>th</sup> of month following end of 4 <sup>th</sup> quarter	Jim Haptonstahl & Inga Sandoval

As with all application components, please carefully read the Instructions

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 Revenue % of Costs
Please ensure that percentages, subtotals & totals are listed.				Funding Source	Contributions			Contributions	
<b>Personnel Costs</b>									
Salaries	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Benefits	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Taxes	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
<b>Subtotal: Personnel Costs</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>Construction Costs</b>									
Materials/Supplies	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Construction Costs	\$29,600	\$24,400	82%		\$5,200	\$0	\$0	\$5,200	18%
Equipment Purchase	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
<b>Subtotal: Construction</b>	<b>\$29,600</b>	<b>\$24,400</b>	<b>82%</b>		<b>\$5,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,200</b>	<b>18%</b>
<b>Professional/Services</b>									
Consultant	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Engineering	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$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>\$29,600</b>	<b>\$24,400</b>	<b>82%</b>		<b>\$5,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,200</b>	<b>18%</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?
Individual donations, other discretionary revenues/gifts	Grant	\$5,200	Pending	07/01/19	None	Private
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
<b>TOTAL, where applicable</b>		<b>\$5,200</b>				

**UCP SEGUIN OF GREATER CHICAGO**  
**Request for PY2019 CDBG Funding from the Village of Oak Park**  
*Revised Construction Cost Summary*

**Describe each cost in detail (e.g. supplies, equipment, salary). Be sure to complete and attach the required budget form.**

All of the costs expended for this project will be for construction only. Total construction costs are estimated to be \$29,600. UCP Seguin bases its construction budget both on previous bids it has received for this type of work over many years and on an initial professional estimate from experienced contractors the agency has used often in the past.

The breakdown of the construction budget for each property/project is as follows:

- 1124 North Humphrey Avenue, Oak Park (home to two low-income individuals with developmental disabilities): UCP Seguin proposes to remove the stair's existing carpet and pad and replace it with a new pad and more durable, low-pile, stain-resistant carpet; and, remove the existing wheelchair lift, complete any applicable electrical repairs and deck modifications necessary to meet code, and install a new 750 lb. capacity wheelchair lift. The total cost for this effort is estimated to be **\$21,500**.
- 134 South East Avenue, Apartments 1 & 2, Oak Park (home to four low-income individuals with developmental disabilities): UCP Seguin proposes to excavate the driveway to expose the broken drain pipe, install any new pipe and other infrastructure as required by code, and lay new asphalt to restore the driveway to a usable condition. The total cost for this effort is estimated to be **\$5,600**.
- 1045 South Highland Avenue, Oak Park (home to two low-income individuals with developmental disabilities): UCP Seguin proposes to replace an aging hot water tank/heater age 21 years+, which has surpassed its usable life, and to install new energy efficient 50-gallon hot water tank – to include a thermostatic mixing valve to prevent scalding. The total cost for this effort is estimated to be **\$2,500**.

**TOTAL PROJECT COST: \$29,600**

UCP Seguin's revised and updated request is for an Oak Park CDBG program investment of \$24,400 of the total \$29,600 project cost. An Oak Park CDBG award would amount to a cost of \$3,700 per Oak Park resident impacted accounting for the total project cost, and \$3,050 per Oak Park resident using Oak Park CDBG funding. UCP Seguin will solicit funding for the remaining \$5,200 in capital contributions from private foundations, corporations, and individuals.



## **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 Swenson  
Village Manager**

*Village of Oak Park  
Personnel Manual*

*Adopted 3/21/87*

Subrecipient:	
Project Name:	
Prepared by:	
Email:	

\_\_\_\_\_

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

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

Exhibit E: PY 2019 Final Report Form, Oak Park CDBG Program

FINAL REPORT COMPONENT (Please explain even if you exceeded goals)

Did the beneficiary number change from the number proposed in the original application? If so, why?

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

Signature of Authorized Official	Typed or Printed Name	Date