

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 THE WAY BACK INN, 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 and payroll tax costs for one part-time Child Care Provider position. A total of 40 persons (32 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 two thousand, eight hundred and forty seven dollars (\$2,847) (hereinafter the "Grant Funds") to be paid in accordance with the terms of this Agreement. The Subrecipient acknowledges and agrees that only those budget line items and percentages that appear in its Program Year 2019 Project Budget will be considered for reimbursement through the Grant Funds.

B. The Grant Funds shall not be used for ineligible or unallowable costs, including costs incurred prior to the effective date of this Agreement as defined herein. In the event the Village does not receive the Grant Funds from HUD, the Village shall not provide the Grant Funds, or any other funds, to Subrecipient.

4. PAYMENT.

A. The Village shall make all Grant Funds payments on a reimbursement basis. To request a payment of Grant Funds, the Subrecipient must submit a request for payment to the Village in the form of an invoice, together with such supporting documentation as the Village deems necessary in its discretion to support the invoice. The Village shall only reimburse the Subrecipient for approved expenditures to the maximum of the allocated Grant Funds for the Project.

B. The Village may refuse to reimburse the Subrecipient if the Subrecipient is not in compliance with any applicable law, rule or regulation or this Agreement. In such case, the Village shall assist the Subrecipient to bring the Project into compliance.

C. The Subrecipient shall submit invoices to the Village for reimbursement monthly for the first quarter (a separate invoice for October, November and December, 2019, respectively) and at least quarterly for the last three quarters of the Program Year, as defined below. Final project invoices must be submitted to the Village no later than October 31, 2020. Any invoices submitted after October 31, 2020 shall not be paid by the Village.

5. PROGRAM YEAR.

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

B. The Project shall be completed no later than September 30, 2020. Project costs shall not be incurred after the Program Year.

C. If the Subrecipient is delayed in the completion of the Project by any cause legitimately beyond its control, it shall immediately, upon receipt and knowledge of such delay, give written notice to the Village and request an extension of time for completion of the Project. The Subrecipient shall request an extension from the Village in writing at least thirty (30) days before the end of the Program Year. The Village shall either grant or deny the request for an extension in its discretion and shall provide notice to the Subrecipient of its grant or denial of the request.

D. The Subrecipient shall return any funds not expended by the end of the Project to the Village. All funds obligated or committed by the Subrecipient to contractors, suppliers, etc. during the Program Year must be expended by the end of the Program Year unless an extension has been given to the Subrecipient. The Subrecipient shall have 30 days after the close of the Program Year to request reimbursement for costs incurred for the Project, unless an extension has been granted pursuant to this Agreement.

6. COMPLIANCE WITH LAWS AND REGULATIONS.

A. The Subrecipient shall comply with the applicable provisions Housing and Community Development Act of 1974, 42 U.S.C. § 5301 *et seq.* (hereinafter referred to as the "Act"), and all applicable rules and regulations promulgated under the Act by the Department of Housing and Urban Development (HUD), including, but not limited to 24 CFR Part 570, and all other applicable federal, state, county and local government laws, ordinances or regulations which may in any manner affect the performance of this Agreement, including but not limited to those set forth herein, and those identified in the document titled "Assurances," attached hereto and incorporated herein by reference as Exhibit B.

B. The Subrecipient shall comply with the applicable administrative requirements set forth in the Code of Federal Regulations at 2 CFR 200.

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

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

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

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

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

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

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

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

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

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

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

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

7. REPORTING AND RECORD KEEPING.

A. Subrecipient's Maintenance of Required Records.

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

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

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

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

The following schedule shall be applicable:

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

Each quarterly Progress Report and the Final Report shall include information regarding activity compliance pursuant to the national objective criteria set forth in 24 C.F.R. Section 208 (2) and 570 and in Section 2 - Scope of Services. See the attached formats Exhibits D & E. The Village may request additional reports from the Subrecipient as necessary to comply with any applicable federal law requirements.

D. Penalty for Late Submission of Quarterly Reports or Final Report. In the event the Subrecipient does not provide the Village with any report within the required time period, the Village shall withhold \$25.00 from the Grant Funds for each business day the report remains overdue. Funds charged for failure to submit a required report shall be deducted from the total Grant Funds and the amount allocated to reimburse for the scope of services shall be reduced accordingly. It is the Subrecipient's sole responsibility to be aware of the reporting schedule and to provide the Village with timely reports.

E. Subrecipient will keep and maintain such records and provide such reports and documentation to the Village as the Village deems necessary to further its monitoring obligations.

8. MONITORING AND PERFORMANCE DEFICIENCIES.

A. Village Project Monitoring. The Village will monitor the Subrecipient's planning and implementation of the Project on a periodic basis to determine Subrecipient's compliance with all laws, rules and regulations and to determine whether Subrecipient is adequately performing and operating the Project in accordance with the approved Project guidelines. Subrecipient acknowledges the necessity for such monitoring and agrees to cooperate with the Village in this effort by providing all requested records and information and allowing such on-site visits as the Village determines is necessary to accomplish its monitoring function.

B. Performance Deficiency Procedures. The Village may take such actions as are necessary to prevent the continuation of a performance deficiency, to mitigate, to the extent possible, the adverse effects or consequences of the deficiency, and to prevent a recurrence of the deficiency. The following steps outline the general procedure the Village will use when it becomes aware of a performance deficiency. The Village is not bound to follow these steps. Depending on the seriousness of the deficiency, the Village may take any steps it deems

necessary to address the deficiency, including immediate termination of the Project and any other remedies available by law.

1. When an issue involving a performance deficiency arises, including performance reporting requirements, the Village will first attempt to resolve the issue by informal discussions with the Subrecipient. The Village will attempt to provide Technical Assistance, to the maximum extent practicable, to help the Subrecipient successfully resolve the performance issue.
2. If discussion does not result in correction of the deficiency, the Village will schedule a monitoring visit to review the performance area that must be improved. The Village will provide the Subrecipient with a written report that outlines the results of the monitoring. Generally this report will include a course of corrective action and a time frame in which to implement corrective actions.
3. If, despite the above efforts, the Subrecipient fails to undertake the course of corrective action by the stated deadline, the Village will notify the Subrecipient in writing that its Project is being suspended. CDBG funds may not be expended for any Project that has been suspended.
4. The Village's written suspension notice will include a specified, written course of corrective action and a timeline for achieving the changes. Generally, corrective action plans will require a 15 to 60 day period of resolution (depending upon the performance issue).
5. The Village may lift a suspension when the performance issue has been resolved to the satisfaction of the Village. The Village will release a suspension by written release signed by the Village Manager or her designee.

C. Unresolved Performance Deficiencies. Subrecipient's failure, in whole or in part, to meet the course of corrective action to have a suspension lifted, shall constitute cause for termination pursuant to the procedures set forth in Section 9 below.

9. TERMINATION.

This Agreement may be terminated as follows:

A. By Fulfillment. This Agreement will be considered terminated upon fulfillment of its terms and conditions.

B. By Mutual Consent. The Agreement may be terminated or suspended, in whole or in part, at any time, if both parties consent to such termination or suspension. The

conditions of the suspension or termination shall be documented in a written amendment to the Agreement.

C. Lack of Funding. The Village reserves the right to terminate this Agreement, in whole or in part, in the event expected or actual funding from the Federal government or other sources is withdrawn, reduced or eliminated.

D. For Cause. The Village may terminate this Agreement for cause at any time. Cause shall include, but not be limited to:

1. Improper or illegal use of funds;
2. Subrecipient's suspension of the Project; or
3. Failure to carry out the Project in a timely manner.

E. Termination for Illegality. This Agreement shall be subject to automatic termination due to the Subrecipient's improper or illegal use of the Grant Funds. Notice of termination for illegality shall be provided by the Village to Subrecipient pursuant to Section 18 below.

10. REVERSION OF ASSETS.

A. At the termination of this Agreement, Subrecipient shall transfer to the Village any CDBG funds on hand, and any accounts receivable attributable to the use of CDBG funds.

B. Any real property under Subrecipient's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to Subrecipient in the form of a loan) in excess of \$25,000 must be either:

1. Used to meet one of the national objectives in Section 570.208 for a period of five years after the expiration of the agreement, or for such longer period of time as determined to be appropriate by the recipient; or
2. If not so used, Subrecipient shall then pay to the Village an amount equal to the current market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the property, which payment shall be considered program income to the Village, as required by law. Such change in use or property disposition will be reported to the Village within 30 days of the intent to dispose of said property. Promissory notes, deeds of trust or other documents may additionally be negotiated as a term for receipt of funds.

C. If Subrecipient intends to dispose of any real property acquired and/or improved with CDBG funds, Subrecipient must report, in writing, to the Village, such intent to dispose of said property 30 days prior to the negotiation and/or agreement to dispose of said property.

D. For a period of 5 years after the Project Year, Subrecipient will provide the Village with an annual report inventorying all real property acquired or improved with CDBG funds and certifying its use in accordance with the CDBG National Objectives.

11. REMEDIES.

A. In the event of any violation or breach of this Agreement by Subrecipient, misuse or misapplication of funds derived from the Agreement by Subrecipient, or any violation of any laws, rules or regulations, directly or indirectly, by Subrecipient and/or any of its agents or representatives, the Village shall have the following remedies:

1. The Subrecipient may be required to repay the Grant Funds to the Village;

2. To the fullest extent permitted by law, the Subrecipient will indemnify and hold the Village harmless from any requirement to repay the Grant Funds to HUD previously received by the Subrecipient for the Project or penalties and expenses, including attorneys' fees and other costs of defense, resulting from any action or omission by the Subrecipient; and

3. The Village may bring suit in any court of competent jurisdiction for repayment of Grant Funds, damages and its attorney's fees and costs, or to seek any other lawful remedy to enforce the terms of this Agreement, as a result of any action or omission by the Subrecipient.

12. INDEPENDENT CONTRACTOR. Subrecipient is and shall remain for all purposes an independent contractor and shall be solely responsible for any salaries, wages, benefits, fees or other compensation which she may obligate herself to pay to any other person or consultant retained by her.

13. NO ASSIGNMENT. Subrecipient shall not assign this Agreement or any part thereof and Subrecipient shall not transfer or assign any Grant Funds or claims due or to become due hereunder, without the written approval of the Village having first been obtained.

14. AMENDMENTS AND MODIFICATIONS.

A. The nature and the scope of services specified in this Agreement may only be modified by written amendment to this Agreement approved by both parties.

B. No such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Subrecipient.

15. **SAVINGS CLAUSE.** If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

16. **ENTIRE AGREEMENT.**

A. This Agreement sets forth all the covenants, conditions and promises between the parties.

B. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

17. **GOVERNING LAW, VENUE AND SEVERABILITY.**

A. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance. Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

B. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

18. **NOTICES.**

A. All notices or invoices required to be given under the terms of this Agreement shall be given by United States mail or personal service addressed to the parties as follows:

For the Village:

Grants Supervisor
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302

For Subrecipient:

Executive Director
The Way Back Inn
104 Oak Street
Maywood, Illinois 60153

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

19. **EFFECTIVE DATE.** The effective date of this Agreement as reflected above shall be the date that the Village Manager for the Village of Oak Park executes this Agreement.

20. **COUNTERPARTS; FACSIMILE OR PDF SIGNATURES.** This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement. A facsimile or pdf copy of this Agreement and any signature(s) thereon will be considered for all purposes as an original.

21. **CAPTIONS AND SECTION HEADINGS.** Captions and section headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

22. **NON-WAIVER OF RIGHTS.** No failure of any Party to exercise any power given to it hereunder or to insist upon strict compliance by any other Party with its obligations hereunder, and no custom or practice of the Parties at variance with the terms hereof, shall constitute a waiver of that Party's right to demand exact compliance with the terms hereof.

23. **ATTORNEY'S OPINION.** If requested, the Subrecipient shall provide an opinion by its attorney in a form reasonably satisfactory to the Village Attorney that all steps necessary to adopt this Agreement, in a manner binding upon the Subrecipient have been taken by the Subrecipient.

24. **BINDING AUTHORITY.** The individuals executing this Agreement on behalf of the Parties represent that they have the legal power, right, and actual authority to bind their respective Party to the terms and conditions of this Agreement.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -
SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

THE WAY BACK INN

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 #57

Submission information

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

Submitted by waybackinn

Sun, 2019-02-17 20:54

99.63.205.117

1. Applicant Information

A. Organization Information

1. Organization Name

Way Back Inn

2. Organization Mailing Address

104 Oak Street, Maywood, IL 60153

3. Organization Phone

708-345-8422

4. Executive Director

Anita Pindiur

5. Email Address

anitap@waybackinn.org

6. FEIN #

51-0138232

7. DUNS #

112426192

B. Project Information

1. Proposed Project Name

Providing Child Care to Increase Family Program Participation

2. Proposed Project Address

412 S. Wesley

Oak Park, Illinois 60302-3908

3. Project Manager/Primary Contact

Anita Pindiur

4. Secondary Contact

Lon Batelli

5. Proposed Project Phone Number

708-345-8422

6. Email Address

anitap@waybackinn.org

C. Type of Organization

Private non-profit

D. Project Overview

1. Total CDBG dollars requested

\$ 8,012

2. Total project budget

\$ 12,515

3. Total Low/Moderate Income Persons Served Annually

36

4. Brief project description and purpose

When family members participate in the recovery process, there is a better chance for the person to achieve sobriety. Providing child care for family members will increase their participation.

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.

Yes

Explanation

Initially, participation was lower than expected, so less staff time was required.

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

Yes

E. Priority Addressed

Programs for Youth/Children

Other

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

According to the 2014 National Survey on Drug Use and Health, approximately 21.5 million people aged 12 or older have a substance use disorder. Substance use and addiction are leading national health problems, and the national statistics are also reflective of Illinois and the Chicagoland area. Between 2013 and 2016, opioid overdose deaths in Illinois increased 82% and continue to rise. The 2017 Oak Park River Forest Community Health Plan lists the overuse of opioids among adults as one of its behavioral health priorities. The Oak Park River Forest Community Health Plan states that "the problem of opioid overdoses is present and growing." In the Chicago metropolitan area, the percentage of treatment admissions for heroin was more than double the national average, according to the Illinois Consortium on Drug Policy at Roosevelt University. Only 10.8% of those who need treatment actually receive it at a specialty facility, and for those who are under-insured, the percentage is even smaller. This persistent shortfall leaves the majority of those under-served individuals without access to treatment or other resources essential to recovery.

II. Approach**a. Purpose**

Way Back Inn provides an extended residential treatment home for under-served people. Our experience has shown that rates of a sustained recovery occur when the client is in a residential home for 90 days to as long as one year. When family members are involved in the recovery process, there is a greater chance that relationships will be healed and the client will sustain their recovery. Many family members cannot attend Family Program meetings because of lack of child care. When Way Back Inn offers child care, there is a greater chance for the family members to attend these weekly meetings. Approximately ninety percent (90%) of our participants are low and moderate people, and have no place else to turn for an extended residential treatment home.

b. Target Populations

Way Back Inn serves all people regardless of race, ethnicity, age, or race. Approximately ninety percent (90%) of our participants are low and moderate people, and have no place else to turn for an extended residential treatment home.

c. Strategies

Our core program is the Extended Residential Care program, where we provide a much-needed residential setting. Here, participants receive personalized addiction therapy, stress reduction training, nutritional guidance, and financial management training. We have recovery programs in Oak Park, Maywood, Forest Park, and Melrose Park. In our Extended Residential Care program, each participant lives in one of our recovery homes from 90 days to one year, and approximately 64% have successfully achieved sobriety after going through our program.

Way Back Inn provides several programs that address vital aspects of the recovery process, which provide a continuum of services that help lead to successful outcomes. Our services include an Intensive Outpatient Program, an Extended Residential Care Program, a Gambling Outpatient Program, DUI Services, a Family Program, Specialty Court Programs, an Anger Management Program, a Stress Management Program, and a Continuing Care Program. This complete package of services has been developed and continually improved since we began in 1974.

Our Family Program is a very important aspect of the addiction recovery process because relationships within the family need to be healed. Involvement by our clients' families greatly improves the chances of a sustained recovery. It is not just the individual who is recovering, but the entire family. Children benefit from having a healthy parent, and benefit further when the entire family heals itself. The Family Program provides residents and their respective families with psycho-educational and process-oriented therapy dealing with issues of substance abuse and how it has affected the family system. The more that family members understand and are involved in their loved one's recovery, the greater the chance that the recovering person will sustain their sobriety. In addition, research has found that children who are exposed to their parent's recovery are less likely to develop an addiction themselves, and we have found this to be true. To further facilitate the healing process, we provide child care for our participants' children so that more family members can attend the therapeutic meetings.

d. Timeline

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

III. Outcomes & Evaluation

a. Goal Statement

So that more family members will be able to attend a weekly therapeutic recovery meeting at our Grateful House-Oak Park location, we will provide child care for our residents and their family members. Since 90% of our residents and their families are lower-income individuals, this population would directly benefit from this project.

b. Narrative

1. Ensuring Outputs/Outcomes

The Executive Director, Grateful House Lead, and responsible staff will meet monthly to review the attendance data and all other aspects related to the child care service to ensure that things are going according to plan, and to make any modifications as seem necessary. Feedback from residents and family members will be solicited, and responded to. The Grant Writer will collect the number of children served and the number of participants and family members served by this program by speaking with the Child Care Workers regularly, and reported to Oak Park CDBG staff quarterly.

2. Documenting Income

Intake staff document the household income of participants using the Client Intake-Income Verification form upon entry into the program. Intake staff are Masters-level educated and trained in ensuring accuracy and confidentiality during intake.

3. Evaluation Process

We evaluate our success by using the federally approved Addiction Severity Index (ASI), which is used when a participant enters and leaves our program. This screening tool helps us to determine the severity of the addiction upon entering the program, and helps to determine the degree of improvement when they leave our program. An example of this index can be viewed here:

<http://www.bu.edu/igsw/online-courses/substanceabuse/AddictionSeverityIndex,5thedition.pdf>

Each client is given the Addiction Severity Index upon admission, mid-way through treatment, and six months after graduation from this program. The ASI assesses each client on seven domains of life functioning including Medical, Employment, Drug/Alcohol Abuse, Family/Social, Legal, and Psychiatric. With mid- and post-assessment, we can gauge their improvement in these areas of life functioning. The Way Back Inn expects to witness positive changes in five of the seven domains upon discharge from treatment. All professional counselors on the staff administer the ASI to their individual clients, and receive feedback from the clients each time, and consider that feedback in their treatment plan.

IV. Organization Capacity

a. Mission & Experience

The mission of Way Back Inn is to rebuild lives damaged by addiction in a personalized healing environment. Since our founding in 1974, we have been able to offer vital support to adult men and women trying to overcome an alcohol, chemical substance, or gambling addiction. Every client is treated with dignity and respect. Our vision is to create an environment where men and women's lives are transformed and relationships are healed.

We are committed to serving those most needy in our community. Ninety percent (90%) of the participants who come to Way Back Inn have no insurance, or are on Medicaid, and are lower-income individuals, at or below the Poverty level. Many are Veterans. Most have no other place to turn, and many have been homeless before coming to Way Back Inn. Way Back Inn is committed to providing a valuable life-changing experience for these individuals. Approximately 64% have successfully achieved sobriety after going through our program.

The highly qualified staff of Way Back Inn have advanced degrees in mental health and addictions counseling. Way Back Inn programs are licensed by the Illinois Department of Human Services and the Division of Alcohol and Substance Abuse. We are accredited by CARF International (Commission on Accreditation of Rehabilitation Facilities).

b. Ability to Meet Reporting Requirements

Way Back Inn has been receiving public funds since our founding in 1974, and has an excellent record of reporting to funding agencies. Our financials are audited each year, and we always receive positive comments. Our organization is accredited by CARF International (Commission on Accreditation of Rehabilitation Facilities) which demonstrates our commitment to continual improvement and to effective practices. We have received funding from the Oak Park CDBG for the past two years, and have met reporting requirements. During the first year of this program, participation by family members was less than we anticipated. We are in our second year now, and the number of children and families served has begun to increase. Staff continue to regularly make participants and their family members aware of the availability of child care, and they are beginning to see an increase in people served.

c. Collaboration with Others

We collaborate closely with all area hospitals, and have a linkage agreement with Linden Oaks Hospital – Dr. Emma Cabusuo. Other hospitals with we work closely are Loyola University Medical Center, Holy Family Medical Center-Keys to Recovery, Northwestern Hospital, Westlake Hospital, New Vision – Thorek Hospital, Rush-Oak Park, Riveredge Hospital, Highland Park Hospital, Silvercross Hospital, and St. Joseph Hospital.

We work closely with law enforcement agencies including Maybrook Drug Court, DuPage County Drug Court, Kane County Drug Court, Will County Drug Court, Cook County Drug Court, and Kankakee Drug Court, Cook County Jail, and IDOC-Illinois Department of Corrections. We also work with the Department of Children and Family Services.

We collaborate with organizations that provide treatment to people with addictions, and have linkage agreements with DeKalb Behavioral Health Foundation, Existential Counselor Society, Serenity House, Renz Addiction Counseling Center, H.A.S.-Healthcare Alternative Services, and Housing Forward. We also work closely with other organizations that provide treatment to people with addictions including Riverwalk Counseling Center, Rosecrance, South Suburban Counsel, Share, Abraxas-Cornell Interventions, Gateway, Timberline Knolls, Haymarket, TASC-Treatment Alternatives for Safe Communities, and Niles Community Service.

Way Back Inn has contracts with the Proviso Township Mental Health Board as well as the Township of Oak Park Mental Health Board. Both allow residents of Way Back Inn who are residents of these townships to participate in the Network of Care, which assists residents find resources that are available within the community and establishes their health insurance through the ACA.

V. Budget Narrative

a. Budget Description

Total project budget: \$12,515

Total CDBG dollars requested: \$8,012 (64%)

80% of the beneficiaries will be Oak Park residents. 40 people will benefit from this proposal, and 32 (80%) will be Oak Park residents.

The Oak Park CDBG expenses will be:

1. We plan on hiring two part-time Child Care Providers

• 2 people x \$15/hour x 4.8 hours per week x 52 weeks = \$7,488

• Payroll taxes are \$524

b. Alternate Revenue Sources

Way Back Inn has increased its fundraising activities, and has hired a part-time fundraising person. This is beginning to result in an increase in funds raised outside of our traditional funding sources. If funding is not received for this program, we have budgeted funds in our New Program Development Reserve fund.

3. Attachments

Timeline

[way back inn 2019 oak park cdbg public services timeline - providing child care to increase family program participation.docx](#) (2)

Logic Model

[way back inn 2019 logic model - oak park cdbg public services.docx](#) (3)

Articles of Incorporation and By-Laws

[way back inn articles of incorporation by-laws.pdf](#) (4)

Non-Profit Determination (IRS Letter)

[way back inn 501 c 3 non-profit determination.pdf](#) (5)

List of Board of Directors

[way back inn board of directors 2019.xlsx](#) (6)

Organizational Chart

[way back inn organizational chart 2019.pptx](#) (7)

Resumes

[way back inn resumes.pdf](#) (8)

Financial Statement and Audit

[way back inn audited financial final ye-2018.pdf](#) (9)

Conflict of Interest Statement

[way back inn conflict of interest - lobbying statement.pdf](#) (10)

Anti-Lobbying Statement

[way back inn lobbying statement.pdf](#) (11)

EEO Form

[way back inn 2019 oak park eeo report chart.doc](#) (12)

Statement of ADA Compliance

[way back inn ada statement.pdf](#) (13)

Intake Documentation

[way back inn client intake - income verification - 2018 hud.pdf](#) (14)

Support Statements

[way back inn support statements 2019.pdf](#) (15)

Budget Worksheet

[way back inn 2019 budget worksheet.xlsx](#) (16)

Project Client-Evaluation Tool

[way back inn evaluation tool - addiction severity index.pdf](#) (17)

4. Proposal Agency Information & Verifications

1. Name of Authorized Official of Applicant Organization

Anita Pindiur

2. Title of Authorized Official of Applicant Organization

Executive Director

3. Date of Submittal

Thu, 2019-02-21

4. Affirmation

I agree

Source URL: <https://www.oak-park.us/node/4323/submission/14807>

Links

- [1] <https://www.oak-park.us/village-oak-park-cdbg-public-services-proposal>
- [2] https://www.oak-park.us/sites/default/files/webform/way_back_inn_2019_oak_park_cdbg_public_services_timeline_-_providing_child_care_to_increase_family_program_participation.docx
- [3] https://www.oak-park.us/sites/default/files/webform/way_back_inn_2019_logic_model_-_oak_park_cdbg_public_services.docx
- [4] https://www.oak-park.us/sites/default/files/webform/way_back_inn_articles_of_incorporation_by-laws.pdf
- [5] https://www.oak-park.us/sites/default/files/webform/way_back_inn_501_c_3_non-profit_determination_0.pdf
- [6] https://www.oak-park.us/sites/default/files/webform/way_back_inn_board_of_directors_2019.xlsx
- [7] https://www.oak-park.us/sites/default/files/webform/way_back_inn_organizational_chart_2019.pptx
- [8] https://www.oak-park.us/sites/default/files/webform/way_back_inn_resumes.pdf
- [9] https://www.oak-park.us/sites/default/files/webform/way_back_inn_audited_financial_final_ye-2018.pdf
- [10] https://www.oak-park.us/sites/default/files/webform/way_back_inn_conflict_of_interest_-_lobbying_statement.pdf
- [11] https://www.oak-park.us/sites/default/files/webform/way_back_inn_lobbying_statement.pdf
- [12] https://www.oak-park.us/sites/default/files/webform/way_back_inn_2019_oak_park_eeo_report_chart.doc
- [13] https://www.oak-park.us/sites/default/files/webform/way_back_inn_ada_statement.pdf
- [14] https://www.oak-park.us/sites/default/files/webform/way_back_inn_client_intake_-_income_verification_-_2018_hud.pdf
- [15] https://www.oak-park.us/sites/default/files/webform/way_back_inn_support_statements_2019.pdf
- [16] https://www.oak-park.us/sites/default/files/webform/way_back_inn_2019_budget_worksheet.xlsx
- [17] https://www.oak-park.us/sites/default/files/webform/way_back_inn_evaluation_tool_-_addiction_severity_index.pdf



PY 2019 CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Way Back Inn
Project Name	Providing Child Care to Increase Family Program Participation

Goal Statement: So that more family members will be able to attend a weekly therapeutic recovery meeting at our Grateful House - Oak Park location, we will provide child care for our residents and their family members. Since 90% of our residents and their families are lower-income individuals, this population would directly benefit from this project.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Staff of Way Back Inn / Grateful House Child care worker	Hire a qualified child care worker to supervise the children.	40 Total unduplicated persons served (without regard to income or residency)	There will be an increase in the number of our residents and their family members participating in Grateful House Family Program services	More of our residents and their family members will be able to participate in the recovery services provided at Grateful House, which will increase the number of families that will have healed relationships	The Executive Director, Grateful House Lead, and responsible staff will meet monthly to review the attendance data and all other aspects related to the child care service to ensure that things are going according to plan, and to make any modifications as seem necessary. Feedback from residents and family members will be solicited, and responded to.
	Purchase a variety of activities/toys/educational material that will be available for the children.	36 Extremely Low, Low and Mod-Income Persons served			
	Inform the residents and their family members of the availability of child care.	32 Oak Park persons served 29 Extremely Low, Low and Mod-Income Oak Park Persons Served			



PY 2019 Timeline, CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Way Back Inn
Project Name	Providing Child Care to Increase Family Program Participation

Timeframe	Activity	Person Responsible
Month 1	Inform the residents and their family members of the availability of child care	Child Care Provider/Therapist, Executive Director, House Lead
	Provide child care during meetings	Child Care Provider/Therapist
Month 2	Inform the residents and their family members of the availability of child care	Child Care Provider/Therapist, Executive Director, House Lead
	Provide child care during meetings	Child Care Provider/Therapist
Month 3	Inform the residents and their family members of the availability of child care	Child Care Provider/Therapist, Executive Director, House Lead
	Provide child care during meetings	Child Care Provider/Therapist
Month 4	Inform the residents and their family members of the availability of child care	Child Care Provider/Therapist, Executive Director, House Lead
	Provide child care during meetings	Child Care Provider/Therapist
	Send invoice and quarterly report to Oak Park	Grant writer
Month 5	Inform the residents and their family members of the availability of child care	Child Care Provider/Therapist, Executive Director, House Lead
	Provide child care during meetings	Child Care Provider/Therapist
Month 6	Inform the residents and their family members of the availability of child care	Child Care Provider/Therapist, Executive Director, House Lead
	Provide child care during meetings	Child Care Provider/Therapist
Month 7	Inform the residents and their family members of the availability of child care	Child Care Provider/Therapist, Executive Director, House Lead
	Provide child care during meetings	Child Care Provider/Therapist
	Send invoice and quarterly report to Oak Park	Grant writer
Month 8	Inform the residents and their family members of the availability of child care	Child Care Provider/Therapist, Executive Director, House Lead
	Provide child care during meetings	Child Care Provider/Therapist
Month 9	Inform the residents and their family members of the availability of child care	Child Care Provider/Therapist, Executive Director, House Lead
	Provide child care during meetings	Child Care Provider/Therapist

	family members of the availability of child care	Executive Director, House Lead
	Provide child care during meetings	Child Care Provider/Therapist
	Send invoice and quarterly report to Oak Park	Grant writer
Month 11	Inform the residents and their family members of the availability of child care	Child Care Provider/Therapist, Executive Director, House Lead
	Provide child care during meetings	Child Care Provider/Therapist
Month 12	Inform the residents and their family members of the availability of child care	Child Care Provider/Therapist, Executive Director, House Lead
	Provide child care during meetings	Child Care Provider/Therapist
Month 13	Send invoice and final report to Oak Park	Grant writer

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

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

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

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

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

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue List Source	Other Revenue List Source	Other Revenue List Source	Total Other Revenues	Other Revenues % of Costs
Please ensure that percentages, subtotals & totals are listed.				Funding Source:	WBI New Program Development Reserve				
Personnel Costs									
Salaries	\$9,360	\$2,660	28%		\$6,700			\$6,700	72%
Benefits	\$0	\$0	0%					\$0	0%
Taxes	\$655	\$187	29%		\$468			\$468	71%
Other (Identify)	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
Subtotal: Personnel Costs	\$10,015	\$2,847	28%		\$7,168	\$0	\$0	\$7,168	72%
Operating Costs:									
Rent/Lease	\$0	\$0	0%					\$0	0%
Utilities	\$0	\$0	0%					\$0	0%
Telephone	\$0	\$0	0%					\$0	0%
Postage	\$0	\$0	0%					\$0	0%
Supplies(crafts,snacks)	\$2,000	\$0	0%		\$2,000			\$2,000	100%
Mileage	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
Subtotal: Operations	\$2,000	\$0	0%		\$2,000	\$0	\$0	\$2,000	100%
Professional/Services									
Consultant	\$0	\$0	0%					\$0	0%
Engineering	\$0	\$0	0%					\$0	0%
Other (training)	\$500	\$0	0%		\$500			\$500	100%
Subtotal: Professional Services	\$500	\$0	0%		\$500	\$0	\$0	\$500	100%
TOTAL (all categories)	\$12,515	\$2,847	23%		\$9,668	\$0	\$0	\$9,668	77%

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?
WBI New Program Development Reserve	No	\$9,668	available	immediately	none	State-local
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$9,668				

Agency Name: Way Back Inn

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.

Oak Park CDBG Public Services Proposal

Revised Budget Narrative for Way Back Inn / Grateful House

April 29, 2019

Total project budget: \$12,515

Total CDBG dollars requested: \$2,847

80% of the beneficiaries will be Oak Park residents. 40 people will benefit from this proposal, and 32 will be Oak Park residents.

The Oak Park CDBG expenses will be:

1. We plan on hiring one part-time Child Care Provider

- 1 person x \$15/hour x 3.41 hours per week x 52 weeks = **\$2,660**
- Payroll taxes are **\$187**

EXHIBIT B - ASSURANCES

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

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

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

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

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

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

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

k. The Uniform Administrative Requirements in 2 CFR 200.

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

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

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

4. It has adopted and is enforcing:

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

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

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

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

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

APPENDIX V

REAFFIRMATION STATEMENT

MARCH 31, 1997

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

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

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

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

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



**Carl Swanson
Village Manager**

*Village of Oak Park
Personnel Manual*

Adopted 3/31/97

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

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