

## **SUBRECIPIENT GRANT AGREEMENT**

**THIS SUBRECIPIENT GRANT AGREEMENT** ("Agreement") is entered into as of the day of \_\_\_\_\_ October, 2020 between the VILLAGE OF OAK PARK, Illinois (hereinafter the "Village") and AFRICAN AMERICAN CHRISTIAN FOUNDATION, 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 2020 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 2020 Community Development Block Grant Program Proposal, attached hereto and incorporated herein by reference as Exhibit A (hereinafter the "Subrecipient's Proposal").

B. The Project will proceed in accordance with the terms of this Agreement, the Subrecipient's Proposal and all laws and regulations referenced in this Agreement. Any changes(s) in the Project must be approved by the Village prior to the Subrecipient incurring any Project costs or implementing any substantial Project modifications. Such approval shall only be effective if authorized by a written amendment to this Agreement.

C. The funds to be provided by the Village to Subrecipient pursuant to this Agreement shall be used to partially cover operation costs for supportive services for the Youth Employment Entrepreneurship Program. A total of 25 persons (8 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 one thousand dollars (\$1,000) (hereinafter the "Grant Funds") to be paid in accordance with the terms of this Agreement. The Subrecipient acknowledges and agrees that only those budget line items and percentages that appear in its Program Year 2020 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, 2020, 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, 2021. Any invoices submitted after October 31, 2021 shall not be paid by the Village.

**5. PROGRAM YEAR.**

A. The Subrecipient shall perform the Project beginning October 1, 2020 and ending on September 30, 2021 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2021. 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 <sup>st</sup> Quarter: October-December, 2020	Progress report due by January 15, 2021
2 <sup>nd</sup> Quarter: January–March, 2021	Progress report due by April 15, 2021
3 <sup>rd</sup> Quarter: April–June, 2021	Progress report due by July 15, 2021
4 <sup>th</sup> Quarter: July–September, 2021	Progress report/Final report due by October 15, 2021

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  
African American Christian Foundation  
6707 North Avenue  
Oak Park, Illinois 60302

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



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

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

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

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

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

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

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

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

**VILLAGE OF OAK PARK**

**AFRICAN AMERICAN CHRISTIAN FOUNDATION**

\_\_\_\_\_  
Name: Cara Pavlicek  
Title: Village Manager

\_\_\_\_\_  
Name:  
Title:

Date: \_\_\_\_\_, 2020

Date: \_\_\_\_\_, 2020

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
Name: Vicki Scaman  
Title: Village Clerk

\_\_\_\_\_  
Name:  
Title:

Date: \_\_\_\_\_, 2020

Date: \_\_\_\_\_, 2020

**EXHIBIT A**  
**SUBRECIPIENT'S PROPOSAL**



[Home](#) » [Village of Oak Park CDBG Public Services Grant Submission Form](#) » [Webform results](#)

## Submission #70

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### Submission information

Form: [Village of Oak Park CDBG Public Services Grant Submission Form](#)

Submitted by aacf

Fri, 2020-02-07 08:46

23.126.120.189

### 1. Applicant Information

#### A. Organization Information

##### 1. Organization Name

African American Christian Foundation

##### 2. Organization Mailing Address

6707 North Ave, Oak Park, IL 60302

##### 3. Organization Phone

708-848-1700

##### 4. Executive Director

Evelyn Antwi-Mensah

##### 5. Email Address

evelyn@aacfworks.org

##### 6. FEIN #

36-3398925

##### 7. DUNS #

82-795-9941

### B. Project Information

#### 1. Proposed Project Name

Youth Employment Entrepreneurship Program

**2. Proposed Project Address**

6707 North Ave, Oak Park, IL 60302

**3. Project Manager/Primary Contact**

Evelyn Antwi-Mensah

**4. Secondary Contact**

Tami Yarbrough

**5. Proposed Project Phone Number**

708-848-1700

**6. Email Address**

tami@aacfworks.org

**C. Type of Organization**

Private non-profit

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

\$ 19,146

**2. Total project budget**

\$ 310,691

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

200

**4. Brief project description and purpose**

YEEP/ISBP provides vocational training and career services for out of school, low-income youth ages 16 – 24. We are seeking funding for our CNA certification courses as well as for general YEEP services.

**5. Population Served**

51% or more Low/Moderate Persons

**6. Did you return any CDBG funds in program year 2018? If yes, explain why.**

Yes

**Explanation**

We didn't get the chance to modify our budget

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

No

**2. Project Narrative**

## **I. Background & Need**

AACF's Youth Employment Entrepreneurship Program (YEEP) and its attendant Industry-Specific Bridge Programs (ISBP) address the need for comprehensive assistance to a population that is socially and economically vulnerable but often underserved: out of school youth. Through YEEP/ISBP, AACF is able to help these young people—who are often unemployed and disengaged from their communities—re-engage with society by building new vocational skills, securing gainful employment, and obtaining the social and emotional supports they need to live fulfilling and productive lives.

According to the National Center for Education Statistics, 1.2 million students drop out of high school before earning their diploma in the US. These high school dropouts, on average, earn \$200,000 less over their lifetime than high school graduates, according to the U.S. Bureau of Labor Statistics—evidence that job opportunities are a challenging area for youth without a high school diploma. For young people with a high school diploma but no post-secondary education, prospects are not significantly brighter. Both populations struggle to establish professional careers or achieve salaried employment. The outlook for youth-- and especially youth of color-- in Cook County is especially grim: Cook County has a 15% dropout rate and an unemployment rate of 37% among Black and Hispanic youths.

These hurdles of educational and racial inequity are compounded by the other challenges our clients face as low-income youth, from affording transportation to work to securing childcare for their dependents.

Our mission is to help low/middle income youth become stable, healthy, and productive members of their community through the YEEP/ISBP threefold approach: 1) attainable education, with support and tutoring; 2) access to career information, vocational training, and job placement; and 3) guidance in the form of professional mentors. Our wraparound social services, which we offer in tandem with the educational and vocational services of YEEP, provide our clients with the additional supports they may need to succeed, from housing assistance to financial aid for transportation and course supplies.

AACF is committed to preparing economically challenged youth with the skills necessary for a positive and productive future. CDBG funding will enable AACF to further build out the Certified Nursing Assistant (CNA) courses that we currently offer as part of YEEP/ISBP. These courses are the first step to gaining the certifications needed to become a CNA in the state of Illinois— a stable, gainful position with opportunity for advancement to other positions within the medical field.

## **II. Approach**

### **a. Purpose**

The YEEP/ISBP experience involves the opportunity to engage in vocational training geared toward certain specific career paths, including clerical work, insurance sales, commercial driving certification, security training, digital manufacturing, and more. Among the most popular of our present training options is our Certified Nursing Assistant (CNA) program, a 10-week program that combines classroom and hands-on clinical experience in preparation for the CNA state licensing exam.

AACF will use CDBG awarded funding to further refine and enhance the experience we offer



YEEP/ISBP participants through our CNA courses and programming. There is presently an enormous demand for CNAs to assist our aging population: in fact, employment for nursing assistants nationwide is expected to grow 9 percent from 2018 to 2028— a faster rate of growth than the average for all occupations (U.S. Bureau of Labor Statistics). Through our CNA program offerings, we aim to help our YEEP/ISBP program participants share in the wealth of new employment opportunities this growth has inspired, putting these young people on the fast track to both vocational and financial security while also orienting them toward the possibility for future professional growth in the medical field.

**b. Target Populations**

AACF serves young people ages 16 - 24 who are unemployed or not receiving age-appropriate educational services. The client base for AACF is comprised almost entirely of African American and Latino youth (90%). Over 90% of our clients are also low-income and receive public assistance at 200% below poverty guidelines. Additionally, approximately 15% of our clients at any time are experiencing homelessness or have transient living conditions.

We intentionally seek instructors for YEEP programs that match our client base's racial demographics, and we place a premium on cultural competency in our programs and interactions with clients. Ensuring the accessibility of our programming to our clients and their sense of comfort and support in the YEEP setting is at the forefront of our programmatic efforts.

Our approach to clients is highly individualized and responsive to the various challenges our clients face in their personal lives. We take each client's circumstances into account through the holistic approach of our practical services (e.g., providing clients with resources connecting them to housing and other material support), in our educational/vocational training approaches (determining the level of support a client needs in his or her coursework), and in the social and emotional services we provide in addition to our employment and education programs. Our Mentoring Program, which acts as a supplement to our other programs, provides our clients with a community-based mentor who helps them to gain confidence and emotional security while also fielding their practical concerns about their educational or career pathways. We've found that mentoring is a key component to the success of YEEP as a whole and hope to further expand its capacity and influence on our client base.

**c. Strategies**

The beginning of our program strategy involves new client outreach. AACF practices daily outreach within the community to attract our client base. Interested individuals are then invited to our training site for intake, orientation, and an introduction to our main program offering, Youth Employment and Entrepreneurship Program with Industry Specific Bridge Program (YEEP/ISBP). Within YEEP/ISBP is the option to pursue vocational training in several fields through various bridge programs, one of which is our Certified Nursing Assistant (CNA) program.

The CNA Program is comprised of two classes: Fundamentals of Nursing for Assistive Personnel (80 hours), and Clinical for Nursing Assistant Personnel (40 hours). Both classes must be successfully completed in order to pass the program.

In our CNA certification course, students study basic human biology, medical terminology, methods of infection control, and caregiving for the elderly. They receive skill training in

patient-nursing assistant relationships, taking and recording vital signs, cardiopulmonary resuscitation, bathing, feeding, dressing, and the transporting of patients in hospitals and nursing homes, as well as advanced skills such as catheterization methods. Our CNA program was designed to meet the curriculum requirements of the Illinois Department of Public Health (IDPH). Successful completion of this program includes:

- 1) Demonstration of all 21 IDPH Nursing Assistant Patient Care Skills
- 2) Completion of classroom lecture and lab
- 3) Completion of clinical rotations at a hospital or long term care facility.

Upon satisfactory completion of this program, students are eligible to take the state certification examination. If they pass this examination, they will be fully licensed by the state to practice as a nursing assistant. Once our students receive their certification, YEOP will continue to serve as a resource which can help them prepare for their application and interview processes for CNA positions.

Additional supports will be provided for CNA program participants in the same manner which exist for all of our clients engaged in YEOP/ISBP, including the following: the option to pursue paid internships with our local business partners, access to our Youth Mentoring Program, individual career counseling, and financial assistance to accommodate basic needs during the course of their educational and vocational training terms with YEOP/ISBP.

#### d. Timeline

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

### III. Outcomes & Evaluation

#### a. Goal Statement

The immediate goal of AACF is to provide vocational training and access to career information, career services and career placement to low-income, unemployed, out of school youth. We achieve our goal when we help these disengaged young adults master a professional skillset, achieve economic independence, and secure the social and emotional tools they need to thrive both personally and professionally.

We accomplish this through multiple interwoven avenues of material, practical, and social support. These avenues include:

- 1.) Providing outreach and access to career information, career and employer services, and vocational training onsite or with a third party provider.
- 2.) Providing the general public open access and use to computer lab technology.
- 3.) Offering short term computer vocational classes in programs such as Microsoft Word and Excel.
- 4.) Providing job placement assistance to our participants and local schools by arranging career fairs and serving as a referral source for local and regional employers.
- 5.) Conducting basic to advanced computer software and customer service training.
- 6.) Supporting youth participants that are 16 to 24 years of age with support (transportation, childcare, housing, food, clothing, etc.) to help them to succeed if they attend training or work.
- 7.) Increasing advanced technological training for young adults in the communities in which



we serve.

8.) Providing basic skills enhancement, GED preparation and post-secondary education placement.

9.) Providing employer services for new employers to the Oak Park and neighboring Chicago communities.

10.) Continually growing and improving our Mentoring Program, a vital service that encourages our clients' personal growth.

11.) Providing excellent wrap around case management services that provide clients with the material, practical, and emotional supports they need to stay on course to career success.

#### b. Narrative

### 1. Ensuring Outputs/Outcomes

1) Outcomes of the CNA program and YEOP/ISBP in general:

- An increase in the number of Oak Park area residents we serve per year, to 15 persons per year.
- Training a projected 30 youth in basic technological and/or nursing skills.
- Hosting two career fairs during the calendar year.
- Placing 25 new individuals in long-term gainful employment through YEOP career services.
- Aiding at least 35 unique clients in accessing our computer lab and technological resources.

### 2. Documenting Income

AACF uses the following items to document income for each household member above 18 years of age: Pay stubs, bank statements, a copy of last year's federal tax return, public assistance documents, letters from shelters to document homelessness, retirement income, and disability income. Clients provide proof of income in the form of employment pay stubs. If clients are unemployed and/or enrolled in high school, food stamps or school lunch program documentation is used to verify LMI status.

### 3. Evaluation Process

We gauge the success of YEOP/ISBP and other AACF programs principally through evaluations and surveys conducted with our staff and program participants:

- In courses such as our CNA program, students are evaluated for their understanding of class material and competency in the subject of instruction. Rates of student success or failure in securing attendant certifications, be they internal to YEOP or through the state or other private institutions, are additionally recorded to help gain an overall picture of students' progression toward career success. Rates of employment after participation in these programs are also recorded.
- Rates of employment after participation in our internship programs and career services are also recorded.
- YEOP program participants are evaluated monthly for their progress toward goals in their individual assessment plans.
- Our case managers are evaluated by monthly progress reports. Through their feedback, we additionally work to refine YEOP's program performance measures.
- The employers we partner with in our vocational services and our YEOP program

participants complete surveys which provide feedback about our services.

We periodically conduct an evaluation in which we compare our actual program plan for YEOP/ISBP to our program performance matrix and compare how our performance compares to our stated goals and objectives. To help complete this comprehensive assessment, we rely on program participant surveys, supervisor observations, and employee feedback. Participant surveys are completed per class per student, and employee surveys are completed during team meetings. Assessments are re-administered by the Project Director at the end of each program course to measure improvements in services, particularly those provided through the implementation of improvements provided through outside funding.

#### IV. Organization Capacity

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

The mission of The African American Christian Foundation (AACF) is to train and assist low-income residents of Cook County communities to acquire skills, actively foster economic opportunity and build effective social relations that lead to economic independence, individual welfare and promote community stability.

We believe that every person should have the opportunity to pursue a career and the tools to excel and achieve in their chosen career field. Our role in workforce development is to give our participants the tools they need to reach their full potential. No new staffers will be hired for this project.

African American Christian Foundation (AACF) is a nonprofit organization established in 1985 in Oak Park, Illinois. For the over 30 years, AACF has been providing employment training and career development to at risk and disadvantage youths, and unemployed adults under the Workforce Investment Act (WIA) now Workforce Innovation Opportunity Act (WIOA). Last year AACF served 95 youth participants out of 250 walk-ins and placed 49 participants in gainful employment.

AACF is staffed with committed employees that have a combined 30 years of experience in workforce development. These qualified staff supervise students in working toward their vocational goals as well as their educational goals, which typically include obtaining their GED or increasing their reading and mathematics skills by at least two grade levels. Our instructors provide computer courses in Word, Excel and the Windows operating system. Other staff duties include planning lessons and assignments, tutoring individual youth in academic and vocational subjects, and encouraging and monitoring the progress of individual students.

We will use CDBG funding to establish salaries for CNA program instructors, improve our CNA program resources, make increases and improvements to our Technology Center, and expand the capacity our Mentoring Program.

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

We have operated WIOA Title IY programs with the State of Illinois and Cook County since 1994 with tremendous success. We currently operate a youth program (YEOP/ISBP) in which we assist out of school and in school youths to stay in school, go to college and/or



enter employment along with other job related services. This program requires monthly reporting and has the following matrix youth entered employment rate, youth credential attainment, youth employment retention rate, of which AACF has met or exceeded the performance matrix. Our programs are audited programmatically and financially by our grantors annually.

Our last experience administering a CDBG program was in the 2017-2018 program year, during which we were on track to meet and exceed all program benchmark and deliverables.

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

- 1) We work with the Oak Park District library and Township where eligible youth can enroll in our waiting list.
- 2) We provide interns/employees to Oak Park businesses such as FFC, Batteries+, Prevail, Pete's Fresh Market, Wonder Works Children Museum, etc. We typically establish an overt collaborative relationship with these employers and work with them closely to track our clients' vocational progress and success with them.
- 3) We assisted Pete's Fresh Market with job fairs and recruiting events when they were moving into Oak Park.
- 4) We work with several local nonprofits and community resources (such as community colleges) for help in providing full wraparound services to clients.
- 5) We plan to increase our local collaboration efforts if funded to include additional Oak Park business, schools and community organizations.

### **V. Budget Narrative**

#### **a. Budget Description**

Our project budget will consist of:

-Personnel cost (staff salary for nursing instructor)

And supportive services cost outlined on the budget worksheet:

-Salary support for case managers

-Salary support for Information Technology instructors

-Increases and improvements to the AACF Technology Center

Please refer to our attached budget materials for further details.

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

At the moment there is no fallback or other alternative solution to what the Village of Oak Park

(CDBG) partnership can do for the out of school youth that our organization helps. Since funding is limited and there are many causes that need support, our agency has actively engaged in other fund raising activities, such as a benefit dinner, a walkathon, submitting other proposals, conducting mailing solicitations, and working to seek out corporate sponsorship.

We hope the CDBG can help our organization to accomplish our mission and reengage young adults disengaged from work and school. Supporting low-income persons as they

strive to obtain employment is the first critical step toward the creation of a livable and vibrant community where individuals and families can flourish. If CDBG funding is not possible at this time, we will continue our fundraising efforts in order to make up for the budgetary difference.

Our goal is to ensure that all youth gain the skills they need for a successful career, stay gainfully employed, and excel in a career or through the pursuit of post-secondary education. We are committed to improving our youth's potential and ensuring a brighter future for them. Please partner with us to engage our youth academically and vocationally and to transform the prospects they have for their lives to come.

### 3. Attachments

**Timeline**

[cdbg\\_public\\_services - timeline form.docx](#)

**Logic Model**

[cdbg\\_public\\_services\\_logic\\_model\\_chart\\_final.docx](#)

**Articles of Incorporation and By-Laws**

[article\\_of\\_incorporation.pdf](#)

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

[501c.pdf](#)

**List of Board of Directors**

[board\\_member\\_list\\_updated2.pdf](#)

**Organizational Chart**

[aacf\\_organizational\\_team\\_2019.pdf](#)

**Resumes**

[oak\\_park\\_cdbg\\_personnel\\_qualifications.docx](#)

**Financial Statement and Audit**

[aacf\\_financial\\_statement\\_and\\_budget.pdf](#)

**Conflict of Interest Statement**

[aacf\\_conflict\\_of\\_interest.pdf](#)

**Anti-Lobbying Statement**

[aacf\\_lobby\\_statement\\_1.pdf](#)

**EEO Form**

[eeo\\_report\\_chart.docx](#)

**Statement of ADA Compliance**

[americans with disabilities act rev 2010.pdf](#)

**Intake Documentation**

[intake registration form.pdf](#)

**Support Statements**

[wonderworks museum.pdf](#)

**Budget Worksheet**

[cdbg project budget-other revenue summary updated.xlsx](#)

**Project Client-Evaluation Tool**

[cna program evaluation 2020.pdf](#)

**4. Proposal Agency Information & Verifications**

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

Evelyn Antwi-Mensah

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

Executive Director

**3. Date of Submittal**

Fri, 2020-02-28

**4. Affirmation**

I agree

[Previous submission](#)

[Next submission](#)



**PY 2020 CDBG Public Services**

Organization	African American Christian Foundation
Project Name	Youth Employment and Entrepreneurship Program

Goal Statement: Providing vocational training and access to career information, career services and career placement to disengaged out of school youths

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Customers	Active Participation in program activities  1.Orientation, assessment, tutoring, technical computer skills training, customer service skills  2. the job placement Process  3. basic computer Skills attainment  4. job search, readiness skills training  5. career fairs  6.employer services  7. Advanced computer skills enhancement	105 Total unduplicated persons served (without regard to income or residency)	Improved vocational options for non-college bound high school students	Community-wide Coverage and Access	Number of people trained in basic computer and/or nursing skills 30
Employers					
Staff				Entry into vocational training or employment	Number of successful job or career fairs hosted (2 job fairs hosted 2020-2021)
Public Schools		95 Extremely Low, Low and Mod-Income Persons served	Comprehensive, Integrated career services		The number of employer serves provided 1
Community Organizations					
External Technical Assistance		10 Oak Park persons served	Improved and increased career knowledge & opportunities		Total number customers utilizing the open access lab time (35+ unduplicated per year)
Government Agencies		8 Extremely Low, Low and Mod-Income Oak Park Persons Served	Entry into a career cohort  Enhanced career preparation skills		Job placements 25





PY 2020

Organization	African American Christian Foundation
Project Name	Community Technology Center and Youth Employment and Entrepreneur Program

Timeframe	Activity	Person Responsible
Month 1	<b>General/ Administrative</b> - Expand and convene CTC Program Committee to detail implementation planning - Finalize Formal Memorandum of Agreement with Partners and Schools - Monthly Team Meetings and Conference Calls - Conduct program roll-out meeting with Stake holders and evaluator <b>Volunteers and Staff</b> - Recruit volunteers from Volunteer Networks - Conduct academic and technology program training for volunteers and staff	Tami Yarbrough  Gladys Annor
Month 2	<b>Participants Outreach</b> - Ensure program web site with links from and to partner web sites - Create brochures, flyers, website and conduct publicity campaign in coordination with partners - Recruit participants through school partners and current AACF program participants	Tami Yarbrough
Month 3	<b>Youth Program Orientation and Workshop Session</b> - Adapt curriculum and assessment to alignment with Illinois Digital Divide Law - Conduct vocational training classes 8-10 weeks - Program quarterly report - Tutoring in basic and life skills	Gladys Annor Felicia Newton
Month 4	<b>Youth Program Orientation and Workshop Session</b> - Monthly program Meeting - Submit Program quarterly report - Conduct technology programs - Tutoring in basic skills - Host job fair or BSR Meeting in Oak Park	Gladys Annor Felicia Newton
Month 5	<b>Youth Program Planning</b> - Monthly program meeting - Tutoring in basic skills - Prep for life skills workshop and vocational training	Gladys Annor Felicia Newton
Month 6	<b>Youth Program Orientation and Workshop Session</b> - Monthly program meeting - Tutoring in basic skills	Gladys Annor Felicia Newton

	- Conduct life skills workshop and vocational training	
Month 7	<b>Youth Program Orientation and Workshop Session</b> - Monthly program meeting - Conduct vocational classes and training 8-10 weeks - Tutoring in basic skills -Host career fair in Oak Park - Submit Program quarterly report	Gladys Annor Felicia Newton
Month 8	<b>Youth Program Planning</b> - Monthly program meeting - Tutoring in basic skills - Conduct life skills workshop and vocational training	Gladys Annor Felicia Newton
Month 9	<b>Youth Program Orientation and Workshop Session</b> - Monthly program meeting - Tutoring in basic skills - Prep for life skills workshop and vocational training	Gladys Annor Felicia Newton
Month 10	<b>Youth Program Orientation and Workshop Session</b> - Monthly program meeting - Conduct life skills workshop and vocational training - Tutoring in basic skills -Host job fair - Submit Program quarterly report	Gladys Annor Felicia Newton
Month 11	<b>Youth Program Planning</b> - Monthly program meeting - Tutoring in basic skills - Conduct life skills workshop and vocational training	Gladys Annor Felicia Newton
Month 12	<b>Evaluation and Reporting</b> - External program evaluation -project monitoring (on-going) -Collect program data and compile comprehensive annual report	Evelyn Mensah

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

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

**PY 2020 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
				Funding Source:	DHS	Dr. Scholl Fdn	Chi Com Trust		
<b><u>Personnel Costs</u></b>									
Salaries	\$139,122	\$15,000.00	7%		\$124,122			\$124,122	89%
Benefits	\$0	\$0	0%		\$0			\$0	0%
Taxes	\$12,843	\$1,146	9%		\$11,697			\$11,697	91%
Other (Identify)	\$0	\$0	0%		\$0			\$0	0%
Other (Identify)	\$0	\$0	0%		\$0			\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$151,965</b>	<b>\$16,146</b>	<b>11%</b>		<b>\$135,819</b>	<b>\$0</b>	<b>\$0</b>	<b>\$135,819</b>	<b>89%</b>
<b><u>Operating Costs:</u></b>									
Rent/Lease	\$19,000	\$0	0%		\$18,000	\$1,000		\$19,000	100%
Utilities	\$6,700	\$0	0%		\$9,552			\$9,552	143%
Telephone	\$5,000	\$0	0%		\$4,680			\$4,680	94%
Postage	\$1,780	\$0	0%		\$1,780			\$1,780	100%
Supplies	\$4,921	\$0	0%		\$4,921			\$4,921	100%
Mileage	\$3,508	\$0	0%		\$3,508			\$3,508	100%
Other (Identify)	\$489	\$0	0%		\$489	\$0	\$0	\$489	100%
Other (Identify)	\$0	\$0	0%		\$0			\$0	0%
<b>Subtotal: Operations</b>	<b>\$41,398</b>	<b>\$0</b>	<b>0%</b>		<b>\$42,930</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$43,930</b>	<b>106%</b>
<b><u>Professional/Services</u></b>									
Consultant	\$40,633	\$0	0%		\$36,633	\$4,000		\$40,633	100%
Engineering	\$33,400	\$0	0%		\$33,500			\$33,500	100%
Other (Direct Participant support)	\$43,295	\$3,000	7%		\$35,295	\$5,000		\$40,295	93%
<b>Subtotal: Professional Services</b>	<b>\$117,328</b>	<b>\$3,000</b>	<b>3%</b>		<b>\$105,428</b>	<b>\$9,000</b>	<b>\$0</b>	<b>\$114,428</b>	<b>98%</b>
<b>TOTAL (all categories)</b>	<b>\$310,691</b>	<b>\$19,146</b>	<b>6%</b>		<b>\$284,177</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$294,177</b>	<b>95%</b>



### PY 2020 CDBG OTHER REVENUE SUMMARY

This chart provides more information about the "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?
DHS	Grant	\$284,177	Received	7/1/2019	Limited to out of school youths	Local
Dr. Scholl Fdn	Grant	\$10,000	Pending	7/1/2017	Working Women only	Private
		\$0				
		\$0				
		\$0				
		\$0				
<b>TOTAL, where applicable</b>		<b>\$294,177</b>				





PY 2020 CDBG Public Services

Organization	African American Christian Foundation
Project Name	Youth Employment and Entrepreneurship Program

Goal Statement: Providing vocational training and access to career information, career services and career placement to disengaged out of school youths

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Customers	Active Participation in program activities	25 Total unduplicated persons served (without regard to income or residency)	Improved vocational options for non-college bound high school students	Community-wide Coverage and Access	Number of people trained in job readiness skills 10
Employers					
Staff	1.Orientation, assessment, tutoring, technical	20 Extremely Low, Low and Mod-Income Persons served	Comprehensive, Integrated career services	Entry into vocational training or employment	Number of successful job or career fairs hosted (0 job fairs hosted 2020-2021)
Public Schools	computer skills training, customer service skills				
Community Organizations	2. the job placement Process	8 Oak Park persons served	Improved and increased career knowledge & opportunities		The number of employer serves provided 1
External Technical Assistance	3. basic computer Skills attainment	5 Extremely Low, Low and Mod-Income Oak Park Persons Served			
Government Agencies	4. job search, readiness skills training		Entry into a career cohort		Total number customers utilizing the open access lab time (10+ unduplicated per year)
	5. career fairs				
	6.employer services				
	7. Advanced computer skills enhancement				
			Enhanced career preparation skills		Job placements 3

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

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

**PY 2020 REVISED PROJECT BUDGET . Project budget must include the entire project funding even if CDBG**

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

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

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue - List Source	Other Revenue - List Source	Other Revenue - List Source	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	DHS	Dr. Scholl Fdn			
<b><u>Personnel Costs</u></b>									
Salaries	\$124,122	\$0.00	7%		\$124,122			\$124,122	100%
Benefits	\$0	\$0	0%		\$0			\$0	0%
Taxes	\$11,697	\$0	0%		\$11,697			\$11,697	100%
Other (Identify)	\$0	\$0	0%		\$0			\$0	0%
Other (Identify)	\$0	\$0	0%		\$0			\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$135,819</b>	<b>\$0</b>	<b>0%</b>		<b>\$135,819</b>	<b>\$0</b>	<b>\$0</b>	<b>\$135,819</b>	<b>100%</b>
<b><u>Operating Costs:</u></b>									
Rent/Lease	\$19,000	\$0	0%		\$18,000	\$1,000		\$19,000	100%
Utilities	\$9,552	\$0	0%		\$9,552			\$9,552	100%
Telephone	\$5,000	\$0	0%		\$5,000			\$5,000	100%
Postage	\$1,780	\$0	0%		\$1,780			\$1,780	100%
Supplies	\$4,921	\$0	0%		\$4,921			\$4,921	100%
Mileage	\$3,508	\$0	0%		\$3,508			\$3,508	100%
Other (Identify)	\$489	\$0	0%		\$489	\$0	\$0	\$489	100%
Other (Identify)	\$0	\$0	0%		\$0			\$0	0%
<b>Subtotal: Operations</b>	<b>\$44,250</b>	<b>\$0</b>	<b>0%</b>		<b>\$43,250</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$44,250</b>	<b>100%</b>
<b><u>Professional/Services</u></b>									
Consultant	\$40,633	\$0	0%		\$36,633	\$4,000		\$40,633	100%
Engineering	\$33,500	\$0	0%		\$33,500			\$33,500	100%
Other (Direct Participant support)	\$41,295	\$1,000	2%		\$35,295	\$5,000		\$40,295	98%
<b>Subtotal: Professional Services</b>	<b>\$115,428</b>	<b>\$1,000</b>	<b>1%</b>		<b>\$105,428</b>	<b>\$9,000</b>	<b>\$0</b>	<b>\$114,428</b>	<b>99%</b>
<b>TOTAL (all categories)</b>	<b>\$295,497</b>	<b>\$1,000</b>	<b>0%</b>		<b>\$284,497</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$294,497</b>	<b>100%</b>

### PY 2020 CDBG OTHER REVENUE SUMMARY

This chart provides more information about the "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?
DHS	Grant	\$284,497	Received	7/1/2019	Limited to out of school youths	Local
Dr. Scholl Fdn	Grant	\$10,000	Pending	7/1/2017	Working Women only	Private
		\$0				
		\$0				
		\$0				
		\$0				
<b>TOTAL, where applicable</b>		<b>\$294,497</b>				



**Agency Name: AACF**

**PY 2020 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.

Supportive services will be used to pay for participant transportation services such as gas cards purchased at a local retail store. The gas card support is limited on average to \$50.00 per client for a total of \$1,000.00 per year. Our agency will provide supportive services to a total of 20 participants and 100% of the cost will be charged to the Village of Oak Park Community Development Block Grant fund. Supportive services in a form of gas cards for employment related activities are provided as one time support per qualified program participants. Transportation supportive services are to be used to get to work for the first two weeks of a client starting work. Individuals are required to sign and acknowledge receipt of the support and the purpose of the support.

**TYPE OF SUPPORTIVE SERVICES AWARDED AND AMOUNT:**

Transportation:

Gas Card \$50 each @ 20 disbursements for a total of \$1,000.00 for the program for PY2020.



## **EXHIBIT B - ASSURANCES**

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

1. Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the person identified as the official representative of Subrecipient to execute the agreement, all understandings and assurances contained therein, and directing the authorization of the person identified as the official representative of Subrecipient to act in connection with the execution of the agreement and to provide such additional information as may be required.

2. Subrecipient shall conduct and administer the Project for which it receives Grant Funds in compliance with:

a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and implementing regulations issued at 24 CFR Section 1 (24 CFR 570.601(a)(1);

b. Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), as amended; and that the Subrecipient will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing (24 CFR 570.601(a)(2))

c. Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652; 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing), and implementing regulations in 24 CFR part 107. [24 CFR 570.601(b)].

d. Section 109 of the Housing and Community Development Act, prohibiting discrimination based on of race, color, national origin, religion, or sex, and the discrimination prohibited by Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Age Discrimination Act of 1975 (P.L. 94-135), as amended and implementing regulations when published. (24 CFR 570.602);

e. The employment and contracting rules set forth in (a) Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR 1964-1965 Comp. p. 339; 3 CFR, 1966-1970 Comp., p. 684; 3 CFR, 1966-1970., p. 803; 3 CFR, 1978 Comp., p. 230; 3 CFR, 1978 Comp., p. 264 (Equal Employment Opportunity), and Executive Order 13279 (Equal Protection of the Laws for Faith-Based and Community Organizations), 67 FR 77141, 3 CFR, 2002 Comp., p. 258; and the implementing regulations at 41 CFR chapter 60; and

- f. The employment and contracting rules set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR part 135; 24 CFR 570.607.
- g. The Uniform Administrative Requirements and Cost Principles set forth in 24 CFR 200.
- h. The conflict of interest prohibitions set forth in 24 CFR 570.611.
- i. The eligibility of certain resident aliens requirements in 24 CFR 570.613.
- j. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.
- k. The Uniform Administrative Requirements in 24 CFR 200.
- l. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60.

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

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

- 4. It has adopted and is enforcing:
  - a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction; against any individuals engaged in non-violent civil rights demonstrations; and
  - b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- 5. To the best of its knowledge and belief no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of Subrecipient, a Member of Congress, an officer or employee of Congress,

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



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

**APPENDIX V**

**REAFFIRMATION STATEMENT**

**MARCH 31, 1987**

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

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

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

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

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



**Carl Swenson  
Village Manager**

*Village of Oak Park  
Personnel Manual*

*Adopted 3/31/87*

# Exhibit D: PY 2020 Quarterly Report Form, Oak Park CDBG Program

Subrecipient:	
Project Name:	
Prepared by:	Email:

Accomplishment Narrative: Describe your successes and challenges meeting your project goals this quarter, or for entire year if at the Final stage.

Beneficiaries by Race and Ethnicity <i>All unduplicated persons served during the reporting period should be included. Do not count a person in more than one quarter. If a person identifies as Hispanic, they also need to be counted under a race</i>	Q1		Q2		Q3		Q4		TOTAL	
	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic
White									0	0
Black/African American									0	0
Asian									0	0
American Indian or Alaska Native									0	0
Native Hawaiian or Other Pacific Islander									0	0
American Indian or Alaska Native AND White									0	0
Asian AND White									0	0
Black/African American AND White									0	0
American Indian /Alaska Native AND Black/African American									0	0
Other Multi-Racial	0	0	0	0	0	0	0	0	0	0

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

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/O!
Number of all Oak Park persons benefitting	#DIV/O!
Percentage of Oak Park persons benefitting	#DIV/O!
Number of Extremely Low, Low and Moderate Income Oak Park persons to be served	0

Exhibit E: PY 2020 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