

**APPLICATION FOR  
AFFORDABLE HOUSING TRUST FUND (AHTF)**

**Applicant Information**

Applicant Name(s): Oak Park Regional Hsg Ctr.  
Address: 1041 S. Boulevard  
City/State/Zip Code: Oak Park, IL 60302  
Federal Tax ID #: 23-7181388  
Project Contact: Athena Williams  
Telephone: 708-848-7150  
Email Address: awilliams@oprhc.org

**Amount of Allocation Requested:** \$ \$300,000.00

**Type of Applicant (check one):**

- Partnership       Corporation       Non-Profit       Other

Please attach certificate of good standing.

**Project Information**

Project Name: Live In Oak Park Capacity building  
Project Address (if applicable): 1041 S. Blvd.  
City/State/Zip Code: Oak Park, IL 60302

**Project Priority**

Select one of the categories your project applies to:

- Production of affordable housing including, without limitation, new construction, rehabilitation, and adaptive re-use;
- Acquisition and disposition, including, without limitation, vacant land, single family homes, multi-unit buildings, and other existing structures that may be used in whole or part to provide affordable housing;
- Grants or loans to not-for-profit organizations that are actively engaged in addressing the housing needs of eligible households;
- Financial assistance to eligible households to rent dwelling units;
- Financial assistance to eligible households to purchase dwelling units;
- Financial or in-kind assistance to preserve and/or maintain existing affordable housing;
- Weatherization of dwelling units occupied by eligible households;
- Emergency repairs to dwelling units occupied by eligible households

**Project Description**

Please provide a narrative of your project, demonstrating how it meets the Village's priority to provide sustainable financial resources to address the affordable housing needs of eligible households in Oak Park by preserving and producing affordable housing, providing housing-related financial support and services to eligible households and providing financial support for not-for-profit organizations that actively address the affordable housing needs of eligible households. An eligible household is defined as having income at or below eighty percent (80%) of the Area Median Income (AMI) for for-sale units and at or below sixty percent (60%) of the AMI for rental units

Specifically identify who will be served, how the services will address systemic challenges in the community, which housing needs are addressed, anticipated outcomes, etc. (As needed, continue on a separate sheet.)

*OPRHC is in need of hiring an experienced Financial Manager and a Grants Manager.*

*see attached*

**Funding:** How will the AHTF allocation be used for this project? What additional funding sources are secured or will be secured upon receipt of allocation? The Village of Oak Park prefers that financing from other sources to be committed prior to the release of funds from the AHTF.

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**Leveraging:** Briefly describe and/or summarize any leveraging of additional funds.

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**Project budget and/or Development Pro-forma:** Please attach line item budget and describe each line item including stating whether the funds have been committed or not.

**Need/benefit & Project Feasibility:** Demonstrate that the proposed project/program and effectively meets identified current and future housing needs, using data based analysis. Provide narrative and evidence that connects the proposed project with adopted Village priority(s)

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**Timeline:** Applicant must describe proposed timeline for expending funds, either in terms of steps required to deploy funds or schedules for capital project completion.

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**Sustainability.** Provide narrative below describing how the proposed project will contribute toward the provision of more sustainable and resilient neighborhood development:

*This project will enhance office operating capabilities.*

**Equity:** Provide narrative below describing how the proposed project will contribute toward the provision of more equitable neighborhood:

*This project will enhance office operating capabilities.*

Oak Park Regional Housing Center (OPRHC)  
AHTR Request for Live in Oak Park (LiOP) Capacity Building

### **Project Description**

OPRHC and its Live in Oak Park program is in need of hiring an experienced Grants Manager and a Finance Manager. The need to fulfill this capacity would provide much needed assistance to improve the flow of the workplace, beginning with engaging with funders in a timely manner to ensure the appropriate financial matters are taken into account for the purpose of third party expectations. When these two roles are fulfilled, the program is then able to function at its maximum level for all third parties involved.

The addition of an experienced Grants Manager and an experienced Finance Manager would establish the professionalism needed to enhance quality services to the clients the LiOP program serves. The OPRHC provides services to an average of 2500 individual clients annually. These clients represent the demographic of 70% African American who have an Area Median Household Income of 60% or less.

We know with the hiring of these two professional positions will enhance the services provided to our third-party partners. During 2020, we were granted funds in the amount of \$50,000 to hire a Development Coordinator. We successfully hired a Strategic Director who performed multiple duties, however that was at a rate of \$60,000. The Strategic Director resigned from the agency in July 2022 stating, "I found a position as a grants writer and my pay is commensurate to my experience".

These positions are greatly needed to enhance the performance and professionalism of the agency as a whole. With this commitment from the Village of Oak Park, this will enable OPRHC and the LiOP to provide better turnaround times and interactions with partners whom we must formally comply.

### **Funding**

OPRHC is requesting a \$200,000 grant to secure a full-time Grants Manager and a full-time Finance Manager. OPRHC is requesting an additional no or low-cost loan in the amount of \$150,000 to assist with cash flow while we are awaiting current grant payments from other sources. We have applied for a line of credit with our current banking partner, Byline, but were denied due to cash flow issues. In this post covid state, we have noticed that grant we normally receive within 45 days, have a longer turnaround, some up to 120 days.

### **Leveraging**

We are currently working other entities to build our capacity. Those entities include: West Side United, Wells Fargo, US Bank, and Huntington Bank. Upon a final commitment from the Village of Oak Park, we can now confirm commitment from these other partners that will help carry out these positions for a minimum of three years.

**Project Budget**

<b>Position</b>	<b>Salary</b>	<b>Fringe Benefit</b>	<b>Total Employee Cost</b>	<b>Status</b>
Grants Manager	90000	7972.91	97972.91	Not committed
Finance Manager	90000	7972.91	97972.91	Not committed

**Timeline**

The balance of the funds will be used to advertise the positions. The funds will then be expended per pay period. Funds are needed in the beginning of the search for the position.

Site Information (if applicable) *N/A*

If your proposed project includes acquisition, conversion, preservation and new construction of homeownership or rental housing, please provide the following information.

- i. Site Control. If proposed project is recommended for funding, proof of site control must be provided before funds are disbursed. Site control is or will be in the form of:
  - Deed
  - Option
  - Lease (Term \_\_\_\_ Years)
  - Purchase Contract
  - Other (explain): \_\_\_\_\_  
Expiration Date of Contract, Option, or Lease \_\_\_\_\_ (month/year)

ii. Site Description/Land Use Status

Area of Site: \_\_\_\_\_ acres or \_\_\_\_\_ square feet

Is site zoned appropriately for your development?

- Yes
- No

If no, is site currently in the process of re-zoning?

- Yes
- No

What zoning category is required? \_\_\_\_\_

When is zoning issue to be resolved? \_\_\_\_\_ (month/year)

Has the Village approved the site plan and/or plat?

- Yes
- No

If yes, provide a copy of the site plan/plat.

Are there any other development reviews and approvals required?

- Yes
- No

If Yes, please explain: List any required reports or studies underway or completed (such as soils report, environmental assessment, traffic study):

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Has the Village issued the building permit?

- Yes
- No

**Affordability:**

Under the Village's AHTF, an eligible household is defined as having income at or below eighty percent (80%) of the Area Median Income (AMI) for for-sale units and at or below sixty percent (60%) of the AMI for rental units. Please indicate the number of total households and eligible households that will be assisted under this program and at what income levels.

*This program will assist at minimum 2000 households at or below 60% AMI*

What is the proposed affordability period for the project:

*N/A*

How will the affordability period be enforced and monitored over time for compliance:

*N/A*

If funds are granted directly to income-certified beneficiaries for the purposes of preventing homelessness or stabilizing housing situations, please describe the longer term means of ensuring that a housing situation is stabilized:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Demonstrated Capability/Organizational Capacity/Partnerships**

Describe the expertise of your organization and past projects to provide the type of housing or programs proposed for funding. Use attached page if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your staffing and attach resumes of key personnel (use additional pages as needed):

  
\_\_\_\_\_  
\_\_\_\_\_

Describe community partnerships and collaborations that will be achieved as direct result of this project and how they will strengthen community networking ties and expand and deepen access to the housing/services offered through the project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **REQUIRED ATTACHMENTS TO APPLICATION**

In addition to the submittal requirements described in the body of the Application, the following attachments may apply to your application:

\_\_\_ Project Budget or Development Pro Forma (required)

\_\_\_ Leverage Calculations

\_\_\_ Copy of site plan or plat if project is currently approved by the Village or in the process of being entitled (not applicable to non-construction projects)

\_\_\_ Work samples, illustrations of past projects, other documentation of community projects and partnerships (optional)