

# **INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN RIVER FOREST TOWNSHIP AND OAK PARK TOWNSHIP REGARDING ADMINISTRATION OF GENERAL ASSISTANCE (GA)**

River Forest and Oak Park Townships are required by Illinois statute to process inquiries and applications for General Assistance and to administrate General Assistance to resident applicants who qualify.

Despite a larger number of inquiries related to financial assistance, River Forest Township (RFT) has a very low volume of actual GA clients, on average one client per year. RFT's General Assistance Administrator is retiring effective July 1, 2021. Oak Park Township (OPT) has a much larger volume of GA clients and has knowledgeable and experienced GA staff.

Rather than hire/train/pay a new GA Administrator to manage such a small number of GA clients, RFT proposes to pay OPT GA staff to administrate RFT GA. This administrative cost will be supported by RFT's GA Fund. Actual RFT GA monthly payments, currently set at a flat grant of \$500 per month, will also be supported by RFT's GA Fund.

We believe this is the most cost-efficient and effective way to administrate RFT's GA clients/payments going forward.

## **1. INQUIRIES AND APPLICATIONS**

Inquiries by River Forest residents related to financial assistance that come into RFT will be evaluated for possible GA eligibility by the RFT Supervisor and/or the RFT Mental Health Administrator/social worker. Residents who are possibly eligible for GA will be referred to OPT GA staff for further evaluation and application.

Referrals of RF residents for GA may also be made directly to OPT by local agencies and programs.

OPT GA staff will oversee the GA application process and review RF resident GA applications to determine eligibility. If a RF resident is deemed eligible for GA, OPT GA staff will administrate that GA case under this IGA.

OPT GA staff may terminate a RF resident GA client, according to GA eligibility rules.

Administration of a GA case will follow the most recent version of the TOI General Assistance Handbook, which has been adopted by RFT.

OPT GA staff will inform the RFT Supervisor that a RF GA case has been opened and/or terminated. This will include the resident's name and the beneficiaries of the GA payments.

## **2. FINANCIAL**

### **a. Administrative Fee**

RFT shall pay OPT an annual administrative fee of **\$3000** for the period of April 1, 2021 to March 31, 2022. This is based on the average of the last several years' administrative costs paid to RFT's GA Administrator.

### **b. Monthly Flat Grant**

OPT shall make a monthly flat grant payment to the RFT GA client or other beneficiaries (landlord, utility, etc.) on behalf of RFT. Flat grant amount is determined by the RFT Supervisor and shall be communicated in writing to OPT GA staff. RFT shall reimburse OPT for each monthly flat GA payment, currently set at \$500.

## **3. PAYMENT**

Payment of administrative fees for the period April 1, 2021 to March 31, 2022 shall be made by RFT in four (4) equal installments at the end of each fiscal quarter beginning June 20, 2021.

Payment for the GA monthly flat grant(s) shall be reimbursed to OPT on a quarterly basis.

Payment shall be due following receipt of an invoice from OPT and within thirty (30) days following each quarter of service.

## **4. EVALUATION AND RENEWAL**

An evaluation of this agreement between RFT and OPT will be conducted in January 2022.

Renewal may be on an annual basis beginning April 1, 2022 to March 31, 2023.

Administrative fees shall be evaluated for the period April 1, 2022 to March 31, 2023 to determine their reasonableness in covering the actual cost of GA administration for RF residents. Any changes must be mutually agreed upon by both RFT and OPT.

## **5. TERMINATION**

Either RFT or OPT may terminate this agreement upon sixty (60) days written notice.

**6. NOTICE**

Any concerns regarding the administration, implementation, interpretation, or renewal of this Agreement should be directed to:

Oak Park Township  
Gavin Morgan  
Township Manager  
105 S. Oak Park Avenue  
Oak Park, IL 60302  
708.383.8005

River Forest Township  
Carla Sloan  
Township Supervisor  
8020 Madison Street  
River Forest, IL 60305  
708.366.2029 x11

**7. AUTHORIZATION**

In witness whereof, RFT and OPT have entered into this Agreement by their duly authorized representatives.

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**Clarmarie I. Keenan**  
**Oak Park Township Supervisor**

**Date** \_\_\_\_\_

**Notary** \_\_\_\_\_

\_\_\_\_\_

**Carla B. Sloan**  
**River Forest Township Supervisor**

**Date** \_\_\_\_\_

**Notary** \_\_\_\_\_