

TOGETHER HIGHLAND PARK UNIDOS

July 4th Highland Park Shooting Response Fund

DRAFT PROTOCOL

July 27, 2022

This Draft Protocol was developed by Together Highland Park Unidos, the July 4th Highland Park Shooting Response Fund Committee (the “Committee”), with the authorization of the Highland Park Community Foundation Board of Directors. It is being posted in English and Spanish for feedback from the victims and their families, and written comments from the public. Meeting dates, times and locations for this feedback and the means of providing written comments will be separately posted on the July 4th Highland Park Shooting Response Fund (the “Fund”) website at July4Fund.org.

The Final Protocol, which will govern the Fund, will be published following consideration of the victim and family feedback and public comments, and any other relevant input considered by the Committee and the Fund’s Co-Administrators (the “Administrators”).

All aspects of this Draft Protocol, including without limitation the classifications of claimants, distribution criteria, claims process, and timetable, may be revised at the sole and complete discretion of the Committee and Administrators.

The Fund

At 10:14 a.m. on July 4, 2022, a shooter opened fire at the Highland Park 4th of July Parade and struck numerous individuals who were at the parade, resulting in deaths and injuries. Immediately thereafter, the Highland Park Community Foundation created the Fund to provide a charitable vehicle to assist victims of the tragic event; support local nonprofit organizations serving the needs of impacted members of the Highland Park, Highwood, and other local communities; and to lessen the burdens of the Highland Park 4th of July Parade shooting on government. The July 4th Highland Park Shooting Response Fund is a project of the Highland Park Community Foundation, a 501(c)(3) nonprofit organization, Federal Tax ID #36-3819818.

The proposed distribution classifications are outlined below.

Note: Determination of the amounts for each of the following categories depends upon the following: 1) the balance of the Fund in October 2022; 2) the evaluation of data regarding the number of physical injuries; 3) completion of the review of all submitted claims; and 4) review and approval by the Administrators.

Categories of Eligible Claims

A. Death Claims and Permanent Catastrophic Physical Injury Claims

Eligible claimants for deceased victims and those who suffered permanent catastrophic physical injuries as a result of the Highland Park 4th of July Parade shooting will receive payment under this Protocol. Permanent catastrophic physical injury, such as paralysis, will be determined by the Administrators.

B. Physical Injury Claims for Victims Requiring Overnight Hospitalization

Eligible claimants who were physically injured and hospitalized within 7 days of the shooting (July 4–11, 2022) for one or more nights due to physical injuries resulting from the shooting will receive payment under this Protocol. At this time, the payment is expected to be based on number of days of continuous hospitalization. A signed letter from the applicable hospital will be required.

C. Physical Injury Claims for Victims Treated at Hospitals, Medical Facilities, or by a Medical Professional on an Out-Patient Basis

Eligible claimants who were physically injured as a result of the Highland Park 4th of July Parade shooting who were treated as an out-patient within 7 days of the shooting (July 4–11, 2022) at a hospital or medical facility, or treated by a medical professional, and released without an in-patient hospital stay, will receive payment under this Protocol. It is anticipated that eligible claimants in this tier will all receive the same payment regardless of injury. A signed letter from the applicable hospital, medical facility, or medical professional will be required.

D. Community Members not Physically Injured

The Committee recognizes that the Highland Park 4th of July Parade shooting has resulted in injury to community members besides physical harm, creating a need for services beyond those customarily provided in scope or patient numbers historically. Rather than individually addressing these claims, the Committee believes it best to support Highland Park, Highwood, and other local nonprofit organizations serving these needs. This tier (referred to in this Protocol as “Nonprofit Organizations”) represents a longer-term response, and grant considerations will be based on the increase in client services that these organizations are providing as a direct result of the shooting. A separate grant application will be utilized for this tier, and funding is expected to be tied to services provided as a result of the shooting.

Process and Procedures

In order to be eligible to participate, claimants must submit a Fund Claim Form (a “Claim Form”). If an eligible claimant fails to submit a Claim Form by September 7, 2022, or otherwise elects not to submit a Claim Form, the funds that would otherwise have been paid to such claimant will be available for distribution to the eligible claimants submitting a Claim Form.

The process and procedures for consideration of eligible claims will be as follows:

The Committee, composed of the community leaders* below, will appoint independent Administrators, acting jointly, to administer the Fund.

- Betsy Brint, Chairman, Highland Park Community Foundation
- Pablo Alvarez, School Counselor, Highland Park High School; Trustee; Moraine Township
- Jaime Barraza, Board Member, District 113
- Hania Fuschetto, Community Relations Manager, Highland Park Hospital
- Michelle Holleman, Councilmember, City of Highland Park
- Laurie Levin, Vice Chairman, Highland Park Community Foundation
- Terri Olian, Executive Director, Highland Park Community Foundation
- David L. Reich, Immediate Past Chairman, Highland Park Community Foundation
- Nancy Sawle-Knobloch, Executive Director, Family Service of Lake County

**Additional committee members may be added as needed.*

The Administrators will be given the authority to apply this Protocol and provide all relevant interpretations for the distribution of financial assistance to claimants. The Administrators may seek input and determinations from the Committee if they so desire.

- A. Claim Forms and this Protocol will be available in English and Spanish to all known and potential claimants. A separate grant application will be available for Nonprofit Organizations.

Local official agencies and other involved agencies will assist, to the best of their abilities, in notifying eligible claimants. This Protocol and Claim Forms will also be available at July4Fund.org beginning August 17, 2022, and at the Highland Park and Highwood public libraries. Copies may also be requested by emailing info@July4Fund.org or by telephone at (773) 733-0650. Only one Claim Form should be submitted by or on behalf of each victim. Questions regarding the completion of a Claim Form should be sent via email to info@July4Fund.org or by telephone to (773) 733-0650. We plan to provide translation services and assistance completing Claim Forms upon request.

- B. Claim Forms must be submitted by September 7, 2022, and should be sent by email to info@July4Fund.org or mailed to the address below. If mailed, they must be postmarked by September 7, 2022:

Highland Park Community Foundation
P.O. Box 398
Highland Park, IL 60035

- C. In the event a claimant submits an incomplete or deficient claim (e.g., the claimant failed to include required documentation or failed to sign the Claim Form), a representative of the Committee will endeavor to work with the claimant to cure any such deficiencies.
- D. Payments will be issued following the rendering of reviews and determinations of all eligible claims by the Administrators. The Administrators will submit payment determinations to the Committee for final approval. Payments will be made by check, issued by the Highland Park Community Foundation and sent to claimants via certified mail or as otherwise specified by the claimant on the Claim Form.
- E. A Claim Form filed for a deceased victim must be submitted by the personal representative legally authorized to administer the estate of the victim.
- F. A Claim Form filed for a minor child or other person subject to legal guardianship must be submitted by a parent or other legal guardian, as applicable.
- G. A Claim Form filed for a physical injury claimant who required overnight hospitalization must include a hospital or medical facility statement on official letterhead from the hospital or medical facility that confirms: i) date of admission to the hospital or medical facility; ii) date of discharge from the hospital or medical facility; and iii) that the injury was sustained as a result of the Highland Park 4th of July Parade shooting.

If a physical injury claimant was treated by a medical professional outside of a hospital or medical facility setting, the Claim Form must include a signed letter from the professional that confirms: i) the medical professional's name and contact information; ii) the date of treatment; and iii) that the injury was sustained as a result of the Highland Park 4th of July Parade shooting. The Administrators may require additional support, such as an affidavit.

- H. The July 4th Highland Park Shooting Response Fund cannot provide legal or tax advice to those receiving payments from the Fund. The Administrators recommend that claimants consult with an attorney or tax advisor for any legal questions or questions regarding tax liability for these payments. No person has a legal claim or entitlement to receive payment from the Fund.
- I. A full independent review of the Fund will be conducted by an independent auditor as soon as possible after all eligible claims have been paid and grants have been issued to Nonprofit Organizations. The results of this review will be made available to all claimants, donors, and the general public, along with a Final Narrative Report from the Administrators.

- J. The process the Committee will follow for the grants that will be made to Nonprofit Organizations is expected to be posted on the July4Fund.org website in August 2022.

Outreach

- A. The Committee will hold meetings with victims and their families on August 10 and 11, 2022, to explain the contents of the Draft Protocol and the claim submission process and to invite input and comments from potential claimants. Specific times and locations for these meetings will be posted on the Fund's website at July4Fund.org. Written comments may be submitted by members of the public via an email sent to info@July4Fund.org until August 11, 2022. Information collected from these meetings and various communications and correspondence between the claimants and other interested parties and the Administrators will be considered by the Committee in preparing the Final Protocol.
- B. As soon as possible after it is finalized, the Final Protocol and the Claim Forms will be provided to all victims known to the Committee and made available on July4Fund.org. Email requests for copies of the final documents should be made to info@July4Fund.org. Copies will also be made available by telephonic request and at the Highland Park and Highwood public libraries.
- C. **The deadline for submission of a Claim Form is September 7, 2022.**
- D. Following submission of a Claim Form, optional meetings will be scheduled at the claimants' or Administrators' request. These meetings will be scheduled in-person, telephonically, or by videoconference before the Administrators make their final payment determinations, but will not serve to alter the terms and conditions of this Protocol. Requests to meet should be sent by email to info@July4Fund.org or by calling (773) 733-0650. We expect to provide translation services upon request.
- E. All Claim Forms and meetings will be treated as confidential by the Committee and the Administrators in compliance with all applicable laws, including privacy laws.

Anticipated Timeline

- July 27, 2022: Draft Protocol published. Written comments may be submitted by community members via email to info@July4Fund.org. All written comments must be sent by 5 PM on August 11, 2022.
- August 10 and 11, 2022: The Committee will hold meetings with victims and their families to explain the contents of the Draft Protocol and the claim submission process and to invite input and comments from potential claimants.

- August 11, 2022: Deadline for written comments to be submitted by members of the public.
- August 17, 2022: The Final Protocol and Claim Forms will be published. The Committee will inform all potential claimants known to the Committee about their publication. These documents will be made available for claimants, families, and all interested parties on the Fund website, July4Fund.org, by telephonic request, and at the Highland Park and Highwood public libraries.
- September 7, 2022: Deadline for submission of Claim Forms.
- September and October 2022: The Administrators will review and submit their payment determinations to the Committee for final approval.
- October 2022: We anticipate payments to be distributed to approved claimants.
- Following Payment Distribution: Publication of audit and Final Narrative Report.