

#1 District 214 Education Foundation

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: English as a Second Language Instruction

Project Location: Arlington Heights Memorial Library

CDBG Funding Request:

\$1500.00

Applicant Contact Information

Organization Name: District 214 Educational Foundation

DUNS (Dun and Bradstreet) Number: -----

(A DUNS Number is required to receive federal funding)

Contact Name, Title: Erin Brooks, Executive Director, District 214 Education Foundation

Signature:



(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 2121 South Goebbert Road

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60005

Telephone Number: -----

Fax Number: -----

Email Address: -----

Organization website: d214.org/foundation/

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

The purpose of the program is to serve eligible non-native speakers of English who can benefit from High Beginning/Low Intermediate English as a Second Language (ESL) classes. District 214 Community Education (D214 CE) will provide 47 weeks of classroom instruction at the Arlington Heights Memorial Library (AHML) every Thursday from 12:30 to 3:30pm. Due to the pandemic, classes are being offered remotely via Zoom. Classes will not be held Mar. 24 (Spring Break) or the last two weeks of December. AHML's ESL Coordinator will provide identification and recruitment of potential students. We will provide assessment, instruction, evaluation of learning gains, and recordkeeping. The project will fill the gap for ESL learners whose English skills are not advanced enough for the existing ESL programs offered at AHML, but will prepare them to transition into those programs. Existing Library ESL services include a computer lab with various language-learning software available six days per week, and temporarily virtual services including the Read to Learn Adult Literacy/Volunteer tutoring program offered Tuesday mornings and Wednesday evenings, Culture and Conversation, Conversation Lab, English for Spanish Speakers, ESL Games, and an ESL Book Discussion group. This agency collaboration will continue to eliminate a barrier to participation in ESL services, as well as general library services, faced by the target population. Lower level English language learners can be referred to the ESL classes offered at the Forest View Educational Center. The CDBG funding covers 49% of the program costs from October through June 3, and the D214 CE covers 51% of the costs during that period. When CDBG funds have been exhausted for the fiscal year, D214 CE covers 100% of the costs from June through September.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Year	Amount	Purpose and (if applicable) Address
2020-21	\$1,500	ESL Class at Arlington Heights Memorial Library, (now virtual) 500 N. Dunton Avenue, Arlington Heights, IL 60004-5910
2019-20	\$1,500	ESL Class at Arlington Heights Memorial Library,
2018-19	\$1,500	ESL Class at Arlington Heights Memorial Library
2017-18	\$1,500	ESL Class at Arlington Heights Memorial Library
2016-17	\$1,500	ESL Class at Arlington Heights Memorial Library
2015-16	\$1,500	ESL Class at Arlington Heights Memorial Library

2014-15	\$1,500	ESL Class at Arlington Heights Memorial Library
2013-14	\$1,500	ESL Class at Arlington Heights Memorial Library
2012-13	\$1,165	ESL Class at Arlington Heights Memorial Library
2011-12	\$1,220	ESL Class at Arlington Heights Memorial Library
2010-11	\$1,500	ESL Class at Arlington Heights Memorial Library
2009-10	2,000	ESL Class at Arlington Heights Memorial Library

3. Will any funds be used for research and development?

(Yes or No)

If yes, please specify how funds will be used.

No.

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

District 214 serves Arlington Heights, Buffalo Grove, Elk Grove Village, Mt. Prospect, Prospect Heights, Rolling Meadows, Schaumburg and Wheeling

2. Does this program serve residents of the Village of Arlington Heights?

Yes.

3. Describe any additional criteria for your program.

1. Participants must be age 17 or older and not currently enrolled in high school;
2. Priority will be given to those who are assessed at a Scale Score of 191 to 220 as measured by the CASAS standardized test, identified as high beginning to low intermediate ESL, according to the National Reporting Service Educational Functioning Levels for ESL/ELL for WIOA Title II adult learners. Students are also given an oral assessment to assist with appropriate placement in the class.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

The Community Education Program, based at Forest View Educational Center in Arlington Heights, includes Adult Education & Family Literacy, Continuing Education, Cultural and Performing Arts, CE Travel, and Intergenerational and Older Adult programs. The Adult Education & Family Literacy Program offers English as a Second Language, Citizenship, English and Spanish high school equivalency, Adult Basic Education (Reading 101, College & Career Ready), Health Careers and Manufacturing Bridge classes, Family Literacy, the Catherine M. Lee Women's & Children's Center, Read to Learn Literacy/Volunteer Program, and a birth-to-3 Prevention Initiative Program. We also offer Manufacturing NIMS certifications with an educational support class, and a Pharmacy Technician educational support class as a partnership program.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?
No, not in this service area.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):

The funding pays for English as a Second Language classes for adults at the Arlington Heights Memorial Library. 49% of 30 three-hour classes and a small amount of supplies will be paid for directly with CDBG funds. The 51% balance of the classes, 100% of an additional 17 classes, and costs for registration, assessment, and management of the program will be paid for by the Adult Education & Family Literacy Program's funds from other sources.

2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	50	35	35
October 1, 2020 – present	15	5	5
October 1, 2019 – September 30, 2020	41	19	19

Note: Limited recruitment of new students was done after March 2020 when the program began remote delivery via Zoom due to the pandemic. The current year is still being provided remotely. Adult Education programs overall are experiencing enrollment declines of 50% or more compared to prior year during the pandemic.

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
4. The funds allow classes to be offered throughout the year at the Arlington Heights Library, and leverages the agency's Illinois Community College Board funds to provide classes for more residents.

5. **If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?**

We hope to at least regain the enrollment levels from before the pandemic, but our goal is always to increase the number of residents served with these funds by recruiting through the library and their services for non-English speakers.

6. **Would this program exist without CDBG funding?**

(Select one)

- ☐ Yes
☒ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- a. Full-time
- b. Part-time 1
- c. Volunteers

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Karen L Oswald, Adult Education & Family Literacy Supervisor Phone

Number: -----

Email Address: -----

3. How long has the staff member identified above been with the agency?

Three years.

E. Fees and Funding Sources

1. Describe any client fees collected*:

** Any client fees collected must be used for program costs.*

No client fees are collected.

2. Describe how client fees are used:

N/A

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds Illinois Community College Board, Adult Education Funds	\$ 3269	\$ 2288
State/Local Funds	\$	\$
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

- ☐ Yes
☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 1,624,400	\$ 4769	\$ 1500
Program Year 2020	\$ 1,581,000	\$ 4759	\$ 1500
Program Year 2019	\$1,327,740	\$ 4522	\$ 1500

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 1476
Payroll for general administration of the CDBG grant**	\$ 0
Rent**	\$ 0
Utilities**	\$ 0
Construction/Rehabilitation	\$ 0
Other administrative costs	\$ 24
Please specify:	
Total CDBG Request	\$ 1,500

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☐ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☒ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☒ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. **Mission Statement for your agency (may be attached):**
2. *The District 214 Education Foundation's mission is to support student success, innovation and lifelong learning across District 214. Gifts to the Foundation have the potential to benefit six comprehensive schools and four alternative programs across eight communities, as well as integral community programming – including adult and family literacy programs and the Catherine M. Lee Women's and Children's Program – that empowers generations.*
3. **The following documents must be included with your application:**

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☒ Proposed agency budget for the next fiscal year, including proposed funding sources* Program
- ☒ Current agency budget, including proposed funding sources* Foundation
- ☒ Most recent audit (one hard copy only)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart Foundation & Adult Education
- ☐ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.
Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.
- ☐ Cost and Design Assistance Estimates
All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.
Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#2 Faith Community Homes

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Housing and Mentoring Support for Low Income Families

Project Location: Arlington Heights and adjacent northwest suburbs

CDBG Funding Request:

\$3,000

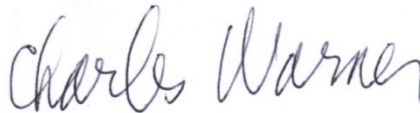
Applicant Contact Information

Organization Name: Faith Community Homes

DUNS (Dun and Bradstreet) Number: _____
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Charles Warner, Executive Director

Signature: _____



(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 302 N. Dunton Ave.

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60004

Telephone Number: _____

Fax Number: _____

Email Address: _____

Organization website: www.fchomes.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

Faith Community Homes offers a two-year program to assist low income, working families. The program consists of two primary elements: financial assistance for rent and case management/mentoring to help families budget and manage their resources, make realistic plans for the future, increase their incomes, and achieve financial stability.

In order to participate in our program, families must be low to extremely low income by HUD income standards and must have school age children. We do not accept families with substance abuse, active mental health problems, or legal problems pertaining to divorce, domestic violence, or citizenship issues.

Initially, families contribute 30% of their income towards rent, and FCH assists with the remainder of their rent. As their financial situation improves, families pay a larger portion of the rent, working towards paying their full rent by the time they complete the two-year program. Financial assistance for tuition or books may be provided to parents deciding to return to school in order to develop skills for a higher paying job. If needed, FCH also provides financial assistance to families for child-related expenses (including day care, school supplies, fees for school activities, clothes, and books) and with auto repairs or in finding a donated vehicle.

We believe that our case management and mentoring is as important, if not more important, than the financial assistance we provide. Case management and mentoring services focus on family budgeting, setting goals, solving problems and increasing income. Each family is assigned a case manager and two volunteer mentors. The case managers assist in finding available housing options for families, problem solving in case of emergencies or other difficult situations, on-going goal setting and planning, and supervise mentors as they work with families. The two volunteer mentors (a male and female mentor for each family) meet regularly with the family to review finances, budgeting, planning for future expenses, and income. In addition, mentors help parents with job searches, writing resumes, and practice interviews for jobs.

We support and encourage education and training to develop improved skills for better employment. At the same time, we expect families to develop realistic plans and goals. We believe that simply providing financial assistance or low rent housing is not a long-term answer for these families. They must improve their employability and begin earning enough income to achieve financial stability and independence.

85% of FCH families who complete our program successfully achieve financial stability, defined as the ability to pay all their bills on time. Over the past year, families who have completed the program increased their incomes by an average of 89%. While this is a significant increase for these families, they are all considered to be low and moderate income, but able to support themselves without further assistance. In addition, 60% of the parents in the program gained new training and education to improve their employability.

Faith Community Homes was established in 2003 as a result of an initiative of the Arlington Heights Ministerial Association to address the needs of low income families residing and working in the area. Starting in January, 2014, Faith Community Homes began assisting families in Palatine due to an invitation from Palatine churches and the Township of Palatine to provide this program in their area. Although we have strong church support, we do not require any church attendance or affiliation of families we assist. We have expanded our service area to include families in Hofmann Estates and Schaumburg with funding from Schaumburg Township and other generous donors.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Yes – Arlington Heights

**3. Will any funds be used for research and development?
(Yes or No)**

If yes, please specify how funds will be used.

No

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

Northwest Suburbs: Arlington Heights, Palatine, Elk Grove Village, Schaumburg, Hoffman Estates, Rolling Meadows

2. Does this program serve residents of the Village of Arlington Heights?

Yes

3. Describe any additional criteria for your program.

Families may be considered

- a. whose adults are full or part-time employed, (at least one full-time employed the other at least part-time (20hr/wk) employed and
 - i. whose children are of high school age or younger, and
 - ii. whose members
- b. are of stable mental health
- c. are presently not abusing alcohol
- d. are presently not using illicit drugs
- e. are not living in, or presently leaving, an abusive relationship
- f. are legal residents of the United States

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

All our services and programs operate in Arlington Heights

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

No. WINGS provides similar service, but only to people coming from domestic violence. Fellowship Housing has a very similar program, but supports only single mothers. Other housing support programs, such as Journeys and Northwest Compass focus primarily on homeless, disabled, and people with mental illness. Our program focuses solely on families with children in poverty and at risk of eviction and homelessness.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):

Funding is requested to support the case management services we provide to low income families living in Arlington Heights which is essential for ensuring families manage their resources and increase their incomes effectively.

2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	80	20	20
October 1, 2020 – present	64	20	20
October 1, 2019 – September 30, 2020	69	13	13

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?

CDBG funds will support the salaries of case managers who supervise the volunteer mentors for each family as well as intervene and assist with more difficult social, emotional, legal and financial issues families encounter during the 2 years a family is in our program. The funds are used only to support case management for families in Arlington Heights.

4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?

Maintain and gradually increase the current service level.

5. Would this program exist without CDBG funding?

(Select one)

☒ Yes

☐ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- | | |
|---------------|----|
| a. Full-time | 1 |
| b. Part-time | 2 |
| c. Volunteers | 36 |

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Charles Warner. Executive Director

Phone Number: -----

Email Address: -----

3. How long has the staff member identified above been with the agency?

11 years

E. Fees and Funding Sources

1. Describe any client fees collected*:

No fees are collected from clients

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

N/A

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds Townships	\$ 39,500	\$ 17,500
Private Funds	\$ 230,200	\$ 55,000
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☐ Yes

X No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 245,000	\$ 185,000	\$ 3000
Program Year 2020	\$ 239,500	\$ 180,000	\$ 2500
Program Year 2019	\$ 234,700	\$ 174,000	\$ 2500

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 3000
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 3000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☐ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☒ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☒ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

Strengthen northwest suburban families to achieve financial stability and independence through mentoring, rental assistance and support services based on each family's needs.

2. The following documents must be included with your application:

All Applications:

- X Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- X Proposed agency budget for the next fiscal year, including proposed funding sources*
- X Current agency budget, including proposed funding sources*
- X Most recent audit (one hard copy only)*
- X Proof of non-profit determination
- X Organizational chart
- ☐ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☐ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#3 Northwest Center Against Sexual Assault

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Sexual Assault Intervention Program

Project Location: 415 West Golf Road, Suite 47, Arlington Heights, IL 60005

CDBG Funding Request:

\$3,500

Applicant Contact Information

Organization Name: Northwest Center Against Sexual Assault (NWCASA)

DUNS (Dun and Bradstreet) Number: *(A DUNS Number is required to receive federal funding)*

Contact Name, Title: Rebecca Plascencia, Deputy Director

Signature:

Rebecca Plascencia

(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 415 West Golf Road

Mailing Address 2: Suite 47

City, State, Zip: Arlington Heights, IL 60005

Telephone Number:

Fax Number:

Email Address:

Organization website: www.nwcasa.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

NWCASA requests funds to support our ongoing Sexual Assault Intervention Program which provides specialized counseling, crisis intervention, and advocacy services for Arlington Heights residents who are victims of sexual abuse and/or sexual assault. All services are available in both English and Spanish and all services are provided free of charge to those who need them. The goal of this program is to reduce revictimization within institutions and provide free resources and channels for healing from sexual violence trauma.

Counseling is offered for individuals, families, and groups. All counseling is provided by specially trained master's level therapists who have expertise in working with sexual assault victims of all demographics. In addition to staff, NWCASA has 3 master level volunteer counselors to help alleviate the waiting list. NWCASA continues to offer counseling services through the pandemic in a virtual setting with tentative plans to return to offering in-person services by the end of summer.

Crisis Intervention is provided 24/7 through our hotline that is operated by volunteers and staff. All hotline Crisis Counselors receive 40 hours of sexual assault training prior to working on the hotline. All volunteers are supervised by our Volunteer Coordinator who has training and experience in crisis intervention and advocacy. In addition, volunteers receive quarterly in-service training. Currently, NWCASA has 36 hotline volunteers and 1 graduate school intern.

Advocacy services include 24/7 emergency room response to 8 area hospitals (including Northwest Community Hospital) and 24/7 criminal justice advocacy on behalf of victims who are at the police station or whose cases are being adjudicated in court at both the Rolling Meadows and Skokie courthouses. Advocacy services are provided by trained staff and volunteers and are available in both English and Spanish.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Yes. NWCASA receives CDBG funding from The Village of Arlington Heights, The City of Des Plaines, The Village of Mount Prospect, and Northfield Township.

3. Will any funds be used for research and development?

(Yes or No)

If yes, please specify how funds will be used.

No.

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

NWCASA serves all residents of North/Northwest Suburban Cook County with our main office in Arlington Heights and a satellite office in Evanston. We also have an additional satellite office in McHenry, IL which provides services to all of McHenry County. In regards to Cook County services, NWCASA provides comprehensive services to 30 communities on the North and Northwest side including Arlington Heights, Barrington, Bartlett, Buffalo Grove, Des Plaines, Elk Grove Village, Evanston, Glencoe, Golf, Glenview, Hanover Park, Hoffman Estates, Inverness, Kenilworth, Lincolnwood, Morton Grove, Mount Prospect, Niles, Northbrook, Northfield, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Schaumburg, Skokie, Streamwood, Wheeling, Wilmette, and Winnetka.

2. Does this program serve residents of the Village of Arlington Heights?

Yes.

3. Describe any additional criteria for your program.

NWCASA serves all residents who have been impacted by sexual violence.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

NWCASA's main office is located in Arlington Heights. NWCASA offers all services at the Arlington Heights location including counseling and advocacy. At this time, NWCASA is continuing to offer virtual services due to the pandemic but is actively working on a tentative plan to return to in-person by the end of summer.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

No. NWCASA is the only agency covering this service area that can provide services to adult and child survivors under the Illinois absolute privilege statute. This provides victims with stronger protections and more control over their lives. Victims can confide in rape crisis center staff knowing that they run little risk of having those communications disclosed publicly unless they consent to such disclosure.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):

NWCASA is requesting funds specifically for our Sexual Violence Intervention Program which includes individual, family, and group counseling; a 24/7 crisis hotline; 24/7 medical advocacy at 8 local hospitals including Northwest Community Hospital; and criminal justice advocacy at 29 police departments and 2 courthouses (Rolling Meadows and Skokie).

2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	500	20	20
October 1, 2020 – present	330	13	13
October 1, 2019 – September 30, 2020	577	19	19

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?

To support the salary and benefits of counseling and advocacy staff who work directly with victims in the Sexual Violence Intervention Program.

4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?

NWCASA is requesting an increase of \$1,000 from \$2,500 to \$3,500. An increase in funding will allow NWCASA to move closer to meeting the community's need for services and serve additional survivors minimizing the waiting list.

5. Would this program exist without CDBG funding?

(Select one)

- ☒ Yes
☐ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- | | |
|---------------|----|
| a. Full-time | 8 |
| b. Part-time | 3 |
| c. Volunteers | 40 |

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Rebecca Plascencia, Community Support Activist

Phone Number:

Email Address:

3. How long has the staff member identified above been with the agency?

Rebecca Plascencia has been NWCASA in various roles for over 9 years. She first joined as a hotline volunteer in March 2012, later joining the Board of Directors towards the end 2013. In September 2014, Rebecca took her first role as a NWCASA paid staff member.

E. Fees and Funding Sources

1. Describe any client fees collected*:

NWCASA does not charge a fee for any services.

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

N/A

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$ 708,978	\$28,359
State/Local Funds	\$193,601	\$7,744
Private Funds	\$29,113	\$1,164
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses¹

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 1,275,264	\$ 976,809	\$ 3,500
Program Year 2020	\$ 1,316,092	\$ 1,040,702	\$ 2,500
Program Year 2019	\$ 1,183,017	\$ 963,394	\$ 2,500

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 3,500
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 3,500

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.

(The selection should reflect the purpose of your agency's proposed program.)

☒ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.

(The selection should reflect the result your agency would like to accomplish.)

☒ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. **Mission Statement for your agency (may be attached):**

Northwest Center Against Sexual Assault (NWCASA) is committed to ending sexual violence, promoting individual responsibility, and empowering victims/survivors.

2. **The following documents must be included with your application:**

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (This is a two-page document. Please do not submit the federal form.)
- ☒ Proposed agency budget for the next fiscal year, including proposed funding sources*
- ☒ Current agency budget, including proposed funding sources*
- ☒ Most recent audit (one hard copy only)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☐ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☐ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#4 Children's Advocacy Center

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Services for Victims of Child Abuse

Project Location: 640 Illinois Boulevard, Hoffman Estates, IL 60169

CDBG Funding Request:

\$4,000


Applicant Contact Information

Organization Name: Children's Advocacy Center of North and Northwest Cook County

DUNS (Dun and Bradstreet) Number: *(A DUNS Number is required to receive federal funding)*

Contact Name, Title: Mark Parr, Executive Director

Signature:


(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 640 Illinois Boulevard

Mailing Address 2:

City, State, Zip: Hoffman Estates, IL 60169

Telephone Number:

Fax Number:

Email Address:

Organization website: www.cachelps.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

The Children's Advocacy Center of North and Northwest Cook County (CAC) provides a comprehensive and coordinated response to reports of suspected child sexual abuse, severe physical abuse, and other crimes against children. The CAC helped develop the Cook County Protocol for the investigation of Child and Adolescent Sexual Abuse Reports and has interagency agreements with local police departments, the Office of the Cook County State's Attorney, and the Illinois Department of Children and Family Services in order to promote a timely and child sensitive response to these reports.

The CAC serves children ages 3 through 17 who are suspected victims of abuse, and their non-offending parents and family members. Services provided include coordination of the professionals involved in the multidisciplinary investigation of child abuse, expert child interviews, court preparation and advocacy with the criminal justice system, crisis intervention and on-going support for the child survivor of abuse and her/his family, trauma-informed individual and family therapy, support groups for survivors of abuse and parents or caregivers, and linkages to medical evaluations and other follow-up services. All services are provided free of charge and are offered in English or in Spanish. CDBG funds will support services provided for residents of Arlington Heights through the CAC's Forensic and Advocacy Services Program (FAS) and the Family Support Services Program (FSS). Forensic and Advocacy Program services are available 24 hours a day, every day of the year, in order to respond to emergencies involving the safety of child victims of abuse. While the average case remains active and open for eight months, each child and family situation is unique. In cases where a criminal prosecution occurs, the CAC may remain involved for more than two years.

The goals of the CASI and FSS programs are to keep children and families safe from any further abuse or maltreatment and to assist survivors of abuse, and their families, in healing from the trauma they have experienced. During the coronavirus pandemic, the Forensic and Advocacy Services Program continued to provide in-person services for children and families impacted by abuse, using PPE, social distancing and frequent and thorough cleaning of the agency. Referrals to the CAC immediately decreased as schools moved to remote learning and children had less contact with teachers, school social workers, and counselors, all mandated child abuse reporters. These numbers have returned to pre-pandemic levels over the course of the year. The agency's therapy services provided through the Family Support Services Program for survivors of abuse transitioned to a telehealth approach, and the demand for these services increased significantly, resulting in longer waiting periods to begin services.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Yes, the CAC received CDBG funds from Arlington Heights, Palatine, Mount Prospect, Schaumburg, Skokie and Cook County for public service projects, specifically services for child victims of abuse, and their families. In addition, the CAC received funds in 2017-2018 from Arlington Heights, Palatine, Schaumburg, Mount Prospect, Hoffman Estates and Cook County Government for the renovation of the CAC main facility at 640 Illinois Boulevard in Hoffman Estates.

3. Will any funds be used for research and development?

(Yes or No)

If yes, please specify how funds will be used.

No.

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

The Children's Advocacy Center serves the north and northwest suburbs of Cook County (Municipal Court Districts Two and Three), including the communities of Arlington Heights, Barrington, Barrington Hills, Bartlett, Buffalo Grove, Des Plaines, Elgin, Elk Grove Village, Evanston, Glencoe, Glenview, Golf, Hanover Park, Harwood Heights, Hoffman Estates, Inverness, Kenilworth, Lincolnwood, Morton Grove, Mount Prospect, Niles, Norridge, Northbrook, Northfield, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Roselle, Rosemont, Schaumburg, Schiller Park, Skokie, South Barrington, Streamwood, Wheeling, Wilmette and Winnetka.

2. Does this program serve residents of the Village of Arlington Heights?

Yes.

3. Describe any additional criteria for your program.

The CAC serves children, ages 3-17, who are suspected victims of, or witnesses to, sexual abuse, severe physical abuse, domestic violence, or other crimes, and their non-offending family members.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

None.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

There are no other agencies in the area that provide the services offered for child victims of abuse through the Coordination, Advocacy and Sensitive Interviewing Program. Following the completion of the child abuse investigation, the agency's Family Support Services Program offers specialized, trauma-informed therapy services for child survivors and their non-offending family members. The CAC also links children and families with counseling services offered by private mental health professionals and a number of community agencies, including Northwest Center Against Sexual Assault.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):

The Children's Advocacy Center provides direct services for child victims of abuse, and their families, through the Coordination, Advocacy and Sensitive Interviewing Program (CASI) and the Family Support Services Program (FSS). Services include child forensic interviews, crisis intervention (both in-person and by telephone), court preparation and advocacy, individual and family therapy, support and therapy groups for children and non-offending parents or caregivers, and case management services.

2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	1,320	60	60
October 1, 2020 – present	577	27	27
October 1, 2019 – September 30, 2020	1,283	57	57

2018 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$49,950	57,050	64,200	71,300	77,050	82,750	88,450	94,150

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a household has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?

CDBG funds will help the Children's Advocacy Center meet its goals for residents of Arlington Heights by supporting immediate and on-going services for child victims of abuse and their non-offending family members. The CAC responds to the immediate crisis of the child's disclosure of abuse by coordinating the investigation, providing expert child interviews, offering crisis intervention, linking the family with resources for medical evaluations and other needed services, and assisting the family in developing a plan for the safety of the child. After the completion of the investigation, the CAC offers trauma-informed therapy services to help the child and her/his family heal from their abuse experience and provides advocacy with the criminal justice system while the matter is being prosecuted. Families may continue to receive services from the CAC for as long as necessary, and all services are provided for children and families free of charge due to the support received through the CDBG program and other funding sources.

4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?

If the CAC receives CDBG funding, the agency may provide CASI Program services for 3 additional clients or provide 35 more hours of counseling services for child survivors of abuse, and their families, through the Family Support Services Program.

5. Would this program exist without CDBG funding?

(Select one)

- ☒ Yes
☐ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- | | |
|---------------|----|
| a. Full-time | 12 |
| b. Part-time | 1 |
| c. Volunteers | 1 |

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Mark Parr, Executive Director

Phone Number:

Email Address:

3. How long has the staff member identified above been with the agency?

Twenty-two (22) years.

E. Fees and Funding Sources

1. Describe any client fees collected*:

None, all services are provided free of charge.

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

n/a.

3. List all other funding sources expected to be received for this specific program during the October 1, 2020 – September 30, 2021 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$753,531	\$33,909
Private Funds	\$110,000	\$4,950
Program Income (client fees)	\$	\$
Other Funding	\$20,833	\$937
Please specify: United Way		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$1,773,739	\$1,015,644	\$45,704
Program Year 2020	\$1,779,468	\$1,018,700	\$45,842
Program Year 2019	\$ 1,549,890	\$ 858,569	\$51,858

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$4,000
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$4,000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☒ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☒ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

Serving as the leading resource to empower and heal children who have experienced abuse, support their families, and prevent violence against children.

2. The following documents must be included with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☒ Proposed agency budget for the next fiscal year, including proposed funding sources*
- ☒ Current agency budget, including proposed funding sources*
- ☒ Most recent audit (one hard copy only)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☐ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☐ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#5 Connections to Care (Formerly ETS/NW)

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Escorted Transportation Service Northwest (ETS/NW)

Project Location: Northwest Suburbs—concentrated in Arlington Heights

CDBG Funding Request:

\$4,000

Applicant Contact Information

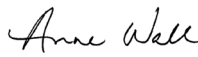
Organization Name: Escorted Transportation Service Northwest

DUNS (Dun and Bradstreet) Number:

(A DUNS Number is required to receive federal funding)

Contact Name, Title: Anne Wall, Associate Executive Director

Signature:



(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 1801 W. Central Rd.

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60005

Telephone Number:

Fax Number:

Email Address:

Organization website: etsnw.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

Since 2006, **ETS/NW has been dedicated to giving the frail older adult residents in Arlington Heights access to necessary health care by providing one-on-one transportation to and from their crucial medical and dental appointments.** While anyone 60 years old or older can apply for our service, our **average passenger is 85, on a low fixed income,** and can no longer drive or take public transportation. Many are also unable to rely on family members or friends to take them to their numerous appointments. This is an expanding population that is often marginalized and underserved. Prior to Covid-19, requests for rides grew at 5%-7% annually. We anticipate this growth rate will resume as our clients are vaccinated and as Covid restrictions are being lifted.

Our drivers are trained volunteers who pick their passengers up at their home, stay with them during their appointment, and return them home. If needed, they can also stop at a pharmacy on the way home. Our drivers treat their passengers like family. They have their passengers sit in the front seat (during non-Covid times) and show them caring and compassion. In essence, our drivers provide some of the social interaction and caring our passengers crave. As many passengers have hearing, vision, memory and/or mobility loss, they rely on our drivers to help them navigate the medical facilities to their doctor's office.

Between Oct. 1, 2018 and Sept. 30, 2019, our drivers gave 141 Arlington Heights residents a total of 1,710 one-way rides. This represents 40% of our rides and passengers. While Oct. 1, 2019 to Sept. 30, 2020 was a very different year with the pandemic, **Arlington Heights residents represented 42% of all the frail elderly we served.**

Covid-19

Due to Sheltering in Place, we had to suspend rides for 3 months (mid-March to mid-June) for all but those needing dialysis, a life-sustaining treatment. During this time, we turned to caring for the mental and emotional health of our clients, who were experiencing a range of negative emotions from fear and worry to loneliness and isolation. We have a trained social worker on staff who has been spending many hours talking to our older adults, providing human interaction, empathy and a shoulder to lean on. Our staff and volunteers were, and still are, making regular friendly phone calls and sending cards, letters and postcards letting our clients know how much we care about them and that we're here for them.

As a result of Covid-19, we went for three months without any program income from rides and are now at a ride volume of 30% pre-Covid levels, and therefore reduced income. ETS has added health and safety requirements for our drivers and clients in accordance with the CDC and Illinois Department of Public Health. Being driven by ETS takes away one of the many stressors our clients are dealing with as our clients trust our drivers and know they will follow all the necessary safety protocols.

To help close the income gap, we have aggressively cut our expenses and put several planned expenses on hold. We have added a new fundraiser in addition to our largest fundraiser, our Annual Appeal. We are applying for grants from past, current and new funding sources. Our diversified funding sources include the local government, foundations, local businesses, community organizations, churches, medical practices and donors.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Arlington Heights and Mount Prospect

3. Will any funds be used for research and development?

(Yes or No)

If yes, please specify how funds will be used.

No

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

We serve 14 municipalities: Arlington Heights, Barrington, Buffalo Grove, Des Plaines, Elk Grove Village, Hoffman Estates, Inverness, Mount Prospect, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Schaumburg, and Wheeling.

Our service area includes 4 Townships: Wheeling, Elk Grove, Palatine and Schaumburg and 5 major medical centers: Northwest Community, AMITA St. Alexius, AMITA Alexian Brothers, Advocate Lutheran General and NorthShore Glenbrook.

2. Does this program serve residents of the Village of Arlington Heights?

Yes

3. Describe any additional criteria for your program.

Our clients must live within our service area, be at least 60 years old and can get in and out of a car unassisted. They must fill out an application. A \$7.50 per one-way ride donation is requested of our clients. However, those who are unable to make all or part of the donation are never turned away. Therefore, our program is available to all qualified Arlington Heights residents, regardless of income.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

ETS/NW's office is located in Arlington Heights in the Senior Center. 42% of our riders are Arlington Heights residents. In addition, we bring frail older adult residents from the 13 other municipalities we serve to doctors, dentists and medical facilities in Arlington Heights, including Northwest Community Hospital and NCH Healthcare facilities.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

No. Although Arlington Heights and other municipalities and Townships in our service area provide different kinds of transportation to seniors, ETS/NW is the only service using a one-on-one approach. Our drivers, all of whom are volunteers, drive their own passenger vehicles to help get Arlington Heights' frail older adults to and from their medical and/or dental appointments. We are also the only service whose drivers stay with the client throughout their appointment. Our services compliment and supplement the other transportation services available to the older adults of Arlington Heights.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):
Transportation of the frail older adults to and from their medical and dental appointments.
2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	353 persons/ 4,524 rides	141 residents/ 1,800 rides	141 residents/ 1,800 rides
October 1, 2020 – present (3/31/2021)	102 persons/ 568 rides	41 residents/ 254 rides	41 residents/ 254 rides
October 1, 2019 – September 30, 2020	259 persons/ 2,287 rides	109 residents/ 846 rides	109 residents/ 846 rides

2020 Income Limits	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
All of the CDBG funds will go toward helping us serve current and new passengers. Our passengers are not charged a fee, rather they are asked for a \$7.50 donation for each one-way ride. This is an amount that is affordable to our fixed income passengers. However, our passenger donations only covered less than 25% of the actual cost per ride. CDBG funds will go toward covering the other 75%.
4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
Initially, the funding will go toward restoring our service level to our pre-pandemic demand for rides. Once rides have stabilized and start to grow, any remaining CDBG funding will go toward serving more Arlington Heights residents.
5. Would this program exist without CDBG funding?
(Select one)
☒ Yes
☐ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- a. Full-time 1
- b. Part-time 2
- c. Volunteers 123 Total: 108 total drivers (70 Active Drivers per month, during non-Covid months), 8 Board Members, 2 Active Emeritus Board Members, 3 Community Outreach, 2 Pro Bono

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Dallas Ann Tomlin, Executive Director

Phone Number:

Email Address:

3. How long has the staff member identified above been with the agency?

4 years

E. Fees and Funding Sources

1. Describe any client fees collected*:

We do not charge our clients any fees, but rather ask them to make a donation of \$7.50 for each one-way ride. This is an amount that is feasible for most of our passengers who are on low, fixed incomes. Our clients donate as much as they can, but no one is turned away due to an inability to donate all or part of the \$7.50.

The following quote from one of our passengers summarizes the impact a fixed income has on seniors:

“Due to my financial issues I am unable to pay the donations for my rides. I will try to send something when I am able to. I really appreciate the ride service that is offered to seniors in our area. I don’t know what I would do without this service.”

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

As mentioned above, we do not charge our passengers any fees, but instead ask for a \$7.50 donation per one-way ride. All of their donations go directly to covering the actual \$29.53 cost of a one-way ride.

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$ 0	\$ 0
HOME Funds	\$ 0	\$ 0
ESG Funds	\$ 0	\$ 0
HOPWA Funds	\$ 0	\$ 0
Appalachian Regional Commission	\$ 0	\$ 0
Other Federal Funds	\$ 0	\$ 0
State/Local Funds	\$ 23,000	\$ 9,660
Private Funds	\$ 17,500	\$ 7,350
Program Income (client fees)	\$ 15,400	\$ 6,470
Other Funding	\$ 69,000	\$ 20,790
Please specify: Annual Appeal, Churches, Businesses, Donations (not from Annual Appeal), Community Organizations, Fundraising. <i>This number also includes a CARES Act PPP loan which is still in process for forgiveness.</i>		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☐ Yes

X No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 125,000	\$ 125,000	\$ 4,000
Program Year 2020	\$ 119,400	\$ 119,400	\$ 3,500
Program Year 2019	\$ 152,000* <i>In 2019, we received one-time restricted funding of \$33,000 for capacity building</i>	\$ 152,000* <i>In 2019, we received one-time restricted funding of \$33,000 for capacity building</i>	\$ 3,500

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 4,000
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 4,000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☒ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☒ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

We exist to serve seniors, living within the northwest suburban Cook County area, who require escorted transportation services to attend medical appointments, which allow them to age in place in their community with dignity.

2. The following documents must be included with your application:

All Applications:

- X Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- X Proposed agency budget for the next fiscal year, including proposed funding sources*
- X Current agency budget, including proposed funding sources*
- X Most recent audit (one hard copy only)*
- X Proof of non-profit determination
- X Organizational chart
- ☐ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☐ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#6 Resources for Community Living

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Affordable housing options and support services

Project Location: Village of Arlington Heights

CDBG Funding Request:

\$5,000


Applicant Contact Information

Organization Name: Resources for Community Living

DUNS (Dun and Bradstreet) Number: -----
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Frederick Stupen, Executive Director

Signature:


(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 4300 Lincoln Ave

Mailing Address 2: Suite K

City, State, Zip: Rolling Meadows, IL 60008

Telephone Number: -----

Fax Number: -----

Email Address: -----

Organization website: www.rescoliv.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

Resources for Community Living (RCL) offers affordable housing and individualized support services for adults with developmental and/or physical disabilities living in North/Northwest suburban Cook County. The primary goal of these services is to assist persons with disabilities to live in their own homes and apartments, rather than in group homes and institutional settings. Participants with developmental disabilities also receive individualized support services according to goals identified by the participant. These services are provided by trained staff members and may include money management, cooking, using public transportation, safety, vocational, community involvement and other skills necessary for living on one's own. Monthly social activities, social group training, and rent subsidies are also available.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Yes, we have received CDBG funding from Mount Prospect and Schaumburg in the past.

3. Will any funds be used for research and development? (Yes or No)

If yes, please specify how funds will be used.

No

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

North/Northwest Suburban Cook County, Mt. Prospect, Niles, Hanover Park, Buffalo Grove, Lake Zurich, Rolling Meadows, Park Ridge, Palatine, Hoffman Estates, Schaumburg, Inverness, Norridge, Skokie and Evanston

2. Does this program serve residents of the Village of Arlington Heights?

Yes

3. Describe any additional criteria for your program.

Services from RCL are available to all residents of the Village of Arlington Heights with the following eligibility criteria: at least 18 years of age, have a primary diagnosis of developmental disability, able to self-medicate, have sufficient income for rent and other expenses.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

No facilities are operated by RCL in Arlington Heights. Our agency is providing housing, vocational, life skills and supportive services to the disabled clients in Arlington Heights.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

RCL is a unique developmental services provider. Unlike similar providers, RCL does not own property or utilize group home settings for placement. RCL promotes choice and the complete independence of all participants with disabilities, strongly supporting the greater community access and inclusion involvement. No other organization is offering a matched savings program and providing financial coaching services.

C. Program Client Statistics

1. **State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):**

Services provided to client's augment those provided by the Village. These may include referrals, assessments, rent subsidies, family and home provider support, employment assistance, monitoring, community education, vocational training. (see also Mission/Services attachment #1). This program year we are offering financial coaching, literacy and help in accessing ABLE accounts.

2. **Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):**

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	80	5	5
October 1, 2020 – present	50	5	5
October 1, 2019 – September 30, 2020	120	5	5

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. **How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?**

CDBG funds would be used to supplement the salary of support personnel.

4. **If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?**

We could serve more residents

5. **Would this program exist without CDBG funding?**

(Select one)

☐ Yes

☒ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- | | |
|---------------|-------|
| a. Full-time | 1 |
| b. Part-time | 2 |
| c. Volunteers | 30-40 |

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Frederick Stupen, Executive Director

Phone Number: -----

Email Address: -----

3. How long has the staff member identified above been with the agency?
7 years

E. Fees and Funding Sources

1. Describe any client fees collected*:

No

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

N/A

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$ 61,270	\$5,000
Private Funds	\$ 5,000	\$
Program Income (client fees)		\$
Other Funding	\$ 255,140	\$
Please specify: Please specify: Annual Gala – \$70,000; Building rents - \$65,140; Donations - \$75,000, Special events \$10,000, grants \$25,000, FPP 10,000		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 320,901	\$320,901	\$ 5000
Program Year 2020	\$323,260	\$ 323.260	\$ 5,000
Program Year 2019	\$ 323,260	\$ 323,260	\$ 5,000

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 39,936
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 5000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☐ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☒ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☐ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☒ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

To offer adults with developmental and/or physical disabilities opportunities to achieve greater self-esteem, dignity and participation in all aspects of community life through affordable housing options, individualized skill instruction and necessary support services.

2. The following documents must be included with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☒ Proposed agency budget for the next fiscal year, including proposed funding sources*
- ☒ Current agency budget, including proposed funding sources*
- ☒ Most recent audit (one hard copy only)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☒ Other (please describe) Mission and Program Services Attachment #1

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☐ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#7 Life Span

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service:

Project Location: Des Plaines, Illinois

CDBG Funding Request:

\$5,000

Applicant Contact Information

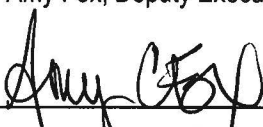
Organization Name: Life Span

DUNS (Dun and Bradstreet) Number:

(A DUNS Number is required to receive federal funding)

Contact Name, Title: Amy Fox, Deputy Executive Director

Signature:


(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 701 Lee Street

Mailing Address 2: Suite 700

City, State, Zip: Des Plaines, IL 60016

Telephone Number:

Fax Number:

Email Address:

Organization website: www.liffe-span.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

Life Span is requesting general operating support to fund agency programming provided in the north and northwest suburbs of Chicago, specifically the residents of the Village of Arlington Heights who fall under presumed LMI category, such as abused children and battered spouses. This program is ongoing. Life Span provides legal and counseling services to victims of domestic and sexual violence, and their children. Our services are designed to provide a comprehensive solution to domestic violence by combining counseling, support and information, with legal advocacy and representation.

Our Arlington Heights clients receive: counseling for survivors; counseling for children who are exposed to domestic violence; outreach, education and counseling for teens who are from violent homes and /or who self-identify as being in violent relationships. Criminal court advocates work with our clients; our clients receive legal representation in order of protection and family law cases; immigration assistance for undocumented battered women; and outreach, education and training for service providers.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Yes – Chicago, Schaumburg and Arlington Heights.

3. Will any funds be used for research and development? (Yes or No)

If yes, please specify how funds will be used.

No.

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

Life Span serves all residents of Cook County, particularly the north and northwest suburbs.

2. Does this program serve residents of the Village of Arlington Heights?

Yes.

3. Describe any additional criteria for your program.

Life Span's services are available to victims of domestic and sexual violence. Our services are free of charge and there are no income restrictions.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

Life Span does not have any physical facilities in Arlington Heights. We do, however, have offices in Des Plaines and at the Rolling Meadows Courthouse where we serve Arlington Heights residents.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

With the exception of Life Span, there are limited services in the northwest suburbs for domestic violence and sexual assault victims and their families. No other domestic violence agency provides civil legal and immigration representation to victims of domestic violence in the northwest suburbs. No other civil legal service agency has an office in the northwest suburbs serving victims of domestic violence. Life Span collaborates and maintains referral networks with other agencies providing services to homeless women and sexual assault victims in the northwest suburbs such as A Safe Place, WINGS, Between Friends and NWCASA.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):

Direct counseling and legal services for victims of domestic violence and sexual assault, and their children.

2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	5,000	175	50
October 1, 2020 – present	2100	51	22
October 1, 2019 – September 30, 2020	5611	163	47

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?

CDBG funds will be used to support the salaries of direct service staff to provide the services described in this proposal.

4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?

5. current service level?

Should we receive the full amount requested, we expect to increase our current service level.

6. Would this program exist without CDBG funding?

(Select one)

- ☒ Yes
☐ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- | | |
|---------------|----|
| a. Full-time | 40 |
| b. Part-time | 1 |
| c. Volunteers | 19 |

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Amy Fox, Deputy Executive Director

Phone Number:

Email Address:

3. How long has the staff member identified above been with the agency?

23

E. Fees and Funding Sources

1. Describe any client fees collected*:

Life Span does not charge fees for any of our services.

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

N

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$ 1,994,824	\$30,000
State/Local Funds	\$ 805,528	\$ 15,000
Private Funds	\$ 639,845	\$ 5,500
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☒ Yes

☐ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 3,490,697	\$2,897,278	\$ 50,500
Program Year 2020	\$ 3,261,154	\$ 2,650,987	\$ 47,432
Program Year 2019	\$ 3,089,447	\$ 2,846,518	\$ 50,368

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 2,500
Payroll for general administration of the CDBG grant**	\$ 2,500
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 5,000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☒ **Creating a Suitable Living Environment**

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ **Providing Decent Housing**

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ **Creating Economic Opportunities**

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☒ **Availability/Accessibility**

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ **Affordability**

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ **Sustainability**

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

Life Span empowers survivors of domestic and sexual violence to demand safety as a human right through client-centered services, and leads social change through accountability, community engagement, and systemic advocacy.

2. The following documents must be included with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (This is a two-page document. Please do not submit the federal form.)
- ☐ Proposed agency budget for the next fiscal year, including proposed funding sources*
- ☐ Current agency budget, including proposed funding sources*
- ☒ Most recent audit (one hard copy only)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☒ Other (please describe) FY20 Agency Highlights

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☐ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#8 Suburban Primary Health Care Council

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Access to Care

Project Location: Village of Arlington Heights

CDBG Funding Request:

\$7000

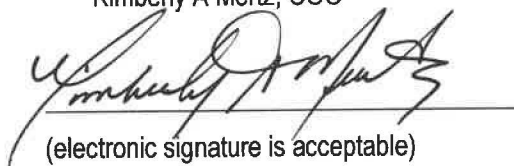
Applicant Contact Information

Organization Name: Suburban Primary Health Care Council

DUNS (Dun and Bradstreet) Number: *(A DUNS Number is required to receive federal funding)*

Contact Name, Title: Kimberly A Mertz, COO

Signature:



(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 2225 Enterprise Drive

Mailing Address 2: #2507

City, State, Zip: Westchester, IL 60154

Telephone Number:

Fax Number:

Email Address:

Organization website: www.accesstocare.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

Access to Care provides access to primary medical care to low-income residents of suburban Cook County and NW Chicago. Members of Access to Care may have an unlimited number of physician office visits to their Access to Care primary care provider, routine lab tests and x-rays for \$5 co-payments per visit. Members pay a \$15-\$40 co-payment for prescription medications. Behavioral Health Services are also part of the Access to Care program and an extension of Primary health care. Up to eight counseling sessions are available through a Clinical Psychologist for a \$5 co-payment per session. Additional sessions are available on a sliding scale fee. Access to Care has added an Opioid Risk Management program. Real time analysis is done at the point of sale where the dosage or duration of therapy may be excessive. Addiction/Substance abuse medications were also added to program coverage to help prevent withdrawal symptoms caused by stopping opioid drug usage. This included the addition of NARCAN. Access to Care pharmacy benefits had been exclusively available at Walgreens for 30 years. Access to Care patients fill their prescription at all major chains and the majority of local and independent pharmacies. In addition, Flu and Pneumonia vaccines as well as diabetic test strips are available at a zero co-payment. In 2020 Access to Care worked to prepare and respond to the Covid19 pandemic by making the following program modifications:

*Access to Care is "presuming eligibility" and providing benefits for a 3-month period allowing additional time for members to provide the paperwork needed to complete the application process. Once received; membership is extended for the entire 12-month period.

* Through the ACCESS TO CARE RX RELIEF FUND, members receive help covering the cost of the Rx co-payments. Certain restrictions may apply, but most members will be eligible to receive their Rx medication at a zero co-pay.

* Access to Care is temporarily suspending enrollment and re-enrollment fees to ensure that all individuals can access health coverage.

* To support limited social interaction, 30-day supply medications may be refilled for 90-days at the 30-day supply cost.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Access to Care has received CDBG funding from the Village of Arlington Heights for many years. In addition; CDBG funding is received from Village of Schaumburg as well as the Village of Mount Prospect.

3. Will any funds be used for research and development?

(Yes or No)

If yes, please specify how funds will be used.

no

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

Access to Care serves residents in ALL municipalities of suburban Cook County and the NW side of Chicago

2. Does this program serve residents of the Village of Arlington Heights?

yes

3. Describe any additional criteria for your program.

Access to Care serves low income (below 300% of the federal poverty level) who are uninsured (or who have \$1500 or greater per person annual medical insurance deductible) and are not eligible for public programs such as Medicaid.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

Physicians, radiology/laboratory services and participating pharmacies are located throughout the suburban Cook County suburbs. Three primary care physicians are located within the Village of Arlington Heights. Quest Diagnostics, ACL Laboratories and LabCorp are also located within the Village of Arlington Heights. Various CVS, Walgreens, Osco Drug, Target and other pharmacies participating in the ATC program are accessible throughout the Village of Arlington Heights.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

no

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):
Primary Health Care Services
2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	5000	100	28
October 1, 2020 – present (3/21/2021)	5773	90	6
October 1, 2019 – September 30, 2020	5914	91	15

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
4. A grant of \$7000 would assist Access to Care in enrolling 28 residents of Arlington Heights into the Access to Care program for one year. They would be assigned to a primary care physician and would be allowed an unlimited number of \$5 physician office visits to their assigned primary care provider. Additionally, they can have an unlimited number of routine laboratory tests and x-rays for \$5 co-payments per specimen or x-ray. They can fill their prescriptions written by their Access to Care physician and most major pharmacies for \$15 per generic medication, \$30 for preferred brand name prescriptions and \$40 for non-preferred brand name prescriptions. Access to Care can also facilitate appointments for specialty care within Cook County Health and Hospital referral program.
5. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
It would be used to enroll additional Arlington Heights residents into the Access to Care program for 12 months.
6. Would this program exist without CDBG funding?
(Select one)
☒ Yes
☐ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- a. Full-time 10
- b. Part-time 1
- c. Volunteers: 16 Board Members and 12 Auxiliary Board members volunteer their time and the Council utilizes student interns for special projects.

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Kimberly A Mertz

Phone Number:

Email Address:

3. How long has the staff member identified above been with the agency?
31 years

E. Fees and Funding Sources

1. Describe any client fees collected*:

There is a \$20 enrollment fee per person for first time enrollees with a \$50 cap for a family. \$5 co-payments are given to physicians/clinical psychologists per office visit/consult and \$5 co-payments are submitted to contracted x-ray and laboratory sites per test/specimen collected. Prescription medications have a \$15, \$30, or \$40 co-payment for a 30-day supply.

Please note: Due to the COVID19 Pandemic, the enrollment fee's have been suspended. In addition; prescription medications may be received for a 90-day supply at the 30-day cost.

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

Fees are used to help fund additional people in the Access to Care program.

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$ 120000	\$ 2400
Private Funds	\$ 730000	\$ 14600
Program Income (client fees)	\$ 0	\$ 0
Other Funding	\$ 2030000	\$ 40600
Please specify: Individual donations, service contracts, investment results & reserves		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 2,880,000	\$ 2,800,000	\$ 5600
Program Year 2020	\$ 3,131,000	\$ 3,130,000	\$ 4695
Program Year 2019	\$ 3,030,000	\$ 3,030,000	\$ 4337

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$ 7000
Please specify: CDBG Funds would be used to cover direct provider service costs (Physicians, Clinical Psychologists, laboratory, radiology and pharmacy) for 28 residents of Arlington Heights.	
Total CDBG Request	\$ 7000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.

(The selection should reflect the purpose of your agency's proposed program.)

☒ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.

(The selection should reflect the result your agency would like to accomplish.)

☐ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☒ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

The Mission of the Suburban Primary Health Care Council is to facilitate access to primary health care services for residents of suburban Cook County and northwest Chicago who lack such access because of financial barriers.

2. The following documents must be included with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (This is a two-page document. Please do not submit the federal form.)
- ☒ Proposed agency budget for the next fiscal year, including proposed funding sources*
- ☒ Current agency budget, including proposed funding sources*
- ☒ Most recent audit (one hard copy only)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☐ Other (please describe) *N/A*

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☐ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#9 WINGS Program

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: WINGS Emergency and Transitional Housing and Community Based Services

Project Location: North and Northwest Suburbs

CDBG Funding Request:

\$9,000

Applicant Contact Information

Organization Name: WINGS Program, Inc. (WINGS)

DUNS (Dun and Bradstreet) Number:

(A DUNS Number is required to receive federal funding)

Contact Name, Title: Luticia Fiorito, Government Relations Manager

Signature:

**Luticia
Fiorito**

Digitally signed by Luticia Fiorito
DN: cn=Luticia Fiorito, o=WINGS,
email=fiorito@wingsprogram.com,
c=US
Date: 2021.04.14 20:46:10 -05'00'

(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1:

Mailing Address 2:

City, State, Zip:

Telephone Number:

Fax Number:

Email Address:

Organization website: www.wingsprogram.com

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

WINGS Mission is to provide housing, integrated services, education and advocacy to end domestic violence. WINGS is seeking \$9,000 in funding to further improve and increase our services to the residents of Arlington Heights through emergency, transitional and permanent supportive housing along with therapeutic supportive services offered through WINGS Community Based Services. WINGS is the largest domestic violence nonprofit and the only domestic violence in the Northwest suburbs with a Safe House (emergency shelter) that is able to provide services to victims of domestic violence regardless of their age, gender, race, ethnicity, disability, LGBTQ+, non-English speaking and low- to moderate income. In FY20, WINGS provided housing and supportive services to 981 individuals providing over 26,134 emergency nights of shelter and more than 2,777 hours of counseling.

Of those 981 clients, 6 were residents of Arlington Heights who received 272 nights of emergency shelter, which were mostly covered by PY20 CDBG. However, WINGS is seeking additional funding to offset the costs incurred to provide other housing and supportive services and to increase services to the residents of the Village.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Yes, WINGS is appreciative of the Village of Arlington Heights support. WINGS receives CDBG funding from the following municipalities: Arlington Heights, Palatine, Schaumburg, Mount Prospect, City of Des Plaines, Hoffman Estates and Cook County.

3. Will any funds be used for research and development?

(Yes or No)

If yes, please specify how funds will be used.

No.

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

WINGS service area is located in the North and Northwest suburbs; however, WINGS does not discriminate against anyone fleeing domestic violence regardless of their origination. WINGS has two emergency shelters; one in the Northwest suburbs and one in the City of Chicago with Transitional, Permanent Supportive and Rapid Housing scattered throughout Cook County.

2. Does this program serve residents of the Village of Arlington Heights?

Yes. All services are available to all residents of the Village of Arlington Heights. In FY20, WINGS provided 272 nights of emergency shelter (\$9,626) and 12.67 Counseling Hours.(\$405.44); totaling \$10,031.44. The Emergency shelter rate for CDBG is \$35.27 and the hourly rate for counseling is \$32.00 because WINGS maximizes its Master level interns.

3. Describe any additional criteria for your program.

WINGS does not have any additional criteria for services across program.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

WINGS programs include an array of housing to meet the victim where there at on their healing journey. Supportive services include but are not limited to therapeutic counseling (individual, group, family, child), OTC medicine, advocacy (housing, legal, child, education, employment), and scattered site housing along with emergency shelter. Clients (residents receiving services) can stay up to 90 days in emergency shelter, 2 years in Transitional Housing, As needed in Permanent Housing and Rapid Rehousing.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

No.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):
WINGS provides emergency shelter and supportive shelter, which includes but is not limited to shelter, food, clothing, OTC medicines, advocacy (housing, education, employment, child), therapeutic counseling (individual, family, child, group) and transportation to required appointments, case management, and safety planning. .
2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	975	11	9
October 1, 2020 – present	478	4	2
October 1, 2019 – September 30, 2020	981	7	6

2020 Income Limits	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
WINGS goals for its clients and Village residents is to become self-sustainable through WINGS one-on-one case management and secure permanent housing and live a violent free life. Funds would be used to deliver shelter (emergency, transitional, permanent supportive, rapid) and supportive services that include therapeutic counseling.
4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
The requested amount will allow WINGS to serve more Arlington Heights residents through WINGS continuum of housing and it supportive services.
5. Would this program exist without CDBG funding?
(Select one)
☒ Yes
☐ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- | | |
|---------------|-------|
| a. Full-time | 71 |
| b. Part-time | 19 |
| c. Volunteers | 2,667 |

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Leticia Fiorito, Government Relations Manager

Phone Number:

Email Address:

3. How long has the staff member identified above been with the agency?
1 year 8 months.

E. Fees and Funding Sources

1. Describe any client fees collected*:

Not Applicable

* Any client fees collected must be used for program costs.

2. Describe how client fees are used:

Not Applicable30000000000000

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$ 71,370	\$ 714
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$ 708,546	\$ 7,085.46
State/Local Funds	\$ 881,080	\$ 8,810
Private Funds	\$ 1,040,000	\$ 10,040
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 8,500,000	\$ 1469,631	\$ 9,000
Program Year 2020	\$ 8,134,624	\$ 1,469,631	\$ 6,000
Program Year 2019	\$ 8,170,969	\$ 961,766	\$ 6,000

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$ 9,000
Please specify: Nights of shelter and hours of counseling costs	
Total CDBG Request	\$ 9,000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☐ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☒ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☐ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☒ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

WINGS Mission is to provide housing, integrated services, education and advocacy to end domestic violence.

2. The following documents must be included with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☒ Proposed agency budget for the next fiscal year, including proposed funding sources*
- ☒ Current agency budget, including proposed funding sources*
- ☒ Most recent audit (one hard copy only)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☐ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☐ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#10 Journey|The Road Home - Homeless Services

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Homeless Services

Project Location: 1140 E. Northwest Highway, Palatine, IL 60074

CDBG Funding Request:

\$10,000

Applicant Contact Information

Organization Name: JOURNEYS | The Road Home

DUNS (Dun and Bradstreet) Number:

(A DUNS Number is required to receive federal funding)

Contact Name, Title:

Signature:


(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 1140 E. Northwest Highway

Mailing Address 2:

City, State, Zip: Palatine, IL 60074

Telephone Number:

Fax Number:

Email Address:

Organization website: <http://www.journeystheroadhome.org>

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

The Jerry O'Brien Homeless Day Center (The HOPE Center) operates Monday-Friday from 8:30 AM to 4:00 PM year round with the exception of major holidays. The purpose of the HOPE Center is to provide wrap-around social services to homeless and at-risk individuals residing within our service area which encompasses 37 villages in north and northwest Cook County. Our services are open to anyone who is homeless or at-risk of becoming homeless and who resides within our service area. Our goals are to help our clients find and keep permanent housing, obtain and keep employment, or obtain access to earned employment benefits. On the individual level, each client is assigned a case-manager who works with each client on client centered short and long term goals. Clients who are job ready work with the vocational counselor, clients presenting acute mental health needs work with a mental health counselor. Client progress, goals, case notes and services are tracked through the Homeless Management Information System (HMIS) database. As an agency we have a proactive, client centered philosophy. Through the HOPE Center clients have access to approximately 60 services including clothing, food pantry, housing counseling, vocational counseling, transportation, mental health counseling, financial assistance and more. In response to the needs of our clients we have expanded our vocational counseling program to also include on-site job fairs where clients can meet with representatives of job agencies at our HOPE Center. The HOPE Center works in partnership with JOURNEYS other service programs: our seasonal and summer PADS shelter program and an independent housing program.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Yes, Arlington Heights, Mount Prospect, Palatine, Schaumburg

3. Will any funds be used for research and development?

(Yes or No)

If yes, please specify how funds will be used.

No funding will be used for research or development

B. Service Area

1. **Describe your agency's service area, listing any municipalities served.**
2. Our service area is north/northwest Cook County. We serve residents from Arlington Heights, Barrington, Barrington Hills, Bartlett, Bensenville, Buffalo Grove, Deerfield, Deer Park, Des Plaines, East Dundee, Elk Grove Village, Glencoe, Glenview, Golf, Hanover Park, Hoffman Estates, Inverness, Kenilworth, Lincolnwood, Morton Grove, Mount Prospect, Niles, Northbrook, Northfield, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Roselle, Rosemont, Schaumburg, South Barrington, Skokie, Wheeling, Wilmette and Winnetka.
3. **Does this program serve residents of the Village of Arlington Heights?**
Yes
4. **Describe any additional criteria for your program.**
Clients must have their last place of residency be within the service area limits.
5. **What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?**
Seven of our seasonal PADS shelter sites are located in Arlington Heights, they are: First United Methodist Church, Christus Victor Lutheran Church, First Presbyterian Church, Our Lady of the Wayside, St. James Catholic Church, Congregational United Church of Christ and Our Saviour's Lutheran Church. From May through September Church of the Incarnation in Arlington Heights is one of five summer PADS site.
As part of our response to COVID-19 we have housed clients in the Red Roof Inn located in Arlington Heights.
6. **Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?**
7. JOURNEYS is unique in being the only provider in the area to offer year round shelter, a comprehensive day center program and a housing program all designed to provide a comprehensive continuum of care. Since March, 2020 we have provided sheltering in area hotels for homeless clients after the PADS sites shut down in response to COVID-19. At the hotels clients receive meals as well as health and wellness visits and access to JOURNEYS's services. We are expecting to reopen some of the traditional PADS locations in Fall 2021.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):
2. We are seeking funding for our HOPE Center which provides wrap around social services including access to a food pantry, clothing closet, showers, counseling, vocational counseling, housing counseling, school advocacy, mental health and substance use counseling, assistance with obtaining earned benefits.
3. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	700	90	38
October 1, 2020 – present	464	68	25
October 1, 2019 – September 30, 2020	679	85	36

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

4. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
CDBG funds will be used to provide comprehensive social services to homeless Arlington Heights residents. We will continue to educate the larger community through education, outreach programs, speaking engagements, trainings and volunteer recruitment.
5. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
6. CDBG funding will allow us to continue to serve any Arlington Heights resident who needs assistance.
7. Would this program exist without CDBG funding?
(Select one)
☐ Yes
☒ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- | | |
|---------------|------|
| a. Full-time | 6 |
| b. Part-time | 2 |
| c. Volunteers | 2000 |

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Suzanne Ploger, Development Director; Shaina Makani, Database Specialist

Phone Number:

Email Address:

3. How long has the staff member identified above been with the agency?

Suzanne six years, Shaina eight years

E. Fees and Funding Sources

1. Describe any client fees collected*:

No fee is collected

* Any client fees collected must be used for program costs.

2. Describe how client fees are used:

Not applicable

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$ 30,000	\$ 4,500
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$ 193,000	\$ 28,950
Private Funds	\$ 1,000,000	\$ 150,000
Program Income (client fees)	\$	\$
Other Funding	\$ 100,000	\$ 15,000
Please specify: event income		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 1,181,300	\$ 788,464	\$ 10,000
Program Year 2020	\$ 1,158,501	\$ 718,734	\$ 4,500
Program Year 2019	\$ 1,123,980	\$ 684,511	\$ 4,500

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 10,000
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 10,000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☒ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☒ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. **Mission Statement for your agency (may be attached):**
2. The mission of JOURNEYS | The Road Home is to individually assess and serve the homeless and near-homeless in 37 communities across north/northwest suburban Cook County, while broadening community awareness and involvement with the homeless.
3. The following documents must be included with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☒ Proposed agency budget for the next fiscal year, including proposed funding sources*
- ☒ Current agency budget, including proposed funding sources*
- ☒ Most recent audit (one hard copy only)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☐ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☐ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#11 Arlington Heights Park District

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service:

Project Location: Arlington Heights, Illinois

CDBG Funding Request:

\$30,000

Applicant Contact Information

Organization Name: Arlington Heights Park District

DUNS (Dun and Bradstreet) Number: -----
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Katie Waszak, CAP/Day Camp Supervisor

Signature: *Katie Waszak* _____
(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 410 N Arlington Heights Rd

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60004

Telephone Number: -----

Fax Number: -----

Email Address: -----

Organization website: www.ahpd.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

The CAP Before and After School Program provides a safe, recreational program at ten elementary schools within Arlington Heights. The program is a cooperative effort between the Arlington Heights Park District, School Districts 25, 21 and 59 and the Village of Arlington Heights. This recreational based program is held within the elementary schools, as well as two off site locations, and runs the length of the school year for children in Kindergarten-5th grade. The CAP program gives children the opportunity to participate in a supervised program which provides a variety of theme-based activities including arts and crafts, sports, large group games, homework/quiet time, passive games, snack and socialization with peers. The program has expanded to include enrichment opportunities for participants by working cooperatively with the Arlington Heights Memorial Library to promote reading and literacy. Other enrichment opportunities include exposing participants to a variety of activities such as drama, fitness programs, nutrition, safety and athletic programming.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Year	Amount	Purpose
2020	\$9,100	CAP Program
2019	\$9,113	CAP Program
2018	\$5,250	CAP Program
2017	\$5,520	CAP Program
2016	\$9,550	CAP Program
2015	\$4,875	CAP Program
2014	\$4,980	CAP Program
2013	\$5,000	CAP Program
2012	\$5,000	CAP Program
2011	\$5,000	CAP Program
2010	\$5,000	CAP Program
2009	\$5,000	CAP Program
2008	\$1,700	CAP Program

3. **Will any funds be used for research and development?
(Yes or No)**

If yes, please specify how funds will be used.

N

B. Service Area

1. **Describe your agency's service area, listing any municipalities served.**

The Arlington Heights Park District provides recreation opportunities, facilities and parks for individuals of all abilities in Arlington Heights and surrounding communities.

2. **Does this program serve residents of the Village of Arlington Heights?**

Yes

3. **Describe any additional criteria for your program.**

In order to participate in the CAP program, children must be enrolled at one of the ten schools where the CAP program is located: Dryden School, Greenbrier School, Ivy Hill School, Juliette Low School, Olive School, Patton School, Poe School, Riley School, Westgate School and Windsor School. These schools all fall within the Village of Arlington Heights boundaries.

4. **What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?**

All locations of the CAP program are located within Arlington Heights

5. **Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?**

No other agencies provide a before and after school program in the schools. However, other child care centers, such as Mother's Touch and KinderCare, also provide before and after school programming within their center and provide their own transportation to/from schools.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):

Childcare for school age children within Arlington Heights.

2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	1100	1050	20
October 1, 2020 – present	414	410	6
October 1, 2019 – September 30, 2020	1160	1150	15

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?

The funds would help children and families in Arlington Heights with before and after school childcare.

4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?

The funding could serve around 20-30 total participants in the program; which would be an addition of up to 10 new students depending on which child care options they were enrolled in.

5. Would this program exist without CDBG funding?

(Select one)

- ☒ Yes
☐ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- | | |
|---------------|-----|
| a. Full-time | 2 |
| b. Part-time | 130 |
| c. Volunteers | 0 |

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Katie Waszak, CAP/Day Camp Supervisor- for all daily operations

Connie Phillips, Registration Clerk- for submitting invoices/reporting

Phone Number: -----

Email Address: -----

3. How long has the staff member identified above been with the agency?

7 years (Katie)

E. Fees and Funding Sources

1. Describe any client fees collected*:

Participants pay fees based on which plan they register for. Plans vary from 3 to 5 days per week for morning and/or afternoon care. These fees support the direct cost of the program. This program is not funded with any tax dollars that residents pay to the Arlington Heights Park District.

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

Client fees help support the direct cost of the program.

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$	\$
Private Funds	\$	\$
Program Income (client fees)	\$ 441,400	\$ 441,400
Other Funding	\$	\$
Please specify:		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 419,327	\$ 248,200	\$ 0
Program Year 2020	\$ 1,481,089	\$ 1,160,920	\$ 0
Program Year 2019	\$ 1,749,867	\$ 1,397,520	\$ 0

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 222,920
Payroll for general administration of the CDBG grant**	\$ 108,163
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$ 17,656
Please specify:	
Total CDBG Request	\$ 30,000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☐ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☒ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☐ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☒ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

The Arlington Heights Park District enriches the community by providing quality recreation, facilities and fun.

We do this by:

- Ensuring the efficient and effective use of financial resources and Park District assets.
- Providing innovative recreational opportunities and facilities to meet the diverse programming needs of our community.
- Continuing the District's pursuit of being a community, regional, state and national leader.
- Promoting an environment of cooperation, collaboration and teamwork.
- Providing quality internal and external customer-focused service.
- Providing stewardship of our open spaces and natural resources.

2. The following documents must be included with your application:

All Applications:

- ☐ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (This is a two-page document. Please do not submit the federal form.)
- ☒ Proposed agency budget for the next fiscal year, including proposed funding sources*
- ☒ Current agency budget, including proposed funding sources*
- ☒ Most recent audit (one hard copy only)*
- ☐ Proof of non-profit determination
- ☒ Organizational chart
- ☒ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (This is a two-page document. Please do not submit the federal form.)

- Not Applicable, we are not a charitable organization.

Proposed agency budget for the next fiscal year, including proposed funding sources*

<https://www.ahpd.org/about-ahpd/financial-reports/>

Current agency budget, including proposed funding sources

<https://www.ahpd.org/about-ahpd/financial-reports/>

Most recent audit (one hard copy only) *

https://www.ahpd.org/assets/1/6/19_CAFR_-_AHPD.pdf

Proof of non-profit determination

-Not Applicable

Organizational chart

-Attached

Other

-Current CAP budget summary report
- Attached

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☐ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#12 Northwest Compass

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Housing Counseling & Assistance

Project Location: 1300 W Northwest Highway, Mount Prospect, IL 60065

CDBG Funding Request: \$ 15,000.00

Applicant Contact Information

Organization Name: Northwest Compass

DUNS (Dun and Bradstreet) Number:

(A DUNS Number is required to receive federal funding)

Contact Name, Title: Sona Ivanov, Executive Director

Signature:

Sonia Ivanov



(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 1300 W. Northwest Highway

Mailing Address 2:

City, State, Zip: Mount Prospect, IL, 60056

Telephone Number:

Fax Number:

Email Address:

Organization website: www.northwestcompass.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

Northwest Compass is humbly requesting financial assistance for programs and services under our housing program, which stabilize the residents of Village of Arlington Heights experiencing a housing crisis from homelessness to housing instability.

Northwest Compass offers programs in many different categories: stabilization, empowerment and housing by providing crisis intervention, comprehensive solution focused case management, counseling and assistance to people experiencing housing instability or homelessness and connecting them to housing options, resources, and various supportive services.

The housing program provides services geared towards housing counseling, homelessness diversion and prevention, housing navigation, rapid re-housing and immediate short-term rent assistance to prevent individuals and families at risk of becoming homeless for the first time and /or to assist them to exit homelessness as quickly as possible. In addition, the program also facilitates transitional living and permanent supportive housing program components.

Northwest Compass is the lead agency in the north and a walk-in center for anyone in the suburban Cook County area including residents of the Village of Arlington Heights. Our program is the only one that provides individual housing counseling, assistance and education for a clientele experiencing homelessness as a partner in the coordinated entry initiative in the Cook County area.

Families are often not able to meet their housing financial obligation due to a temporary hardship such as an illness or loss of employment. All residents of Village of Arlington Heights who are experiencing a housing crisis qualify for our housing program, as well as additional supportive services. To be eligible for financial assistance towards rent, the resident must meet the eligibility criteria such to be homeless, "homeless with a roof" as defined by HUD, or in danger of being evicted.

The program aids families and individuals though:

- **Crisis Intervention** - Timely and comprehensive screening and assessment of the client current situation, access to internal and external on-going support and linkage to additional services striving to assist people going through crisis and connect them to programs and/or services that best meets their needs.
- **Housing Counseling and Assistance** - helping to stabilize a family's current housing situation, as well as provide individual counseling and assistance for a variety of circumstances to prevent homelessness and help them secure stable housing.
- **Rapid Re-Housing** - Rapid re-housing connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. The services include housing relocation and stabilization services and short and/or medium term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. The main goal is to make homelessness rare, brief and a one-time experience.
- **Street Outreach** - strives to prevent the exploitation of our populations most vulnerable by identifying unaccompanied youth and homeless in our services area and providing them with linkages to services that help them leave the streets.
- **Affordable Housing Units located in Village of Arlington Heights**

Currently, Northwest Compass has **seven (7)** apartments located in Village of Arlington Heights that are part of two different housing programs PSH and YDHP. Permanent supportive housing ("PSH") is a program serving family and individuals who are chronically homeless and have disabling conditions. A new program supporting vulnerable youth 18 to 24 was created a few years ago and Northwest Compass is the only agency in the northwest suburban area to provide services to this sub-population. Youth Housing Demonstration Project Program started in October 2020 and provides housing and supportive services to youth 18-24 experiencing housing instability and homelessness. Both programs embrace the "housing first" approach that prioritizes housing to the most vulnerable and is guided by the belief that people need basic necessities like shelter/stable housing and food before seeking a job, improving budgeting skills and addressing any other issues.

The benefit to these participants and to several other households in the Northwest Suburbs is that they can be confident that there is a web of support for them. They are not alone, a caseworker is available to listen, support and guide our participants as they face and move through life's challenges.

Clients in the housing program are assisted with case management on an as-needed basis generally in the interval of one hour, that varies in duration depending on the household's needs. Those clients that qualify for financial assistance for rent or a mortgage payment may receive up to one month's assistance. Participants in the seven housing units are receiving case management bi-monthly.

The program also includes wrap around services and care coordination in order to provide the clients with the needed additional assistance and support, so they can make better informed choices and build a foundation toward creating a stable and sustainable future.

In the last calendar year, we received requests for housing assistance from 103 households from Arlington Hts. through the Call Center (one of the access points for the Coordinated Entry), additional requests from 214 households through our intake and referral services and we provided extensive housing counseling and assistance to 107 residents of Arlington Heights, 15 households received direct client assistance towards their rent in the last six months, as well as we engaged and provided case management and assistance to 21 literally homeless individuals including placing some in a hotel.

Northwest Compass is working closely with staff from Village of Arlington Heights and is actively referring clients to obtain services and participating in various networking collaborations.

Northwest Compass participated in a panel presentation titled "COVID Conversation – Housing for Homeless" at the Arlington Heights Library on February 18, 2021. Community members attended the program to learn more about the existence of homelessness in the suburbs and how our agency dealt with the crisis. Northwest Compass was glad to share that we have been providing safety-net programs, which include street outreach, life-skills training, advocacy, housing, rent assistance if available, and hotel stay to individuals and families that have not been accepted or were banned from the local shelter. We have been working with families living in their cars or doubling up, people seeking shelter in the forest preserve, at-risk youth who are couch surfing, clients working full time or multiple jobs, but still unable to afford housing; we serve all of these individuals with respect, for it only takes one major unexpected expense to put a household out on the street. The community members had many questions and voiced a willingness to support their neighbors. Conversation lasted for more than the allotted program time, which speaks to the compassionate community that we have that wants to provide support.

Northwest Compass has added a specific focus on addressing the homelessness of specific subpopulation - youth. Our HYPE program (Helping Youth on the Path to Empowerment) focuses on helping the invisible but growing population of youth experiencing homelessness and/or housing instability in our service area. To further enhance the work done with unaccompanied youth, starting with those who are in high school and upwards to 24-26 years of age, Northwest Compass started the Suburban Youth Networking Coalition (SYNC). This coalition exists to support and empower youth through a coordinated effort to increase access to services.

We have been working closely with a high school at District 214 as part of our ongoing efforts to reduce homelessness; we provide housing counseling, housing navigation and assistance to homeless families with their district by implementing House Bill 261 (allowing schools to use transportation funds towards housing cost).

Northwest Compass is working closely with the Village of Arlington Heights staff and is receiving referrals. Staff will also refer clients to other available services, as well as participating in various networking activities to provide ongoing support for the clients.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

In the last year, Northwest Compass has received CDBG funds from Des Plaines, Village of Palatine, Mount Prospect, and Schaumburg.

The last time we received regular CDBG funding from Village of Arlington Heights was for the grant cycle of September 30, 2016.

Northwest Compass have received \$4,000 form Village of Arlington Hts. in CDBG- CV phase 1

3. Will any funds be used for research and development? (Yes or No)

If yes, please specify how funds will be used.

No

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

Northwest Compass is providing services to the under-served low-income populations in the seven townships including Maine, Elk Grove, Wheeling, Schaumburg, Hanover Barrington, and Palatine.

NWC does provide a monthly food delivery to 24 veterans at Hines.

2. Does this program serve residents of the Village of Arlington Heights?

Yes

3. Describe any additional criteria for your program.

There is no criteria for persons seeking housing counseling services, all clients are seen, treated with dignity and respect, assessed and connected to supportive services. Direct Client funding assistance (towards rent and mortgage payments) depends on the requirements of specific funding sources. All residents of Arlington Heights who are experiencing a crisis in housing qualify for our Housing Program of counseling services. In order to be eligible for services in the Housing Program, participants must reside within the boundaries of Arlington Heights, fulfill the low-income guidelines used by CDBG, be in danger of being evicted, in a housing crisis or homeless (as defined by HUD).

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

All of the programs and services are based out of the corporate office located at 1300 W. Northwest Highway, Mount Prospect. All of our services are available and are frequently utilized by residents of Arlington Heights.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

Northwest Compass is the lead agency and the only one walk-In center in the North - one of four walk-ins centers in the suburban Cook County for the coordinated entry - a HUD mandate initiative to coordinate housing and supportive services resources in the suburban Cook area. As such, all social services organizations receiving HUD and state funding are required to refer clients experiencing homelessness and housing crisis to an agency as out to coordinated housing options and access to housing programs. We also are the only agency that provides street outreach to people experiencing homelessness.

Over 85% of the phone calls and in-person visits to Northwest Compass consist of requests for services associated with being able to have the resources necessary to stay in their home. As routinely noted in the news media, the documented instances of stagnant wages, higher rents burden and increased numbers of families living in poverty in the suburbs, all of which point to an increasing demand for such services.

NWC works with Journeys the Road Home, PADS, Wings, The Harbor, Catholic Charities, Center of Concern, Faith Community Homes, and other providers in the northern suburbs of Cook County. All of these agencies provide limited housing counseling and often restrict their services to only those who they deem qualified. These providers have restricted criteria related to homelessness, length of being homeless, gender, age, or other various limitations.

Northwest Compass has no restrictions.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):

- Information and referrals
- Solutions focused case management and brief crisis intervention.
- Free individual housing counseling, homelessness diversion, and navigation.
- Connection to available housing options and available resources and care coordination.
- Limited homeless prevention financial assistance toward rent, mortgage, moving cost, etc.
- Education, advocacy, and legal aid for clients facing eviction, foreclosure, or housing relocation.
- Street outreach for people experiencing homelessness

- Education for prospective homebuyers on the different aspects of home ownership, including information for down payment assistance programs.
- Money management counseling, education, and practical information and tools to help clients understand their finances.
- Career coaching and job readiness support
- Access to food pantry and connection to mainstream benefits.
- Various life skills groups and additional support depending on the clients' needs.

2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	928	246	110
October 1, 2020 – present	682	112	0
October 1, 2019 – September 30, 2020	735	214	0

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	\$58,250	\$65,550	\$72,800	\$78,650	\$84,450	\$90,300	\$96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?

CDBG funds allows Northwest Compass to expand services and assistance to residents of Arlington Heights experiencing housing instability and homelessness. It also allows us to expand our active network of service providers through which our services are regularly used. As a walk-in center in the north region, we receive an increase number of clients that have been referred to us through a county wide system. Northwest Compass actively participates in

numerous networking events in the area to raise visibility of the services we provide, and we work with the Village of Arlington Heights staff to serve clients timely and effectively.

4. *If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?*

CDBG funds will allow us to continue to serve the residents of Arlington Heights who are experiencing housing instability and crisis.

5. *Would this program exist without CDBG funding?*

Yes

D. *Staff for Funded Program*

1. *Total number of staff employed by agency for this program:*

a. *Full-time* = 3

b. *Part-time* = 1

c. *Volunteers* = 2 student interns

2. *Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):*

Name, Title: Sonia Ivanov, Executive Director

Phone Number:

Email Address:

3. *How long has the staff member identified above been with the agency?*

Sonia Ivanov has been with Northwest Compass for over 15 years.

Anna Klimkowicz has been with Northwest Compass for 10 years.

Rose Gomez has been with Northwest Compass for 10 years.

E. Fees and Funding Sources

1. Describe any client fees collected*:

N/A

*** Any client fees collected must be used for program costs.**

N/A

2. Describe how client fees are used: N/A

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Hts. Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$ 50630	\$ 2665
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$ 46862	\$ 2466
State/Local Funds	\$ 87717	\$ 4617
Private Funds	\$ 10000	\$ 526
Program Income	\$	\$
Other Funding	\$	\$
Please specify:		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

Yes

No X

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget	Program Budget	Arlington Heights CDBG Portion
Program Year 2021 (proposed)	\$2,574,351	\$ 174,034	\$15,000
Program Year 2020	\$ 1,050,000	\$ 115,743	\$0
Program Year 2019	\$ 976,730	\$ 110,295	\$0

2. Indicate how CDBG funds are proposed to be used: Use of CDBG Funds

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$13,500
Other direct client service costs (ex. enrollment fee, scholarship, fee per night of service, etc.)	\$
	\$
	\$
Construction/Rehabilitation	\$
Other, please specify Admi Cost	\$1,500
Please specify:	
Total CDBG Request	\$ 15,000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

X Creating a Suitable Living Environment

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

Providing Decent Housing

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

Creating Economic Opportunities

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

Availability/Accessibility

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

Affordability

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more

affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

X Sustainability

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency:

Northwest Compass enhances the community by providing emergency services, education and empowerment which fosters personal responsibility for those who are vulnerable or in crisis.

2. The following documents must be included with your application:

All Applications:

- X Copy of your organization's most recent Illinois Charitable Organization Annual Report Form AG990-IL (This is a two-page document. Please do not submit the federal form.)
- ____ Proposed agency budget for the next fiscal year, including proposed funding sources*
- X Current agency budget, including proposed funding sources*
- X Most recent audit (one hard copy only)*
- X Proof of non-profit determination
- X Organizational chart Other (please describe)

Please note that *Proposed agency budget for the next fiscal year, including proposed funding sources* is waiting an approval of the Board of the Directors

#13 Shelter, Inc.

The street numbers of the group homes have been redacted from this application form in order to protect the privacy and security of the residents of the existing home and because the new proposed location has not yet received approval from the Village.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service:

Project Location: Transitional Living Program Residence

CDBG Funding Request:

\$33,050

Applicant Contact Information

Organization Name: Shelter, Inc.

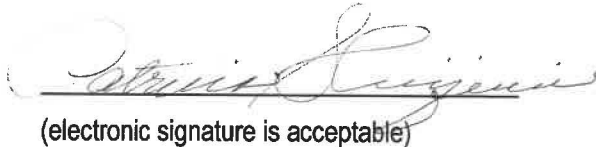
DUNS (Dun and Bradstreet) Number:

(A DUNS Number is required to receive federal funding)

Contact Name, Title:

Patricia Cinquini, Communications and Grants Manager

Signature:



(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 1616 N. Arlington Heights Rd.

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60004

Telephone Number:

Fax Number:

Email Address:

Organization website: www.shelter-inc.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

Shelter's Transitional Living Program (TLP) is for youth ages 18-21 who were assigned male at birth. It is a two-year program for homeless youth who are aging out of the child welfare system. Because they have not previously had a stable and nurturing environment, they have lacked the life-skills education to transition to independent living as adults successfully. The goal of the residential TLP is to equip the youth with the necessary skills and support for their emancipation at the age of 21.

Residents are required to either be in school full-time and working part-time or working full-time. Support services include but are not limited to life-skills education such as cooking and budgeting, mental health support, and socialization.

The residence is a home-like setting to foster a family environment. Residents participate in the daily running of the home and share leisure-time activities. Three bedrooms accommodate two beds in each room.

In 1996, Shelter originally had a program entitled Older Adolescent Group Home for males that was transformed into the TLP in 2012. Shelter has been renting the residence located at _____ in Arlington Heights. It has become necessary for the TLP to move as the owner has placed the property for sale.

Shelter will be buying another property for the TLP and has located one at _____ in Arlington Heights. The house meets all the specifications sought regarding size, location, access to transportation, and asking price. We placed a bid with a contingency of approval by the Arlington Heights Zoning Board.

During the inspection and walk-through, required repairs were identified. These included replacing the roof, sump pump, electrical panels, HVAC system, and furnace. The sellers have agreed to accept the bid on the condition Shelter makes the stated repairs.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

No

3. Will any funds be used for research and development?
(Yes or No)

If yes, please specify how funds will be used.

No

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

We serve Cook, Lake, McHenry, Kane, and DuPage counties, including the following municipalities:

Arlington Heights	Barrington	Barrington Hills	Bartlett
Buffalo Grove	Carpentersville	Des Plaines	Elgin
Elk Grove Village	Glenview	Half Day	Hanover Park
Indian Creek	Inverness	Lake Barrington	Lake Forest
Lincolnshire	Long Grove	Mettawa	Morton Grove
Mount Prospect	Mundelein	Niles	North Barrington
Northbrook	Palatine	Park Ridge	Prairie View
Prospect Heights	Riverwoods	Rolling Meadows	Roselle
Rosemont	Schaumburg	South Barrington	Streamwood
Tower Lakes	Vernon Hills	Wheeling	Chicago

2. Does this program serve residents of the Village of Arlington Heights?

Yes

3. Describe any additional criteria for your program.

All residents have been in the care of the Illinois Department of Children and Family Services Foster Care.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

All of Shelter's programs are open to Arlington Heights residents. These include The Transitional Living Program, emergency, traditional, and home of relative foster care, the Boys' Group Home and Jennings Home for Girls emergency group homes for youths ages 11-17, our Clinical Program, the Youth Experiencing Homeless program for those ages 18-24, and our abuse prevention program Healthy Families for first-time families at risk. Our administrative offices are located in Arlington Heights.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

No other agencies in our service area provide the same service as the Transitional Living Program.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, Shelter for persons with disabilities, etc.):

Funding is requested for Shelter's Transitional Living Program that provides shelter and support services for homeless youth aging out of the child welfare system.

2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	8	8	8
October 1, 2020 – present	8	8	0
October 1, 2019 – September 30, 2020	9	9	0

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?

Funds would be used to make repairs to meet safety standards and Arlington Heights code requirements, enabling us to reach our goal of providing a safe environment for youth in need.

4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?

All those living in the home will be Arlington Heights residents. The number who were previously in Arlington Heights foster care homes varies.

5. Would this program exist without CDBG funding?

(Select one)

- ☒ Yes
☐ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- | | |
|---------------|---|
| a. Full-time | 4 |
| b. Part-time | 3 |
| c. Volunteers | 1 |

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Gina Ciulla, Clinical Director

Phone Number:

Email Address:

3. How long has the staff member identified above been with the agency? 27 years

E. Fees and Funding Sources

1. Describe any client fees collected*:

Not applicable

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

Not applicable

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$ 604,482**	\$ 604,482**
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
**Funds are from DCFS for program costs only		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 3,475,145		\$ 33,050
Program Year 2020	\$ 2,664,367	\$ 377,366	\$ 0
Program Year 2019	\$ 2,705,097	\$ 422,921	\$ 0

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$ 33,050
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 33,050

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☒ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☒ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or Shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. **Mission Statement for your agency (may be attached):**
Shelter's mission is to end the cycle of child abuse by providing a comprehensive network of support to children, their families, and our community to create safe, healthy, and nurturing homes.
2. **The following documents must be included with your application:**

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☐ Proposed agency budget for the next fiscal year, including proposed funding sources*
- ☒ Current agency budget, including proposed funding sources*
- ☒ Most recent audit (one hard copy only)*
- ☐ Proof of non-profit determination
- ☐ Organizational chart
- ☐ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule*.
Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☒ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#14 Little City Foundation

The street numbers of the group homes have been redacted from this application form order to protect the privacy and security of the residents.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Little City Raleigh CILA Rehabilitation

Project Location: ----- Raleigh, Arlington Heights

CDBG Funding Request:

\$34,525

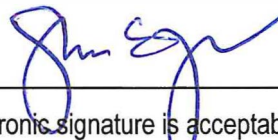
Applicant Contact Information

Organization Name: Little City Foundation

DUNS (Dun and Bradstreet) Number: -----
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Shawn E. Jeffers, Executive Director

Signature:


(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 1760 W Algonquin Rd.

Mailing Address 2:

City, State, Zip: Palatine, IL 60067

Telephone Number: -----

Fax Number: -----

Email Address: -----

Organization website: www.littlecity.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

Little City's respectfully requests \$34,525.00 rehabilitation improvements of the Community Integrated Living Arrangement (CILA) home at ----- Raleigh Street for people with intellectual and developmental disabilities. Seven men from the ages of 25 to 44 reside in the home. All residents are considered very low income. Raleigh residents have some of the most severe disabilities among Little City's residents. Most of the residents have dual diagnoses of moderate to profound intellectual disabilities and autism spectrum disorder. They require some of the highest levels of support and specialized living environments. The residents' high-intensity needs require home modifications to provide the safest, most productive environment.

In order of priority the project will include:

- Rehabilitate the basement bathroom to ensure ADA compliance and suitable use for high-spectrum autistic individuals.
- Replace standard drywall in two bedrooms with high-impact drywall to improve safety in the most vulnerable areas of the home.
- Rehabilitate the first floor, en suite bathroom to improve safety with slip-resistant tile and fiberglass reinforced panel (FRP) over the lower portion drywall. Improve ADA compliance through the installation of grab bars.
- Replace older flooring in the kitchen and living rooms to match new, more suitable flooring in the dining room. Due to significant sensory issues, people with autism spectrum disorder are less likely to display problematic behaviors in an environment with consistent, calming sensory experiences. Variations in materials and colors throughout a home, especially in contiguous spaces, can be very jarring for people with autism, potentially triggering problematic behaviors.
- Reconfigure an existing closet to improve the functionality of the space. This item is included in the matching costs. It is not part of the grant request amount.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Little City has received CDBG funds from the Villages of Arlington Heights and Schaumburg as well as the City of Waukegan. Little City has also received CDBG funds from Cook, DuPage, and Lake Counties.

3. Will any funds be used for research and development?

(Yes or No)

If yes, please specify how funds will be used.

No CDBG funds will be used for research and development.

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

Little City serves adults and children with intellectual and developmental disabilities primarily throughout Cook, DuPage, and Lake Counties in Illinois. Municipalities with 10 or more Little City participants include the following as of 4/14/21.

- | | |
|---|---|
| • Palatine – 164 | • Elk Grove Village – 19 |
| • Waukegan – 78 | • Mundelein – 18 |
| • Schaumburg – 54 | • Gurnee – 15 |
| • Arlington Heights – 37 | • Roselle – 13 |
| • Hanover Park and Hoffman Estates – 30 ea. | • Rolling Meadows – 12 |
| • Chicago – 24 | • Grayslake and Mount Prospect – 11 ea. |

Little City also serves individuals in 97 other municipalities with less than 10 participants in each city or village.

2. Does this program serve residents of the Village of Arlington Heights?

Yes, this program serves residents of the Village of Arlington Heights.

3. Describe any additional criteria for your program.

Participants in Little City's programs must meet state-defined criteria to qualify for disability services. Prior to participation in Little City's programs, each person is assessed by a state-assigned Independent Service Coordination agency (ISC) to determine his or her eligibility. ISC agencies are contracted and authorized by the Illinois Department of Human Services' Department of Developmental Disabilities Services. Qualification for services is determined using a complex matrix that includes factors such as IQ, limitations in activities of daily living, communication difficulties, and mobility limitations.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

Little City operates two CILA group homes in Arlington Heights at ----- Euclid and ----- Raleigh Street. Arlington Heights residents receive day services at Little City's Schaumburg and Palatine locations. Additional services are provided in private Arlington Heights homes for participants in our Home and Community Services Program.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

Clearbrook offers similar services to people with intellectual and developmental disabilities in the Arlington Heights area. However, due to the process by which the state manages eligibility and service delivery, described in #3, above, no individual receives duplicative services from multiple agencies.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):

Funding is requested for rehabilitation improvements of the Community Integrated Living Arrangement (CILA) home at ----- Raleigh Street for people with intellectual and developmental disabilities. Residents receive services from Little City 24/7, 365 days a year. Residents attend Little City day programs on weekdays from approximately 9 am – 3 pm and receive services in their group home whenever day programs are closed, such as weekend, holidays, and the mandated closing of day programs due to COVID-19. Residents are also served by group home staff during normal day program operating times when an individual resident cannot attend day programs due to illness. Residential services include, but are not limited to:

- Behavior planning and management through clinical services provided by Board Certified Behavior Analysts;
- Assistance with activities of daily living, such as meal preparation, cleaning, laundry, and personal hygiene tasks, including toileting, bathing, and toothbrushing;
- Medication management supervised by Little City's nursing staff and conducted by trained Direct Support Personnel;
- Transportation to and from day programs;
- Transportation, supervision, and support during community outings.

2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	7	7	7
October 1, 2020 – present	7	7	7
October 1, 2019 – September 30, 2020	7	7	7

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?

This funding will make the home more accessible by adding ADA features. The recommended improvements will also make the home much more suitable to the unique needs of people with autism and improve the safety of the home. By ensuring that the residence is rehabilitated to improve ADA compliance and installing/repairing

proper safeguards such as an accessible tub, proper flooring, grab bars, and high-impact drywall, we can minimize the potential for destructive behavior and injury.

4. **If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level.**

CDBG would maintain the current service level in terms of number of residents served while improving the quality of those services.

5. **Would this program exist without CDBG funding?**

(Select one)

☐ Yes

☒ No

D. Staff for Funded Program

1. **Total number of staff employed by agency for this program:**

- | | |
|---------------|---|
| a. Full-time | 6 |
| b. Part-time | 2 |
| c. Volunteers | 0 |

2. **Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):**

Name, Title: Julie Frankino, Director of Foundation and Government Grants

Phone Number: -----

Email Address: -----

3. **How long has the staff member identified above been with the agency?**

Ms. Frankino has been with Little City for two years.

E. Fees and Funding Sources

1. Describe any client fees collected*:

Residential services are provided at no costs to participants for those who qualify for state-funded services. Little City does accept private pay participants for community day services, but this is rare.

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

No client fees are charged for this program.

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$ 0	\$ 0
HOME Funds	\$ 0	\$ 0
ESG Funds	\$ 0	\$ 0
HOPWA Funds	\$ 0	\$ 0
Appalachian Regional Commission	\$ 0	\$ 0
Other Federal Funds	\$ 0	\$ 0
State/Local Funds	\$ 950	\$ 950
Private Funds	\$ 0	\$ 0
Program Income (client fees)	\$ 0	\$ 0
Other Funding	\$ 0	\$ 0
Please specify:		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☐ Yes

☒ No*

*Little City has not received or expended more than \$750,000 in previous fiscal years.

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 38,351.437	\$35,725	\$34,525
Program Year 2020	\$ 35,429,597	\$ 0*	\$ 0*
Program Year 2019	\$ 33,533,761	\$ 50,000*	\$ 50,000*

*PY19 amounts reflect Village of Arlington Heights CDBG funds used to refurbish the kitchen, a different first floor bathroom, and the dining room floor. Little City was awarded a public service grant in PY20 of \$4,000 for direct support services for Village residents who attend Little City's community day services.

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$ 34,525
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 34,525

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☒ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☒ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

To serve children and adults with intellectual and developmental disabilities by providing the best options and opportunities to live safely, learn continuously, explore creatively and work productively throughout their lifetime.

2. The following documents must be included with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☐ Proposed agency budget for the next fiscal year, including proposed funding sources* -- **Little City's FY22 budget is expected to be available 7/1/2021.**
- ☒ Current agency budget, including proposed funding sources*
- ☒ Most recent audit (one hard copy only)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☒ Other (please describe) Grant budget

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule*.
Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.
- ☒ Cost and Design Assistance Estimates
All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.
Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

Proposed Construction Schedule

Date	Activity
Oct. 2021	Award announced and grant agreement signed
Oct. — Nov. 2021	Pull permits
Nov. 2021 – Feb. 2022	Interior work completed*
By 3/30/2022	Paperwork submitted. Project closed.

* In case of complications from COVID-19, project completion and close-out may be delayed but not beyond Little City's fiscal year end of 6/30/2022.

Raleigh Rehabilitation Project Budget

Description	CDBG Funds	Matching Funds	Total
Capital Improvements <i>Rehabilitation of two bathrooms and flooring, installation of high-impact drywall in two bedrooms.</i>	\$ 34,525	\$ 950	\$ 35,475
Permit fees		\$ 250	\$ 250
Total Project Cost			\$ 35,725

#15 Clearbrook

The street numbers of the group homess have been redacted from this application form in order to protect the privacy and security of the residents.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Clearbrook CILA Home Rehabilitation Project

Project Location: Eastman CILA, Eastman Street and Dwyer CILA, Dwyer Avenue (Arlington Heights)

CDBG Funding Request: \$36,600 (Eastman CILA: \$ 6,500; Dwyer CILA: \$30,100)

Applicant Contact Information


Organization Name: Clearbrook

DUNS (Dun and Bradstreet) Number:

(A DUNS Number is required to receive federal funding)

Contact Name, Title: Anthony Di Vittorio, President/CEO

Signature:


(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: Clearbrook

Mailing Address 2: 1835 W. Central Road

City, State, Zip: Arlington Heights, IL 60005-2410

Telephone Number:

Fax Number:

Email Address:

Organization website: <https://www.clearbrook.org>

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

There are eight males living in the Eastman CILA home. Six of the residents are Caucasian, one is Hispanic, and one is of Indian descent. Four of the residents use mobility devices and, per AARP, six of the individuals are seniors. All of the residents are Medicaid eligible and are of low to moderate income. Four staff (2 FT and 2 PT), provide supervision and support to the residents of the home. The Eastman CILA home (3,500 square feet), was built in 1995 and is licensed for (up to) eight adult residents. The home itself has eight bedrooms, a kitchen, living area, full basement, and a two car garage. Clearbrook installed a full fire sprinkler and alarm system throughout the home. **Project:** To remove and replace the existing front wheelchair entrance ramp handrail.

The Dwyer CILA is licensed as an Intermittent CILA home and has seven residents. An Intermittent CILA provides the opportunity for greater independence and requires less direct supervision than other CILA homes. Two staff (1 FT and 1 PT), provide support to the residents by providing transportation so they can travel to grocery stores and parks, conduct banking transactions, go to movies, restaurants and sporting events. The staff also provide support and guidance with making decisions and the acquisition of daily life skills. The home has staff scheduled Monday-Saturday (3pm-10pm) and is unstaffed on Sundays. Per the Home Manager, "Dwyer sincerely has a 'family' feel to it and the residents all watch out for one another." None of the residents use assistive mobility devices at this time, but one individual is blind and needs assistance from others to navigate the home and with some daily living activities. All of the residents hold part-time jobs in the community and all but one of the residents are over 50 years of age. **Project:** Install a concrete sidewalk and remove/replace existing with new steps on south side of the home to improve accessibility and egress to/from the home's backyard; 2) Fully rehabilitate existing kitchen to improve accessibility and safety for residents who have mobility and/or vision limitations; and 3) Upgrade all lights to LED lighting.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Yes. Clearbrook has received CDBG funding from Lake, McHenry and Cook Counties, the Villages of Arlington Heights and Schaumburg. Clearbrook has also received HOME funding from McHenry County.

3. Will any funds be used for research and development? (Yes or No)

If yes, please specify how funds will be used.

No, the funds will not be used for research and development.

B. Service Area

1. **Describe your agency's service area, listing any municipalities served.**
Clearbrook owns and operates over 60 facilities located in more than 160 communities (15 counties), throughout the Metropolitan Chicago area. Included are: Addison, Arlington Heights, Bensenville, Berkeley, Buffalo Grove, Carpentersville, Chicago, Crystal Lake, Deerfield, Downers Grove, Elk Grove Village, Evanston, Gages Lake, Glenview, Gurnee, Hanover Park, Hoffman Estates, Lake Bluff, Mt. Prospect, Mettawa, Northbrook, Northfield, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Schaumburg (Home-Based individuals only), Skokie, Waukegan, Wheeling and Wilmette.
2. **Does this program serve residents of the Village of Arlington Heights?**
Yes.
3. **Describe any additional criteria for your program.**
The program is specifically designed to provide services to individuals with Intellectual and Developmental Disabilities.
4. **What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?**
Clearbrook's Administrative Offices and Program Services Offices (which houses the agency's Early Intervention Programs, Employment Programs, and an Autism Resource Room) are located in Arlington Heights. The agency operates Community Integrated Living Arrangement (CILA) homes in Arlington Heights as well.
5. **Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?**
Yes, Little City Foundation operates two CILA homes in Arlington Heights and nearby communities. Additionally, Glenkirk, American Residential Care, Orchard Village, Shore Community Services and Lambs Farm operate CILA and day programs in the same service area as Clearbrook. Of these, Clearbrook is the largest provider of CILA and day program services with the greatest presence in the service area.

C. Program Client Statistics

1. **State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):**

Community Integrated Living Arrangement (CILA) Program

We strive to offer our residents opportunities to be as independent as possible in their home and community. The objective for an individual who resides in a CILA is on self-advocacy. It is imperative that Clearbrook provides homes that allow individuals to live, work and socialize in a safe and supportive environment. Almost 100% of Clearbrook's residents are of Low-Moderate Income (LMI). Over 40% are "seniors" and are experiencing physical changes and significant memory loss. Clearbrook is committed to ensuring that they can "age in place" and remain in their home as long as possible. Many have profound challenges and require 24/7 supervision and care while others are able to function independently with minimal supervision. Each adult has their own Individual Service Plan (ISP) that reflects their strengths and weaknesses, goals and challenges. In most CILA homes, Direct Support Professionals (DSP's) assist with meal preparation, daily hygiene, and skill acquisition, administer prescribed medications, and transport the residents to day programs, medical appointments and/or work. They coordinate outings, activities, ensure residents' safety and security. In Intermittent CILA's (e.g., the Dwyer CILA), these services are provided but to a much lesser degree as the residents are able to function more independently. All CILA residents have access and opportunities to participate in a variety of clinical support and therapeutic treatment programs. The focus of each program and service is to encourage independence in daily living activities and decision-making. Activities may include: instruction and guidance for bathing or showering, dressing, cleaning their rooms, acquiring life and social skills, understanding and following directions, voicing their concerns and needs. CILAs are licensed by the Illinois Department of Human Services and the majority of funding comes from IDHS. IDHS licenses permit a maximum

of eight (8) adults in a CILA. Staff training conducted by Clearbrook is a priority; and exceeds IDHS requirements.

Many of our residents have lived in Community Integrated Living Arrangement (CILA) homes their entire adult life. For others, this is the first time. To all of these individuals, this is "home" and those they share their residence with are family. In March 2020, as lives changed due to the overwhelming presence of the Coronavirus, residents of group homes sheltered in place. Many had a harder time than most understanding the changes to their daily routines. Residents were suddenly spending their days in their house rather than in their community. Over the past 12 months, Clearbrook has risen to the challenge of keeping those we serve not only safe, but have enabled them to thrive in their daily lives. We implemented new policies and hygiene precautions, and rearranged our staffing abilities to reduce the possibility of virus transmission. We also invested in new technology to facilitate communication with families and provided creative alternative programming to be conducted from our group homes. Two vital and new initiatives were recently added to assist our residents: the Virtual Day Services and the StationMD Telemedicine/Telehealth programs. Both programs focus on the well-being of the residents through the provision of healthcare, education and support that is comprehensive and holistic. As the programs Clearbrook provides begin to slowly and carefully reopen, we are also reminded of the ongoing systemic challenge of providing transportation to individuals with I/DD. Public transportation is often inaccessible due to their disabilities and in some situations, their physical, intellectual, or emotional development. Alternative services (e.g., paratransit transportation), are often unreliable and require excessive planning and cushioning for time, leaving riders to arrive at their locations inconveniently early or late or even stranded far from home. To provide our individuals with the best chance and opportunity to succeed, Clearbrook provides round-trip transportation for residents and program participants.

More than ever before individuals with Intellectual and Developmental Disabilities (I/DD) are participating in community activities, social events and connecting with their peers and neighbors. As with others in their community they travel to grocery stores and parks, conduct bank transactions, go to movies, restaurants and sporting events. The public is more aware of their presence and in some cases, their limitations. However, people with I/DD face a housing crisis with many contributing factors, such as a serious lack of safe, affordable, accessible and integrated housing, and significant housing-related discrimination. The recognition that people with I/DD belong in the community has led to a growing demand for community-based housing. This demand is fueled by persons choosing to leave institutional settings, by young adults educated in inclusive schools, and by adults with I/DD who live with elderly parents. However, people with I/DD are among the nation's poorest citizens. For many, Social Security and Supplemental Security Income benefits, which are often far lower than typical rents or are their primary or sole source of income. In addition, Medicaid, the principal source of funding for services and supports for people with I/DD, typically does not allow funds to be used for rent or other community-based housing-related costs. These factors pose major barriers to community living, making it difficult for people to move from segregated facilities into the community, and putting many people with I/DD at risk of unnecessary institutionalization or homelessness. Additionally, many individuals with autism or I/DD may have difficulty in communicating with others. Their desire to express their needs is often compromised by their diminished ability to speak and/or lack of social skills. When this occurs, direct care staff step in and act on their behalf. Training and related activities (e.g., role playing), are provided to staff to ensure they possess the essential skills and knowledge necessary to successfully aid the residents, in particular seniors. The intensive training addresses any gaps in knowledge the staff may have regarding how best to communicate with community members, officials and First Responders. The training also prepares them on how to keep residents safe, secure and how to partner with key members of the community. New resources for training were secured through collaborative grants via the Intersect for Ability group and webinars offered through Infinitec (www.myinfinitec.org).

2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	7890	390	15
October 1, 2020 – present	5260	387	15
October 1, 2019 – September 30, 2020	8017	317	15

2020 Income Limits	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?

Clearbrook is seeking funding to support rehabilitation and accessibility projects at two CILA homes located in Arlington Heights. The project will improve the quality of life for the residents of each home and provide an environment that is both supportive and accessible. One of the residents has severe vision limitations and several utilize mobility devices. Details of the project at each home is outlined in the attached cost estimate provided by Precision Homes, LLC. Photos of the existing features and landscape are also attached to this application.

4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?

The CDBG funds will be used to maintain the number of residents in the Dwyer and Eastman CILA homes. Other programs serving the community are expected to grow in FY'22.

5. Would this program exist without CDBG funding?

(Select one)

- ☒ Yes
☐ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- a. Full-time 3
- b. Part-time 3
- c. Volunteers As needed

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Bev Saiz, Director of Grants

Phone Number:

Email Address:

3. How long has the staff member identified above been with the agency? Almost two years.

E. Fees and Funding Sources

1. Describe any client fees collected*:

Not applicable to this project. Clearbrook receives reimbursement for services from the Illinois Department of Human Services. Although several of the residents of the Eastman and Dwyer CILA homes are employed, their annual income remains in the low to moderate income range and all of the residents are Medicaid eligible.

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

Not applicable to this project. Clearbrook receives funding from the Illinois Department of Human Services to provide room, board, amenities, transportation and trained staff to work in the homes.

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds-Dwyer and Eastman CILA Homes	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$ 0	\$ 0
HOME Funds	\$ 0	\$ 0
ESG Funds	\$ 0	\$ 0
HOPWA Funds	\$ 0	\$ 0
Appalachian Regional Commission	\$ 0	\$ 0
Other Federal Funds	\$ 192,981	\$ 192,981

State/Local Funds	\$ 496,635	\$ 496,635
Private Funds	\$ 0	\$ 0
Program Income (client fees)	\$ 0	\$ 0
Other Funding	\$ 0	\$ 0
Please specify:		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☒ Yes

☐ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 42,706	\$ 38,824	\$ 38,824
Program Year 2020	\$ 41,664	\$ 37,886	\$ 37,886
Program Year 2019	\$ 39,146	\$ 35,587	\$ 35,587

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount-Dwyer and Eastman CILA Homes
Payroll of employees providing direct client service*	\$ 0
Payroll for general administration of the CDBG grant**	\$ 0
Rent**	\$ 0
Utilities**	\$ 0
Construction/Rehabilitation	\$ 36,600
Other administrative costs	\$ 0
Please specify: Please see attached estimate from Precision Homes, LLC	
Total CDBG Request	\$ 36,600

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☒ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☒ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

WE ARE CLEARBROOK

Clearbrook is home, a family, to over 8,000 children and adults impacted by intellectual and developmental disabilities. We support them, and their families, by providing support across the lifespan, helping them to live the fullest lives possible.

Clearbrook provides personalized children, community day, employment, residential and clinical services at more than 60 locations in 160 communities throughout the Chicagoland area. We are the largest provider of home-based services in the state.

We're proud of our deep expertise that spans six decades—allowing us to care for an array of unique needs. We're more than just a nonprofit, we are family, friends, a job, a way to give back, home. Together, we are Clearbrook.

2. The following documents must be included with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (This is a two-page document. Please do not submit the federal form.)
- ☐ Proposed agency budget for the next fiscal year, including proposed funding sources* Not yet available. Will provide as soon as it is available.
- ☒ Current agency budget, including proposed funding sources*
- ☒ Most recent audit (one hard copy only)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☒ Other (please describe) Annual Report 2020

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule*.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☒ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#16 Journeys|The Road Home - Capital Request

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Homeless Services

Project Location: 1140 E. Northwest Highway, Palatine, IL 60074

CDBG Funding Request:

\$100,000

Applicant Contact Information

Organization Name: JOURNEYS | The Road Home

DUNS (Dun and Bradstreet) Number:

(A DUNS Number is required to receive federal funding)

Contact Name, Title:

Signature:


(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 1140 E. Northwest Highway

Mailing Address 2:

City, State, Zip: Palatine, IL 60074

Telephone Number:

Fax Number:

Email Address:

Organization website: <http://www.journeystheroadhome.org>

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

JOURNEYS | the Road Home has a long term, positive track record, and reputation for strengthening communities by: reducing strain on and being a resource for the community, offsetting costs, meeting community development goals, streamlining services, and working with other non-profits, faith locations, corporations and local government. To better serve the community, JOURNEYS is about to begin construction on a capital building project that will expand our capacity to serve our community and result in a fully comprehensive, one-stop shop with contained support services, shelter and affordable housing.

The new facility will include a floor devoted to supportive services, a year-round fixed shelter site with separate accommodations for families and 7 permanent affordable housing apartment units. The entire project is anticipated to cost \$6.2 million.

JOURNEYS prides itself in celebrating the strength of the northwest suburbs while working diligently to address some of the typical challenges found in any one of the 37 northwest suburban communities we serve. JOURNEYS is committed to serving the homeless population from our area in addition to residents that struggle with being able to find and maintain housing and jobs adequate to afford living in this area.

JOURNEYS' commitment to secure justice and dignity for these increasing populations of vulnerable people exposed to housing crises has motivated our agency's leadership to reassess how best we can serve and support the suburban poor—whom, according to the Brookings Institute, now outnumber the population of those living below the poverty line in the entire city of Chicago. As both the image of homelessness and its mark of intensity have changed, so, too, has our agency pledged to expand and evolve in the effort to continue to effectively meet the basic needs of these struggling men, women and children.

To do this, we have committed to expanding our current single-story, 8,000 square foot facility and parking lot at 1140 E. Northwest Highway in Palatine to become a two-story, year-round fixed shelter site, clinical service day center and affordable housing purveyor for the homeless.

Creating a comprehensive single location where critical services are strategically designed to support special populations, will reduce foot traffic and potential emergency service intervention while increasing client accountability enabled by 24-hour access to clinical professionals. The agency also looks forward to employing clients to launder shelter linens onsite, facilitating the opportunity to supplement income, augment work experience and begin to build a brighter and more hopeful future.

The new 24-hour facility will include a floor devoted to the HOPE Center, which provides 60+ supportive services, including primary healthcare, long-term case management, substance abuse treatment, ongoing food assistance, and personal/vocational development. The second floor will include a year-round fixed emergency

shelter site for up to 50 beds with separate accommodations for single men, single women, and families; in addition to containing 7 onsite permanent affordable housing apartment units.

With the initial support from the Village of Palatine, surrounding CDBG villages, Cook County, and our lead donors, \$5 million of the \$6.2 million budget has been raised. We have secured a construction loan of \$1.2 million to allow us to begin construction of the project this spring. Our funding campaign for the project will continue until we reach our full budget amount of \$6.2 million

We are now asking Arlington Heights to consider an additional grant of \$100,000 in support of this vital project which will directly support the needs of Arlington Heights residents and expand affordable housing availability in the area.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Yes, Arlington Heights, Mount Prospect, Palatine, Schaumburg

**3. Will any funds be used for research and development?
(Yes or No)**

If yes, please specify how funds will be used.

No funding will be used for research or development

B. Service Area

1. **Describe your agency's service area, listing any municipalities served.**
2. Our service area is north/northwest Cook County. We serve residents from Arlington Heights, Barrington, Barrington Hills, Bartlett, Bensenville, Buffalo Grove, Deerfield, Deer Park, Des Plaines, East Dundee, Elk Grove Village, Glencoe, Glenview, Golf, Hanover Park, Hoffman Estates, Inverness, Kenilworth, Lincolnwood, Morton Grove, Mount Prospect, Niles, Northbrook, Northfield, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Roselle, Rosemont, Schaumburg, South Barrington, Skokie, Wheeling, Wilmette and Winnetka.
3. **Does this program serve residents of the Village of Arlington Heights?**
Yes
4. **Describe any additional criteria for your program.**
Clients must have their last place of residency be within the service area limits.
5. **What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?**
Seven of our seasonal PADS shelter sites are located in Arlington Heights, they are: First United Methodist Church, Christus Victor Lutheran Church, First Presbyterian Church, Our Lady of the Wayside, St. James Catholic Church, Congregational United Church of Christ and Our Saviour's Lutheran Church. From May through September Church of the Incarnation in Arlington Heights is one of five summer PADS site.
As part of our response to COVID-19 we have housed clients in the Red Roof Inn located in Arlington Heights.
6. **Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?**
7. JOURNEYS is unique in being the only provider in the area to offer year round shelter, a comprehensive day center program and a housing program all designed to provide a comprehensive continuum of care. Since March, 2020 we have provided sheltering in area hotels for homeless clients after the PADS sites shut down in response to COVID-19. At the hotels clients receive meals as well as health and wellness visits and access to JOURNEYS's services. We are expecting to reopen some of the traditional PADS locations in Fall 2021.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):
2. We are seeking funding for our HOPE Center which provides wrap around social services including access to a food pantry, clothing closet, showers, counseling, vocational counseling, housing counseling, school advocacy, mental health and substance use counseling, assistance with obtaining earned benefits.
3. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	700	90	38
October 1, 2020 – present	464	68	25
October 1, 2019 – September 30, 2020	679	85	36

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

4. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?

CDBG funds will be used to provide comprehensive social services to homeless Arlington Heights residents. We will continue to educate the larger community through education, outreach programs, speaking engagements, trainings and volunteer recruitment.

5. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
6. CDBG funding will allow us to continue to serve any Arlington Heights resident who needs assistance.

7. Would this program exist without CDBG funding?

(Select one)

- ☐ Yes
☒ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- | | |
|---------------|------|
| a. Full-time | 6 |
| b. Part-time | 2 |
| c. Volunteers | 2000 |

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Suzanne Ploger, Development Director; Shaina Makani, Database Specialist

Phone Number:

Email Address:

3. How long has the staff member identified above been with the agency?

Suzanne six years, Shaina eight years

E. Fees and Funding Sources

1. Describe any client fees collected*:

No fee is collected

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

Not applicable

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds		
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$ 225,000	\$ 33,750
Private Funds	\$ 4,775,000	\$ 716,250
Program Income (client fees)	\$	\$
Other Funding	\$ 1,200,000	\$ 180,000
Please specify: Construction loan		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ 1,181,300	\$ 6,200,000	\$ 100,000
Program Year 2020	\$	\$	\$
Program Year 2019	\$	\$	\$ 25,000

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$ 100,000
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 100,000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☒ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☒ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. **Mission Statement for your agency (may be attached):**
2. The mission of JOURNEYS | The Road Home is to individually assess and serve the homeless and near-homeless in 37 communities across north/northwest suburban Cook County, while broadening community awareness and involvement with the homeless.
3. The following documents must be included with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☒ Proposed agency budget for the next fiscal year, including proposed funding sources*
- ☒ Current agency budget, including proposed funding sources*
- ☒ Most recent audit (one hard copy only)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☐ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule*.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

We are breaking ground on the project in Spring 2021 and expect the main construction be completed in late Spring 2022.

- ☐ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#17 Full Circle Communities

The address of the proposed project has been because the proposed location has not yet received approval from the Village.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Arlington Heights PSH

Project Location: _____, Arlington Heights, IL

CDBG Funding Request:

\$100,000.00

Applicant Contact Information

Organization Name: Full Circle Communities, Inc.

DUNS (Dun and Bradstreet) Number: _____

(A DUNS Number is required to receive federal funding)

Contact Name, Title: Joshua Wilmoth, President & CEO

Signature: _____


(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 310 S. Peoria, Suite 500

Mailing Address 2:

City, State, Zip: Chicago, IL 60607

Telephone Number: _____

Fax Number:

Email Address: _____

Organization website: fccommunities.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

2. The project will be a new 31-unit integrated permanent supportive housing development located at ----- in Arlington Heights. We are requesting CDBG funds to pay for the following CDBG-eligible costs: acquisition and site infrastructure improvement costs. The project will provide housing for individuals and families earning up to 60% of the area median income (AMI), and target persons with a disability and other vulnerable populations. The project will include universally-designed units and several community amenity spaces, including a community room, library, and a computer lab. A property management office will be available on-site. As part of Full Circle's mission, we will provide on-site comprehensive supportive services. For this project, we will partner with Anixter Center, a social service agency that provides supports and services to adults with disabilities, people with behavioral health needs, and people who are Deaf, Deafblind, and hard of hearing. The project will help meet the Village's goal to increase housing accessibility and affordability.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Yes, Full Circle received CDBG funds for the following projects:

- REC Center in Detroit, MI:
 - 43-unit permanent supportive housing
 - Received City of Detroit CDBG funds in 2020
- Goodlette Arms Apartments in Naples, FL:
 - 250-unit affordable senior development
 - Received Collier County CDBG funds in 2012
- Creekview Apartments in Richmond, IL:
 - 25-unit affordable senior housing
 - Received McHenry County CDBG funds in 2015

3. Will any funds be used for research and development?

(Yes or No)

If yes, please specify how funds will be used.

No.

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

Full Circle currently owns more than 1,200 units of affordable housing in the following locations:

- Illinois – Carol Stream, Chicago, McHenry, Richmond, Elgin, Lansing
- Iowa – Dubuque, Marion
- Michigan – Kalamazoo, Portage, Detroit

2. Does this program serve residents of the Village of Arlington Heights?

Qualifying Arlington Heights residents will have the opportunity to reside at the housing development. The project will be marketed locally and Full Circle will coordinate with local service providers, including Anixter Center, Shelter, Inc., and the Family Service Association of Greater Elgin Area, to refer potential tenants to the project.

3. Describe any additional criteria for your program.

Tenants will need to meet the unit income targets. 16 of the project's units will be permanent supportive housing (PSH) units that target individuals and households that earn 30% of AMI. The remaining 15 units will be affordable units that target individuals and households that earn 50 and 60% of AMI. Tenants will also need to pass credit, criminal, and background checks.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

Although Full Circle does not currently own an affordable multifamily project in the Village of Arlington Heights, Full Circle owns and operates nearby affordable multifamily projects in Carol Stream, McHenry, and the northwest side of Chicago.

The Arlington Heights PSH project was conceived in collaboration with the North/Northwest Suburban Task Force, whose group was formed to address the lack of affordable, accessible housing for people with a disability in the north and northwest suburbs of Chicago. The Task Force has worked locally in Arlington Heights in recent years, specifically around the 18-unit permanent supportive housing development Heart's Place in Arlington Heights.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

Other affordable housing developers that serve the Village of Arlington Heights and/or the Chicago northwest suburbs include:

- UPHoldings – developer for 50-unit permanent supportive housing development PhilHaven in Wheeling; 18-unit permanent supportive housing development Heart's Place in Arlington Heights; and 39-unit permanent supportive housing development Myers Place in Mount Prospect
- Housing Opportunity Development Corporation (HODC) – developer for 44-unit permanent supportive housing development Spruce Village in Palatine

C. Program Client Statistics

1. **State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):**

We are requesting CDBG funds to pay for acquisition and site infrastructure improvements costs for a new 31-unit integrated permanent supportive housing development in Arlington Heights. The project will provide housing for individuals and families earning up to 60% of the area median income (AMI), and target persons with a disability and other vulnerable populations. Of the 31 units, 26 will be one-bedroom units and 5 will be two-bedroom units.

2. **Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):**

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – March 1, 2024*	72+**	72+**	0
October 1, 2020 – present	0	0	0
October 1, 2019 – September 30, 2020	0	0	0

* The project is anticipated to complete construction in September 2023, with full initial occupancy occurring by February 2024.

** Number assumes two people per bedroom as the minimum number of persons served. In reality, the number will be higher as initial tenants move out and new tenants move in throughout the full life of the project.

2020 Income Limits	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. **How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?**

CDBG funds would serve as critical gap financing and allow the project to be financially feasible. In doing so, CDBG funds would allow us to build and operate a new housing development that offers affordable rents to tenants. CDBG funds would leverage other sources of funds, including \$10.2 million in PSH funds from the Illinois Housing Development Authority (IHDA), a \$1.1 million IFF loan, a \$150,000 grant through the Illinois Rebuild Illinois Capital Program, and an approximately \$121,000 ComEd Energy Efficiency Program grant.

4. **If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?**

CDBG funds would be used to serve new tenants in Arlington Heights.

5. Would this program exist without CDBG funding?

(Select one)

- ☐ Yes
☒ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- | | |
|---------------|----|
| a. Full-time | 2* |
| b. Part-time | 0 |
| c. Volunteers | 0 |

* Includes a property manager and maintenance person

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Jordan Bartle, Senior Project Manager

Phone Number: -----

Email Address: -----

3. How long has the staff member identified above been with the agency?

The staff member above has worked with Full Circle Communities for 5 years.

E. Fees and Funding Sources

1. Describe any client fees collected*:

Full Circle will collect rent from the project's tenants.

* Any client fees collected must be used for program costs.

2. Describe how client fees are used:

Rent is used for the long-term operations of the property.

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds*	Amount Utilized for Arlington Heights Residents	Percent of Total Development Cost
Section 108 Loan Guarantee	\$ 0	\$ 0	0%
HOME Funds	\$ 0	\$ 0	0%
ESG Funds	\$ 0	\$ 0	0%
HOPWA Funds	\$ 0	\$ 0	0%
Appalachian Regional Commission	\$ 0	\$ 0	0%
Other Federal Funds	\$ 0	\$ 0	0%
State/Local Funds (IHDA PSH funds)	\$ 10,200,000	\$ 10,200,000	86%
Private Funds (IFF permanent loan)	\$ 1,100,000	\$ 1,100,000	9%
Program Income (client fees)	\$ 0	\$ 0	0%
Other Funding	\$ 558,904	\$ 558,904	5%
Please specify: ComEd Energy Efficiency Program grant (\$120,821); Illinois Rebuild Illinois Capital Program grant (\$150,000); Owner Equity (\$100); Deferred Developer Fee (\$287,983)			

* The project is anticipated to close on financing and start construction in September 2022. The total development cost (TDC) is \$11,958,094.

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Years 2022-2023*	N/A**	\$11,958,094***	\$ 100,000.00
Program Year 2021	\$ 0	\$ 0	\$ 0
Program Year 2020	\$ 0	\$ 0	\$ 0
Program Year 2019	\$ 0	\$ 0	\$ 0

* Closing for IHDA PSH funds is anticipated to occur in September 2022, and construction will commence at this time and last approximately 12 months.

** No agency budget is provided in this application, per instruction from Nora Boyer over email on 4/9/2021.

*** The total development cost (TDC) for the project is \$11,958,094.

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 0
Payroll for general administration of the CDBG grant**	\$ 0
Rent**	\$ 0
Utilities**	\$ 0
Construction/Rehabilitation	\$ 100,000.00
Other administrative costs	\$ 0
Please specify: N/A	
Total CDBG Request	\$ 100,000.00

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☐ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☒ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☐ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☒ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

To expand access to quality affordable housing through preservation and development, thoughtful design, and the provision of significant and targeted supportive services to our residents and the surrounding communities.

2. The following documents must be included with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☐ Proposed agency budget for the next fiscal year, including proposed funding sources* [1]
- ☐ Current agency budget, including proposed funding sources* [1]
- ☒ Most recent audit (one hard copy only)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☐ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

[1] No agency budget is provided in this application, per instruction from Nora Boyer over email on 4/9/2021.

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule*.
Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

- ☒ Cost and Design Assistance Estimates

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#18 VAH Single Family Rehab Program

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Single Family Rehabilitation Loan Program

Project Location: Single-Family Residences Village-Wide

CDBG Funding Request:

\$67,000

Applicant Contact Information

Organization Name: Village of Arlington Heights

DUNS (Dun and Bradstreet) Number: -----
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Nora Boyer, Housing Planner

Signature: *Nora Boyer*

(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 33 S Arlington Heights Road

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60005

Telephone Number: 847-368-5200

Fax Number: 847-368-5988

Email Address: nboyer@vah.com

Organization website: www.vah.com

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

Program Description

Community Development Block Grant (CDBG) funding is requested for the Village's Single-Family Rehabilitation Loan Program. Through this program, extremely-low, low- and moderate-income home owners receive 0% interest loans for basic home improvements.

The Village has offered the Single-Family Rehabilitation Loan Program since 1978 with funding from the Village's annual CDBG allocation. To date 555 loans have been made totaling \$5,058,000. Of the total, approximately 61% has been repaid and 39% is outstanding. Repaid funds are circulated back into the Village's CDBG program.

This program is overseen by the Village's Housing Commission. At its meeting of April 21, 2021, the Housing Commission passed the following motion concerning the continued operation and funding of this program:

A motion was made by Commissioner Eggum, seconded by Commissioner Miller to recommend to the Village Board that it allocate \$67,000 for the Single-Family Rehab Program and \$105,000 for the Group Home Acquisition and Rehab Program from the Village CDBG funding for the 2021- 2022 program year.

Ayes: Tripp, Kiefer, Miller, Delea & Sweis Nays: 0.

Eligibility

An applicant household's anticipated adjusted gross annual income for the 12 months after the date of their application must be at or below 80% of the Joliet-Chicago-Naperville Area adjusted for the household size. The 80% of area median income limits are determined by the U.S. Department of Housing and Urban Development on an annual basis. The maximum incomes for eligibility effective on June 1, 2021 are:

Household Size	80% Area Median Income
1	\$52,200
2	\$59,650
3	\$67,100
4	\$74,550
5	\$80,550
6	\$86,500
7	\$92,450
8	\$98,450

Homes must be within the corporate limits of the Village of Arlington Heights and have been owned by the home owners for a minimum of two years prior to application to the program. The Village loan combined with other loans secured by the property may not exceed 85% of the property's value.

When a home owner owes money to the Village such as assessments, water bills, etc. the application will not be approved until such bills are paid or payment arrangements have been made. Home owners who own real estate in addition to their principal residence are not eligible for the program.

Eligible Repairs

Eligible repairs are those needed to bring properties up to minimum standards. Special attention is paid to mechanical, electrical, structural, and plumbing repairs. Basement water problems, sewer backup issues, and accessibility improvements may be eligible. Decorative remodeling, room additions, and paving repair and replacement (e.g. driveways and walkways) are ineligible.

Terms of Financing

The amount of financial assistance is determined by the Village. The minimum loan amount is \$2,000 and the maximum loan amount is \$25,000. Loans secured against the property through a recorded Estoppel Agreement. The loan is at 0% interest and includes the cost of construction plus a \$100 administrative fee. There are no monthly or other periodic payments. The loans are repaid in-full when the owner ceases to be the full-time owner occupant of the home which, most commonly, is when the home is sold.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

The Village of Arlington Heights government is a HUD entitlement grantee for Community Development Block Grant (CDBG) Funds. Since 1978, the Village has implemented various CDBG-funded programs either directly and or through CDBG subrecipients with which the Village enters into subrecipient contracts.

3. Will any funds be used for research and development?

(Yes or No)

If yes, please specify how funds will be used.

No

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

This program is operated within the corporate limits of the Village of Arlington Heights.

2. Does this program serve residents of the Village of Arlington Heights?

Yes.

3. Describe any additional criteria for your program.

The program must comply with the federal requirements of the Community Development Block Grant (CDBG) program. The regulations for the program are found at 24 Code of Federal Regulations (CFR) Part 570. These regulations address requirements such as environmental assessments, lead-based paint handling, procurement, etc.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

Please see www.vah.com.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

The Village's Single-Family Rehabilitation Program has been offered continuously since 1978. At times, some non-profit organizations in the area have offered programs for weatherization, accessibility improvements, or other home rehabilitation. However, these programs have not been as consistent as the Village's program and are sometimes not available. If the Village is aware of other active home rehabilitation programs when working with residents, information is provided on these programs so that the residents may select the program that works best for them. Information on these other programs is also provided on the Village's website

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):

The funding is requested for home rehabilitation construction costs and for certain soft costs such as title searches, recording fees, etc. The participants pay an administrative fee of \$100 to pay for a portion of these soft costs.

2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Household Served	Total Arlington Heights Households Served	Total Arlington Heights Household Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	3	3	3
October 1, 2020 – present	2	2	2
October 1, 2019 – September 30, 2020	2	2	2

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?

It is the Village's goal as stated in the intent and purpose of the Village's Housing Commission to "promote adequate housing for all the community's people, to create and/or maintain sound, viable neighborhoods, to meet the need for housing by increasing the number of housing units for low-and-moderate income families and individuals, and to expand housing opportunities for all members of the community" (Village Code, Chapter 6, Section 6-504).

This program addresses the Village goal by providing an opportunity for low- and moderate-income home owners to remain in their homes and maintain their homes in safe and habitable condition. Maintenance of the homes also contributes to the health, appearance, and viability of the neighborhoods in which the improved homes are located.

4. **If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?**

The funds would be used to serve more Arlington Heights residents.

5. **Would this program exist without CDBG funding?**

(Select one)

☐ Yes

☒ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- a. Full-time 2
- b. Part-time
- c. Volunteers

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Nora Boyer, Housing Planner

Phone Number: 847-368-5200

Email Address: nboyer@vah.com

3. How long has the staff member identified above been with the agency?

26 years

E. Fees and Funding Sources

1. Describe any client fees collected*:

A \$100 administrative fee is charged to pay a portion of soft costs associate with loans (ex. title search, recording fee).

2. Describe how client fees are used:

See above.

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$ 0	\$ 0
HOME Funds	\$ 0	\$ 0
ESG Funds	\$ 0	\$ 0
HOPWA Funds	\$ 0	\$ 0
Appalachian Regional Commission	\$ 0	\$ 0
Other Federal Funds	\$ 0	\$ 0
State/Local Funds	\$ 0	\$ 0
Private Funds	\$ 0	\$ 0
Program Income (client fees)	\$ 0	\$ 0
Other Funding	\$ 0	\$ 0
Please specify: 0		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☒ Yes

☐ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ see vah.com*	\$ 67,000	\$ 67,000
Program Year 2020	\$ see vah.com*	\$ 39,310	\$ 39,310
Program Year 2019	\$ see vah.com*	\$ 50,000	\$ 50,000

*<https://vah.com/cms/One.aspx?siteId=7230773&pageId=9610588&action=view>

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$ 67,000
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 67,000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☐ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☒ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☐ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☒ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

Arlington Heights is a Village and is governed by a Village Board that is elected at large on a non-partisan basis. The Village carries out the responsibilities of general government as provided in the Constitution and statutes of the State of Illinois.

https://vah.com/your_government/foia_records_request/general_description_of_village

2. The following documents **must be included** with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*) *na*
- ☒ Proposed agency budget for the next fiscal year, including proposed funding sources* see vah.com
*<https://vah.com/cms/One.aspx?siteId=7230773&pageId=9610588&action=view>
- ☒ Current agency budget, including proposed funding sources* see vah.com
*<https://vah.com/cms/One.aspx?siteId=7230773&pageId=9610588&action=view>
- ☒ Most recent audit (*one hard copy only*)* see vah.com
*<https://vah.com/cms/One.aspx?siteId=7230773&pageId=9610588&action=view>
- ☒ Proof of non-profit determination *na*
- ☒ Organizational chart See:
https://vah.com/UserFiles/Servers/Server_7230689/File/Village%20Services/Documents/FOIA/Village%20Org%20Chart.pdf
- ☐ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.
Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.
- ☐ Cost and Design Assistance Estimates
All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.
Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#19 VAH Group Home and Transitional Housing Program

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Group Home and Transitional Housing Acquisition and Rehab Program

Project Location: Village-Wide

CDBG Funding Request:

\$105,000

Applicant Contact Information

Organization Name: Village of Arlington Heights

DUNS (Dun and Bradstreet) Number: _____

Contact Name, Title: Nora Boyer, Housing Planner

Signature: *Nora Boyer*

(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 33 S Arlington Heights Road

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60005

Telephone Number: 847-368-5200

Fax Number: 847-368-5988

Email Address: nboyer@vah.com

Organization website: www.vah.com

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

CDBG funding is requested to fund a Group Home and Transitional Housing Acquisition and Rehab program. The Village has provided funding for this type of need for several years and has allocated funds primarily for the purpose of making improvements to group homes for adults with disabilities that are owned and operated by non-profit agencies.

On April 21, 2021, the Housing Commission passed a motion requesting that this program be funded for the 2021-2022 year at \$105,000 with CDBG funds.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

The Village of Arlington Heights government is the HUD instatement grantee for the Village. The Village has been providing funding each year for this type of program since 2013 and additional projects were funded periodically before that year.

The Village's practice has been to make an allocation for this general purpose. Then, applications for specific homes are reviewed and approved by the Housing Commission.

3. Will any funds be used for research and development?

(Yes or No)

If yes, please specify how funds will be used.

No

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

This program is operated within the corporate limits of the Village of Arlington Heights.

2. Does this program serve residents of the Village of Arlington Heights?

Yes.

3. Describe any additional criteria for your program.

Homes that are improved are owned by non-profit agencies. The residents are at or below the maximum to be considered moderate income. In the vast majority of cases, the residents are extremely-low income.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

See www.vah.com.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

Not to our knowledge.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):

Construction costs for home rehabilitation work. Funds could possibly be used for acquisition of a residence to serve as a group home.

2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Household Served	Total Arlington Heights Households Served	Total Arlington Heights Household Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	2	2	2
October 1, 2020 – present	1	1	1
October 1, 2019 – September 30, 2020	2	2	2

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?

CDBG funds will be used to contribute to safe, healthy and stable housing for eligible residents.

4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?

Additional Arlington Heights residents.

5. Would this program exist without CDBG funding?

(Select one)

- ☐ Yes
☒ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- a. Full-time 2
- b. Part-time
- c. Volunteers

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Nora Boyer, Housing Planner

Phone Number: 847-368-5214

Email Address: nboyer@vah.com

3. How long has the staff member identified above been with the agency?

26 years

E. Fees and Funding Sources

1. Describe any client fees collected*:

None

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

NA

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$ 0	\$ 0
HOME Funds	\$ 0	\$ 0
ESG Funds	\$ 0	\$ 0
HOPWA Funds	\$ 0	\$ 0
Appalachian Regional Commission	\$ 0	\$ 0
Other Federal Funds	\$ 0	\$ 0
State/Local Funds	\$ 0	\$ 0
Private Funds	\$ 0	\$ 0
Program Income (client fees)	\$ 0	\$ 0
Other Funding	\$ 0	\$ 0
Please specify: 0		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☒ Yes

☐ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ see vah.com	\$ 105,000	\$ 105,000
Program Year 2020	\$ see vah.com	\$ 25,000	\$ 25,000
Program Year 2019	\$ see vah.com	\$ 76,900	\$ 76,900

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$ 105,000
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 105,000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☐ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☒ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☐ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☒ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

Arlington Heights is a Village and is governed by a Village Board that is elected at large on a non-partisan basis. The Village carries out the responsibilities of general government as provided in the Constitution and statutes of the State of Illinois.

https://vah.com/your_government/f_o_i_a_records_request/general_description_of_village

2. The following documents **must be included** with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (This is a two-page document. Please do not submit the federal form.) na
- ☒ Proposed agency budget for the next fiscal year, including proposed funding sources* see vah.com
- ☒ Current agency budget, including proposed funding sources* see vah.com
- ☒ Most recent audit (one hard copy only)* see vah.com
- ☒ Proof of non-profit determination na
- ☒ Organizational chart See:
https://vah.com/UserFiles/Servers/Server_7230689/File/Village%20Services/Documents/FOIA/Village%20Org%20Chart.pdf
- ☐ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.
Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.
- ☐ Cost and Design Assistance Estimates
All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.
Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#20 VAH Public Infrastructure

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Village of Arlington Heights - Infrastructure

Project Location: Village-Wide

CDBG Funding Request:

\$150,000

Applicant Contact Information

Organization Name: Village of Arlington Heights

DUNS (Dun and Bradstreet) Number: _____

Contact Name, Title: Nora Boyer, Housing Planner

Signature:

Nora Boyer

(electronic signature is acceptable)

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 33 S Arlington Heights Road

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60005

Telephone Number: 847-368-5200

Fax Number: 847-368-5988

Email Address: nboyer@vah.com

Organization website: www.vah.com

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description

Describe the program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

CDBG funding is requested to for infrastructure improvements in HUD-designated low/moderate-income areas. These types of improvements would likely be street resurfacing and/or sidewalk replacement.

2. Previous CDBG Funding

Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

The Village of Arlington Heights government is the HUD instatement grantee for the Village. The Village has been providing funding each year for infrastructure improvements in low/moderate-income areas since the 2016-2017 CDBG program year. The annual allocation has been \$150,000 except in one year when it was \$192,800.

The work is bid out and managed by the Engineering Division.

3. Will any funds be used for research and development?

(Yes or No)

If yes, please specify how funds will be used.

No

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

This program is operated in HUD-designated low/moderate-income areas of the Village of Arlington Heights.

2. Does this program serve residents of the Village of Arlington Heights?

Yes.

3. Describe any additional criteria for your program.

CDBG regulations apply with regard to environmental assessment, contracting, required wage rates, etc.

4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?

See www.vah.com.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

No.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):
Construction costs for infrastructure.
2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2021 – September 30, 2022 (proposed)	2,000	2,000	2,000
October 1, 2020 – present	1,020	1,020	1,020
October 1, 2019 – September 30, 2020	2,595	2,595	2,595

2020 Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
CDBG funds will be used to the infrastructure in a low/moderate income area(s).
4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
Additional Arlington Heights residents.
5. Would this program exist without CDBG funding?
(Select one)
☐ Yes
☒ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- a. Full-time 2
- b. Part-time
- c. Volunteers

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Nora Boyer, Housing Planner

Phone Number: 847-368-5214

Email Address: nboyer@vah.com

3. How long has the staff member identified above been with the agency?

26 years

E. Fees and Funding Sources

1. Describe any client fees collected*:

None

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

NA

3. List all other funding sources expected to be received for this specific program during the October 1, 2021 – September 30, 2022 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$ 0	\$ 0
HOME Funds	\$ 0	\$ 0
ESG Funds	\$ 0	\$ 0
HOPWA Funds	\$ 0	\$ 0
Appalachian Regional Commission	\$ 0	\$ 0
Other Federal Funds	\$ 0	\$ 0
State/Local Funds	\$ 0	\$ 0
Private Funds	\$ 0	\$ 0
Program Income (client fees)	\$ 0	\$ 0
Other Funding	\$ 0	\$ 0
Please specify: 0		

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

☒ Yes

☐ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2021 (proposed)	\$ see vah.com	\$ 150,000	\$ 150,000
Program Year 2020	\$ see vah.com	\$ 150,000	\$ 150,000
Program Year 2019	\$ see vah.com	\$192,800	\$ 192,800

2. Indicate how CDBG funds are proposed to be used:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$ 150,000
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 150,000

* Payroll time sheets documenting staff hours and pay rates will be required with invoices.

** These costs are not always eligible. The Village must approve a cost allocation plan before reimbursement will be made.

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☐ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☒ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☐ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☒ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. Mission Statement for your agency (may be attached):

Arlington Heights is a Village and is governed by a Village Board that is elected at large on a non-partisan basis. The Village carries out the responsibilities of general government as provided in the Constitution and statutes of the State of Illinois.

https://vah.com/your_government/f_o_i_a_records_request/general_description_of_village

2. The following documents **must be included** with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*) na
- ☒ Proposed agency budget for the next fiscal year, including proposed funding sources* see vah.com
- ☒ Current agency budget, including proposed funding sources* see vah.com
- ☒ Most recent audit (one hard copy only)* see vah.com
- ☒ Proof of non-profit determination na
- ☒ Organizational chart See:
https://vah.com/UserFiles/Servers/Server_7230689/File/Village%20Services/Documents/FOIA/Village%20Org%20Chart.pdf
- ☐ Other (please describe)

* May be provided in the form of a website address to the location of this information online.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.
Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.
- ☐ Cost and Design Assistance Estimates
All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.
Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

#21 CDBG Administration

Application Summary Sheet

*Arlington Heights Community Development Block Grant (CDBG)
Program*

Name for Proposed Project or Service: VAH CDBG Program Administration

Project Location: Village of Arlington Heights

Amount of CDBG Funds Requested: \$66,800

Brief Description of Program or Project: CDBG funds would be used to manage and operate the CDBG program

Contact Information

Organization Name: Village of Arlington Heights – Housing Commission

DUNS (Dun and Bradstreet) Number: -----
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Nora Boyer, Housing Planner

Signature: _____ Nora Boyer

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 33 S Arlington Heights Road

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60005

Telephone Number: 847-368-5200

Fax Number: 847-368-5988

Email Address: nboyer@vah.com

Organization website: www.vah.com

Application

Arlington Heights' Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program or Project

1. Project Description

Describe the program or project for which funds are requested. Include the purpose or the program or project and clientele to be served. Explain any new or increased levels of service that would be provided by the organization if this program/project receives CDBG funding. If the project has several components, please prioritize the key elements of the proposal.

Funding would be used for the costs associated with administering the CDBG program. This includes salary costs for complying with federal application and reporting requirements of the program. It also includes staff hours for managing grants to subrecipients and the implementation of projects undertaken by the Village. Other "soft costs" such as audit costs, the costs of public notifications, etc. are also included under this request.

2. Previous CDBG Funding

Has your organization received CDBG funds from the Village of Arlington Heights in any of the past 10 years? If yes, list the year(s), amount(s) and purposes of the funding. Include the project address if funds were used for the purchase or rehab of property or structures.

The past 10 years allocations were as follows:

<u>Year</u>	<u>Amount</u>	<u>Purpose and (if applicable) Address</u>
2020/2021	\$65,000	Administration of the CDBG Program
2019/2020	\$63,000	Administration of the CDBG Program
2018/2019	\$65,000	Administration of the CDBG Program
2017/18	\$65,000	Administration of the CDBG Program
2016/17	\$60,000	Administration of the CDBG Program
2015/16	\$58,000	Administration of the CDBG Program
2014/15	\$58,500	Administration of the CDBG Program
2013/14	\$58,500	Administration of the CDBG Program
2012/13	\$58,545	Administration of the CDBG Program
2011/12	\$67,200	Administration of the CDBG Program
2010/11	\$67,200	Administration of the CDBG Program

**Village of Arlington Heights
2021-2022 CDBG Grant Application**

2009/10 \$67,100 Administration of the CDBG Program

The maximum cap for administrative costs is 20% of the CDBG grant amount in the given year plus the program income received (from the repayment of Single Family Rehab Loan) during that year.

B. Service Area

1. Provide a brief description your agency's service area.

Village of Arlington Heights

2. Describe any additional criteria for the program or project.

The use of funds and CDBG program must comply with the federal laws and regulations.

3. What facilities, services, or programs does the agency operate in Arlington Heights?

Full range of municipal services.

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

No.

C. Program/Project and Client Statistics

1. Complete the following table for persons assisted by the specific program or project for which the agency is applying for CDBG funds. If the agency administers one type of service, complete the table for all persons assisted by the agency.

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served with CDBG Funds
October 1, 2019 – September 30, 2020	Na	Na	Na
October 1, 2020 – September 30, 2021	Na	Na	Na
October 1, 2021 – September 30, 2022	Na	Na	Na

Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$51,000	58,250	65,550	72,800	78,650	84,450	90,300	96,100

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

2. If your agency receives the CDBG funds for which you are applying, how many new or additional Arlington Heights residents could you serve in the 2021-2022 program year?

Na

3. Would this program exist without CDBG funding?

(Select one)

☐ Yes

☒ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- a. Full-time 1
- b. Part-time
- c. Volunteers

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Nora Boyer, Housing Planner

Phone Number: 847-368-5214

Email Address: nboyer@vah.com

3. How long has the staff member identified above been with the agency?

23 years

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

NA

* Any client fees collected must be used for program costs.

F. Estimated Program/Project Budget for the Program Year

1. Resources: Show all of the anticipated revenue (including the requested Village CDBG funds) that the agency anticipates using for this specific program or project during the 2018-2019 program year:

Anticipated Resource	Total Anticipated Program/Project Recourses
2021-2022 VAH CDBG Grant Request	\$ 66,800
Section 108 Loan Guarantee	\$
HOME Funds	\$
ESG Funds	\$
HOPWA Funds	\$
Appalachian Regional Commission	\$
Other Federal Funds	\$
State Funds	\$
Other Local Funds	\$
Private Funds	\$
Program Income (client fees)	\$
Other Funding Please Specify:	\$
Total Anticipated Revenue for Program/Project	\$ 66,800

Village of Arlington Heights
2021-2022 CDBG Grant Application

2. **Expenses.** Indicate how CDBG funds are proposed to be used for the specific program or project during the 2021-2022 program year:

Use of CDBG Funds	Total Program or Project Expenses (Column a.)	Anticipated Amounts to be Spent for the Benefit of Arlington Heights Residents (Column b.)	Anticipated Amounts of Village CDBG funds to be Spent for the Benefit Low and Moderate Income Arlington Height Residents (Column c.)
CDBG Administrative salary and other costs	\$66,800	\$66,800	\$66,800
Payroll costs for direct client service hours	\$	\$	\$ *
All other payroll cost	\$	\$	\$
Other (non-payroll) direct client service costs Explain:	\$	\$	\$
Other administrative and indirect client serve costs Explain:	\$	\$	\$
If the agency expects that it would invoice the Village for CDBG funds on a per unit basis (per night of service, per enrollment fee, etc.), provide the totals on this line.	\$	\$	\$
Totals (Columns a, b & c)	\$ 66,800	\$ 66,800	\$ 66,800

3. **Will any funds be used for research and development?**

(Select one)

- ☐ Yes
☒ No

If so, please specify how funds will be used.

4. **Does your agency receive more than \$750,000 in federal funds?**

(Select one)

- ☒ Yes
☐ No

G. Performance Measurement Systems - NA

1. Project Objectives

**Village of Arlington Heights
2021-2022 CDBG Grant Application**

Please check one of the following to identify the specific objective of the program or project for which CDBG funds are being requested.

(The selection should reflect the purpose of your agency's proposed program.)

☐ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following for the outcome of the specific program or project for which CDBG funds are being requested.

(The selection should reflect the result your agency would like to accomplish.)

☐ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. The following documents must be included with your application:

All Applications:

**Village of Arlington Heights
2021-2022 CDBG Grant Application**

- ☒ Copy of your organization's submitted 2019 Illinois Charitable Organization Annual Report Form AG990-IL *
(This is a two-page document. Please do not submit the federal form.) **NA**
- ☒ The agency's current overall budget. **See www.vah.com**
- ☒ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects. **See www.vah.com**
- ☒ Agency's most recent completed audit (electronic copy only is required) **See www.vah.com**
- ☒ Proof of non-profit determination **NA**
- ☒ Organizational chart **See www.vah.com**

Other documents such as program brochures may be provided at the option of the applicant.

Construction/Rehabilitation, Applications Only:

- ☐ Proposed construction/rehabilitation schedule. Please note that construction/rehabilitation projects should be completed by August 1, 2021, if possible. Funding availability may be extended to September 30, 2021 due to weather or other unavoidable delays.

- ☐ Cost and Design Assistance Estimates: Please provide a cost estimate for the project.

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. Applicants are encourage to submit at least one cost estimate from a knowledgeable contractor with the application. Three cost estimates are encouraged. Ask the contractors to make recommendations to provide additional short-term construction and/or long-term maintenance cost savings. Review the estimates, select a project cost, add a minimum 10% contingency, and then add that amount to the total project cost on the Application Summary Sheet. An official Request for Proposals may be required for each grantee prior to grant award.

Public Service, Applications Only, if applicable:

- ☐ If applicable, provide a copy of the program or project fee scholarship or schedule (ex. sliding scale schedule that determines the amount of CDBG-funded assistance received based on the client's income).