



Village of Arlington Heights
Housing Commission
Buechner Room, 1st Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
November 20, 2019
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes 10/1/19

IV. REPORTS

V. OLD BUSINESS

- A. Single Family Rehab Program

VI. NEW BUSINESS

- A. Presentation of 2019-2020 Group Home Rehab Projects and
Housing Commission Consideration of Approval for Funding

VII. OTHER BUSINESS

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



**Housing Commission
11/20/2019**

Item: Minutes 10/1/19

Department: Planning & Community Development

ATTACHMENTS:

Description

Minutes

Type

Minutes

DRAFT

**MINUTES OF A MEETING OF
THE ARLINGTON HEIGHTS HOUSING COMMISSION
HELD IN THE COMMISSIONS ROOM
VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS
OCTOBER 1, 2019**

IN ATTENDANCE:

Commissioners

Present: Alex Hageli John Eggum William Delea
 Andrew Tripp David Miller

Commissioners

Absent: Ken Kiefer and Zach Creer

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

Public Present: Keith Moens Peg Lane
 Radegundis M. Burkhardt Melissa Cayer
 Ernest Calvin Flentall

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. The Pledge of Allegiance was recited. Commissioner Miller was welcomed to his first Housing Commission meeting.

II. Roll Call

The following Commissioners were present: Hageli, Eggum, Delea, Tripp and Miller

III. APPROVAL OF MINUTES

A motion was made by Commissioner Hageli, seconded by Commissioner Eggum to approve the minutes of the September 3, 2019 meeting with a minor edit. The motion was approved unanimously.

IV. REPORTS

None

V. OLD BUSINESS

A. Single Family Rehab Program

Ms. Boyer reported that an application has been received for the replacement of an air conditioning system. The home owner replaced his furnace through the program a year or two ago. The cost is expected to be around \$3,500 and will not require Housing Commission review since it will be under \$10,000. Ms. Boyer is working with another home owner who has a leaking roof that has caused interior damage. There are some complicating factors including a pending court case (possible foreclosure) and the home appeared to Ms. Boyer to be in overall poor condition.

B. Group Home and Transitional Housing Acquisition and Rehab Program.

Ms. Boyer asked if there are any questions from the Commission regarding the three pending group home projects for 2019/2020. The request are from Shelter Inc., Little City Foundation, and Clearbrook. There were no questions. Ms. Boyer will invite representatives of the agencies to come to the November Housing Commission meeting to present their projects.

C. Update on Refining Arlington Heights Affordable Housing Guidelines

Ms. Boyer reported that a presentation was made to the Village Board's Committee of the Whole on September 9, 2019. The video of the meeting is available on You Tube. Ms. Boyer went through the chart reviewed by the Committee of the Whole that compared the staff and Housing Commission recommendations. At the conclusion of the meeting, staff was directed to put the policy in the form of an ordinance for the Trustees to review.

Ms. Boyer said that she did not previously bring up the staff recommendation that staff contact Cook County about lowering property taxes for affordable units. The Commissioners concurred with staff taking this action.

Commissioner Eggum said that he sent an email to Ms. Boyer asking if the draft ordinance will be returned to the Housing Commission for review before it is sent to the Village Board. All of the Commissioners agreed that they would like to review the draft ordinance. Ms. Boyer said that she did not know what the procedure would be or whether the ordinance would be sent to the Housing Commission before going back to the Village Board, but she would ask.

Peg Lane asked about the powers of the Housing Commission. Commissioner Eggum responded that the Housing Commission is advisory to the Village Board and does some of the research and "leg work" that the Village Board does not have the time to do.

Ms. Boyer commented that there will be some additional details regarding the policy that may be part of administrative guidelines such as what happens to a tenant if their income goes above the maximum income eligibility for the program. Commissioner Eggum suggested that there should be something like at least a 1-year grace period, especially since the income could go back down over that year.

Mr. Fuentes asked about recertification of tenants. Commissioner Eggum stated that usually tenants are recertified for eligibility annually. Mr. Fuentes stressed that housing in the Village is

needed by households whose incomes are well below the maximum income threshold of 60% of area median income. He mentioned other programs that target households at 30% of area median income and urged the Housing Commission to look into providing housing for these lower income households.

Peg Lane commented that the Village has had issues with requiring too low a percentage of affordable units and too low a fee in lieu of affordable units. She suggested a fee in lieu of \$300,000 per unit. She said she got that number based on a program in New York and will find out where specifically.

Commissioner Miller said that the Village needs to be concerned to not discourage developers. She pointed out that only 5 other suburban Chicago communities are requiring affordable units so developers have other places to go that do not have this kind of requirement.

Commissioner Tripp concurred with Commissioner Miller and commented saying that the percentage of affordable units and the fee need to be at levels where development will still occur and Arlington Heights can address its affordable housing goals.

Commissioner Eggum commented that it would be different if there was a State baseline requiring affordable units across the State, but that is not the case in Illinois. He said that the Village has not been able to get higher percentages of affordable units or than is being considered for adoption into the ordinance. As the Village develops a history to reaching its current goals, it can look at revising the goals higher. Commissioner Tripp agreed with establishing a new baseline in Arlington Height and then building on it. He agreed with being tougher on developers moving forward but stated that the Village will need to still be flexible since developments are highly complex with many factors.

Peg Lane said that Arlington Heights is not like its surrounding communities and can have higher goals. Keith Moens agreed saying that the Village of Arlington Heights needs to be bolder, and that developers won't skip over Arlington Heights.

Commissioner Eggum said that the Housing Commission's recommendations are before the Village Board and he doesn't see changing the recommendations at this point although he would like to see the draft ordinance before it goes to the Village Board. Chairman Hageli concurred that he would like for the Housing Commission to have the opportunity to react to the draft ordinance.

Peg Lane repeated that she thinks the staff recommendations on the percentages of affordable housing are very low. Keith Moens asked if the draft ordinance will contain the staff's recommendations or the Housing Commission's recommendations. Commissioner Eggum stated that he expected that the draft will show both options. He said the Trustees will need to hear from the public if they want something different.

Keith Moens said that he thinks the draft ordinance should contain only the Housing Commission's recommendations and that the staff should be out of it. He asked why staff is writing the draft ordinance. Commissioner Tripp responded that it is appropriate for staff to draft the ordinance, not the Housing Commission.

Peg Lane said that she is concerned that the percentage of affordable housing will be split down the middle between the staff and Housing Commission recommendations. Commissioner Eggum said that he does not recollect that splitting the difference was discussed at the Committee of the Whole meeting.

Chairman Hageli thanked the members of the public for coming to the meeting and for voicing their opinions.

VI. NEW BUSINESS

A. Work Plan for 2020

Ms. Boyer commented that according to revised commission procedures, commissions will be asked for annual work plans listing the topics and projects for the year. Although there has not yet been a request for 2020 work plans, Ms. Boyer distributed the list of topics the Housing Commission discussed covering in 2019. They included:

- Inclusionary Housing Policy
- Community Development Block Grant Budget
- "Housing Needs and Trends Report"
- Affordable Housing Trust Fund – specifics
- Senior Commission's Age-Friendly Communities Initiative

The comment was made that the Inclusionary Housing Policy may take up much of the Housing Commission's meetings in 2020.

Melissa Cayer suggested that the Housing Commission assess how property assessments are done, particularly how assessed values are determined. A couple of the Housing Commissioners commented that they did not think that this would fall under the purview of the Housing Commission. Ms. Cayer was referred to Cook County Commissioner Morrison's office.

VII. ADJOURNMENT

A motion was made by Commissioner Tripp, seconded by Commissioner Eggum, to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 8:05 pm.

NEXT MEETING: Wednesday, October 20, 2019 7:00 pm.



Housing Commission
11/20/2019

Item: Presentation of 2019-2020 Group Home Rehab Projects and Housing Commission Consideration of Approval for Funding

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Group Home Application	Exhibits

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Euclid CILA Home Rehab Project

Project Location: ~~4011~~ W. Euclid Avenue, Arlington Heights

CDBG Funding Request:

\$32,050 (Lowest Bid)

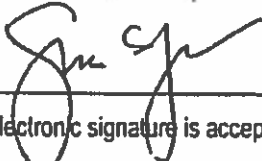
Applicant Contact Information

Organization Name: Little City Foundation

DUNS (Dun and Bradstreet) Number: 069962314
(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: Little City Foundation
Mailing Address 2: 1760 W. Algonquin Road
City, State, Zip: Palatine, IL 60067
Telephone Number: 847-358-5510
Fax Number: 847-303-0015
Email Address: sjeffers@littlecitcity.org
Organization website: www.littlecitcity.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 home, located at 1314 W. Euclid Avenue, is a Community Integrated Living Arrangement (CILA) home that is owned and operated by Little City. CILA homes provide individuals with disabilities the opportunity to live in residential communities and be supported by Little City staff 24 hours a day, seven days a week. The individuals learn to live as independently as possible in a home environment. Staff assist residents with cooking, household cleaning, daily living activities, and transport them to community outings, medical appointments and employment. Little City also provides clinical and behavioral (therapeutic) services and recreational programming. Currently, 1314 W. Euclid Avenue is home to six women who have been diagnosed with intellectual and developmental disabilities. They are between the ages of 49 and 67 and 100% are of low-moderate income.

The proposed project will:

- Install a ceiling-mounted LED light and associated light switch in three of the bedrooms
- Replace the existing ceiling-mounted light in the fourth bedroom with a LED light fixture
- Renovate the large restroom into an ADA approved restroom with a walk-in shower, new fixtures, painting, new LED lights, new flooring (ceramic or slate) – ELIMINATE THE HALLWAY STORAGE CABINETS AS PART OF INCORPORATING THAT FOOTAGE INTO BATHROOM
- Renovate the small restroom – replace floors with ceramic or slate, new toilet seat, paint
- Paint the living room north and west walls
- Paint the exterior 1) front trellis and fencing, front façade
- Kitchen renovation – new kitchen cabinets, undermount sinks, faucets, countertops with granite, stainless steel appliances

2. Previous CDBG Funding

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

Little City Foundation has received CDBG funding from the Village of Arlington Heights, the Village of Schaumburg, the City of Waukegan, Lake County, Cook County and DuPage 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.**

Little City serves individuals who reside in Cook, DuPage, and Lake Counties. We operate facilities and CILA homes in the following municipalities: Schaumburg, Arlington Heights, Hanover Park, Hoffman Estates, Palatine, Streamwood, Roselle, Mundelein and Waukegan.

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

Yes. The project will specifically improve aspects of the CILA home located at 1314 W. Euclid Avenue where six women reside.

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

Not applicable.

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

Raleigh CILA home: [REDACTED] N. Raleigh Street, Arlington Heights

Euclid CILA home: [REDACTED] W. Euclid Avenue, 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?**

Clearbrook (a sister agency to Little City), provides a similar service in Arlington Heights. However, due to the number of individuals with intellectual and developmental disabilities waiting for the opportunity to reside in a CILA home, this would not be considered a duplication of services. Glenkirk (another sister agency of Little City's), operates an Educational Center in Arlington Heights as well.

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.):
This project is a capital improvement/rehab project for the home at 1650 W. Euclid Avenue.
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, 2019 – September 30, 2020 (proposed)	6	6	6
October 1, 2018 – present	6	6	6
October 1, 2017 – September 30, 2018	6	6	6

2018 Income Limits	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$47,400	\$54,200	\$60,950	\$67,700	\$73,150	\$78,550	\$83,950	\$89,400

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 funding will allow for ADA compliant and accessible features and appliances for the home that are currently not present. Additionally, the funding will allow for rehab of existing features that require upgrading.
4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
Maintain 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 3
- b. Part-time 1
- 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 Foundation and Government Relations

Phone Number: 847-221-7814

Email Address: bsaiz@littlecitcity.org

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

E. Fees and Funding Sources

1. Describe any client fees collected*:

Not applicable. Little City does not charge client fees for this program.

* 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, 2019 – September 30, 2020 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	\$ 346,809	\$ 346,809
Private Funds	\$ 0	\$ 0
Program Income (client fees)	\$ 0	\$ 0
Other Funding	\$ 1,753	\$ 1,753
Please specify: Facilities Team Staff Time/Salary to oversee project (1%).		

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 2019 (proposed)	\$ 34,244,068	\$ 32,050	\$ 32,050
Program Year 2018	\$ 30,731,048	\$ 63,398	\$ 63,398
Program Year 2017	\$ 33,818,991	\$ 0	\$ 0

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	\$ 32,050
Other administrative costs	\$ 0
Please specify: Not applicable	
Total CDBG Request	\$ 32,050

* 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:

Little City is dedicated to serving 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. By inspiring, advocating and pursuing success with passion and purpose, lives are changed through hope, happiness and optimism.

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 be submitted once 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)

* 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.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service:

Project Location:  S. Kennicott

CDBG Funding Request:

\$28,350

Applicant Contact Information

Organization Name: Clearbrook

DUNS (Dun and Bradstreet) Number: 10 218 0775
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Michael Dalton, Director of Operations

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: 1835 West Central Road

Mailing Address 2:

City, State, Zip: Arlington Heights, IL, 60005

Telephone Number: 847-385-5017

Fax Number: 547870-7741

Email Address: midalton@clearbrook.org

Organization website: 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.

Clearbrook's Kennicott residence is one of Clearbrook's Community Integrated Living Arrangements (CILAs). By definition, a CILA is a living arrangement for adults (ages 18 and older) in a group home, family home or apartment where 8 or fewer unrelated adults with intellectual/developmental disabilities (I/DD) live under the supervision of a community developmental services agency. Specifically, the Kennicott CILA has a licensed capacity of (8) residents, all of whom are male. Kennicott is referred to as a 24-hour CILA as supervision is provided at all times when residents are present. A Qualified Intellectual Disabilities Professional (QIDP) is assigned to the CILA and is responsible for the coordination of the residents' services. The QIDP is present in the home during various week and weekend days. A community support team (CST) comprised of the resident, their family, nurses, other professionals and the CILA staff to identify and develop the desired/necessary services and supports.

The purpose of the CILA setting is to provide each resident with the supports needed to maximize their independence and engagement in their community. Examples of supports may include: money management, community mobility skills, housekeeping skills, food preparation and cooking skills, wardrobe maintenance and laundry skills, social, leisure and recreational skills, personal health skills to include medication management, and achieving a state of optimal wellness. Each resident chooses from an array of day services that result in their engagement in meaningful, full-time experiences that include opportunities for ongoing skill acquisition, volunteering, recreating, working, physical wellness, and participating in the life of the community. The process of discovery and a person-centered approach results in the development of individualized goals and objectives and the supports needed to achieve them. Participation in CILA services is not time-limited as "the money follows the person" in their choice of where they live.

New levels of service include developing specialized day services (i.e., aging adults with I/DD, adults with autism) and the development of new models of day service that are partnerships with communities and offer flexible scheduling.

Clearbrook's 2019 CDBG proposed project includes the removal and replacement of the existing siding, fascia, soffits and deteriorating wood around all doors and windows. The cost of this project will be \$28,350.00. This property was built in 1961. This residence was purchased in June 2002 for \$502,000, this is a very unique building. Originally a 2 story raised ranch with an addition built on of equal size to the original house. Approximately 5,000 square feet not counting basements, 7 bedrooms, 3.1 baths, dining room, kitchen, 2 family rooms, 2 rec. rooms, 2 car garage, 2 furnaces. Over the years the exterior of the house has taken a beating from the weather and general wear and tear. Clearbrook is requesting CDBG funding to not only enhance the esthetic look of the home in the community but also to help to reduce energy cost at this property and make the home more energy efficient.

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

Year	Amount	Purpose and (if applicable) Address
2015	\$13,000	Replace roof at 215 Kennicott Ave.
2016	\$8,000	Replace driveway at 211 N. Dwyer
2017	\$13,000	Remodel bathroom ADA at 1412 S. Princeton
2018	\$12,836	Replaced HAC at 215 Kennicott Ave.

Schaumburg

2017	\$10,000	Replace driveway 610 Salem Drive
2018	\$11,573	Remodel bathroom 610 Salem Drive

In addition we have worked with Cook County on multiple CDBG grants from 2009 to 2018.

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.

Clearbrook's footprint extends to fifteen counties, the majority of which are served through supports provided in family homes to infants, toddlers, children and adults. The organization owns/operates facilities in Cook, Lake, McHenry and DuPage counties in the following communities*: 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, Maitland, Northbrook, Northfield, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Schaumburg, Skokie, Waukegan, Wheeling, Wilmette.

*locations of the Community Integrated Living Arrangements/CILAs are in italics

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

3. Describe any additional criteria for your program.

All persons served by the program are at least eighteen (18) years of age, have been determined to have a developmental or intellectual disability, and are in need of an array of services and a supervised living arrangement. The client or guardian provides informed consent for participation in a CILa and agrees to participate in the development and implementation of the Individual Service Plan (ISP).

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

At this time, the following are located in Arlington Heights:

- Clearbrook's Administrative Office
- Clearbrook Program Building - housing CHILD Therapy Services, the Family and Community Autism Resource Room (FCARR) the offices for Community Living Services (CILa) and the offices for Community Employment Services (CES).
- Six (6) CILAs that are home to 32 adults with I/DD (27 men and 5 women).

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?

Within the northern suburbs, the following agencies provide CILa services for adults with I/DD: Glenkirk (based in Northbrook); American Residential Care (based in Schaumburg); Orchard Village (based in Skokie); Shore Community Services (Based in Skokie); and Lambs Farm (based in Libertyville operates campus-based residences). Of these, Clearbrook is the largest provider of CILa services, has the greatest presence in the service area, and provides the most expansive array of CILAs with regard to the needs of persons served.

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.):
Housing for persons with disabilities
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, 2019 – September 30, 2020 (proposed)	8070	316	8
October 1, 2018 – present	8077	317	8
October 1, 2017 – September 30, 2018	8093	338	6

2018 Income Limits

	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$47,400	54,200	60,950	67,700	73,150	78,550	83,950	89,400

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?
Enhancement and energy efficiency of current residential housing property.
4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
Maintain current service level for 8 individual with developmental disabilities.
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 | 5 |
| b. Part-time | 1 |
| 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: Michael Dalton, Director of operations

Phone Number: 847385-5017

Email Address: midalton@clearbrook.org

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

E. Fees and Funding Sources

1. Describe any client fees collected*:

\$0 collected, reimbursement via DHS 60 D CILA Funding and SS

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

2. Describe how client fees are used:

\$0 collected, reimbursement used for room and board and support staff.

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 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	\$ 89,489	\$ 89,489
State/Local Funds	\$ 356,865	\$ 356,865
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 2019 (proposed)	\$ 28,350.00	\$ 2,835.00	\$ 25,515.00
Program Year 2018	\$ 13,750.00	\$ 1,375.00	\$ 12,375.00
Program Year 2017	\$ 13,000.00	\$ 1,300.00	\$ 11,700.00

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	\$ 28,350.00
Other administrative costs	\$
Please specify: Clearbrook will contribute 10% of cost \$2,835	
Total CDBG Request	\$ 28,350.00

* 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:**

Clearbrook is committed to being a leader in creating innovative opportunities, services and supports to people with disabilities.

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) Quotes and Pictures

* 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.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Floor Replacement for TLP Home

Project Location: 887 W. Golf Rd. Arlington Heights

CDBG Funding Request:

\$16,500

Applicant Contact Information

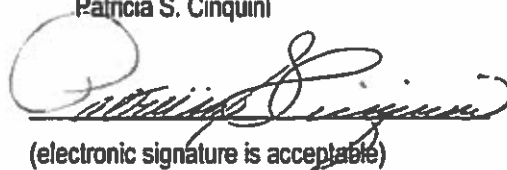
Organization Name: Shelter, Inc.

DUNS (Dun and Bradstreet) Number: 114535941

(A DUNS Number is required to receive federal funding)

Contact Name, Title: Patricia S. Cinquini

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: 847-595-0134

Fax Number: 847-595-0149

Email Address: shelter@shelter-inc.org

Organization website: 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.

Our Transitional Living Program (TLP) supports male youths ages 17 – 21 who are homeless and aging out of the child welfare system. The goal of our two-year program is to support them in a safe, appropriate, and stable home-like environment as they learn to transition to sustainable, healthy and independent living. Support services target continuing education, stable employment, permanent connections, and social and emotional well-being. Life skills training includes essential skills from cooking and nutrition to budgeting, work ethics, and building self-esteem. In most cases, this is the last opportunity for these young adults to learn healthy choices, resist gangs, crime, drugs while living off the streets, and to build productive lives with promising futures.

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.

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	

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

Yes

3. Describe any additional criteria for your program.

Youths must be working toward a high school diploma, GED, or trade school to help them secure employment. If not a full-time student, youths must have stable employment.

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

The TLP home is located in Arlington Heights as well as our administration offices. Other programs that serve Arlington Heights residents are the Boys' Group Home in Palatine, Jennings Home for Girls in Schaumburg, our Traditional and Home-of-Relative Foster Care programs, and our abuse prevention home visitation program Healthy Families.

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 TLP programs for males in the 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.):

Shelter for adolescent males transitioning out of the children welfare system who would otherwise be homeless

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, 2019 – September 30, 2020 (proposed)	9	9	
October 1, 2018 – present	6	6	
October 1, 2017 – September 30, 2018	6	6	

2018 Income Limits	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$47,400	54,200	60,950	67,700	73,150	78,550	83,950	89,400

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?

Damaged kitchen tiles and chipped wood throughout are a safety hazard, and safety is our priority. The condition of wood flooring in the rest of the house is so damaged it can't be repaired. This contradicts the goals we set for our clients of taking pride in their environment, home maintenance, cleanliness, and having a home-like environment. There are also health hazards as the cracks, crevices, and warping of the floor prohibit the floor from being adequately cleaned.

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

Present and future Arlington Heights residents would be served by the funds.

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 and 3 subs
- c. Volunteers 0

Please Note: Volunteers can't be used in homes due to confidentiality issues, though they are used extensively throughout others areas of the agency.

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: Patricia Cinquini
Phone Number: 847-595-0174
Email Address: pcinquini@shelter-inc.org

3. How long has the staff member identified above been with the agency? 5 years

E. Fees and Funding Sources

1. Describe any client fees collected*:

No client fees are 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, 2019 – September 30, 2020 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	\$ 434,132	\$ 434,132
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify: DCFS Funding		

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 2019 (proposed)		\$	\$
Program Year 2018	\$ 2,705,096	\$ 369,620	\$
Program Year 2017	\$ 2,290,500	\$ 425,725	\$

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	\$ 16,500
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 16,500

* 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.

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☐ **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:

Shelter's mission is to help and protect children who are abused, neglected, dependent or in need of supervision. We do this by providing 24-hour emergency and longer-term care 24 hours a day, 365 days a year creating community awareness, education and engagement to reduce child maltreatment, and promoting healthy families to prevent child abuse and neglect.

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.)

- ☐ 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.