



Village of Arlington Heights
Housing Commission
Planning Department Conference Room, 2nd Floor
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
November 17, 2015
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes - 10/14/15

IV. REPORTS

V. OLD BUSINESS

- A. 13 W. Miner - Affordable Rental Unit
- B. Single Family Rehabilitation Loan Program
- C. Group Home and Transitional Housing Program

VI. NEW BUSINESS

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.



Item: Minutes - 10/14/15

Department: Planning & Community Development

ATTACHMENTS:

Description

Minutes

Type

Minutes

DRAFT

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION HELD AT ARLINGTON HEIGHTS VILLAGE HALL VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS OCTOBER 14, 2015

IN ATTENDANCE:

Commissioners

Present: Mark Hellner Karen Conway
Alex Hageli Anisa Jordan

Commissioners

Absent: Namrita Nelson

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:05 p.m. and the Pledge of Allegiance was recited.

II. ROLL CALL

Commissioners Hellner, Conway, Jordan, and Hageli were present.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Hellner, seconded by Commissioner Hageli, to approve the minutes of the September 15, 2015 meeting. The motion was carried unanimously.

IV. REPORTS

None

V. OLD BUSINESS

A. Single Family Rehabilitation Loan Program

Ms. Boyer distributed information concerning the bids received for Case 15-01. Previously, the Housing Commission waived the requirement that the homeowner have owned the home for 2 years prior to participating in the program and waiving the 30% homeowner contribution to the cost of the project from her own funds. Ms. Boyer explained that the maximum loan for which the homeowner is eligible has been

recalculated based on a recent value appraisal, and the homeowner is eligible for the full \$25,000 loan amount. However, at this time, the work contemplated total a lower figure. Ms. Boyer stated that due to the age of the home and its systems, the work done previously by various persons reflecting various levels of quality, and changes in the building code over time, there may be change orders on this project as result of additional work that may be necessary but is unforeseen at this time. Bid proposals from 3 contractors were presented.

A motion was made by Commissioner Jordon, seconded by Commissioner Hellner to approve the scope of work for SFR Case 15-01 in the amount of \$17,000 which includes a contingency amount for unforeseen, necessary work. The motion was approved unanimously.

Commissioner Hageli suggested that before and after photographs be taken of projects. This would be useful in documenting the work that was done and could be used in publicity materials for the program.

B. Plan Commission Calendar
No report.

C. Group Home and Transitional Housing Program
Ms. Boyer said that she sent out a request for grant applications to the owners of the group homes in the Village. The applications are due at the end of October and should be ready for consideration by the Housing Commission at its November meeting.

VI. NEW BUSINESS

Chairman Hellner said that he heard from a developer who may be interested in building a 8 unit affordable, supportive housing apartment building in Arlington Heights. Four of the units would be used to provide affordable housing for service providers. He asked about where there may be available land, and Ms. Boyer said that she would provide him with some information.

Ms. Boyer distributed information from a recent seminar concerning "Livable Communities." Communities are given ratings in 8 livability categories. She said that there is a group working to promote the livability tool and concept throughout the Chicago region. The Northwest Suburban Housing Collaborative is following the progress of the group.

Chairman Hellner informed the group that radio station WBEZ is podcasting some news stories on affordable housing this week that may be of interest to the members of the Housing Commission.

VII. OTHER
None.

IV. ADJOURNMENT

A motion was made by Commissioner Jordan, seconded by Commissioner Conway to adjourn the meeting. The motion carried and the meeting adjourned at 7:50 PM.

NEXT MEETING: TUESDAY, NOVEMBER 17, 2015 AT 7 PM



Item: 13 W. Miner - Affordable Rental Unit

Department: Planning & Community Development

ATTACHMENTS:

Description

Miner Street

Type

Memorandum

Memorandum

To: Chairman and Members of the Housing Commission
From: Nora Boyer, Housing Planner
Re: Proposed Apartment Building at 13 E. Miner- Affordable Housing
Date: November 10, 2015

Background:

The Village has received a proposal for the development of a 4-story, 12-unit apartment building to be located at 13 E. Miner.

According to the Village's rental affordable housing policy, developments that are composed of 6 – 25 units should set aside 10% of those units as permanently affordable units.

The developer of this project has agreed to provide 1 permanently affordable unit in the building (i.e. 10% of 12 units), in compliance with the affordable rental policy.

On November 5, 2015, the Plan Commission recommended approval of the project, with certain conditions and variations including the following with respect to affordable housing:

One affordable housing unit shall be required as follows:

- One affordable unit shall be maintained as affordable in perpetuity under the Village's affordable rental housing guidelines.
- With the approval of the Village, the affordability requirements of another local, State or Federal affordable housing program which are consistent with the requirements of the Village's affordable rental housing guidelines, may be temporarily followed with respect to the unit but at all other times the requirements of the Village's affordable rental housing guidelines shall apply in perpetuity.
- The owner or the owner's designee shall be responsible for reporting to the Village on a quarterly basis in compliance with the affordable housing requirements utilizing a form prescribed by the Village of Arlington Heights.

Recommendation:

Based on the developer's compliance with the Village's rental affordable housing policy, it is recommended that the Housing Commission endorse the Plan Commission's condition regarding the affordable housing unit to be provided at 13 E. Miner Street.

Proposed New Site for lot located at 13 E Miner St, Arlington Heights, IL 60004

The lot located at 13 E Miner will be the home to a brand new, 4 story, 12-unit residential building that will include 6 – 1 Bedrooms and 6 – 2 Bedrooms and of the 12 units, 1 will be part of the Affordable Multi-Family Housing program. Some of the features this building will include for its residents are 10 ground floor garage parking spaces, storage lockers on the lower level, an office/ conference room on the 2nd floor, and a roof-top terrace.

Affordable Multi-Family Housing Units

In accordance to the affordable multi-family housing units policy approved by the Village of Board of Trustees on December 7, 1998, 13 E Miner is in full support of this policy and will be providing 1 out of the 12 units to be included in part of this program.

RECEIVED

JUL 13 2015

PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT



Item: Group Home and Transitional Housing Program

Department: Planning & Community Development

ATTACHMENTS:

Description

Group Home

Type

Memorandum

Memorandum

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

Re: Group Home Applications

Date: November 10, 2015

On March 2, 2015, the Village Board approved the renewal of the Group Home and Transitional Housing Rehabilitation Program. Under this program, grants are made for the rehabilitation of eligible group homes or transitional housing facilities in Arlington Heights. Currently, in the 2015/2016 budget, there is \$21,915 available for projects approved under the program.

In the request for preliminary grant applications, owners of group homes and transitional housing facilities in Arlington Heights were made aware of the amount of funding that is currently available (i.e. \$21,915) and were informed that applications would be evaluated based on the following criteria:

1. The program or service must conform to CDBG requirements.
2. The program or service must be consistent with the Village's CDBG and Consolidated Plan objectives.
3. The facility must have a current administrative occupancy permit or multi-family residential license (as applicable) and must be in compliance with all Village ordinances and inspection requirements.
4. The applicant's ability to meet administrative requirements.
5. The project will be evaluated based on:
 - 1) urgency or importance (i.e. life and safety, Code issues addressed, importance of the modifications to the functioning of the facility for the residents);
 - 2) the long term benefits of the project; and
 - 3) extent to which CDBG funds will leverage funding from other sources.

The Village received four applications (attached):

- St. Coletta of Wisconsin, Inc. – The request is for a new roof at 1819 E. Avon Lane. The requested amount of funds is \$4,000 with approximately \$8,500 in funding to be provided by the agency for a total project cost of \$12,500.
- Clearbrook – The request is for a new roof at 235 S. Kennicott. The requested amount of funds is \$13,000 with no matching funds provided.
- Glenkirk – The request is for the renovation of two bathrooms at 729 Kingsbury. The requested amount of funds is \$15,000 with an estimated \$5,000 to be provided in matching funds for a total project cost of \$20,000.

- Little City Foundation – The request is for funds for 2364 Raleigh to cut a large hole in the wall between the kitchen and living room to open the layout of the home, install overhead lighting in the bedrooms, relocate the washer and dryer, and remove an old ramp and install external railings at the home's entrance. The requested amount of funds is \$21,915 with an estimated \$5,483.29 in matching funds to be provided by the agency for a total project cost of \$27,398.29.

The applicants were informed that the Housing Commission will prioritize applications based on the information in the preliminary grant applications and that the highest priority applicant(s) will be asked to submit final applications. Final applications are to include current bid proposals for construction work rather than estimated project costs. The number of applicants to be asked to submit final applications will be at the discretion of the Housing Commission. If additional funding becomes available for this program during the program year, additional applicants will be asked to submit final applications according to the ranking of the preliminary applications.

VILLAGE OF ARLINGTON HEIGHTS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

GRANT PROPOSAL
PRELIMINARY APPLICATION FORM

COVER SHEET

Name of Applicant: St. Coletta of Wisconsin, Inc.
Address: N4637 County Rd Y, Jefferson WI 53549
Contact Person/Title: Gary Armstrong - St. Coletta Facilities Manager
Telephone Number: 920-674-8205
Fax Number: 920-674-8306
Email Address: garmstrong@stcoletta.wi.org

Program Description

Address of the Project: 1819 E. Avan Lane, Arlington Heights IL 60004

Brief Description of Renovations Proposed: _____

St. Coletta would like to replace the current
roof at Avan Home in Arlington Heights. The
current roof is approaching 20 years in age
and is showing visible signs for needed
replacement.

Amount of CDBG Funds Requested from Arlington Heights: \$ 4,000

St. Coletta
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**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GRANT PROPOSAL**

PROGRAM BUDGET

FY 2015/2016 (May 1, 2015 - April 30, 2016)

REVENUE

Grant request from Village of Arlington Heights (CDBG): \$ 4,000

Other Sources of Funding for this Renovation:

Funding Source(s):	Name of Funding Source	Amount
	<u>Illinois Friends</u>	<u>\$ 8,500</u>
	<u>for St. Coletta</u>	
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Total Revenue:		<u>\$ 12,500</u>

EXPENSES

Item	Proposed Village of Arl. Hts. CDBG Funding	Other Sources of Support	Total
Construction/Rehabilitation	<u>\$ 4,000</u>	<u>\$ 8,500</u>	<u>\$ 12,500</u>
Total Expenses:	<u>\$ 4,000</u>	<u>\$ 8,500</u>	<u>\$ 12,500</u>

St. Coletta
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Community Development Block Grant Program

Grant Proposal

Program Narrative for St. Coletta of Wisconsin

1. Describe the group home or transitional housing facility. Provide the number of years that the agency has owned and operated the facility.

In 2001, through a partnership with the state of Illinois, St. Coletta established its first Community Integrated Living Arrangement (CILA) home and now operates ten CILA's in the Arlington Heights area (Arlington Heights, Palatine, Roselle, and Elgin).

St. Coletta has owned and operated Avon House in Arlington Heights since April, 2004. The home is located at 1819 E. Avon Lane and borders the northern end of John Hersey High School's athletic complex. Avon is a split-level house with an attached garage and unfinished basement for extra storage space and laundry. Avon House offers a structured living arrangement of individualized services and supports, focusing on connecting those served to vocational providers, along with numerous social and recreational activities that engage them in the community.

St. Coletta serves over 400 individuals with development disabilities and other challenges in three locations: Jefferson, WI, Waukesha, WI and as mentioned above, the Northern/Western suburbs of Chicago.

Inspired by the Franciscan Values of compassion, dignity and respect, St. Coletta's mission is to support persons with developmental disabilities and other challenges to achieve their highest quality of life, personal growth and spiritual awareness.

Founded in 1904, by the Sisters of St. Francis of Assisi, St. Coletta of Wisconsin is one of the oldest organizations in the country dedicated to upholding the rights of persons with disabilities to be included in all aspects of life, to participate as full citizens and to direct the services and support they require for a quality life.

2. Provide the number of units and/or residents. Briefly describe the eligibility requirements for residency in the facility and application process.

Currently, St. Coletta operates five homes in the Village of Arlington Heights serving 34 individuals with disabilities. As mentioned, Avon House is located at 1819 East Avon Lane Arlington Heights, IL 60004.

There are six adult males living in the house with four single and one shared bedrooms. The age ranges for the gentlemen living in the home run from 40-51 years of age.

St. Coletta
p. 3

The men residing at Avon receive 24-hour staff supervision both in the home and when out in the community. Five of the men currently attend day workshop programs at Avenues to Independence work services in Wheeling, IL. The remaining resident attends Clearbrook Employment Services in Rolling Meadows, IL.

All six of the residents take great pride in the appearance of the home. They all participate in daily cleaning and yard maintenance and enjoy being active in the Arlington Heights community.

The requirements for residency at one of our CILA homes in IL contain the following guidelines:

- The individual must be at least 18 years of age.
- The individual must have a developmental disability and/or other challenges.
- The individual must not be an immediate and/or chronic danger to him/herself or others.
- The individual must meet specific residential and/or vocational day services criteria in the program to which he/she is applying.
- The individual's application for services must be voluntary and based upon the informed consent of the individual or his/her guardian.
- The individual or guardian must agree to participate in the development and implementation of the Individual Service Plan (ISP).
- The individual must be eligible for services and have services funded by an agency or participate in a private payment plan.

The application process for residency at one of CILA homes in IL is as follows:

1. The St. Coletta Director of Admissions is contacted by an individual, his/her guardian or family member, or an agent appointed via the Illinois Department of Human Services.
2. Eligibility for CILA (Community Integrated Living Arrangement) housing is verified.
3. The St. Coletta Admissions Team discusses the information presented, including Inventory for Client and Agency Planning (ICAP) scores, personal notes, medical information, school files, etc.
4. The Admissions Team determines whether we have the ability to meet the needs of the individual as presented.
5. An assessment with the individual, his/her family members, guardian, current residential provider, etc. is conducted. Dinners, including meet & greet opportunities with the other members of the home and staff are also conducted.
6. The Assessment Team reports their findings to the Admissions Team.
7. If there is a suitable vacancy and the team feels as though the individual can be successfully supported, a funding packet is prepared and sent to the Illinois Department of Human Services.
8. Once the funding letter of acceptance is received, a move-in date is set.

St. Coletta
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3. Describe the construction work that is proposed for funding under the Group Home and Transitional Housing Program. Explain: 1) why the construction project is urgent or important; 2) the long term benefits of the project; and 3) extent to which CDBG funds will leverage funding from other sources.

St. Coletta needs to replace the current roof at Avon House in Arlington Heights. The current roof is approaching 20 years in age. Based on evaluations from the St. Coletta Facilities Management Department, the current roof has exceeded its life expectancy, has visible signs of needed replacement (cracked and curled shingles), and requires immediate attention.

The urgency for this project derives from St. Coletta's commitment to quality care for all we serve and a dedication to providing a safe and healthy living environment for our clients. Fixing a problem before it advances into a serious safety concern or causes a deficiency to the residents is of paramount importance to our organization, not to mention our desire to be 'good neighbors' by properly maintaining our homes so as not to detract from other residences in the neighborhood.

The long-term benefits of replacing the roof at Avon House include:

- Maintaining the safety and health of the current St. Coletta residents.
- The prevention of leaks and structural damage resulting from inclement weather.
- Maintaining/increasing the value of the home.
- A continued commitment to those we serve in the Village of Arlington Heights.
- Maintaining our commitment to being good neighbors and citizens to the entire Village of Arlington Heights.

We are requesting a Community Development Block Grant in the amount of \$4,000 to assist in the replacement of the roof at Avon House. This requested amount would leverage the remaining balance of \$8,500 which will be funded by the Illinois Friends for St. Coletta.

The Illinois Friends for St. Coletta is a 501(c)(3) organization that serves to assist developmentally challenged individuals and their families through education advocacy, financial support and community awareness. The Board of Directors for the Illinois Friends for St. Coletta is made up of parents, siblings, and relatives of the clients served in IL. Some of the board directors live in the Village of Arlington Heights, while the remaining board members all live in the neighboring IL suburbs. For almost 25 years, this organization has been dedicated to St. Coletta's Mission of supporting persons with developmental disabilities and other challenges to achieve their highest quality of life

St. Coletta
p. 5

4. Provide an estimate of the cost of the work. Provide contractor proposals if they are available.

The estimated cost for a roof replacement at Avon House is \$12,500. This estimate comes as a result of diligent inspection from the St. Coletta Facilities Management Department using a determination on costs that reflect totals from similar roof replacement projects at other St. Coletta homes. St. Coletta owns, operates and maintains over 40 adult family homes, CILAs and CBRFs within the service areas mentioned above.

If you have questions, or require additional information, about this request, please feel free to contact:

Illinois Restoration Manager, Steve Naugle at 224-234-0654,
email – sanaugle@stcolettawi.org

St. Coletta Facilities Manager, Gary Armstrong at 920-674-8205,
email – garmstrong@stcolettawi.org

St. Coletta President, Ted Behncke at 920-674-8237,
Email - tbehncke@stcolettawi.org

Thank you for considering our funding request for a Community Development Block Grant.

St. Coletta
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VILLAGE OF ARLINGTON HEIGHTS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

GRANT PROPOSAL
PRELIMINARY APPLICATION FORM

COVER SHEET

Name of Applicant: Clearbrook
Address: 1835 Central Rd. Arlington Heights IL 60005
Contact Person/Title: Michael Dalton Director of Operations
Telephone Number: 847-385-5017
Fax Number: 847-870-7741
Email Address: mi.dalton@clearbrook.org

Program Description

Address of the Project: 235 S. Kennicott Ave., Arlington Hts. IL 60005
Brief Description of Renovations Proposed: Replace existing roof.
Tear off and replace shingles.

Amount of CDBG Funds Requested from Arlington Heights: \$ 13,000

Clearbrook
p. 1

PROGRAM BUDGET
FY 2015/2016 (May 1, 2015 - April 30, 2016)

\$ 13,000

	Name of Funding Source	Amount
Funding Source(s):	<u>None</u>	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Total Revenue:		\$ _____

Item	Proposed Village of Arl. Hts. CDBG Funding	Other Sources of Support	Total
Construction/Rehabilitation	\$ <u>13,000</u>	\$ <u>Ø</u>	\$ <u>13,000</u>
Total Expenses:	\$ <u>13,000</u>	\$ <u>Ø</u>	\$ <u>13,000</u>

Clearbrook
p. 2

Clearbrook
Village Of Arlington Heights
2015-2016 CDBG Application

Program Narrative

1. This is a very unique building. Originally a 2 story raised ranch with an addition built on of equal size to the original house. Approx. 5,000 square feet not counting basements. 7 bedrooms, 3.1 baths, dining room, kitchen, 2 family rooms, 2 rec. rooms, 2 car garage, and 2 furnaces. Full fire sprinkler and alarm systems. Clearbrook has owned and operated Kennicott CILA since June 2002 a single family home for developmentally disable adults.
2. Licensed for 8 male adults. Clients must be developmentally disabled to qualify for services. All beneficiaries are of extremely low income levels. The service is available to all Arlington Heights resident if they qualify as developmentally disabled and make proper application to Clearbrook and the State of Illinois. The service is not exclusive to Arlington Heights residents.
3. Funding is needed to repair the roof. Funding for services is provided by the State and fundraising but funding for capital improvements is difficult to come by. There would be no increase in the number of residents served. This home does not duplicate any services provided by other agencies. Other agencies may provide residential services similar to Clearbrook but there is a waiting list for all.
4. The project being requested is construction and is estimated to cost \$13,000.

**VILLAGE OF ARLINGTON HEIGHTS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**CDBG GRANT PROPOSAL
PRELIMINARY FORM
COVER SHEET**

Name of Applicant: Glenkirk

Address: 3504 Commercial Avenue, Northbrook, IL 60062

Contact Person/Title: Kori L. Larson, Executive Director/COO

Telephone Number: 847-272-5111 (switchboard)/847-400-8558

Fax Number: 847-272-7350

Email Address: klarson@glenkirk.org and lindaberkowitz@gmail.com

Program Description

Address of the Project: 729 Kingsbury

Brief description of Renovations Proposed: Kingsbury is a Community Integrated Living Arrangement (CILA). CILAs are family-oriented, group homes designed to enable all residents to reach their full potential while living and working in a fully integrated community environment. CILAs are structured, yet flexible living situations, providing a family setting where residents choose their own roommates and room décor, shop for groceries, cook their own meals, and actively participate in leisure and community activities with the rest of their family. Glenkirk is seeking CDBG funding to renovate two bathrooms in the CILA at 729 Kingsbury. All residents of the homes are long-term residents and as they age, their disabilities require that accessible features be added to the bathrooms.

Amount of CDBG Funds Requested from Arlington Heights: \$ 15,000

*Glenkirk
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**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GRANT PROPOSAL**

PROGRAM BUDGET
FY 2015/2016 (May 1, 2015 - April 30, 2016)

REVENUE

Grant request from Village of Arlington Heights (CDBG): \$ 15,000

Other Sources of Funding for this Renovation

	Name of Funding Source	Amount
Funding Source(s):	<u>Family donations (or money from</u>	<u>\$ 5,000</u>
(i.e., Cook County, churches,	<u>Glenkirk's operating budget)</u>	<u>\$</u>
Total Revenue:	<u></u>	<u>\$ 20,000</u>

EXPENSES

Item	Proposed Village of Arl. Hts. CDBG Funding	Other Sources of Support	Total
Construction/Rehabilitation	\$ <u>15,000</u>	\$ <u>5,000</u>	\$ <u>20,000</u>
Total Expenses:	\$ <u>15,000</u>	\$ <u>5,000</u>	\$ <u>20,000</u>

Glenkirk
p. 2

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GRANT PROPOSAL**

PROGRAM NARRATIVE

Please attach a narrative description of the proposed project. At a minimum, the narrative must address each of the questions listed below:

1. Describe the group home or transitional housing facility. Provide the number of years that the agency has owned and operated the facility.
2. Provide the number of units and/or residents. Briefly describe the eligibility requirements for residency in the facility and the application process.
3. Describe the construction work that is proposed for funding under the Group Home and Transitional Housing Program. Explain: 1) why the construction project is urgent or important, 2) the long term benefits of the project; and 3) extent to which CDBG funds will leverage funding from other sources.
4. Provide an estimate of the cost of the work. Provide contractor proposals if they are available.*

After the Village evaluates the Preliminary Applications, competitive bids (at least 3 bids for each item of work) will be required for the highest ranked project(s). Other information and documents may also be required in final applications.

Glen Kirk
p. 3

Program Narrative

The Community Integrated Living Arrangement ("CILA") for which Glenkirk is seeking CDBG funds is located at 729 Kingsbury in Arlington Heights ("Kingsbury"). Glenkirk purchased Kingsbury in October 1995 and it was opened as a CILA soon afterward. Kingsbury is a single-family, 5-bedroom ranch home that provides a community-based, residential living setting for eight adult women with intellectual disabilities. Glenkirk is requesting money to update, improve and make more accessible two bathrooms.

Eight adult women ranging in age from 27-57 live in the five-bedroom Kingsbury CILA. All have intellectual disabilities; one individual is dependent upon a walker to move around and another one of the individuals is confined to a wheelchair and relies on staff to perform daily activities.

To be eligible to live in a CILA, an individual must be 18 or older and have received a diagnosis of an intellectual disability prior to the age of 18. The first step in receiving funding from the State of Illinois is to go through the pre-screening process at Community Alternatives Unlimited ("CAU"). CAU is the bridge agency between social services agencies and the State of Illinois. It is CAU that determines whether or not an individual meets the qualifications for state funding and then sends an application packet to the State of Illinois for final approval. The application packet completed by CAU will include information on an individual's history including education and residential history, services that have previously been received, and the level of disability. The State will review the application, put the application through its rate model, and then issue a funding letter to the family or guardian. After receiving a funding letter, the family or guardian then selects an agency to provide services, and looking for a "good fit" between the individual and the residence in which there is an opening. To determine if there is a good fit, individuals often have short stays and/or eat meals with the individuals at the residence prior to moving in.

Description of the construction work: There are two bathrooms that we plan to renovate and make more accessible at Kingsbury.

In the first bathroom, we plan to:

- remove the bathtub and replace it with a walk-in shower. The new threshold to the shower will be a collapsible water retainer, making entry and egress from the shower easier and safer;
- install grab bars on the walls to make showering safer and more accessible for the individuals in the house;
- replace all knobs on the sink with levers to make turning the water on and off easier; and
- install a new tile floor.

Glenkirk
P 4

The second bathroom will be 100%-handicap accessible. We plan to:

- install a handicap accessible sink so that a wheelchair can roll under it;
- install levers on the faucet to make turning off and on water easier;
- install a "comfort high" Kohler toilet which makes sitting down and getting up easier;
- gut the shower and replace it with a roll-in shower. The shower will be pitched so that water stays in the shower and does not leak onto the floor;
- install new tile floor; and
- install grab bars.

Why is the work urgent or important? Kingsbury was purchased in 1995. Since then, the only renovation work completed on the first bathroom was installing a new toilet. The second bathroom was renovated in 2000 to make it handicap accessible. The renovation work now proposed is important because rehabbing the bathrooms to make them both more accessible will allow the current residents to continue living in the home.

Describe the long-term benefits: The most significant benefit of the renovations will be to allow those presently living at Kingsbury to continue living there. The individuals living in Kingsbury are aging – the oldest is 57 years old – and these bathroom renovations will allow them to continue to live in the house with bathrooms that are more accessible for their disabilities. All residents are long-term residents. Many individuals have lived there 15 years and several of the individuals have lived there since Glenkirk opened the home 20 years ago; even the youngest resident has lived there for 9 years.

Leverage: We hope that families of the residents will donate \$5,000 toward the renovations. If this money is not raised from the families of the residents, Glenkirk will fund the \$5,000 from its operating budget.

We do not yet have any estimates from contractors for work on Kingsbury. However, the cost estimate of the project, as detailed below, is based on similar rehab work that was performed on a CILA in Lake Forest during the summer of 2015 using prevailing wage.

Estimate: \$20,000

Demolition:	\$1,600
Rough carpentry:	\$1,800
Finished carpentry:	\$3,500
Tile flooring:	\$2,600
Painting:	\$1,700
Plumbing:	\$5,000
Electrical:	\$1,300
Fixtures – mirrors, grab bars, vanity, and faucets:	<u>\$2,500</u>
TOTAL:	\$20,000

Glenkirk
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VILLAGE OF ARLINGTON HEIGHTS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

GRANT PROPOSAL
PRELIMINARY APPLICATION FORM

COVER SHEET

Name of Applicant: Little City Foundation

Address: 1760 W. Algonquin Road, Palatine, Illinois, 60067

Contact Person/Title: Carrie Carnaghi, Grants Manager

Telephone Number: 847.221.7865

Fax Number: 847.303.0015

Email Address: ccarnaghi@littlecity.org

Program Description

Address of the Project: 2634 N. Raleigh Street, Arlington Heights

Brief Description of Renovations Proposed:

The CILA Renovation Project at 2364 N. Raleigh Street, Arlington Heights, will consist of cutting a large hole in the wall between the kitchen and living room thus opening the layout of the home, install overhead lighting in the bedrooms, relocate washer and dryer machine, and remove an old ramp and install external railings at the home entrance.

Amount of CDBG Funds Requested from Arlington Heights: \$ 21,915

Little City
p.1

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GRANT PROPOSAL**

PROGRAM BUDGET

FY 2015/2016 (May 1, 2015 - April 30, 2016)

REVENUE

Grant request from Village of Arlington Heights (CDBG): \$21,915

Other Sources of Funding for this Renovation:

Funding Source(s):	Name of Funding Source	Amount
	<u>Little City</u>	<u>\$5,483.29</u>
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

Total Revenue: \$27,398.29

EXPENSES

Item	Proposed Village of Arl. Hts. CDBG Funding	Other Sources of Support	Total
Construction/Rehabilitation	<u>\$21,915</u>	\$ _____	<u>\$21,915</u>
Total Expenses:	\$ _____	<u>\$5,483.29</u>	<u>\$5,483.29</u>

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LITTLE CITY FOUNDATION
PROGRAM NARRATIVE

Raleigh CILA Home Renovation Project

Little City provides Community Integrated Living Arrangement (CILA) housing for adults (ages 22 and older), in a group home setting where up to eight individuals with intellectual and developmental disabilities live under the supervision of trained and supportive Little City staff. Residents of the homes receive complete and individualized residential habilitation and personal support services. CILA living also provides a stable and comfortable home environment, along with specialized services that promote inclusion and physical well-being in their homes and communities. Little City's CILA homes are located in neighborhood settings, which provide a warm and welcoming environment. Life Skills Instructors, provide support 24 hours a day, seven days a week.

Residents of CILA living enjoy the pleasures of sharing a home of their own while simultaneously learning to handle the responsibilities that coincide with independent living with the assistance of trained staff who are present when participants are home. Staff assist the residents in cooking, cleaning, daily living activities, and in participating in community activities and outings. Little City also offers clinical (mental health and behavioral intervention), recreational and medical services in order to improve an individual's overall quality of life.

Little City has owned and operated the home located at 2364 N. Raleigh Street, Arlington Heights since 1996. The Raleigh CILA home is comprised of six bedrooms, three bathrooms, kitchen, living room, and dining room which also serves as an activity room. Eight men between the ages of 27-45 reside in the Raleigh home. Seven of the eight men have been diagnosed with autism. The majority of the individuals are nonverbal and require intense supervision to ensure their safety. The demographics within the home are: 64% Caucasian, 12% Hispanic, 12% African American and 12% Asian. 100% of the individuals are considered low-income.

The proposed Raleigh CILA Renovation Project consists of four components that will increase the quality of life for the residents as well as increase safety features within the home:

1. Kitchen and living room wall redesign: Cut a large hole in the wall creating a viewing window so staff can safely simultaneously supervise residents in the kitchen and living room. Appliances and cabinets will need to be reconfigured.
2. Lighting: Add overhead lighting in the bedrooms. Currently, the bedrooms are only lit by side and floor lamps. The installation of ceiling fixtures will allow for increased visibility in the rooms.
3. Ramp removal and railing installation: Remove the wheelchair ramp at the front of the house and install hand rails. The ramp is slippery and could be a potential fall hazard. The hand rails will offer support for individuals who are mobile but could use extra assistance for stability.
4. Washer and dryer relocation: Move washer and dryer units to the garage, adjust plumbing, insulate pipes, add table for folding station, install shelves and doors to create an enclosure.

In an effort to make all CILA homes safe and comparable to standard homes within the community Little City continuously invests and upgrades its properties. Little City's CILA homes are constantly being assessed for upgrades and capital improvements to better accommodate the specific needs of the residents.

Little City respectfully requests \$21,915 to renovate and upgrade the aforementioned components at 2364 N. Raleigh Street, Arlington Heights.

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