



AGENDA

President and Board of Trustees

Village of Arlington Heights

Committee-of-the-Whole

Board Room

33 S. Arlington Heights Road, Arlington Heights, IL 60005

June 13, 2022

7:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

IV. NEW BUSINESS

- A. Public Hearing on the 2022 Annual Action Plan and Substantial Amendments to 2020-2024 Consolidated Plan and 2021 Annual Action Plan

V. OTHER BUSINESS

VI. ADJOURNMENT

Any member of the public wishing to speak will be given the opportunity to do so. If the item is on the Agenda, that opportunity will be while that Agenda item is being discussed. Any member of the public wishing to speak on an item not on the Agenda will be given the opportunity during the Other Business portion of the meeting. Please limit comments to three minutes.

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact Rosangela Maldonado, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, rmaldonado@vah.com or (847)368-5791.



Committee-of-the-Whole
6/13/2022

Item: Public Hearing on the 2022 Annual Action Plan and Substantial Amendments to 2020-2024 Consolidated Plan and 2021 Annual Action Plan

Department: Planning & Community Development

BACKGROUND

Federal Regulations require that the Village undergo a public hearing process with respect to the development of its 2022 Annual Action Plan (program year October 1, 2022 – September 30, 2023) which includes the proposed Community Development Block Grant (CDBG) budget.

This year, several substantial amendments are proposed to the Village's 2020-2024 Consolidated Plan and 2021 Annual Action Plan (program year October 1, 2021 – September 30, 2022). The amendments being proposed are being presented and will go through the public participation and adoption process in tandem with the Federal FY 2022 Annual Action Plan.

The public participation process for the 2022 Annual Action Plan and the substantial amendments to the 2020-2024 Consolidated Plan and 2021 Annual Action Plan includes:

Public Hearing #1:
June 13, 2022 (Committee of the Whole Meeting)

30-day public comment period:
June 15, 2022 – July 15, 2022

Public Hearing #2:
July 18, 2022 (Village Board Meeting)

The CDBG grant applicants will make presentations for the Federal FY 2022 Annual Action Plan (program year October 1, 2022 – September 30, 2023) at the public hearing on June 13, 2022.

2022 ANNUAL ACTION PLAN

The 2022 Annual Action Plan explains how the Village will address housing and

community development needs in the Village, particularly the housing and community development needs of the Village's low- and moderate-income residents, from the period from October 1, 2022 – September 30, 2023. The 2022 Annual Action Plan includes the Village's CDBG budget for the program year.

For the period covered by the Federal FY 2022 Annual Action Plan, the Village has received 22 CDBG grant requests totaling \$797,325 of which an estimated \$435,315 can be funded.

The total estimated 2022-2023 CDBG fund is the sum of the following sources:

Federal 2022 Entitlement Grant:	\$274,410
Previous Year Carry-Over:	\$110,905
Projected Program Income (estimate):	\$ 50,000

TOTAL:	\$435,315

While the Village has the authority to fund programs totaling an estimated \$435,315, there are some HUD restrictions of which the Committee of the Whole should be aware. **Exhibit A** shows the funding requests according to the program restriction categories stipulated by HUD. The following are the guidelines for the expenditure categories:

Public Service Activities Cap - The maximum funding for public service activities is 15% of the sum of the Federal 2022 CDBG Entitlement Grant and the prior year's (2021-2022) program income: **\$52,275.**

Administrative Services Cap - The maximum funding for administrative services is 20% of the sum of the 2022 Federal CDBG Entitlement Grant and anticipated FY 2022-2023 program income: **\$64,800.**

Brick and Mortar Projects – If the Village elects to expend the full amounts allowed under the caps for public service activities and administration, the amount available for brick and mortar is the total amount of CDBG funds available for FY 2022-2023 less the amounts of the two caps: **\$318,240.**

Low and Moderate Income Benefit - A minimum of 70% of the total CDBG funds for 2022-2023 must benefit low and moderate income persons: **\$304,720.**

A copy of the draft 2022 Annual Action Plan is provided at **Exhibit B**. Copies of the narrative portions of the CDBG applications are provided as **Exhibit C**. Supporting documentation submitted by the grant applicants in connection with their applications (i.e., audits, 501(c)(3) letters, etc.) were examined by staff and are available to the Village Board upon request.

SUBSTANTIAL AMENMENTS

Several amendments to the 2020-2024 Consolidated Plan are proposed with respect to the beneficiary goals under the project categories. These proposed changes would correct two errors made in the 2020-2024 Consolidated Plan, remove a duplication, and change a beneficiary type from "persons" to "household." The proposed changes are as follows:

2020-2024 CONSOLIDATED PLAN SUBSTANTIAL AMENDMENTS

Goal Name: Rental Unit Preservation

Current Goal: 118 housing units

Proposed Goal Number and Types: 4 housing units

Reason for Change: The goal of 118 housing units was mistakenly carried over from the 2015-2019 Consolidated Plan to the 2020-2024 Consolidated Plan. During the 2015-2019 Plan period, the Village provided funding for the renovation of the 118-unit Goedke Apartments building. In the 2020-2024 period, the Village anticipates that it may assist with a small rental building (approximately 4 or more units) renovation.

Goal Name: Infrastructure

Current Goal: 5,000 persons

Proposed Goal Number and Types: 4,000 persons

Reason for Change: Staff examined the 2021 Census data provided by HUD for the geographic areas in the Village that are eligible for CDBG funding. This updated data indicates that one project in each of these areas over the 5-year Consolidated Plan would more likely result in a total of 4,000 residents directly benefitting from the projects.

Goal Name: Public Facilities

Current Goal: 5,000 persons

Proposed Goal Number and Types: 6 households

Reason for Change: The HUD Consolidated Plan template calls for the numbers of persons expected to be assisted under the infrastructure or public facilities categories. The reported 5,000 persons was a duplication of the 5,000 entered under the Infrastructure goal. After discussions with HUD, it was decided that the beneficiary counts for Infrastructure and Public Facilities should be separated and the beneficiary type for the public facilities the Village most expects to support with CDBG funds (i.e., group home renovations) should be reported as the number of households that the Village expects to serve with one group home/public facility equating to one household.

Other: The Consolidate Plan will be amended to report on the citizen participation process undertaken with regard to these substantial amendments.

2021 ANNUAL ACTION PLAN SUBSTANTIAL AMENDMENTS

Goal Name: Homeowner Unit Preservation

Current Goal: 3 households

Proposed Goal Number and Types: 2 households

Reason for Change: This change is made to reflect the number of projects expected to be completed by the end of the program year.

Goal Name: Public Services

Current Goal: 398 persons

Proposed Goal Number and Types: 245 persons

Reason for Change: The Village's subgrantees experienced considerable changes in how they are offering services during the pandemic period. The subgrantees were asked to examine the goals they had for program year 2021 and adjustments due primarily to COVID-19 resulted in the revised beneficiary goal. This goal number is 1/5th the total 5-year goal.

Goal Name: Infrastructure

Current Goal: 2,000 persons

Proposed Goal Number and Types: 470 persons

Reason for Change: The low/moderate-income CDBG qualifying area for the 2021/2022 street renovation project has been selected since the 2021 Annual Action Plan was approved and HUD provided data indicates that it contains 470 residents.

Goal Name: Public Facilities

Current Goal: 24 persons

Proposed Goal Number and Types: 3 households

Reason for Change: After discussions with HUD, it was determined that the goals for group home renovations (defined by HUD as public facilities) should be reported in terms of households rather than persons. This is not a change in the expected number of persons to be assisted since it was assumed that each group home household would each have up to 8 residents. The 2021 Annual Action Plan is also proposed to be amended to explain that all of the allocated funds for the year will be used for shelter care and group home renovations.

Other: The 2021 Annual Action Plan will be amended to report on the citizen participation process undertaken with regard to these substantial amendments.

NEXT STEP

Pursuant to applicable regulations, the proposed 2022 Annual Action Plan (including the draft CDBG allocations) and the proposed substantial amendments to the 2020-2024 Consolidated Plan and 2021 Annual Action Plan will be made available for the required 30-day public comment period. No Board action is required at the first public hearing.

ATTACHMENTS:

Description	Type
CDBG Budget	Exhibits
2022 Annual Action Plan	Exhibits
CDBG Applications	Exhibits

ATTACHMENT A		2022-2023 CDBG BUDGET		
REVENUE			2021-2022 Revenue	2022-2023 Revenue
	CDBG Grant		\$ 284,265	274,410
	Carry Over of Unexpended CDBG funds		\$ 189,754	110,905
	Program income		\$ 74,151	50,000
	Total Revenue		\$ 548,170	435,315
EXPENDITURES		Program	2021-2022 Approved	2022-2023 CDBG
Public Services (2022-2023 optional 15% cap \$52,275)			Expenditure	Applications
1	District 214 Education Foundation	Beginning English as a Second Language Instruction	\$ 1,500	\$ 1,500
2	Family Forward (formerly known as Faith Community Homes)	Housing and Mentoring Support for Low Income Families	\$ 3,000	\$ 3,500
3	North Suburban Legal Aid Clinic	Legal Services - landlord/tenant; immigration; domestic violence	\$ -	\$ 3,500
4	Connections to Care (formerly Escorted Transportation Service NW)	Transportation Service for Elderly/Disabled to Medical Appointments	\$ 4,000	\$ 4,500
5	Children's Advocacy Center	Services for Victims of Child Abuse	\$ 3,500	\$ 5,000
6	Life Span	Legal and Counseling Services to Victims of Domestic and Sexual Violence	\$ 3,500	\$ 5,000
7	NW CASA - Sexual Assault Program	Sexual Assault Intervention Program	\$ 3,500	\$ 5,000
8	Resources for Community Living	Affordable Housing Options and Support Services for Persons with Disabilities	\$ 5,000	\$ 5,000
9	Suburban Primary Health Care Council	Access to Care - Subsidized Medical Services	\$ 6,000	\$ 7,000
10	WINGS	Emergency and Transitional Housing and Community Based Service	\$ 6,500	\$ 7,150
11	Little City Foundations	Day Center Services	\$ -	\$ 7,900
12	Journeys The Road Home	Homeless Services	\$ 5,000	\$ 10,000
13	Arlington Hts. Park District	Children At Play Program	\$ 9,000	\$ 30,000
14	Northwest Compass	Housing Counseling and Assistance	\$ 4,500	\$ 30,000
			\$ 55,000	\$ 125,050
Construction/Economic Development (2022-2023 \$318,240)				
X	Little City Foundation	Group Home Renovation	\$ 34,525	\$ -
15	Clearbrook	Group Home Renovation	\$ 36,600	\$ 22,685
16	Glenkirk	Group Home Renovaions	\$ -	\$ 40,000
17	Shelter Inc.	Group Home Renovation	\$ 33,050	\$ 94,790
18	Full Circle Communities	Supportive Housing	\$ -	\$ 100,000
19	VAH Single Family Rehab Loan Program	Single Family Rehabilitation Loan Program	\$ 60,465	\$ 100,000
20	VAH Group Home Renovation Program*	Group Home Renovation Program	\$ 825	\$ 100,000
21	VAH Public Infrastructure	Street Resurfacing on HUD Designated Low/Moderate-Income Areas	\$ 150,000	\$ 150,000
			\$ 315,465	\$ 607,475
Administration (2022-2023 Cap \$64,800)				
22	CDBG Administration	Costs for Administering the CDBG Program - Salaries, Audit Costs, etc.	\$ 66,800	\$ 64,800
			\$ 66,800	\$ 64,800
* 2021-2022 allocation for #20 Group Home Renovation Program was \$105,000. Project allocation: Little City (\$34,525); Clearbrook (\$36,600); Shelter Inc. (\$33,050) & \$825 remainaing				

Village of Arlington Heights, Illinois

Draft

2022 Annual Action Plan

June 13, 2022



Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The 2022 Annual Action Plan includes the actions the Village of Arlington Heights will take during the October 1, 2022 – September 30, 2023 program year to address housing and community development needs in the Village of Arlington Heights, particularly the needs of the Village's extremely low-, low-, and moderate-income residents. The 2022 Annual Action Plan also contains the Village's plans for using its Federal Community Development Block Grant (CDBG) allocations during the program year.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

In this program year, the Village will address its goals in the areas of homeowner unit preservation, rental unit preservation, homelessness, public services, public infrastructure, public facilities, economic development, and planning & administration.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The Village of Arlington Heights has been a recipient of Community Development Block Grant (CDBG) since 1974. For 48 years, the Village has addressed housing and community development needs of the Village's low- and moderate-income citizens, and has worked effectively with the U.S. Department of Housing and Urban Development.

The 2022 program year is the third year of the Village's 2020-2024 Consolidated Plan. In the 2020 and 2021 year, the onset of the COVID-19 coronavirus caused the Village and its subrecipients refocus some services and how those services were provided. As the Village enters into the 2022 program year, the Village and its subrecipients are gradually becoming more accustomed to their new practices or are gradually returning to their pre-COVID-19 practices. The Village's entitlement allocation of CDBG funds and special CDBG-CV (CDBG-Covid) funds supported the Village and subrecipients in providing services to prepare for, prevent, and respond to the coronavirus.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The main components of the Citizen Participation Process for the 2022 Annual Action Plan are:

April 2022: Release and acceptance of CDBG grant applications CDBG-eligible activities to take place during the 2022 Annual Action Plan program year (October 1, 2022 - September 30, 2023)

Public Hearing #1 on Monday, June 13, 2022

30-day public comment period from June 15, 2022 - July 15, 2022

Public Hearing #2 on Monday, July 18, 2022

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

To be completed as comments are received.

6. Summary of comments or views not accepted and the reasons for not accepting them

To be completed.

7. Summary

To be completed.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	ARLINGTON HEIGHTS	Department of Planning & Community Development

Table 1 – Responsible Agencies

Narrative

Consolidated Plan Public Contact Information

Charles Witherington-Perkins, Director of Planning & Community Development

Village of Arlington Heights

33 S Arlington Height Road

Arlington Heights, IL 60005

847-368-5200

cperkins@vah.com

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The Village released its CDBG grant applications on March 28, 2022. Two public hearings concerning the 2022 Annual Action Plan and a 30-day public comment period will be held on the draft 2022 Annual Action Plan. The availability of grant applications, the two public hearings, and the public comment period will be publicized through the Daily Herald local newspaper, the Village's website, and direct mailings to persons and entities on the Village's CDBG Interested Persons list.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The Village has enhanced coordination with housing providers by adopting an inclusionary housing program and through upcoming activities of the Village's Affordable Housing Trust Fund. The Village also reviews and processes public and assisted housing development proposals and works with housing providers throughout the approval and construction phases. Various departments of the Village including Planning and Community Development, Health and Human Services, the Police Department and the Fire Department work with government health, mental health and other service agencies.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Village is in regular contact with the homeless assistance agencies in the area who serve homeless persons and persons at risk of homelessness. Arlington Heights also has its own Department of Health and Human Services that is in regular contact with other government health agencies and provide direct client services to Arlington Heights residents. Relationships are maintained with social service agencies through the CDBG citizen participation and funding processes.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Village is not a recipient of ESG funds.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Village of Arlington Heights
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Various Village Departments (e.g., Planning, Finance, & Health) will provide input on the 2022 Annual Action Plan including needs addresses and projects funded.
2	Agency/Group/Organization	Suburban Primary Health Care Council
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
3	Agency/Group/Organization	ARLINGTON HEIGHTS PARK DISTRICT
	Agency/Group/Organization Type	Services-Children Other government - Local
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
4	Agency/Group/Organization	Children's Advocacy Center
	Agency/Group/Organization Type	Services-Children Services - Victims
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
5	Agency/Group/Organization	Township HS District 214 Community Education Foundation
	Agency/Group/Organization Type	Services-Education Other government - Local
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
6	Agency/Group/Organization	Family Forward
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
7	Agency/Group/Organization	JOURNEYS-THE ROAD HOME
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
8	Agency/Group/Organization	Life Span
	Agency/Group/Organization Type	Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
9	Agency/Group/Organization	LITTLE CITY FOUNDATION
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
10	Agency/Group/Organization	North Suburban Legal Aid Clinic
	Agency/Group/Organization Type	Services - Housing Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
11	Agency/Group/Organization	Northwest Center Against Sexual Assault
	Agency/Group/Organization Type	Services - Victims
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
12	Agency/Group/Organization	Northwest Compass
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
13	Agency/Group/Organization	Resources for Community Living
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
14	Agency/Group/Organization	WINGS
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
15	Agency/Group/Organization	Connections to Care
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
16	Agency/Group/Organization	Shelter Inc.
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	
17	Agency/Group/Organization	Glenkirk
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.

18	Agency/Group/Organization	Clearbrook
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.
19	Agency/Group/Organization	Full Circle Communities
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2022 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency submitted a grant application for funding under the 2022-2023 Annual Action Plan. The grant application includes information about community needs and how the agency proposes to address those needs. The agency will participate in the public hearing on June 13, 2022 and has been invited to participate in the 30-day public comment period and second public hearing on July 18, 2022.

Identify any Agency Types not consulted and provide rationale for not consulting

To be completed.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Alliance to End Homelessness in Suburban Cook County	The goals and strategies of the organization correspond with goals in the Village's Consolidated Plan Strategic Plan.
Comprehensive Plan	Village of Arlington Heights	The Comprehensive Plan contains a housing section with goals that are consistent with the Consolidated Plan Strategic Plan.
Public Housing Plan	Housing Authority of Cook County	The Village reviews the plans of the Housing Authority of Cook County and the activities and goals inform the Village's Consolidated Plan Strategic Plan.

Table 3 - Other local / regional / federal planning efforts

Narrative

None

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The Village received 23 applications in response to its release of the 2022-2023 grant application process and form. This section will include additional information as the public hearings and public comment period take place.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	On March 28, 2022, the Village publicized the availability of the 2022 program year CDBG grant application.	To be completed.	Not applicable	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Non-targeted/broad community	To be held on Monday, June 13, 2022. The public hearing will be publicized in the Daily Herald local newspaper, on the Village's website, and through direct mailings to interested persons.	To be completed.	To be completed.	www.vah.com
3	30-Day Public Comment Period	Non-targeted/broad community	A 30-day public comment period will be held on the 2022 Annual Action Plan. The availability of the draft 2022 Annual Action Plan will be publicized in the Daily Herald local newspaper, on the Village's website, and through direct mailings to interested persons.	To be completed.	To be completed.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Meeting	Non-targeted/broad community	To be held on Monday, July 18, 2022. The public hearing will be publicized in the Daily Herald local newspaper, on the Village's website, and through direct mailings to interested persons.	To be completed.	To be completed.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The Federal funds reported below as being made available under this Annual Action Plan are the 2022 CDBG entitlement funds allocated to the Village, CDBG carry over funds from prior years, and anticipated program income for the 2022 year.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	274,410	50,000	110,905	435,315	650,000	The Village's 2022 CDBG entitlement allocation is \$274,410. The estimate for the 2023 and 2024 program years is \$275,000 each year (total of \$550,000) and anticipated program income is \$50,000 for the 2023 and 2024 program years (total \$100,000) for a grand total of \$650,000.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The Village does not anticipate receiving any federal funds that have matching requirements. CDBG funds will be used to leverage many sources of other funds. Sub-recipient agencies receiving CDBG funding frequently cite receiving Village/CDBG support of their programs as beneficial to them when seeking other public and private funds. CDBG funds may also leverage other government funding from other federally funded programs such as the HOME program, State programs such as those administered by Cook County and the Illinois Housing Development Authority (IHDA), other public housing funds, or funding from other public or private entities. The CDBG entitlement program has no matching requirements.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

None has been identified at this time.

Discussion

The Village anticipates \$435,315 in Federal funds being available during the 2022-2023 program year.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeowner Unit Preservation	2020	2024	Affordable Housing	No geographic areas are targeted	Affordable Housing		
2	Homeless Services	2020	2024	Homeless	No geographic areas are targeted	Homeless		
3	Public Services	2020	2024	Non-Housing Community Development	No geographic areas are targeted	Public Service Needs		
4	Infrastructure	2020	2024	Non-Housing Community Development		Public Infrastructure		
5	Public Facilities	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	No geographic areas are targeted	Public Facility		
6	Planning and Administration	2020	2024	Planning and Administration	No geographic areas are targeted	Planning & Administration		

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Homeowner Unit Preservation
	Goal Description	Anticipated funding level and number of anticipated beneficiaries to be added after public hearing #1 on June 13, 2022.
2	Goal Name	Homeless Services
	Goal Description	Anticipated funding level and number of anticipated beneficiaries to be added after public hearing #1 on June 13, 2022.
3	Goal Name	Public Services
	Goal Description	Anticipated funding level and number of anticipated beneficiaries to be added after public hearing #1 on June 13, 2022.
4	Goal Name	Infrastructure
	Goal Description	Anticipated funding level and number of anticipated beneficiaries to be added after public hearing #1 on June 13, 2022.
5	Goal Name	Public Facilities
	Goal Description	Anticipated funding level and number of anticipated beneficiaries to be added after public hearing #1 on June 13, 2022.
6	Goal Name	Planning and Administration
	Goal Description	Anticipated funding level to be added after public hearing #1 on June 13, 2022.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The Village of Arlington Heights anticipates having the following projects during the 2022-2023 year: 1) public services, 2) public facilities, 3) public infrastructure, 4) homeowner unit preservation, 5) homeless services, and 5) planning & administration.

#	Project Name
1	Public Services
2	Public Facilities
3	Public Infrastructure
4	Homeowner Unit Preservation
5	Group Home & Supportive Housing Projects
6	Planning & Administration

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The projects are based on the priorities in the 2020-2014 Consolidated Plan and input from the agencies that submitted CDBG grant applications.

AP-38 Project Summary

1	Project Name	Public Services
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	TBD
	Description	Various public services which may include (for example) health care, child care, victims' assistance, etc.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	Beneficiaries will be residents of the Village of Arlington Heights. Services may be provided in the Village of Arlington Heights or in another nearby suburb. Services are provided outside the limits of the Village because there are some social service agencies that are located in nearby suburbs that include Arlington Heights in their service area. It would be inefficient to duplicate these agencies in every CDBG entitlement community.
2	Planned Activities	TBD
	Project Name	Public Facilities
	Target Area	No geographic areas are targeted
	Goals Supported	Public Facilities
	Needs Addressed	Public Facility
	Funding	TBD
	Description	The Village may fund improvements to group homes or other public buildings that qualify as public facilities.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	TBD

	Location Description	Public facilities funded with Village CDBG funds will be located in the Village of Arlington Heights.
	Planned Activities	TBD
3	Project Name	Public Infrastructure
	Target Area	No geographic areas are targeted
	Goals Supported	Infrastructure
	Needs Addressed	Public Infrastructure
	Funding	TBD
	Description	CDBG funds will be used to improve public infrastructure (ex. street resurfacing) in a low- and moderate-income qualified area(s).
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	Infrastructure projects will be in low- and moderate-income qualified area(s).
	Planned Activities	TBD
4	Project Name	Homeowner Unit Preservation
	Target Area	No geographic areas are targeted
	Goals Supported	Homeowner Unit Preservation
	Needs Addressed	Affordable Housing
	Funding	TBD
	Description	0% interest, deferred loans to low- and moderate-income homeowners.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	Homes within the corporate limits of the Village of Arlington Heights
	Planned Activities	0% interest, deferred home rehab loans for low- and moderate-income homeowners.

5	Project Name	Group Home & Supportive Housing Projects
	Target Area	No geographic areas are targeted
	Goals Supported	Public Facilities
	Needs Addressed	Other Special Housing/Non-Homeless Needs Public Facility
	Funding	TBD
	Description	Funding to be used for the rehab or in connection with new construction of group homes and supportive housing.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	Projects will be located within the corporate limits of the Village of Arlington Heights.
	Planned Activities	Funding to be used for the rehab or in connection with new construction of group homes and supportive housing.
6	Project Name	Planning & Administration
	Target Area	No geographic areas are targeted
	Goals Supported	Planning and Administration
	Needs Addressed	Planning & Administration
	Funding	TBD
	Description	CDBC funds to be used to cover the planning and administrative costs of the CDBG program.
	Target Date	9/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	NA
	Location Description	NA
	Planned Activities	CDBC funds to be used to cover the planning and administrative costs of the CDBG program.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Most of the assistance will be provided to residents Village-wide. Infrastructure projects will be targeted to Census Block Groups that qualify by HUD's methodology as the Village's low- and moderate-income areas. Some services will be provided outside of the boundaries of the Village. These will include mainly public services that are provided by social service agencies that have service areas that include the Village of Arlington Heights.

Geographic Distribution

Target Area	Percentage of Funds
No geographic areas are targeted	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Residents in need of affordable housing and public services live throughout the Village. Geographic targeting will take place with respect to infrastructure improvements which will occur in CDBG-eligible low/moderate-income Census Block Groups. In order to support a full range of services, projects and services are sometimes funded at locations outside the Village of Arlington Heights. It would be inefficient for organizations offering the programs and services within the boundaries of each community in their service areas. Arlington Heights is located in a metropolitan area, and services are accessible through providers located short distances from the Village (e.g. in adjacent suburbs).

Discussion

None

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

A primary barrier to affordable housing is the cost of land and construction. In the coming year, the Village will continue to implement its affordable inclusionary housing policy seeking to include affordable units in new housing developments or substantially rehabilitated developments.

Another barrier to affordable housing is a lack of sufficient funds to address problems. The Village will plan for how to use funds collected into its new Affordable Housing Trust Fund to preserve and create affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Village of Arlington Heights has been very proactive in addressing affordable housing needs. The Village regularly reviews its land use controls, tax policies affecting land, zoning ordinance, building codes, fees and charges, growth limitation, and policies affecting residential return on investment. The Village has adopted an Affordable Inclusionary Housing Ordinance (8/3/2020) to require the creation of affordable units in private housing or collect fees in lieu of affordable units into an Affordable Housing Trust fund for the creation and preservation of affordable housing.

The Village's Housing Commission was created to expand the amount of affordable housing in the Village. The Village's Building Department is proactive in working with owners of rental housing to ensure that the rental housing stock is well maintained. Many non-profit agencies in the Village also work to remove barriers to affordable housing by providing financial assistance, housing counseling, landlord-tenant counseling, and information on other housing related issues.

Discussion

The Village staff and commissions will continue to monitor and evaluate barriers to affordable housing in Arlington Heights.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Below are actions the Village intends to take during the program year.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to addressing underserved needs is insufficient funding. The Village will seek funding from other sources and will support service providers in seeking funding from other sources.

Actions planned to foster and maintain affordable housing

During the program year, the Village will take the following actions to foster and maintain affordable housing, to remove barriers to affordable housing, and to encourage public housing improvements and resident initiatives:

Professionals in the Department of Planning and Community Development will continue to research and investigate alternative sources of funding to replace or supplement State and Federal funds for housing assistance and other affordable housing programs. The Housing Planner will monitor housing initiatives at these levels through contact with HUD and through professional organizations and planning offices.

The Village will continue to promote and enforce the goals and policies from the Comprehensive Plan relating to preserving the existing housing stock, encouraging a wide variety of housing types within the Village, utilizing good housing redevelopment concepts, maintaining a good housing balance, preventing housing deterioration, and providing housing for the young, single, and elderly.

Code enforcement will continue to uncover unsafe and unsanitary conditions. The Single-Family Rehabilitation Program will be available to income-eligible individuals to improve their properties.

The Village will implement its Affordable Inclusionary Housing Ordinance and work toward creating affordable units in new construction residential projects and/or with fees collected into the Village's Affordable Housing Trust Fund.

The Housing Commission will continue to promote a balanced housing stock including affordable housing for persons with low to moderate incomes.

The Department of Building and Health Services will work throughout the community to assist residents

in securing stable, affordable housing and improve housing and living environments.

No units are expected to be lost from the federally assisted housing inventory in Arlington Heights.

Actions planned to reduce lead-based paint hazards

The Village is aware of the health risks, especially to children, that exist in its older homes due to the presence of lead-based paint. The Village will continue to provide information and blood lead based paint testing services to Village residents. When persons are identified as having elevated blood levels, the appropriate County and State agencies will be notified, and these persons will be referred for appropriate services.

The Village complies with HUD's lead-based paint regulations with respect to the Village's housing rehabilitation programs. The required notifications, lead-hazard testing, and lead hazard treatment protocols are followed.

Actions planned to reduce the number of poverty-level families

The Village will continue to coordinate efforts to assist households with incomes below the poverty line with other agencies providing services to this population. This will take place through the activities of the Village's Health and Human Services Department and by supporting senior service agencies at the Village's Senior Center. The Health and Human Services Department administers an emergency assistance fund to assist very low- and low-income persons with emergency needs. Village staff coordinate and combine resources with local agencies to address needs of poverty-level families on a case-by-case basis.

Actions planned to develop institutional structure

The Village will continue to address affordable housing and other community needs within the area by coordinating its efforts with private and non-profit agencies and organizations. The Village will also work with regional planning groups such as the Northwest Suburban CDBG Network, the Metropolitan Mayors Caucus, the Chicago Metropolitan Agency for Planning, the Metropolitan Planning Council (MPC), etc.

Actions planned to enhance coordination between public and private housing and social service agencies

The Village will enhance coordination between public and private housing and social service agencies through the citizen participation plan that encourages all interested parties to share in the Consolidated Planning process. The Village will continue to work with non-profit service providers, other private institutions, public housing and assisted housing providers, and community organizations to discuss community needs and opportunities. The Village will also continue to work with and coordinate the

provision of services with Elk Grove and Wheeling Townships, Northwest Housing Partnership, and other Northwest Chicago Suburbs.

Discussion

The Village recognizes that enhancing institutional structure provides efficiencies in service that are of benefit to its residents. The various departments of the Village seek to maximize coordination with public and private housing and service providers to meet the needs in the community.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

The Village does not have any funds to report above.

Grantee SF-424's and Certification(s)

OMB Number: 4040-0004
Expiration Date: 10/31/2019

Application for Federal Assistance SF-424		
* 1. Type of Submission: ☐ Preapplication ☐ Application ☐ Changed/Corrected Application	* 2. Type of Application: ☐ New ☐ Continuation ☐ Revision	* If Revision, select appropriate letter(s): * Other (Specify):
* 3. Date Received: 	4. Applicant Identifier: 	
5a. Federal Entity Identifier: 		5b. Federal Award Identifier:
State Use Only: 6. Date Received by State: 7. State Application Identifier:		
8. APPLICANT INFORMATION:		
* a. Legal Name: Village of Arlington Heights, IL		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 36-6005774		* c. Organizational DUNS: 072318629
d. Address:		
* Street1: 33 S Arlington Heights Road Street2: * City: Arlington Heights County/Parish: * State: IL: Illinois Province: * Country: * Zip / Postal Code: 60005		
e. Organizational Unit:		
Department Name: 		Division Name:
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	* First Name: Nora	
Middle Name:		
* Last Name: Boyer		
Suffix:		
Title: Housing Planner		
Organizational Affiliation: 		
* Telephone Number: 847-368-5214		Fax Number:
* Email: nboyer@ah.com		

Application for Federal Assistance SF-424		
* 9. Type of Applicant 1: Select Applicant Type: City or Township Government		
Type of Applicant 2: Select Applicant Type: 		
Type of Applicant 3: Select Applicant Type: 		
* Other (specify): 		
* 10. Name of Federal Agency: Housing and Urban Development		
11. Catalog of Federal Domestic Assistance Number: 14. 218 CFDA Title: 		
* 12. Funding Opportunity Number: B-22-MC-17-0001 * Title: Community Development Block Grant - Entitlement Jurisdiction		
13. Competition Identification Number: Title: 		
14. Areas Affected by Project (Cities, Counties, States, etc.): Add Attachment Delete Attachment View Attachment		
* 15. Descriptive Title of Applicant's Project: 2022 CDG Program		
Attach supporting documents as specified in agency instructions. Add Attachments Delete Attachments View Attachments		

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant	8 & 9
* b. Program/Project	8 & 9
Attach an additional list of Program/Project Congressional Districts if needed.	
Add Attachment Delete Attachment View Attachment	
17. Proposed Project:	
* a. Start Date:	10/ 1/ 2022
* b. End Date:	9/ 30/ 2023
18. Estimated Funding (\$):	
* a. Federal	274410
* b. Applicant	
* c. State	
* d. Local	
* e. Other	110, 905
* f. Program Income	50000
* g. TOTAL	
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process? ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on . ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review. ☒ c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) ☐ Yes ☒ No If "Yes", provide explanation and attach Add Attachment Delete Attachment View Attachment	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) ☐ ** I AGREE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix:	* First Name: Randal I
Middle Name:	
* Last Name:	Reckl aus
Suffix:	
* Title:	Village Manager
* Telephone Number:	847- 368- 5100 Fax Number:
* Email:	rreckl aus@ah. com
* Signature of Authorized Representative:	* Date Signed:

ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		Village Manager	
APPLICANT ORGANIZATION		DATE SUBMITTED	
Village of Arlington Heights, IL			

SF-424D (Rev. 7-97) Back

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Signature of Authorized Official

Date

Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2022, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

Signature of Authorized Official

Date

Title

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Not Applicable

Signature of Authorized Official

Date

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy layering -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Not Applicable

Signature of Authorized Official

Date

Title

Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

Major rehabilitation/conversion/renovation – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

Matching Funds – The recipient will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

Discharge Policy – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Not Applicable

Signature of Authorized Official

Date

Title

Housing Opportunities for Persons With AIDS Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Not applicable

Signature of Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

1. District 214 Educational Foundation

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

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

Project Location: Arlington Heights Memorial Library

CDBG Funding Request: \$ 1,500

Applicant Contact Information

Organization Name: District 214 Educational Foundation

DUNS (Dun and Bradstreet) Number: 067471755

Unique Entity Identifier (UEI) Number: _____

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Michael Happ

Title: Exec Director, D214 Education Found

Signature agency staff authorized to submit this application: _____

Printed name:

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

Mailing Address 1: 2121 South Goebbert Road

Mailing Address 2: _____

City: Arlington Heights, IL 60005

State: IL

Zip: 60005

Telephone Number: 847-718-7688

Email Address: michael.happ@d214.org

Organization website: d214.org/foundation/

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

The purpose of the program is to serve eligible non-native speakers of English who can benefit from High Beginning/Low Intermediate English as a Second Language (ESL) classes. District 214 Community Education (D214 CE) will provide 34 weeks of classroom instruction at the Arlington Heights Memorial Library (AHML) on Thursdays from 12:30 to 3:30pm. Classes have returned to in-person at the library after being provided remotely or at Forest View Educational Center when the library was not available due to the pandemic. Classes will not be held Mar. 23 (Spring Break) or the last three weeks of December. AHML's ESL Coordinator will provide identification and recruitment of potential students. We will provide assessment, instruction, evaluation of learning gains, and record keeping. The project will fill the gap for ESL learners whose English skills are not advanced enough for the existing ESL programs offered at AHML, but will prepare them to transition into those programs. Existing Library ESL services include a computer lab with various language-learning software available six days per week, the Read to Learn Adult Literacy/Volunteer tutoring program offered Tuesday mornings and Wednesday evenings, Culture and Conversation, Conversation Lab, English for Spanish Speakers, ESL Games, and an ESL Book Discussion group. This agency collaboration will continue to eliminate a barrier to participation in ESL services faced by the target population, as well as providing access to general library services. Lower level English language learners can be referred to the ESL classes offered at the Forest View Educational Center. The CDBG funding covers 49% of the program costs from October through June 22, and the D214 CE covers 51% of the costs during that period. When CDBG funds have been exhausted for the fiscal year, D214 CE covers 100% of the costs for September.

2. Previous CDBG Funding

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

Year	Amount	Purpose and (if applicable) Address
2021-22	\$1,500	ESL Class at Arlington Heights Memorial Library 500 N. Dunton Avenue, Arlington Heights, IL 60004-5910
2020-21	\$1,500	ESL Class at Arlington Heights Memorial Library
2019-20	\$1,500	ESL Class at Arlington Heights Memorial Library
2018-19	\$1,500	ESL Class at Arlington Heights Memorial Library
2017-18	\$1,500	ESL Class at Arlington Heights Memorial Library
2016-17	\$1,500	ESL Class at Arlington Heights Memorial Library
2015-16	\$1,500	ESL Class at Arlington Heights Memorial Library
2014-15	\$1,500	ESL Class at Arlington Heights Memorial Library
2013-14	\$1,500	ESL Class at Arlington Heights Memorial Library
2012-13	\$1,165	ESL Class at Arlington Heights Memorial Library
2011-12	\$1,220	ESL Class at Arlington Heights Memorial Library
2010-11	\$1,500	ESL Class at Arlington Heights Memorial Library
2009-10	2,000	ESL Class at Arlington Heights Memorial Library

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

- ☐ Yes
☒ No

If yes, please specify how funds will be used.

B. Service Area

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

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

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

☒
☐

Yes
No

3. Describe any additional criteria for the program for which funding is requested.

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

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

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

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	35	15	15
October 1, 2021 – present (6 months)	12	4	4
October 1, 2020 – September 30, 2021	31	11	11

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

The funds allow classes to be offered at the Arlington Heights Library, and leverages the agency's Illinois Community College Board funds to provide classes for more residents.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

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

4. 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, project, or service:

Full-time: 0

Part-time: 1

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, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name: Karen L Oswald

Title: Adult Education & Family Literacy Supervisor

Phone Number: 847-718-7719

Email Address: Karen.oswald@d214.org

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

Four years.

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State **“not applicable” if there are no client fees.**

Not applicable.

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

2. Describe how client fees are used. **State “not applicable” if there are no client fees.**

Not applicable.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds. Illinois Community College Board, Adult Education Funds	\$ 1,973	\$ 1,973
State/Local Funds	\$	\$
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

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

☐ Yes
☒ No

F. Budgeted Expenses

1. Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year Adult Education Program Budget	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 1,630,000	\$ 3,473	\$ 1,500
Program Year 2021	\$ 1,624,400	\$ 4,769	\$ 1,500
Program Year 2020	\$ 1,581,000	\$ 4,579	\$ 1,500

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$1,496
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Other costs - supplies	\$4.00
Please specify other costs:	
Total CDBG Request	\$ 1,500

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☐

Creating a Suitable Living Environment

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

☐

Providing Decent Housing

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

☒

Creating Economic Opportunities

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

2. Project Outcomes

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

☒

Availability/Accessibility

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

☐

Affordability

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

☐

Sustainability

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

H. Other Information

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

The District 214 Education Foundation's mission is to support student success, innovation and lifelong learning across District 214. Gifts to the Foundation have the potential to benefit six comprehensive schools and four alternative programs across eight communities, as well as integral community programming – including adult and family literacy programs and the Catherine M. Lee Women's and Children's Program – that empowers generations.

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

All Applications:

- ☒ Copy of your organization's submitted 2022 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, if available Foundation and Program
- ☒ Current agency budget, Program
- ☒ Most recent audit (one hard copy)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

2. FamilyForward

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

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

Project Location: Arlington Heights and adjacent suburbs

CDBG Funding Request: \$ \$3,500

Applicant Contact Information

Organization Name: FamilyForward (formerly Faith Community Homes)

DUNS (Dun and Bradstreet) Number: 17-879-4157

Unique Entity Identifier (UEI) Number: _____

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Erica Chianelli

Title: Executive Director

Signature agency staff authorized to submit this application:

Printed name: Erica Chianelli



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

Mailing Address 1: 302 N. Dunton Ave.

Mailing Address 2: _____

City: Arlington Heights

State: IL

Zip: 60004

Telephone Number: 847-342-0846

Email Address: erica.chianelli@family-forward.org

Organization website: www.family-forward.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 particular program or project 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.

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

In order to participate in our program, families must be low/moderate income by HUD income standards, must have an adult working full time in the household, and must have a child living at home. We do not accept families with substance abuse, active mental health problems, or legal problems pertaining to divorce, domestic violence, or citizenship issues.

Initially, families contribute 30% of their income towards rent, and FamilyForward assists with the remainder of their rent. As their financial situation improves, families pay a larger portion of the rent, working towards paying their full rent by the time they complete the two-year program. Financial assistance for tuition or books may be provided to parents deciding to return to school in order to develop skills for a higher paying job. If needed, FamilyForward also provides financial assistance to families for child-related expenses (including day care, school supplies, fees for school activities, clothes, and books) and with auto repairs or in finding a donated vehicle. We also provide short-term rental assistance to families who may not be ready for the full 2-year program. This short term program was established in light of COVID-19 and has been something we are continuing to offer because of the tremendous need.

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

searches, writing resumes, and practice interviews for jobs. Mentors often become the only support system our families have ever had.

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

85% of FamilyForward families who complete our program successfully achieve financial stability, defined as the ability to pay all their bills on time. FamilyForward was established in 2003 as a result of an initiative of the Arlington Heights Ministerial Association to address the needs of low income families residing and working in the area.

2. Previous CDBG Funding

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

Yes, we have received CDBG funding from Arlington Heights before.

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

- ☐ Yes
☒ No

If yes, please specify how funds will be used.

B. Service Area

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

Northwest suburbs: Palatine Township, Elk Grove Township, Schaumburg Township, Wheeling Township, and the Village of Arlington Heights.

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

☒ Yes

☐ No

3. Describe any additional criteria for the program for which funding is requested.

To be eligible for our 2 year program, families must:

- a. Have at least one adult family member employed full time
- b. Have children living in the home 22 years of age or younger
- c. Adult family members:
 - are of stable mental health
 - are presently not abusing alcohol
 - are presently not using illicit drugs
 - are not living in, or presently leaving, an abusive relationship
 - are legal residents of the United States

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

No, there are not other agencies in the area that provide the exact same service. There are agencies that provide similar services, however. WINGS provides similar service, but only to people coming from domestic violence. Fellowship Housing has a very similar program, but supports only single mothers. Other housing support programs, such as Journeys and Northwest Compass focus primarily on homeless, disabled, and people with mental illness. In fact, our agencies often refer to each other to work together to best serve the families in need. Our program focuses solely on working families with children in poverty and at risk of eviction and homelessness. Also, our volunteer mentoring component that requires our families to meet weekly with their mentors is unique.

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	95	35	35
October 1, 2021 – present (6 months)	88	37	37
October 1, 2020 – September 30, 2021	189	52	52

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

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

If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

We wouldn't necessarily service more Arlington Heights residents, but would maintain the current service level.

3. Would this program exist without CDBG funding?

(Select one)

☒ Yes

☐ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program, project, or service:

Full-time: 1
Part-time: 2
Volunteers: 28

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name: Erica Chianelli

Title: Executive Director

Phone Number: 847-342-0846

Email Address: erica.chianelli@family-forward.org

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

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State “not applicable” if there are no client fees.

Not applicable.

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

2. Describe how client fees are used. State “not applicable” if there are no client fees.

Not applicable.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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	\$ 47,000	\$ 15,500
Private Funds	\$ 242,500	\$ 80,000
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 for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 217,000	\$ 80,000	\$ 3,500
Program Year 2021	\$ 206,000	\$ 86,700	\$ 3,000
Program Year 2020	\$ 180,000	\$ 49,500	\$ 2,500

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

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

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☐ *Creating a Suitable Living Environment*

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

☒ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☒ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

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

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

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

All Applications:

- X Copy of your organization's submitted 2022 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- X Proposed agency budget for the next fiscal year, if available
- X Current agency budget
- X Most recent audit (one hard copy)*
- X Proof of non-profit determination
- X Organizational chart

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

3. North Suburban Legal Aid Clinic

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Comprehensive Legal Aid for Housing, Domestic Violence, and Immigration

Project Location: 3500 Western Avenue, Suite 2A, Highland Park, IL 60035

CDBG Funding Request: \$ 3,500

Applicant Contact Information

Organization Name: North Suburban Legal Aid Clinic

DUNS (Dun and Bradstreet) Number: 080580945

Unique Entity Identifier (UEI) Number: EHBEG3FPJJA5

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Susan B. Shulman

Title: Executive Director

Signature agency staff authorized to submit this application: 

Printed name: Susan B. Shulman

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: 3500 Western Avenue

Mailing Address 2: Suite 2A

State: IL

Zip: 60035

City: Highland Park

Telephone Number: 847-737-4042

Email Address: sshulman@nslegalaid.org

Organization website: nslegalaid.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 particular program or project 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.

In 2013, the City of Highland Park Human Services Task Force identified in a Needs Assessment the lack of access to affordable legal services. As a direct result of that assessment, the North Suburban Legal Aid Clinic ("NSLAC"), then the Highland Park-Highwood Legal Aid Clinic, was founded in 2015 to provide legal services in the areas of immigration, housing, and domestic violence. Initially, NSLAC accomplished its mission through volunteer attorneys, a part-time executive director, and a part-time bilingual client liaison. The need soon outpaced that model, and today NSLAC accomplishes its mission with a full-time Executive Director, an 18-member Board of Directors, 29 full-time staff, countless residents, law firms, and businesses, as well as nearly 80 volunteer attorneys and professionals in the community. NSLAC has served over 4,000 clients throughout the northern suburbs since inception, with nearly 1,300 clients served in 2021 alone, a 37% increase from the previous year. Shifting focus towards serving more low-income clients beyond Highland Park and Highwood has been critical in assuring that our most vulnerable communities have access to justice.

The North Suburban Legal Aid Clinic is requesting funding for the 2022 program year to provide direct legal services in the areas of housing, domestic violence, and immigration for low-income renters residing in Arlington Heights. Funding would further allow NSLAC to expand outreach and increase visibility of our services in Arlington Heights. Specific to this application, NSLAC desires to expand the reach and visibility of its housing services to Arlington Heights residents. If granted, funding would support the hiring of a Housing Specialist as a critical component of identifying community need specific to low-income renters, in turn amplifying their voices and bringing awareness to the significant barriers marginalized individuals experience when trying to meet their most basic needs.

Services are currently provided fully virtually, but NSLAC anticipates returning to serving clients in person at our office in Highland Park as needed once COVID-19 public health guidelines indicate it is safe to do so. Ongoing changes were made in 2020 and 2021 in response to the pandemic, demonstrating NSLAC's flexibility and sensitivity to community need. In providing services fully virtually without disruption, NSLAC has broken down barriers in access for low-income individuals by scheduling virtual appointments according to a client's schedule. For instance, providing virtual services allows clients to call on their way to work or during lunch instead of missing an entire workday to meet in-person, which had previously severely limited access due to time and cost. Additionally, off-site clinics and presentations have largely been held virtually throughout the pandemic in collaboration with our partners. Many NSLAC staff speak Spanish, several of whom are native speakers, and other NSLAC staff can provide translation services in Polish, French, and Korean. We utilize interpreters at the Muslim Women's Resource Center to connect with clients who speak Dari or Pashto, and we hire translators for additional language interpretation as necessary.

NSLAC has been serving residents of Arlington Heights since 2017. As 25% of Arlington Heights residents rent their homes and 20% are foreign-born, NSLAC's presence has been especially critical. Given our drastic growth in service provision and outreach over the past year, NSLAC has the capacity to serve more low-income Arlington Heights residents and fill the considerable gap in affordable, accessible, and qualified community based legal services in the proximate area. NSLAC anticipates serving approximately 33 to 40 Arlington Heights residents during the 2022 program year. Further, NSLAC will collaborate with local

partnering social service organizations to hold one additional outreach activity for a total of six outreach activities per year for Arlington Heights residents.

Below is a summary of NSLAC's three law Practices:

NSLAC's Housing Practice assists renters who are having problems with their housing, including evictions, termination from subsidies, conditions issues, lease disputes, lockouts, and return of security deposits. The Practice currently has five full-time staff, including the Director of Housing, two Staff Attorneys, a Law Clerk, and a Community Navigator. Eviction has consequences impacting all aspects of people's lives and has proven to be a direct cause of poverty. Eviction is an issue that disproportionately affects low-income people and people of color. Studies show that having representation decreases a tenant's odds of getting evicted by approximately 25%. This Practice serves all low-income tenants, regardless of immigration status. Since the eviction moratorium was fully lifted in October 2021, the Housing Practice has noticed an increase in clients facing eviction and seeking legal services to avoid further housing insecurity and potential homelessness. NSLAC's Housing Practice served 225 clients in 2021, including 10 Arlington Heights residents. To date in 2022, this Practice has served 69 clients, including three Arlington Heights residents. In 2021, 76% of clients were women, 70% were people of color, 17% were disabled, 18% were non-citizens, and 25% spoke a language other than English.

NSLAC's Domestic Violence Practice focuses on cases involving the personal safety of survivors of domestic violence and their children, including Emergency and Plenary Orders of Protection, divorce, custody, visitation, and other family law matters. The Practice currently has seven full-time staff, including the Director of Domestic Violence, three Staff Attorneys, a Social Worker, a Law Clerk, and a Practice Assistant. Studies show that survivors who have legal representation increase their chances of obtaining an Order of Protection by over 50% and experience significantly lowered instances of future domestic violence (Rosenberg, Supporting Survivors, 2015). Domestic violence cases have increased by over 40% since the onset of the pandemic, as abusers have used COVID-19 as a tool to exert power and control. We continue to work with government offices, partners, and community leaders to reduce the barriers created by the pandemic. The Domestic Violence Practice has also implemented several innovative methods of virtual outreach to meet these ongoing challenges while continuing to develop new strategies as these challenges evolve. NSLAC's Domestic Violence Practice served 411 clients in 2021, including eight Arlington Heights residents. To date in 2022, this Practice has served 112 clients, including four Arlington Heights residents. In 2021, over 90% of clients were women, over 70% were people of color, 7% were disabled, 20% were non-citizens, and 27% spoke a language other than English.

NSLAC's Immigration Practice is recognized by the Department of Justice and provides a full range of immigration legal services to eligible immigrants, including U-Visas, VAWA Self-Petitions, adjustment of status, DACA, asylum, and removal proceedings. The Practice currently has 10 full-time staff, including the Director of Immigration, four Staff Attorneys, a Public Interest Law Fellow, a Law Clerk, an Outreach Coordinator, and two Practice Assistants. NSLAC fills a unique gap in services as we are one of very few legal service providers that offers comprehensive pro bono legal services to the undocumented community. The communities we serve share immense fear and confusion regarding the receipt of COVID-19 related assistance, such as unemployment benefits and CARES Act, and continue to face challenges caused by the pandemic. We will continue to host virtual presentations in partnership with other local agencies and stakeholders. Managing misinformation and fear is critical for NSLAC's legal services to have their desired impact. Additionally, according to the Illinois Department of Human Services, over 2,000 Afghan refugees have resettled in Illinois since last fall, the majority of which live in Chicago and its surrounding suburbs. NSLAC began accepting Afghan asylum cases in January 2022 and has since served 50 Afghan clients with their immigration, housing, and domestic violence legal needs. NSLAC's Immigration Practice served 578 clients in 2021, including 10 Arlington Heights residents. To date in 2022, this Practice has served 212 clients, including three Arlington Heights residents. In 2021, 65% of clients were women, 94% were people of color, 3% were disabled, 94% were non-citizens, and over 60% spoke a language other than English.

2. Previous CDBG Funding

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

NSLAC has previously received CDBG funding from Cook County, Lake County, and the city of Waukegan.

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

- ☐ Yes
☐ No

If yes, please specify how funds will be used.

B. Service Area

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

NSLAC serves clients in north suburban Cook County and Lake County. In Lake County, NSLAC provides services to residents of the following townships: West Deerfield, Moraine, Shields, Vernon, Libertyville, Elmhurst, Fremont, Warren, Waukegan, Avon, Cuba, Wauconda, Grant, Lake Villa, Antioch, Newport, Zion, and Benton. NSLAC also provides services to residents of unincorporated Lake County, including Ingleside, Ivanhoe, Rosecrans, Russell, and Sylvan Lake. In addition to the city of Evanston, NSLAC's service areas in Cook County include the following townships: New Trier, Northfield, Wheeling, Maine, Niles, Palatine, Barrington, Hanover, Schaumburg, and Elk Grove.

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

☒ Yes
☐ No

NSLAC has been serving residents of the Village of Arlington Heights since 2017. Partnering with more geographically diverse local service providers and expanding our service area has given NSLAC the reputation of being a trusted, qualified, and accessible resource that is responsive to community needs.

100% of funds received will support program staff in providing free legal services to residents of Arlington Heights. Funding will also support program staff in hosting outreach activities pertinent to Arlington Heights renters, such as Tenants Rights.

3. Describe any additional criteria for the program for which funding is requested.

All clients are below 80% of Area Median Income Limits, as NSLAC's financial eligibility requirements state that clients must be at or below 250% of the federal poverty guidelines, or approximately \$69,375 for a family of four. However, there are no income restrictions for survivors of domestic violence as they frequently lack access to familial assets. All clients must reside in NSLAC's service area.

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

NSLAC is one of the few legal aid providers in the proximate area offering free comprehensive legal services for low-income tenants in suburban Cook County regardless of immigration status. As such, the services provided by NSLAC have little to no duplication in Arlington Heights. Further, NSLAC is one of the few legal service providers in Arlington Heights that provides representation for private and subsidized renters at the Rolling Meadows courthouse. While NSLAC is uniquely qualified to serve residents of Arlington Heights, NSLAC leadership continue to prioritize collaboration with aligned providers in the proximate area such that Arlington Heights residents receive qualified and holistic care.

Access to supportive housing resources is especially significant for survivors of domestic violence, notably low-income individuals from marginalized communities, as NSLAC staff have reported that approximately 80% of survivors seeking legal protection from an abuser have adjacent needs surrounding housing insecurity and homelessness. NSLAC is one of the only providers with expertise in both practice areas of Domestic Violence and Housing, allowing our team to best handle the critical needs of survivors seeking support.

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	1,500	36	5
October 1, 2021 – present (6 months)	673	16	0
October 1, 2020 – September 30, 2021	1,183	28	0

2021 Income Limits (Annual)*	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

CDBG funds will be used to provide 33 to 40 low-income residents of Arlington Heights with free legal services to address their housing, domestic violence, and immigration legal needs. NSLAC will hold one additional outreach activity, totaling to six per year, as well as continue to strengthen our partnerships with local social service organizations that offer supportive housing services of residents of Arlington Heights.

Based on current trend regarding demand for services, NSLAC anticipates its Practices will meet or exceed the number of cases supported by this grant. In addition to its relationships with aligning agencies, NSLAC will collaborate with local groups to host informational sessions, to further increase its visibility in the community, and build relationships with constituents in need of support. NSLAC measures output by the number of new, unique cases. Staff record all case information in Legal Server, our secure case management system. Legal Server allows us to track successful outcomes, such as a client obtaining an Order of Protection. This case management system ensures that all required data is logged with extensive detail such that NSLAC's Practice Directors can determine whether their respective practices are on track to meet monthly case load goals and, if not, what adjustments must be made to reach those goals. All staff meet weekly, and directors meet monthly to assess workflow and discern any necessary changes. Legal Server provides NSLAC with an efficient and effective method of tracking data while maintaining strict client confidentiality.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

With CDBG funds, NSLAC can serve 33 to 40 additional Arlington Heights residents per year. Residents served include clients receiving direct legal services and residents that have attended NSLAC outreach activities

4. 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, project, or service:

*Full-time: 4

Part-time: 0

**Volunteers: TBD

*At least one staff member will host outreach events and at least one legal staff member from each Practice will advise clients from this project.

**Pro bono attorneys are assigned to cases 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, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Greg Davenport, Director of Development, gdavenport@nslegalaid.org, 224-601-8534

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

Greg Davenport was hired in March 2022 and has more than a decade of experience in non-profit management.

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State “not applicable” if there are no client fees.

N/A

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

2. Describe how client fees are used. State “not applicable” if there are no client fees.

N/A

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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	\$ 578,407	\$ 8,676
State/Local Funds	\$ 1,009,230	\$ 15,138
Private Funds	\$ 220,750	\$ 3,312
Program Income (client fees)	\$ 0	\$ 0
Other Funding	\$ 622,852	\$ 9,343
Please specify: Donations, Events, Miscellaneous *As this funding request is targeted towards providing housing legal services for low-income renters in Arlington Heights, the portion of NSLAC's revenue designated for Arlington Heights residents is estimated based on anticipated number of clients served by the Housing Practice in relation to the operational budget. As it relates to NSLAC's ongoing service provision, the cost of providing direct services to Arlington Heights residents is 1.5% of the annual budget.		

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 for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 2,423,130	\$ 2,423,130	\$ 3,500
Program Year 2021	\$ 1,531,935	\$ 1,531,935	\$ 0
Program Year 2020	\$ 950,322	\$ 950,322	\$ 0

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

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

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☐ **Creating a Suitable Living Environment**

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

☐ **Providing Decent Housing**

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

☐ **Creating Economic Opportunities**

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

2. Project Outcomes

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

☐ **Availability/Accessibility**

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

☐ **Affordability**

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

☐ **Sustainability**

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

H. Other Information

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

The mission of the North Suburban Legal Aid Clinic is to provide equitable, accessible, and quality free legal services in the areas of immigration, domestic violence, and housing to give those in need of access to justice the opportunity to live productive and secure lives.

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

All Applications:

- ☐ Copy of your organization's submitted 2022 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, if available
- ☐ Current agency budget
- ☐ Most recent audit (one hard copy)*
- ☐ Proof of non-profit determination
- ☐ Organizational chart

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

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

- ☐ Cost and Design Assistance Estimates

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

Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs.

At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

4. Connections to Care

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Connections to Care

Project Location: Northwest Suburbs- concentrated in Arlington Heights

CDBG Funding Request: \$ 4,500.00

Applicant Contact Information

Organization Name: Connections to Care (formerly Escorted Transportation Svc NW)

DUNS (Dun and Bradstreet) Number: 80-681-4997

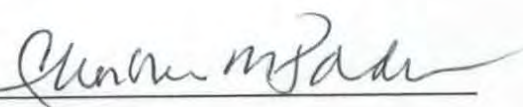
Unique Entity Identifier (UEI) Number: 20-5588794

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Char Padovani

Title: Executive Director

Signature agency staff authorized to submit this application: 

Printed name: Char Padovani

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

Mailing Address 1: 1801 W. Central Road

Mailing Address 2: _____

City: Arlington Heights State: IL Zip: 60005

Telephone Number: 847-222-9331

Email Address: charp@connectiontocare.org

Organization website: connectionstocare.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 particular program or project 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.

Connections to Care (formerly Escorted Transportation Service NW) provides accompanied rides for the elderly and especially the frail elderly who can no longer drive to their medical and dental appointments. Connections to Care drivers are trained volunteers who pick passengers up at their home, wait for them during their appointment, and return them back home. If needed, they can also stop at a pharmacy on the way back from the appointment. Connections to Care volunteers treat their clients like family. Riders have the option of sitting in the front seat (during non-COVID) and Connections to Care drivers provide a supportive environment, a compassionate ear and sounding board as well as much needed social interaction. Since many passengers have hearing, vision, memory and/or mobility loss, they rely on our volunteers to help them navigate the often complex medical facilities and physician offices.

Our unique transportation service is offered in 14 NW Cook County municipalities which include 4 Townships and 5 medical centers. Unlike other transportation services for seniors, we cross township boundaries in taking passengers to their medical appointments. Over the past 16 years, we have provided more than 35,000 critical services rides, allowing our elderly to age in place while caring for their health.

While anyone 60 years old or older can apply for our service, our average passenger is 85, on a low fixed income, and can no longer drive or take public transportation. Many are also unable to rely on family members or friends to take them to their numerous appointments. This is an expanding population that is often marginalized and underserved. Prior to Covid-19, requests for rides grew at 5%-7% annually. We anticipate this growth rate will resume as Covid restrictions are being lifted.

Between 10/1/2020 and 09/30/2021 Connections to Care provided 72 Arlington Heights residents with 612 rides. This represents 45% of all Connections to Care passengers and 41% of all the rides.

2. Previous CDBG Funding

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

Yes, we have received CDBG funds from Arlington Heights and Mt. Prospect

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

- ☐ Yes
☒ No

If yes, please specify how funds will be used.

B. Service Area

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

Our service area includes 14 municipalities: Barrington, Inverness, Hoffman Estates, Schaumburg, Elk Grove Village, Palatine, Arlington Heights, Wheeling, Des Plaines, Buffalo Grove, Mount Prospect, Park Ridge, Prospect Heights and Rolling Meadows. 4 Townships: Wheeling, Elk Grove, Palatine and Schaumburg and 5 major medical centers: Northwest Community, St. Alexius, Alexian Brothers, Advocate Lutheran General and NorthShore Glenbrook.

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

- ☒ Yes
☐ No

3. Describe any additional criteria for the program for which funding is requested.

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

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

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

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	189	85	85
October 1, 2021 – present (6 months)	138	76	76
October 1, 2020 – September 30, 2021	159	72	72

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

All of the CDBG funds will go toward helping us serve current and new passengers. Our passengers are not charged a fee, rather they are asked for a \$7.50 donation for each one-way ride. This is an amount that is affordable to our fixed income passengers. However, our passenger donations only covered less than 25% of the actual cost per ride. CDBG funds will go toward covering the other 75%.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

Initially, the funding will go toward restoring our service level to our pre-pandemic demand for rides. Once rides have stabilized and start to grow, any remaining CDBG funding will go toward serving more Arlington Heights residents.

4. 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, project, or service:

Full-time:0

Part-time: 3

Volunteers: 123 :

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name Char Padovani

Title: Executive Director

Phone Number: 847-222-9331

Email Address: charp@connectionstocare.org

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

2 months

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

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

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

The donations that are received by passengers are applied to the direct program costs to run the program, which includes staff salaries, volunteer expenses and direct operating costs to run the program.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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	\$ 5,400	\$ 2430.00
State/Local Funds	\$ 32,000	\$ 14,400.00
Private Funds	\$ 34,750	\$ 15,637.50
Program Income (client fees)	\$18,883	\$ 8,497.35
Other Funding	\$ 42,800	\$19,260.00
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 for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 133,783	\$ 4,500	\$ 4,500
Program Year 2021	\$ 119,332	\$ 4,000	\$ 4,000
Program Year 2020	\$ 128,979	\$ 3,500	\$ 3,500

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 4,500.00
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Other costs	\$
Please specify other costs:	
Total CDBG Request	\$ 4,500.00

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ **Creating a Suitable Living Environment**

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

☐ **Providing Decent Housing**

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

☐ **Creating Economic Opportunities**

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

2. Project Outcomes

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

☒ **Availability/Accessibility**

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

☐ **Affordability**

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

☐ **Sustainability**

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

H. Other Information

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

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

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

All Applications:

X Copy of your organization's submitted 2022 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, if available

X Current agency budget

X Most recent audit (one hard copy)*

X Proof of non-profit determination

X Organizational chart

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

5. Children's Advocacy Center

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Child Abuse Services

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

CDBG Funding Request: \$5,000

Applicant Contact Information

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

DUNS (Dun and Bradstreet) Number: 60-453-6383

Unique Entity Identifier (UEI) Number: TAJSX46TVQW5

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Mark Parr

Title: Executive Director

Signature agency staff authorized to submit this application:



Printed name: Mark Parr

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

Mailing Address 1: 640 Illinois Boulevard,

Mailing Address 2: _____

City: Hoffman Estates State: Illinois

Zip: 60169

Telephone Number: (847) 885-0100

Email Address: info@cachelps.org

Organization website: www.cachelps.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

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

The CAC serves children ages 3 through 17 who are suspected victims of abuse, and their non-offending parents and family members. Services provided include coordination of the professionals involved in the multidisciplinary investigation of child abuse, expert child interviews, court preparation and advocacy, crisis intervention and on-going support for the child survivor and her/his family, trauma-informed individual and family therapy, support groups for survivors of abuse and for parents or caregivers, and linkages to specialized medical evaluations and other follow-up services. All services are provided free of charge and are offered in English or in Spanish. CDBG funds will support services provided for residents of Arlington Heights through the Center's Forensic and Advocacy Services Program or FAS (previously the Coordination, Advocacy and Sensitive Interviewing Program) and the Family Support Services Program (FSS). FAS Program services are available 24 hours a day, 365 days of the year, in order to respond to emergencies involving the safety of child victims of abuse.

The goals of the FAS Program are to identify child victims of abuse, minimize the trauma of the investigation and the court process, and assist the child and family in remaining safe from any further abuse. The goal of the FSS Program is to provide therapeutic intervention that helps the child survivor of abuse, and their family members, to heal from the trauma they have experienced. During FY2021, 53 children from Arlington Heights, and their non-offending family members, received services at the Children's Advocacy Center.

2. Previous CDBG Funding

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

Yes, the Children's Advocacy Center has received CDBG funding from Skokie, Arlington Heights, Hoffman Estates, Palatine, Schaumburg, and Mount Prospect.

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

- ☐ Yes
☒ No

If yes, please specify how funds will be used.

B. Service Area

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

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

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

- ☒ Yes
☐ No

3. Describe any additional criteria for the program for which funding is requested.

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

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

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

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	1,075	56	56
October 1, 2021 – present (6 months)	634	46	46
October 1, 2020 – September 30, 2021	1,023	51	51

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

The Children's Advocacy Center will address the needs of low/moderate-income residents of Arlington Heights providing immediate and on-going services for a "Presumed Benefit" population, namely, child victims of abuse and their non-offending family members. The Center responds to the immediate crisis of the child's disclosure of abuse by coordinating the investigation, providing expert child interviews, offering crisis intervention, linking the family with resources for specialized medical evaluations and other needed services, and assisting the family in developing a plan for the safety of the child. After the completion of the investigation, the CAC offers trauma-informed therapy services to help the child and her/his family heal from their abuse experience and provides advocacy with the criminal justice system while the matter is being prosecuted. Families may continue to receive services from the CAC for as long as necessary, and all services are provided for children and families free of charge.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

CDBG funding helps maintain the current level of services provided for children and families in Arlington Heights, however, any increase in funding will help support additional services, especially individual and family therapy sessions offered through the Family Support Services Program.

4. 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, project, or service:

Full-time: 13

Part-time: 1

Volunteers: 1

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name: Mark Parr

Title: Executive Director

Phone Number: (847) 885-0100 x226

Email Address: mparr@cachelps.org

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

Twenty-three (23) years.

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

Not applicable.

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

Not applicable.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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	\$612,639	\$31,918
Private Funds	\$199,830	\$10,411
Program Income (client fees)	\$	\$
Other Funding	\$25,000	\$1,303
Please specify: United Way		

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

(Select one)

- ☐ Yes
☒ No

F. Budgeted Expenses

1. Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$1,827,315	\$966,890	\$50,375
Program Year 2021	\$1,773,739	\$938,290	\$46,727
Program Year 2020	\$1,737,506	\$898,569	\$44,749

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

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

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

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

G. Performance Measurement Systems

1. Project Objectives

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

- ☒ **Creating a Suitable Living Environment**
This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.
- ☐ **Providing Decent Housing**
This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.
- ☐ **Creating Economic Opportunities**
This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

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

- ☒ **Availability/Accessibility**
This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.
- ☐ **Affordability**
This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.
- ☐ **Sustainability**
This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

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

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

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

All Applications:

- ☒ Copy of your organization's submitted 2022 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, if available
- ☒ Current agency budget
- ☒ Most recent audit (one hard copy)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

6. Life Span

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: General Operating Support for Victims of Domestic Violence

Project Location: Des Plaines

CDBG Funding Request: \$ \$5,000

Applicant Contact Information

Organization Name: Life Span

DUNS (Dun and Bradstreet) Number: 057400087

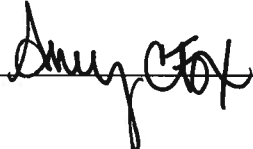
Unique Entity Identifier (UEI) Number: CBUNRCJVTHF4

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Amy Fox

Title: Executive Director

Signature agency staff authorized to submit this application: 

Printed name: Amy Fox

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

Mailing Address 1: 701 Lee Street

Mailing Address 2: Suite 700

City: Des Plaines

State: IL

Zip: 60016

Telephone Number: 847-824-0382

Email Address: life-span@life-span.org

Organization website: www.life-span.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

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

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

2. Previous CDBG Funding

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

Chicago, Schaumburg, Arlington Heights.

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

- ☐ Yes
☒ No

If yes, please specify how funds will be used.

B. Service Area

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

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

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

☒ Yes
☐ No

- 3. Describe any additional criteria for the program for which funding is requested.**

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

- 4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.**

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

C. Program Client Statistics

- Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	4000	100	50
October 1, 2021 – present (6 months)	2924	59	17
October 1, 2020 – September 30, 2021	3822	65	33

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

- How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

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

- If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

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

- 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, project, or service:

Full-time: 41
Part-time: 0
Volunteers: 18

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name Amy Fox

Title: Executive Director

Phone Number: 847-824-0382

Email Address: afox@life-span.org

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

24 years

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

Not Applicable

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

Not Applicable

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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	\$ 2,034,832	\$ 30,000
State/Local Funds	\$ 918,619	\$ 15,000
Private Funds	\$ 640,175	\$ 5,500
Program Income (client fees)	\$	\$
Other Funding	\$	\$ 1,515
Please specify: ARPA funds		

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 for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 3,664,626	\$ 2,984,196	\$ 52,015
Program Year 2021	\$ 3,490,697	\$ 2,897,278	\$ 50,500
Program Year 2020	\$ 3,261,154	\$ 2,650,987	\$ 47,432

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

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

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

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

G. Performance Measurement Systems

1. Project Objectives

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

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

- ☒ **Creating a Suitable Living Environment**
This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.
- ☐ **Providing Decent Housing**
This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.
- ☐ **Creating Economic Opportunities**
This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

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

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

- ☒ **Availability/Accessibility**
This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.
- ☐ **Affordability**
This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.
- ☐ **Sustainability**
This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

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

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

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

All Applications:

- ☒ Copy of your organization's submitted 2022 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, if available
- ☒ Current agency budget
- ☒ Most recent audit (one hard copy)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

7. Northwest Center Against Sexual Assault

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Sexual Violence Intervention Program

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

CDBG Funding Request: \$ 5,000

Applicant Contact Information

Organization Name: Northwest Center Against Sexual Assault (NWCASA)

DUNS (Dun and Bradstreet) Number: 933788663

Unique Entity Identifier (UEI) Number: V6LTMLHKWEQ8
(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Carrie Estrada

Title: Executive Director

Signature agency staff authorized to submit this application: Carrie Estrada

Printed name:

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

Mailing Address 1: 415 West Golf Road

Mailing Address 2: Suite 47

City: Arlington Heights

State: IL

Zip: 60005

Telephone Number: 847-806-6526

Email Address: cestrada@nwcasa.org

Organization website: www.nwcasa.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

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

Counseling is offered for individuals, families, and groups. All counseling is provided by specially trained master's level therapists who have expertise in working with sexual assault victims of all demographics. In addition to staff, NWCASA has 2 master level volunteer counselors to help alleviate the waiting list. NWCASA offers counseling in-person but has continued to also offer services virtually as determined by client needs.

Crisis Intervention is provided 24/7 through our hotline that is operated by volunteers and staff. All hotline Crisis Counselors receive 40 hours of sexual assault training prior to working on the hotline. All volunteers are supervised by our Volunteer Coordinator who has training and experience in crisis intervention and advocacy. In addition, volunteers receive quarterly in-service training. Currently, NWCASA has 35 hotline volunteers.

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

2. Previous CDBG Funding

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

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

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

☐

☒ No

If yes, please specify how funds will be used.

n/a

B. Service Area

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

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

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

☒

Yes

☐

3. Describe any additional criteria for the program for which funding is requested.

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

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

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

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	1000	28	28
October 1, 2021 – present (6 months)	586	17	17
October 1, 2020 – September 30, 2021	994	27	27

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

Funds will be used to address the need for free mental health resources in the community with specialized, high-quality, and innovative services.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

NWCASA is requesting an increase of \$1,500 from \$3,500 to \$5,000. An increase in funding will allow NWCASA to move closer to meeting the community's need for services and closing the current gap of cost vs. funding. This year, from October 1, 2021 – March 31, 2022, NWCASA provided services to 17 Arlington Heights residents totaling 160.25 direct service hours which equates to an actual agency cost of \$30,527.63

4. Would this program exist without CDBG funding?

(Select one)

- ☒ Yes
☐

D. Staff for Funded Program

1. Total number of staff employed by agency for this program, project, or service:

Full-time: 9

Part-time: 1

Volunteers: 37

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name: Rebecca Plascencia

Title: Deputy Director

Phone Number: 847-806-6526 x350

Email Address: rplascencia@nwcasa.org

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

10 years

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.
Not applicable.

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

Not applicable

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$ 708,978	\$ 20,560
State/Local Funds	\$ 193,601	\$ 5,614
Private Funds	\$ 15,538	\$ 450
Program Income (client fees)	\$	\$
Other Funding	\$ 13,575	\$ 0
Please specify:		

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

(Select one)

☐

Yes

☒

F. Budgeted Expenses

1. Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 1,250,000	\$940,000	\$ 5,000
Program Year 2021	\$ 1,310,724	\$ 931,692	\$ 3,500
Program Year 2020	\$ 1,316,092	\$ 1,040,702	\$ 2,500

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

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

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ **X** *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☒ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ **X** *Sustainability*

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

H. Other Information

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

To empower individuals impacted by sexual harm and engage communities to end sexual violence.

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

All Applications:

- ☐ Copy of your organization's submitted 2022 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, if available
- ☐ Current agency budget
- ☐ Most recent audit (one hard copy)*
- ☐ Proof of non-profit determination
- ☐ Organizational chart

Other information at the option of the applicant (please describe):

*With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

8. Resources for Community Living

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

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

Project Location: **Village of Arlington Heights**

CDBG Funding Request: \$ 5,000

Applicant Contact Information

Organization Name: **Resources for Community Living**

DUNS (Dun and Bradstreet) Number: **884297607**

Unique Entity Identifier (UEI) Number: **61E87**

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: **Frederick Stupen**

Title: **Executive Director**

Signature agency staff authorized to submit this application:



Printed name: **Frederick Stupen**

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

Mailing Address 1: **4300 Lincoln Ave., Suite K**

Mailing Address 2:

City, State, Zip: **Rolling Meadows, IL 60008**

Telephone Number: **847-701-1554**

Email Address: **info@rescoliv.org**

Organization website: **www.rescoliv.org**

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

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

2. Previous CDBG Funding

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

Yes, RCL has received CDBG funding in the past and is currently receiving funding. Municipalities include the Village of Mount Prospect and Schaumburg.

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

☐ Yes

☒ No

If yes, please specify how funds will be used.

B. Service Area

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

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

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

☒ Yes

☐ No

3. Describe any additional criteria for the program for which funding is requested.

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

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

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

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	100	6	6
October 1, 2021 – present (6 months)	108	6	6
October 1, 2020 – September 30, 2021	178	5	5

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

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

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

We could serve more residents

4. Would this program exist without CDBG funding?
(Select one)

☐ Yes

☒ No

Optional Comments:

D. Staff for Funded Program

1. Total number of staff employed by agency for this program, project, or service:

- a. Full-time: 2
- b. Part-time: 1
- c. Volunteers: 20-30

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name Frederick Stupen

Title: Executive Director

Phone Number: 847-701-1555

Email Address: fstupen@rescoliv.org

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

Eight years

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

Not applicable

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

Not applicable

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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	\$30,170	\$5,000
Private Funds	\$90,000	\$
Program Income (client fees)	\$	\$
Other Funding	\$169,220	\$
Please specify: Annual Gala - \$70,000, Building income - \$64,220, Donations- \$35,000		

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

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$297,262	\$297,262	\$5,000
Program Year 2021	\$243,260	\$243,260	\$5,000
Program Year 2020	\$323,260	\$323,260	\$5,000

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$39,936
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Other costs	\$
Please specify other costs:	
Total CDBG Request	\$5,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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

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

☐ *Availability/Accessibility*

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

☒ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

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

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

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

All Applications:

- ☒ Copy of your organization's submitted 2022 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, if available
- ☒ Current agency budget
- ☐ Most recent audit (one hard copy)*
- ☒ Proof of non-profit determination, if applicable
- ☒ Organizational chart

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

9. Suburban Primary Health Care - Access to Care

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: **Access to Care**

Project Location: **Village of Arlington Heights**

CDBG Funding Request: \$ 7000

Applicant Contact Information

Organization Name: **Suburban Primary Health Care Council**

DUNS (Dun and Bradstreet) Number: **195775390**

Unique Entity Identifier (UEI) Number: **195773900000**

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: **Kimberly Mertz**

Title: **COO**

Signature agency staff authorized to submit this application:

Printed name:



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

Mailing Address 1: **2225 Enterprise**

Mailing Address 2: **Suite #2507**

City, State, Zip: **Westchester, IL 60514**

Telephone Number: **708.531.0680**

Email Address: **kimberlym@accesstocare** 

Organization website: **www.accesstocare.org**

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

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

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

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

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

2. Previous CDBG Funding

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

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

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

☐ Yes

☒ No

If yes, please specify how funds will be used.

B. Service Area

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

Access to Care serves residents in ALL municipalities of suburban Cook County and th



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

☒ Yes

☐ No

3. Describe any additional criteria for the program for which funding is requested.

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

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

No

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	4000	50	25
October 1, 2021 – present (6 months)	4820	57	13
October 1, 2020 – September 30, 2021	6371	91	17

2021 Income Limits (Annual)*

	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

A grant of \$7,000 would assist Access to Care in enrolling 26 residents of Arlington Heights in the Access to Care program for one year. They would be assigned to a primary care physician and would be allowed to see their assigned provider for an unlimited number of office visits on an as needed basis. Additionally, they may have an unlimited number of routine lab tests and x-rays for \$5 co-payments per specimen or x-ray. They are able to fill their prescriptions written by their Access to Care physician for a \$15-\$40 co-payment for prescription medications. Behavioral Health Services are also part of the Access to Care program and an extension of Primary health care. Up to eight counseling sessions are available through a Clinical Social Worker for a \$5 co-payment per session. Access to Care is also able to facilitate appointments for specialty care and testing within Cook County Health and Hospital referral program.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

The fundraising goal of Access to Care is to maintain continued support of current funding levels and increase levels by identifying new funding streams. Although the possibility of new funding opportunities are probable, under our current budget CDBG funds would be used to assist in maintaining current service levels.

4. Would this program exist without CDBG funding?

(Select one)

☒ Yes

☐ No

Optional Comments:

D. Staff for Funded Program

1. Total number of staff employed by agency for this program, project, or service:

- a. Full-time: 9
- b. Part-time: 1
- c. Volunteers: 28

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name Kimberly A Mertz

Title: COO

Phone Number: 708.531.0680

Email Address: KimberlyM@accesstocare.org

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

32 years

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

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

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

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

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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	\$120,000	\$1500
Private Funds	\$730,000	\$9125
Program Income (client fees)	\$	\$
Other Funding	\$2,030,000	\$25,375
Please specify: Individual donations, service contracts, investment results & reserves		

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

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$2,636,000	\$32,950	\$16,475
Program Year 2021	\$2,880,000	\$33,502	\$9,992
Program Year 2020	\$3,130,000	\$56,852	\$9,371

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

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

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☐ *Availability/Accessibility*

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

☒ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

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

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

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

All Applications:

- ☒ Copy of your organization's submitted 2022 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, if available
- ☒ Current agency budget
- ☒ Most recent audit (one hard copy)*
- ☒ Proof of non-profit determination, if applicable
- ☒ Organizational chart

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

10. WINGS Program, Inc.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service:

Project Location:

CDBG Funding Request: \$ 7,150

Applicant Contact Information

Organization Name: WINGS Program, Inc. (WINGS)

DUNS (Dun and Bradstreet) Number: 009294406

Unique Entity Identifier (UEI) Number: URWMBJDBGED3

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Rebecca Darr

Title: CEO and President

Signature agency staff authorized to submit this application:

Printed name: Luticia Fiorito

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: P.O. Box 95615

Mailing Address 2:

City, State, Zip: Palatine, IL 60095

Telephone Number: 847.519.7820

Email Address: lfiorito@wingsprogram.com

Organization website: www.wingsprogram.com

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

WINGS funding request is to support Arlington Heights residents at WINGS Safe House. WINGS Safe House operate a 24 Hours/7 Days per week Hotline, which allows WINGS to accept new clients at any point of the day. WINGS' Hotline is most often used to provide individuals information, shelter, counseling and safety planning. Once an individual expresses they are prepared to leave but need assistance WINGS is able to provide transportation to the Safe House. Victims and their families are greeted by WINGS staff, a House Advocate or Family Advocate, who process their intake and provide them immediate amenities, so they may settle in. Within 48 hours, clients are matched with a Family Advocate and Child Advocate, when applicable. Clients are then able to receive 90 - 120 nights of emergency shelter and supportive services while planning their future without violence. Supportive services include but are not limited to; food, clothing, toiletries, counseling, advocacy and education. Upon exiting WINGS Safe House and with the assistance of WINGS' Family Advocate (case manager) clients identify the best type of housing that meets their emotional, mental and financial needs. WINGS has a continuum of housing (Rapid Rehousing, Transitional (Shared and Independent) and Permanent Supportive) where clients may reside for 3 months - indefinite depending on the type of housing.

Additionally, upon exiting the Safe House clients may choose to receive a Lived Experience Mentor. In spring of 2021, WINGS piloted its Survivor Life Line (SLL) program. SLL is a voluntary program for both the Mentor and Mentee (client). Through the Mentor's Lived Experience with Domestic Violence, the client may receive additional support and resources at a level of participation they are comfortable with.

Clients goals and objectives are to minimally know more ways to plan for their safety, feel safer from abuse while in shelter, feel more hopeful about their future, better understanding of the effects of abuse on their life, better understanding of the effects of abuse on their children's lives, knowledge of how they can report violations of OOP, and an understanding of their legal rights as a DV victim. 

2. Previous CDBG Funding

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

Yes. WINGS receives CDBG funding from the Villages of Arlington Heights, Palatine, Schaumburg, Hoffman Estates, Skokie, Mount Prospect, Hanover Park and Niles.

WINGS also receives CDBG funding from Cook County. Each CDBG funding has supplemented each Village's residents at WINGS Suburban Safe House.

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

☐ Yes

☒ No

If yes, please specify how funds will be used.

B. Service Area

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

WINGS service areas are North - Northwest Cook County and the City of Chicago.

However, WINGS provides housing and supportive services to anyone fleeing domestic violence regardless of where they are fleeing. Clients seeking WINGS services are from across Illinois and the United States.

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

☒ Yes

☐ No

3. Describe any additional criteria for the program for which funding is requested.

The only criteria is for the potential client (and their family) to be fleeing domestic violence. WINGS does not discriminate against anyone fleeing domestic violence regardless of age, race, gender, ethnicity, LGBTQI+, disability, limited- to non-English speaking, their LMI or their family size.

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

No. WINGS is the only domestic violence agency in the North/Northwest suburbs. WINGS is the only domestic violence organization that offers a continuum of housing and is able to support a client from emergency shelter where they can stay up to 90 days to transitional housing where they can stay for up to 24 months or into permanent supportive housing if the client has a disability they can stay indefinitely. WINGS is able to accommodate families fleeing of domestic violence regardless of family size, unemployed or underemployed , male survivors or male children over the age of 12.

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	850	20	10
October 1, 2021 – present (6 months)	752	20	7
October 1, 2020 – September 30, 2021	851	20	8

2021 Income Limits (Annual)*	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

Initially, the goal is to provide emergency shelter so the resident may flee their domestic violence environment. Once emergency shelter is secured through WINGS Safe House, WINGS provides the client with a case manager who assists them on their trajectory of healing and recover. The client receives case management, counseling (adult, family, child/parenting, group) life skills, advocacy (housing, employment, education, legal resources and childcare), education about domestic violence (safety planning, positive coping skills, and access to the Victim Crime Compensation resources). Children receive the same level of case management through their own case manager (Child Advocate). Upon exiting WINGS Safe House, and with the assistance of their case manager the client will exit into WINGS Housing Program or similar, whichever best meets the client's emotional, financial and mental readiness. WINGS values its community partnerships and volunteers. Through each of these groups clients receive assistance in employment and training resources and coaching.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

Yes. Based on historical data WINGS anticipates serving 10 Arlington Heights residents.

4. Would this program exist without CDBG funding?

(Select one)

☒ Yes

☐ No

Optional Comments:

D. Staff for Funded Program

1. Total number of staff employed by agency for this program, project, or service:

- a. Full-time: 78
- b. Part-time: 21
- c. Volunteers: 1,789

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name Luticia Fiorito

Title: Government Relations Manager

Phone Number: 847.519.7820 Ext 232 and Remote Office 773.771-0115

Email Address: lfiorito@wingsprogram.com

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

2 years 8 months

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

Not Applicable.

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

Not Applicable.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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	\$71,370	\$713.70
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$257,793	\$2,577.93
State/Local Funds	\$280,718	\$2,807.18
Private Funds	\$859,750	\$8,597.50
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 for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$1,542,178	\$9,000	\$7,150
Program Year 2021 <i>10.1.21-3.31.22</i>	\$1,469,631	\$1,320	\$6,500
Program Year 2020	\$1,104,673	\$8,783.59	\$6,000

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Other costs <i>Direct Client Services Safe Home</i>	\$ 7,150
Please specify other costs:	
Total CDBG Request	\$7,150

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

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

G. Performance Measurement Systems

1. Project Objectives

Please select 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 select 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.

11. Little City Foundation - Day Services

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Little City Community Day Services

Project Location: 2360 Palmer Dr., Schaumburg

CDBG Funding Request: \$ 7,900

Applicant Contact Information

Organization Name: Little City Foundation

DUNS (Dun and Bradstreet) Number: 069962314

Unique Entity Identifier (UEI) Number: SBSDGBABTGA7

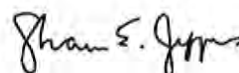
(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Shawn E. Jeffers

Title: Executive Director

Signature agency staff authorized to submit this application:



Printed name:

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

Mailing Address 1: 1760 W. Algonquin Road

Mailing Address 2:

City, State, Zip: Palatine, IL 60067

Telephone Number: 847-358-5510

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

Little City's respectfully requests \$7,900 for support of the Adult Day Services Program for people with intellectual and developmental disabilities offered at our Countryside Center facility at 2360 Palmer, Schaumburg. Twenty-nine Arlington Heights residents attend Countryside's program. The day program participants from Arlington Heights range in age from 20 to 78 years of age and receive services in a variety of classes and services, depending upon their age and needs: Autism Spectrum Engagement, Developmental Training, Employee Development and Supported Employment Services, Golden Opportunities, Horticulture, Life Skills and New Horizons. During normal operating times, participants are picked up at their homes and driven to Countryside Center by Little City's transportation services, which also provides the individuals with transportation home at the end of the day. These individuals attend Little City's day program on varied schedules, most often from 8:30 am to 2 pm on week days. Little City staff work with personnel from Independent Service Coordination agencies (see question B3), individual participants, and family members to develop personalized goals for each participant. These person-centered goals vary and may include activities of daily living, academic or employment-focused goals, or social-emotional goals, such as participating in community outings. Little City staff monitors and records individuals' progress toward their goals which are regularly re-assessed and adjusted.

2. Previous CDBG Funding

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

Little City has received CDBG funding from the Village of Arlington Heights for capital improvement projects and public service programs in the past. Little City has also received CDBG funds for a variety of projects from other municipalities, including: Cook, DuPage, and Lake Counties, the Village of Schaumburg, and the City of Waukegan. In addition to group home capital improvement projects, Little City has significant experience administering CDBG projects for non-group home facilities that are subject to prevailing wage and additional CDBG requirements.

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

☐ Yes

☒ No **X**

If yes, please specify how funds will be used.

No CDBG funds will be used for research and development.

B. Service Area

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

Little City serves individuals with intellectual and developmental disabilities primarily throughout Cook, DuPage, and Lake Counties in Illinois. Municipalities with 10 or more Little City participants include the following as of 3/31/2022.

Arlington Heights	Chicago	Elk Grove Village
Grayslake	Gurnee	Hanover Park
Hoffman Estates	Mundelein	North Chicago
Palatine	Rolling Meadows	Roselle
Schaumburg	Waukegan	

Little City also serves individuals in 92 other municipalities with less than 10 participants in each city or village.

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

☒ Yes

☐ No

3. Describe any additional criteria for the program for which funding is requested.

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

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

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

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	284	29	29
October 1, 2021 – present (6 months)	284	29	0*
October 1, 2020 – September 30, 2021	276	28	28

*Little City did not receive Arlington Heights CDBG funds for public service programs in the 2021-2022 program year.

2021 Income Limits (Annual)*	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

This project will meet use the CDBG funds by helping to provide a better quality of life for Arlington Heights residents with intellectual and developmental disabilities, allowing those who participate to make friends and social connections, have new experiences, and learn new skills and hobbies.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

At this time, we do not anticipate serving any additional residents as we are currently at daily maximum capacity under the pandemic restrictions set by the Department of Human Services, a limit of approximately 50% of our normal operating capacity. However, this funding will allow the programs to maintain the present level of exemplary service as well as serve additional participants when the pandemic restrictions are lifted. At that time, additional programs and services will be opened to serve an increased number of participants, including residents of the Village of Arlington Heights.

4. Would this program exist without CDBG funding?

(Select one)

☒ Yes

☐ No

Optional Comments:

D. Staff for Funded Program

1. Total number of staff employed by agency for this program, project, or service:

- a. Full-time: 38
- b. Part-time: 1
- c. Volunteers: 1

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name Julie Frankino

Title: Director of Foundation & Government Grants

Phone Number: (847) 221-7713 (office)/(630) 401-1508 (cell, preferred)

Email Address: grants@littlecity.org

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

Ms. Frankino has been with Little City for three years.

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

All adult day services at Countryside Center are provided at no cost to participants for those who qualify for state-funded services. Little City does accept private pay participants, but this is rare. At the time of this application, no individuals receiving services at Countryside Center are funded through private pay.

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

If fees are charged, any client fees would be used to support the operating costs of programs offered at Countryside Center.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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	\$2,157,614	\$220,320
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$139,185	\$14,213
Please specify: Includes misc. revenue, sales of goods & services, cost of goods sold.		

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 for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$3,091,112	\$315,642	\$315,642
Program Year 2021	\$1,821,389	\$184,779	\$0*
Program Year 2020	\$2,496,395	\$202,208	\$202,208

*Little City did not receive Arlington Heights CDBG funds for public service programs in the 2021-2022 program year.

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$7,900.00
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Other costs	\$
Please specify other costs:	
Total CDBG Request	\$7,900.00

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

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

G. Performance Measurement Systems

1. Project Objectives

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



Availability/Accessibility

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



Affordability

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



Sustainability

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

H. Other Information

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

To serve children and adults with intellectual and developmental disabilities by providing the best options and opportunities to live safely, learn continuously, explore creatively and work productively throughout their lifetime. 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 2022 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, if available
- ☒ Current agency budget
- ☒ Most recent audit (one hard copy)*
- ☒ Proof of non-profit determination, if applicable
- ☒ Organizational chart

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

12. Journeys|The Road Home

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Homeless Services

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

CDBG Funding Request: \$10,000

Applicant Contact Information

Organization Name: JOURNEYS | The Road Home

DUNS (Dun and Bradstreet) Number: 03-610-0993

Unique Entity Identifier (UEI) Number: J1NVA5H3Q1W8

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Elizabeth Nabors

Title: Executive Director

Signature agency staff authorized to submit this application.

Printed name: Elizabeth Nabors



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

Mailing Address 1: 1140 E. Northwest Hwy.

Mailing Address 2: _____

City: Palatine State: IL

Zip: 60074

Telephone Number: (847) 963-9163

Email Address: s.ploger@journeystheroadhome.org

Organization website: www.journeystheroadhome.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

The Jerry O'Brien Homeless Day Center (the HOPE Center) operates year-round Monday-Friday from 8:30 A.M. to 4:00 P.M. The purpose of the HOPE Center is to provide wrap-around social services to the homeless and near-homeless individuals from 37 villages and cities in north and northwest suburban Cook County. The goal of the HOPE Center is to assist clients in obtaining and maintaining permanent housing, employment, and benefits. The HOPE Center operates in partnership with the agency's other programs, the PADS Emergency Shelter Program and the Pathways Housing Readiness Program.

Through the HOPE Center, clients have access to over 60 supportive services, including case management, food assistance (food pantry, daily meals, SNAP, etc.), transportation services, healthcare, and a variety of counseling services. Specifically, these include: mental health, substance abuse, benefits, housing, and vocational counseling. Additionally, all services are provided to clients free of cost. Clients can also access the agency's food pantry, clothing closet, shower facility, and laundry facility through the HOPE Center. JOURNEYS maintains a proactive client-centered philosophy.

On an individual level, each client is assigned a case manager who works with them on establishing and working toward short- and long-term goals. Clients ready to work meet with the vocational case manager to create a resume, search for opportunities, and maintain employment. In response to the needs of clients and the COVID-19 pandemic, the agency has expanded the vocational counseling program to include onsite job fairs where clients can meet with representatives of job agencies directly at the HOPE Center. Additionally, clients presenting with acute mental health needs meet with the mental health counselor.

2. Previous CDBG Funding

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

Yes, JOURNEYS has received CDBG funding before. The organization has received funds from Arlington Heights, Mount Prospect, Palatine, and Schaumburg.

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

☐ Yes
☒ No

If yes, please specify how funds will be used.

N/A

B. Service Area

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

JOURNEYS | The Road Home serves 37 communities in north and northwest suburban Cook County. This includes Arlington Heights, Barrington, Barrington Hills, Bartlett, Bensenville, Buffalo Grove, Deerfield, Deer Park, Des Plaines, East Dundee, Elk Grove Village, Glencoe, Glenview, Golf, Hanover Park, Hoffman Estates, Inverness, Kenilworth, Lincolnwood, Morton Grove, Mount Prospect, Niles, Northbrook, Northfield, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Roselle, Rosemont, Schaumburg, Skokie, South Barrington, Streamwood, Wheeling, Wilmette, and Winnetka.

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

- ☒ Yes
☐ No

3. Describe any additional criteria for the program for which funding is requested.

The two criteria required for receiving services is that an individual must be housing unstable and have their last place of residency for the last 30 days be within the agency's service area.

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

JOURNEYS is the sole agency in the area to providing year-round shelter, a housing program, and a comprehensive day center program on a comprehensive Continuum of Care. Since the PADS shelter sites closed in March 2020, the agency has been sheltering unhoused clients in local hotels through the Hotel Shelter Program; JOURNEYS was the first agency in the area to implement this type of program. Similarly, the agency is continuing the Mobile Meal Program to provide nearly 300 daily meals to clients in hotels. Finally, the Advanced Practice Nurse from Heartland Alliance Health provides free healthcare services for clients directly at the hotels, and the clinical staff provide case management services there as well.

In Winter 2021, 3 PADS shelter sites reopened on a limited capacity basis, and the agency expects to reopen the remaining traditional PADS locations in Fall 2022.

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	750	90	52
October 1, 2021 – present (6 months)	492	68	39
October 1, 2020 – September 30, 2021	686	84	42

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

CDBG funds will be used to provide diverse, comprehensive social services to homeless and near-homeless residents of Arlington Heights at no cost to them. JOURNEYS will continue to educate the larger community through outreach programs, speaking engagements, community events, and volunteer recruitment.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

CDBG funding will be allow JOURNEYS to continue serving current clients from Arlington Heights as well as additional residents from Arlington Heights experiencing a housing crisis.

4. 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, project, or service:**

Full-time: 15

Part-time: 4

Volunteers: 2,500+

- 2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):**

Name: Suzanne Ploger & Shaina Makani

Title: Director of Development (Suzanne); Database Specialist (Shaina)

Phone Number: (847) 963-9163 x 120 (Suzanne); (847) 963-9163 x 122 (Shaina)

Email Address: s.ploger@journeystheroadhome.org & s.makani@journeystheroadhome.org

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

Suzanne has been with the agency for 7 years. Shaina has been with the agency for 9 years.

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

Not applicable.

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

Not applicable.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$ 30,000	\$ 3,600
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$ 201,000	\$ 24,120
Private Funds	\$ 855,000	\$ 102,600
Program Income (client fees)	\$	\$
Other Funding	\$ 100,000	\$ 12,000
Please specify: Event income		

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

☐ Yes
☒ No

F. Budgeted Expenses

1. Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 1,086,300	\$ 549,413	\$ 10,000
Program Year 2021	\$ 1,081,300	\$ 554,575	\$ 5,000
Program Year 2020	\$ 1,123,980	\$ 684,511	\$ 4,500

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

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

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

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

G. Performance Measurement Systems

1. Project Objectives

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

- ☒ *Creating a Suitable Living Environment*
This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.
- ☐ *Providing Decent Housing*
This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.
- ☐ *Creating Economic Opportunities*
This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

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

- ☒ *Availability/Accessibility*
This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.
- ☐ *Affordability*
This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.
- ☐ *Sustainability*
This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

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

The mission of JOURNEYS | The Road Home is to individually assess and serve the homeless and near-homeless in 37 communities across north and northwest suburban Cook County while broadening community awareness and involvement with the homeless.

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

All Applications:

- ☒ Copy of your organization's submitted 2022 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, if available
- ☒ Current agency budget
- ☒ Most recent audit (one hard copy)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

13. Arlington Heights Park District - CAP

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service:

Project Location: Arlington Heights Park District

CDBG Funding Request: \$ 30,000

Applicant Contact Information

Organization Name: Children at Play (CAP), Arlington Heights Park District

DUNS (Dun and Bradstreet) Number: 068472794

Unique Entity Identifier (UEI) Number:

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Katie Waszak

Title: CAP and Day Camp Supervisor

Signature agency staff authorized to submit this application: *Katie Waszak*

Printed name: Katie Waszak

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

Mailing Address 1: 410 N Arlington Heights Rd

Mailing Address 2:

City: Arlington Heights State: Illinois

Zip: 60004

Telephone Number: 847-506-7871

Email Address: kwaszak@ahpd.org

Organization website: www.ahpd.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

2. Previous CDBG Funding

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

Yes, Arlington Heights.

Year	Amount	Purpose
2021	\$9,000	CAP Program
2020	\$9,100	CAP Program
2019	\$9,113	CAP Program
2018	\$5,250	CAP Program
2017	\$5,520	CAP Program
2016	\$9,550	CAP Program
2015	\$4,875	CAP Program
2014	\$4,980	CAP Program
2013	\$5,000	CAP Program
2012	\$5,000	CAP Program
2011	\$5,000	CAP Program
2010	\$5,000	CAP Program
2009	\$5,000	CAP Program
2008	\$1,700	CAP Program

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

- ☐ Yes
☒ X No

If yes, please specify how funds will be used.

B. Service Area

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

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

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

- ☒ X Yes
☐ No

3. Describe any additional criteria for the program for which funding is requested.

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

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

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

C. Program Client Statistics

- Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	1200	1150	25
October 1, 2021 – present (6 months)	1100	1050	20
October 1, 2020 – September 30, 2021	1160	1150	15

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

- How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

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

- If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

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

- Would this program exist without CDBG funding?
(Select one)

☒ X Yes
☐ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program, project, or service:

Full-time: 2

Part-time: 130

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, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

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

Connie Phillips, Registration Clerk- for submitting invoices/reporting

Phone Number: 847-506-7871 (Katie) & 847-506-7138 (Connie)

Email Address: kwaszak@ahpd.org & cphillips@ahpd.org

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

8 years (Katie)

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

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

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

Client fees help support the direct cost of the program.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$	\$
Private Funds	\$	\$
Program Income (client fees)	\$1,964,550	\$ 1,964,550
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 for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 1,665,435	\$1,358,590	\$ 0
Program Year 2021	\$ 1,253,130	\$ 951,400	\$ 0
Program Year 2020	\$ 1,481,089	\$ 1,160,920	\$ 0

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$927,880
Payroll for general administration of the CDBG grant**	\$115,904
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$ 69,674
Other costs	\$
Please specify other costs:	
Total CDBG Request	\$ 30,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☐ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☒ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☒ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

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

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

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

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

All Applications:

- ☐ Copy of your organization's submitted 2022 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☒ X Proposed agency budget for the next fiscal year, if available
- ☒ X Current agency budget
- ☒ X Most recent audit (one hard copy)*
- ☐ Proof of non-profit determination
- ☒ X Organizational chart

Other information at the option of the applicant (please describe):

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

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

Current agency budget, including proposed funding sources

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

Most recent audit (one hard copy only) *

https://www.ahpd.org/assets/1/6/21_Final_Audit_-_AHPD.pdf

Proof of non-profit determination

-Not Applicable

Organizational chart

-Attached

Other

- Current CAP budget summary report
- Attached

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

14. Northwest Compass

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Housing Counseling and Assistance

Project Location: 1300 W. Northwest Hwy., Mt. Prospect, IL 60056

CDBG Funding Request: \$ 30,000

Applicant Contact Information

Organization Name: Northwest Compass, Inc

DUNS (Dun and Bradstreet) Number: 792036956

Unique Entity Identifier (UEI) Number:

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Sonia Ivanov

Title: Executive Director



Signature agency staff authorized to submit this application:

Printed name: SONIA IVANOV

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

Mailing Address 1: 1300 W Northwest Hwy.

Mailing Address 2:

City, State, Zip: Mt. Prospect, IL 60056

Telephone Number: 847 392-2344

Email Address: sivanov@northwestcompass

Organization website: www.northwestcompass.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

Please see the attached 2 pages document

1. Project Description

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

Northwest Compass humbly is requesting financial assistance for programs and services under our Housing Program, which stabilize residents of the Village of Arlington Heights experiencing a housing crisis - from homelessness to housing instability. Northwest Compass offers programs in three major categories - Stabilization, Empowerment and Housing by providing crisis intervention, comprehensive solution focused case management, counseling and assistance to people experiencing housing instability or homelessness and connecting them to housing options, resources and various supportive services.

Our Housing Program provides services geared towards housing counseling, homelessness diversion and prevention, housing navigation, rapid re-housing and immediate short-term rent assistance to prevent individuals and families at risk of becoming homeless for the first time and/or to assist them to exit homelessness as quickly as possible. In addition, the program also facilitates Transitional Living, Permanent Supportive Housing Program and Youth Housing Demonstration Project components. The program also includes wrap around services and care coordination in order to provide the client with the needed additional assistance and support, so they can make better informed choices and build a foundation toward creating a stable and sustainable future.

Northwest Compass is the Lead Agency in the North and a Walk-In Center for anyone in the Suburban Cook County area including residents of the Village of Arlington Heights who are in need of housing or housing assistance. Our program is the only one that provides individual housing counseling, assistance and education for a clientele experiencing homelessness as a partner in the Coordinated Entry Initiative in the Cook County area and in the last year residents from AH requesting housing assistance were one of the top ten zip codes call list. NWC is working with families struggling to pay rent, living in their cars or doubling up, people seeking shelter in the forest preserve, at-risk youth who are couch-surfing, folks working full time or multiple jobs, but still unable to afford housing and we serve all of these individuals with respect, for all it takes is one major unexpected expense to put households out on the street.

Families are often not able to meet their housing financial obligation due to a

A. 1.

Application

Project Description Describe the particular program or project 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.

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Our Housing Program provides services geared towards housing counseling, homelessness diversion and prevention, housing navigation, rapid re-housing and immediate short-term rent assistance to prevent individuals and families at risk of becoming homeless for the first time and/or to assist them to exit homelessness as quickly as possible. In addition, the program also facilitates Transitional Living, Permanent Supportive Housing Program and Youth Housing Demonstration Project components. The program also includes wrap around services and care coordination in order to provide the client with the needed additional assistance and support, so they can make better informed choices and build a foundation toward creating a stable and sustainable future.

Northwest Compass is the Lead Agency in the North and a Walk-In Center for anyone in the Suburban Cook County area including residents of the Village of Arlington Heights who are in need of housing or housing assistance. Our program is the only one that provides individual housing counseling, assistance and education for a clientele experiencing homelessness as a partner in the Coordinated Entry Initiative in the Cook County area and in the last year residents from AH requesting housing assistance were one of the top ten zip codes call list.

NWC is working with families struggling to pay rent, living in their cars or doubling up, people seeking shelter in the forest preserve, at-risk youth who are couch-surfing, folks working full time or multiple jobs, but still unable to afford housing and we serve all of these individuals with respect, for all it takes is one major unexpected expense to put households out on the street.

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

The program aids families and individuals through:

- Crisis Intervention - Timely and comprehensive screening and assessment of the clients' current situation, access to internal and external on-going support and linkage to additional services striving to assist people going through crisis and connect them to programs and/or services that best meets their needs.
- Housing counseling and assistance - helping to stabilize a family's current housing situation, as well as provide individual counseling and assistance for a variety of circumstances to prevent homelessness and help them secure stable housing.
- Rapid Re-Housing -Rapid Re-Housing connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. The services include housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places

not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. The main goal is to make homelessness rare, brief and a one-time experience.

- Street Outreach - strives to prevent the exploitation of our population's most vulnerable by identifying unaccompanied youth and homeless in our service area and providing them with linkages to services that help them leave the streets.

Currently, Northwest Compass has 10 apartments that are part of the Permanent Supportive Housing ("PSH"), Transitional Housing (TH), Youth(YHDP) and Rapid Rehousing (RRH) - a program serving families and individuals who have experienced homelessness. The programs embrace the "housing first" approach that prioritizes providing housing to the most vulnerable and is guided by the belief that people need basic necessities like shelter and food before seeking a job, or improving budgeting skills. The benefit to these participants is that they can be confident that there is a web of support for them. A caseworker is available to listen, support and guide our participants as they face and move through life's challenges. Clients in the Housing Programs are assisted with solution focused case management on an as-needed basis, generally in intervals of one hour, that varies in duration depending on the household's needs. Those clients that qualify for financial assistance for rent or a mortgage payment may receive up to one month's assistance. Participants in housing programs receive ongoing case management on a bi-monthly basis.

Since the beginning of the pandemic, Northwest Compass piloted a program placing homeless individuals and families in a hotel by providing shelter, food and case management and connection to other housing options.

NWC is also working on addressing the homelessness of a specific subpopulation - youth 18 to 26 years of age. Our HYPE Program (Helping Youth on the Path to Empowerment) focuses on helping the invisible but growing population of youth experiencing homelessness and/or housing instability in our service area. To further enhance the work done with unaccompanied youth, starting with those who are in high school and upwards to 24 years of age, Northwest Compass started The Suburban Youth Networking Coalition (SYNC). This coalition exists to support and empower youth through a coordinated effort to increase access to services.

We continue to work closely with the Village of Arlington Heights School Districts as part of our ongoing efforts to reduce homelessness; by providing housing counseling, housing navigation and assistance to homeless families within their districts implementing House Bill 261 (allowing schools to use transportation funds towards housing cost).

Northwest Compass continues to work closely with the Arlington Heights staff and is receiving referrals and also referring clients to obtain services, as well as participating in various networking activities.

2. Previous CDBG Funding

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

Northwest Compass has received CDBG funds from City of Des Plaines, Villages of Arlington Heights, Palatine, Mt. Prospect, and Schaumburg.

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

☐ Yes

☒ No

If yes, please specify how funds will be used.

N/A

B. Service Area

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

NWC serves North and Northwest Suburbs in the Suburban Cook County Area.

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

☒ Yes

☐ No

- 3. Describe any additional criteria for the program for which funding is requested.**

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

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

Northwest Compass is the Lead Agency and the only Walk-In Center in the North - one of 4 (Four) Walk-Ins Center total in the Suburban Cook County area for Coordinated Entry - a HUD mandate initiative to coordinate housing and supportive services resources in the Suburban Cook area. As such, all social services organizations receiving HUD and State funding are required to refer clients experiencing homelessness and housing crises to an agency as ours to coordinate housing options and provide access to housing programs. We also are the only agency that provides street outreach to people experiencing homelessness. Over 85% of the phone calls and in-person visits to Northwest Compass consist of requests for services associated with being able to have the resources necessary to stay in their home. As a direct result of recent events, the documented instances of stagnant/reduced/eliminated wages, higher rent burden and an increased number of families living in poverty in the suburbs, have created an increased demand stretching everyone's resources.

Northwest Compass has partnered with The Bridge Youth & Family Services and Harper College and works closely with Journeys the Road Home, Wings, The Harbor, Catholic Charities, Center of Concern, Faith Community Homes, and other providers in the Northern Suburbs of Cook County.

All of these agencies provide limited housing counseling and often restrict their service to those who are qualified to receive their services by criteria such as literally homeless, length of being homeless, gender, age, or other various limitations.

Northwest Compass has no restrictions.

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	2800	320	180
October 1, 2021 – present (6 months)	1336	394	164
October 1, 2020 – September 30, 2021	2372	449	0

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

CDBG funds will allow Northwest Compass to continue and expand our services and assistance to the residents of the Village of Arlington Heights who are experiencing housing instability and homelessness. It will also allow us to expand our already active network of service providers through which our services are regularly used. As a Walk-in center in the North region we receive a large number of clients that have been referred to us through a county wide system.

Northwest Compass actively participates in numerous fairs and events in the area to raise visibility of the services we provide and we work with the Village of Arlington Heights staff to serve clients timely and effectively

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

Northwest Compass will continue providing an array of services to the residents of the Village of Arlington Heights who are experiencing housing instability and crises. The additional CDBG funding will allow us to increase the amount of people served by approximately 20 to 30%.

4. Would this program exist without CDBG funding?

(Select one)

☒ Yes

☐ No

Optional Comments:

NWC will not have the capacity to assist most of the residents of AH requesting assistance.

D. Staff for Funded Program

1. Total number of staff employed by agency for this program, project, or service:

- a. Full-time: 8
- b. Part-time: 2
- c. Volunteers: 2

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name Anna Klimnowicz

Title: Housing Manager

Phone Number: 847 392-2344 x 402

Email Address: aklimkowicz@northwestcompass.org

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

10+ years

E. Fees and Funding Sources

1. Describe any fees* collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

N/A

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

N/A

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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	\$50,630	\$8,589
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$119,641	\$20,296
State/Local Funds	\$	\$
Private Funds	\$10,000	\$1,696
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 for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$2,346,996	\$123,526	\$30,000
Program Year 2021	\$1,547,096	\$81,426	\$4,500
Program Year 2020	\$1,119,205	\$58,905	\$0

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$25,500
Payroll for general administration of the CDBG grant**	\$4,500
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Other costs	\$
Please specify other costs:	
Total CDBG Request	\$30,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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



Availability/Accessibility

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



Affordability

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



Sustainability

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

H. Other Information

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

Northwest Compass enhance our community by providing emergency services, education and empowerment which foster personal responsibility for those who are vulnerable or in crisis. We will continue to be an effective provider to those in crisis in the Northwest suburbs through the delivery of comprehensive services that help people when they need it the most. We will continue to serve people in need by providing urgently needed services in the areas of housing navigation and support to people facing housing instability and homelessness, emergency food, youth and veterans assistance and more. This vision will be achieved through a consortium of integrated community partnerships.

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

All Applications:

- ☒ Copy of your organization's submitted 2022 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, if available
- ☒ Current agency budget
- ☒ Most recent audit (one hard copy)*
- ☒ Proof of non-profit determination, if applicable
- ☒ Organizational chart

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Princeton CILA Accessibility Rehabilitation Project

Project Location: [REDACTED] S. Princeton

CDBG Funding Request: \$22,685.00

Applicant Contact Information

Organization Name: Clearbrook

DUNS (Dun and Bradstreet) Number: 102180775

Unique Entity Identifier (UEI) Number: Y6FBTKA2DMM3

(A DUNS Number or UEI Number is required to receive federal funding)

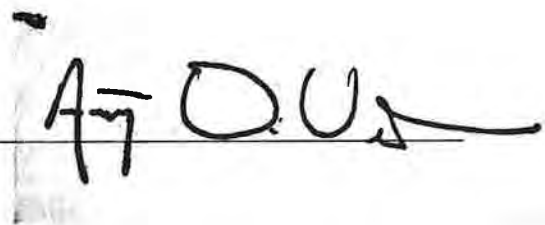
Head of the Organization (ex. Executive Director):

Name: Anthony Di Vittorio

Title: President/CEO

Signature agency staff authorized to submit this application:

Printed name: Anthony Di Vittorio, President and CEO



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 W. Central Road

Mailing Address 2: _____

City: Arlington Heights State: IL

Zip: 60005

Telephone Number: (847) 870-7711

Email Address: (847) 870-7741

Organization website: www.clearbrook.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

There are 6 males living at the Princeton CILA home. They are all considered seniors, Medicaid eligible, and are of low to moderate income. The staff at this CILA is comprised of 3 Full Time staff that provide 24 hour care to its residents. The Princeton CILA is licensed as a 24-hour care CILA home and has 6 beds. The three full time staff provide support to the residents by providing transportation so they can travel to grocery stores and parks, conduct bank transactions, go to the movies, restaurants, and sporting events. The staff also provides support and guidance with making decisions, and acquisition of daily life skills like cooking and cleaning. None of the residents use assistive mobility devices at this time, but one individual is deaf and mute and sometimes needs assistance in communicating needs to others. **Project:** To renovate the Princeton kitchen to update it with smart features and increase accessibility for residents.

The kitchen renovation at the Princeton CILA will provide a much needed update to functionality and safety of the area for its residents. Renovations include, but are not limited to: bringing all electrical outlets, circuits, and wiring up to code; updating all water lines, shutoff valves, and drains to accommodate a sink and dishwasher that better suit the needs of residents; installing new and updated countertops and cabinets that are easier to clean and safer for Princeton residents to use. This project also includes the purchase of all new appliances (as stated on the project estimate attached). Clearbrook is aware that CDBG funds cannot be used appliance purchase and Clearbrook will be purchasing these items with their own funds.

2. Previous CDBG Funding

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

Clearbrook has received CDBG funding from Lake, McHenry and Cook Counties, the Villages of Arlington Heights, Hoffman Estates, and Schaumburg. Clearbrook has also received HOME funding from McHenry County.

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

- ☐ Yes
☒ No

If yes, please specify how funds will be used.

None of the requested funds will be used for research and development.

B. Service Area

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

Clearbrook owns and operates over 60 facilities located in more than 160 communities (16 counties). Through the Metropolitan Chicagoland area. Included are: Addison, Arlington Heights, Bensenville, Berkeley, Buffalo Grove, Carpentersville, Chicago, Crystal Lake, Deerfield, Downers Grove, Elk Grove Village, Evanston, Gages Lake, Glenview, Gurnee, Hanover Park, Hoffman Estates, Lake Bluff, Mt. Prospect, Mettawa, Northbrook, Northfield, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Schaumburg (Home-Based individuals only), Skokie, Waukegan, Wheeling, and Wilmette.

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

- ☒ Yes
☐ No

3. Describe any additional criteria for the program for which funding is requested.

The program is specifically designed to provide services to individuals with Intellectual and Developmental Disabilities (I/DD).

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

Little City Foundation, an agency in the same area that provides the same service, operates two CILA homes in Arlington Heights and nearby communities. Additionally, Glenkirk, American Residential Care, Orchard Village, Shore Community Services, and Lambs Farm operate CILA and day programs in the same service area as Clearbrook. Of these, Clearbrook is the largest provider of CILA and day program services with the greatest presence in the area. It is evidenced by amount of active providers in the area that services are in high demand regardless of any duplication that may be present.

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	6	6	6
October 1, 2021 – present (6 months)	6	6	6
October 1, 2020 – September 30, 2021	6	6	6

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

Almost 100% of Clearbrook's residents are of Low-Moderate Income, over 40% are seniors and are experiencing physical changes and significant memory loss. Clearbrook is committed to ensuring that they can age in place and remain in their home as long as possible. People with Intellectual and Developmental Disabilities (I/DD) are among the nation's poorest citizens. For many, Social Security and Supplemental Security Income benefits doesn't cover a person's rent or other essential living expenses. In addition, Medicaid, the principal source of funding for services and supports for people with I/DD, typically does not allow funds to be used for rent or other community-based housing related costs. These factors pose major barriers to community living which makes it difficult for people to move from segregated facilities into the community and putting many people with I/DD at the risk of unnecessary institutionalization or homelessness.

Clearbrook is seeking funding to support rehabilitation and accessibility projects at one CILA home in Arlington Heights. The project will improve the quality of life for the residents of this home and provide an environment that is both supportive and accessible. Details of the project at the Princeton home is outlined in the attached cost estimate provided by Precision Homes, LLC. Photos of the existing features are also attached to this application.

3. **If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?**

The CDBG funds will be used to maintain the number of residents in the Princeton CILA home. Other programs serving the community are expected to grow in FY'23.

4. **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, project, or service:**

Full-time: 3

Part-time: 0

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, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):**

Name: Aly Halberstadt

Title: Grants Manager

Phone Number: (847) 385-5383

Email Address: ahalberstadt@clearbrook.org

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

Aly Halberstadt has been employed by Clearbrook as the Grants Manager since November 2021.

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

Not applicable to this project. Clearbrook receives reimbursement for services from the Illinois Department of Human Services. Although several residents of Princeton CILA are employed, their annual income remains in the low to moderate income range and all of the residents are Medicaid eligible.

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

Not applicable to this project. Clearbrook receives funding from the Illinois Department of Human Services to provide room, board, amenities, transportation, and trained staff to work in the homes.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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	\$ 347,280	\$ 347,280
Private Funds	\$ 0	\$ 0
Program Income (client fees)	\$78,446	\$ 78,446
Other Funding	\$ 0	\$ 0
Please specify:		

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

(Select one)

- ☒ Yes
☐ No

F. Budgeted Expenses

1. Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 424,515	\$ 424,515	\$ 424,515
Program Year 2021	\$ 379,258	\$ 379,258	\$ 379,258
Program Year 2020	\$ 324,997	\$ 324,997	\$ 324,997

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

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	\$ 22,685.00
Other administrative costs	\$ 0
Other costs	\$ 0
Please specify other costs:	
Total CDBG Request	\$ 22,685.00

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ **Creating a Suitable Living Environment**

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

☐ **Providing Decent Housing**

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

☐ **Creating Economic Opportunities**

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

2. Project Outcomes

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

☒ **Availability/Accessibility**

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

☐ **Affordability**

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

☐ **Sustainability**

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

H. Other Information

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

Clearbrook is home, a family, to over 8,000 children and adults impacted by intellectual and developmental disabilities. We support them, and their families, by providing support across the lifespan, helping them to live the fullest lives possible. Clearbrook provides personalized children, community day, employment, residential and clinical services at more than 60 locations in 160 communities throughout the Chicagoland area. We are the largest provider of home-based services in the state. We're proud of our deep expertise that spans six decades—allowing us to care for an array of unique needs. We're more than just a nonprofit, we are family, friends, a job, a way to give back, home. Together, we are Clearbrook.

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

All Applications:

- ☒ Copy of your organization's submitted 2022 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, if available (Please note, this agency document is not available yet, but will be send upon its completion)
- ☒ Current agency budget
- ☒ Most recent audit (one hard copy)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart

Other information at the option of the applicant (please describe):

-“Before” photos of construction/rehabilitation project

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.





Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: __Chestnut CILA Rehabilitation__

Project Location: _____ N. Chestnut, Arlington Heights _____

CDBG Funding Request: \$ __40,000__

Applicant Contact Information

Organization Name: __Glenkirk__

DUNS (Dun and Bradstreet) Number: __020035267__

Unique Entity Identifier (UEI) Number: __36-2345191__

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: __Kim Berenberg__

Title: __Chief Executive Officer__

Signature agency staff authorized to submit this application: _____

Printed name: Christeon Mayfield

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: __3504 Commercial Ave__

Mailing Address 2: _____

City: __Northbrook__ State: __IL__

Zip: __60062__

Telephone Number: __847-272-5111__ ext. 547 _____

Email Address: __cmayfield@glenkirk.org__

Organization website: __glenkirk.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 particular program or project 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.

Glenkirk operates three Community Integrated Living Arrangements (CILAs) in Arlington Heights that serve 19 individuals with intellectual disabilities. These homes 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 provide a family setting where residents choose their roommates and room décor, shop for groceries, and actively participate in leisure and community activities with the rest of their family.

Glenkirk seeks funding to renovate the outside of the Chestnut CILA home. The outdoor renovation will include: replacing the paved patio, gutters and downspouts, soffit and fascia, shingles, windows and three exterior doors, installing two new wheelchair ramps, and concrete walkways. These improvements will all be ADA compliant and dramatically increase the accessibility of the residence for our individuals.

At the Chestnut CILA, six unrelated individuals will receive complete and individualized residential care, personal support services, and day/vocational services. The six individuals at Chestnut will continue to live there until they either choose to live elsewhere or when they are no longer able to meet the mental health or physical criteria required to remain in a CILA.

Goals are set in three areas for each individual in a CILA: Life-Long Skills, Home Living Skills, and Community Living Skills. Life-Long Skills include keeping a schedule, socialization skills, the ability to tell time, and money skills. Home Living Skills include housekeeping, laundry, bathing and showering, cooking, eating, and dressing. Community Living Skills include the following: shopping, ordering and eating at a restaurant, paying for purchases, and staying safe in the community. Community safety comprises gaining awareness of stranger danger, crossing streets, and using Pace transportation. Each individual has at least one goal in each skill area indicated above. Program service professionals develop reasonable and realistic goals for each individual. The progress toward the goals in each of the three areas listed above is tracked closely and reevaluated monthly.

2. Previous CDBG Funding

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

Glenkirk has previously received CDBG money from Arlington Heights. The first project involved installing energy efficient windows in our Kingsbury CILA and Chestnut Activity Center in 2012. In 2015 and 2017, Glenkirk completed 2 CILA kitchen renovations with funds from Arlington Heights. We also have received CDBG money from Cook County in 2012 to rehab the HVAC system in our Northbrook office.

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

- ☐ Yes
☒ No

If yes, please specify how funds will be used.

B. Service Area

1. Describe your agency's service area, listing any municipalities served.
Glenkirk's service area is Northern Cook and Lake Counties.

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

- ☒ Yes
☐ No

3. Describe any additional criteria for the program for which funding is requested.

The target population is individuals with intellectual and developmental disabilities who have attained the age of 18 and who have substantial functional limitations in at least one of the following areas of major life activity: self-care; self-direction; capacity for independent living; and/or economic self-sufficiency. To be eligible for any of Glenkirk's residential services, individuals have to go through the State of Illinois's intake process that entails being added to the Prioritization of Urgency of Need for Services ("PUNS") database.

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

There are two other providers head-quartered in the Arlington Heights area, Clearbrook and Shelter, Inc. Additionally, Avenues to Independence, American Residential Care, Inc., Circle of Support, Little City, Lutheran Social Services, Saze Community Services, and Search, Inc. all provide CILA services in our area of service.

Although these agencies provide similar services, there is no duplication because individuals may only benefit from one residential service at a time. Also, over 10,000 people are currently waiting for residential services in Illinois.

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	230	19	18
October 1, 2021 – present (6 months)	200	19	18
October 1, 2020 – September 30, 2021	200	19	18

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

The goal of creating a suitable living environment will be met by renovating and adding accessibility features in the backyard. The energy-efficiency and security of the home will be improved by replacing the windows and doors. Concerning accessibility, the patio will be ADA compliant and will include universally accessible features as financially feasible.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

They will be used to maintain the current service level. The renovation of the home will not provide any additional residential space. It will only improve the living environment for the current capacity.

4. 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, project, or service:

Full-time: 9

Part-time: 4

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, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name Christeon Mayfield

Title: Director of Development

Phone Number: 773-326-8914

Email Address: cmayfield@glenkirk.org

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

7 months

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

Glenkirk does not charge fees for services. State money as well as federal entitlements such as SSDI, SSI, and RR pay for the services.

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

Not applicable.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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	\$ 58,476	\$ 59,746
State/Local Funds	\$ 408,289	\$ 408,289
Private Funds	\$ 0	\$ 0
Program Income (client fees)	\$0	\$ 0
Other Funding Please specify:		
Glenkirk Fundraising	\$ 29,281.29	\$ 29, 281.29
Arlington Heights CDBG	\$ 40,000	\$ 40,000

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

(Select one)



Yes



No

Federal money received are actually entitlements and include SSI, SSA, and RR (Railroad Retirement) payments. These payments belong to the individuals who receive them and must be used for that individual's benefit; Glenkirk is prohibited from using these funds for the benefits of the agency as a large.

F. Budgeted Expenses

1. Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 536,046.29	\$ 536,046.29	\$ 536,046.29
Program Year 2021	\$ n/a	\$ n/a	\$ n/a
Program Year 2020	\$ n/a	\$ n/a	\$ n/a

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

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	\$ 40,000
Other administrative costs	\$ 0
Other costs	\$ 0
Please specify other costs:	
Total CDBG Request	\$ 40,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☒ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

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

Glenkirk's mission is to provide quality, lifetime supports and services that empower individuals with intellectual disabilities to participate fully in all areas of community life. Glenkirk offers a variety of residential, day and employment programs, as well as respite, medical and behavioral services.

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

All Applications:

- ☒ Copy of your organization's submitted 2022 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, if available
- ☒ Current agency budget
- ☒ Most recent audit (one hard copy)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for proposal: Transitional Living Program

Project Location: --- East Valley Lane Arlington Heights, IL 60004

CDBG Funding Request: \$94,790

Applicant Contact Information

Organization Name: Shelter, Inc.

DUNS (Dun and Bradstreet) Number: 114535941

Unique Entity Identifier (UEI) Number: 23-7359567

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Carina H. Santa Maria

Title: Executive Director

Signature agency staff authorized to submit this application:



Printed name: _____

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: Arlington Heights

State: IL

Zip: 60004

Telephone Number: 847-255-8060

Email address: shelter@shelter-inc.org

Organization website: www.shelter-inc.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

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

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

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

In 1996, Shelter originally had a program entitled Older Adolescent Group Home for males that was transformed into the TLP in 2012. Shelter had been renting the residence located at 397 Golf Rd. in Arlington Heights. It had become necessary for the TLP to move as the owner placed the property for sale.

Shelter purchased the property for the TLP located at --- Valley Lane in Arlington Heights, and thanks to the Arlington Heights Board and community, the residents moved in on April 15, 2022.

We respectfully request funds for the following updates and enhancements to the property that will make the property safer for the residents and an overall benefit to the neighborhood.

- We were notified by the Arlington Heights Fire Department that we need to update to a sprinkler system in each room. A proposal for a new fire system is attached with an estimated cost of \$19,990.
- Electric repairs to bring the wiring up to code, install proper smoke detectors and install safety cameras are expected to cost \$10,500. Quote provided.

- Carpentry work is required to replace the floors and replace closet doors. Due to the specs of the closet doors, and the need for one of the closet doors in the staff office to lock, custom work is required. Estimated cost is \$21,450. Quote provided.
- Tuckpointing is required to update and repair the exterior of the home and replace a damaged beam above the garage door. Estimated cost is \$7,850. Quote provided.
- Landscaping work needs to be done to create a barrier between the property and the commercial area in the back yard area. Additional landscaping is required to repair the walkways surrounding the property and level the ground to prevent flooding, etc. A design is attached and is estimated to cost \$35,000.

All work would be completed within six months of grant approval. Members of the VAH staff are welcome and encouraged to make an appointment to tour the property, if needed.

2. Previous CDBG Funding

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

Yes. Shelter is grateful for the previous Arlington Heights CDBG funds. We have also received CDBG funds from Hanover Park and Schaumburg.

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

No

B. Service Area

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

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

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

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

Yes

- Describe any additional criteria for the program for which funding is requested.

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

- Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

No other agencies in the same service area provide the same service.

C. Program Client Statistics

- Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	12*	12*	12*
October 1, 2021 – present (6 months)	8	8	8
October 1, 2020 – September 30, 2021	8	8	8

*Pending approval of revised Special Use Permit by VAH Board of Trustees.

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

- How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

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

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

Funds will be used to maintain the current level of residents being served.

4. Would this program exist without CDBG funding?

YES

D. Staff for Funded Program

1. Total number of staff employed by agency for this program, project, or service

Full-time	4
Part-time:	6
Volunteers:	1

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name: Gina Ciulla
Title: Clinical Director
Phone number: 847-255-8060
Email address: gciulla@shelter-inc.org

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

27 years

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

Not applicable

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

Not applicable

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 program year and portions allocated for Arlington Heights residents:

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

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

No

4. Budgeted Expenses

1. Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 94,790	\$ 94,790	\$ 94,790
Program Year 2021	\$	\$	\$
Program Year 2020	\$	\$	\$

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

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	\$ 94,790
Other administrative costs	\$
Other costs	\$
Please specify other costs:	
Total CDBG Request	\$ 94,790

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

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

G. Performance Measurement Systems

1. Project Objectives

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

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



Creating a Suitable Living Environment

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



Providing Decent Housing

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



Creating Economic Opportunities

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

2. Project Outcomes

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

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

☒ **Availability/Accessibility**

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

☐ **Affordability**

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

☐ **Sustainability**

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

H. Other Information

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

Shelter's mission is to end the cycle of child abuse by providing a comprehensive network of support to children, their families, and our community to create safe, healthy, and nurturing homes.

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

All Applications:

- ☒ Copy of your organization's submitted 2022 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, if available
- ☒ Current agency budget
- ☒ Most recent audit (one hard copy)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart

Other information at the option of the applicant (please describe):

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

18. Full Circle Communities

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Arlington Heights PSH

Project Location: 1519-1625 S. Arlington Heights Road, Arlington Heights, IL 60005

CDBG Funding Request: \$ 100,000.00

Applicant Contact Information

Organization Name: Full Circle Communities, Inc.

DUNS (Dun and Bradstreet) Number: 079415084

Unique Entity Identifier (UEI) Number: _____

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Joshua Wilmoth

Title: President & CEO

Signature agency staff authorized to submit this application: _____

Printed name:



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

Mailing Address 1: 310 S. Peoria, Suite 500

Mailing Address 2:

City: Chicago State: IL

Zip: 60607

Telephone Number: (312) 530-9612

Email Address: jbartle@fccommunities.org

Organization website: fccommunities.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

Describe the particular program or project 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 project will be a new 25-unit permanent supportive housing development located at 1519-1625 S Arlington Heights Road in Arlington Heights. We are requesting CDBG funds to pay for the following CDBG-eligible costs: acquisition and site infrastructure improvement costs. The project will provide housing for individuals and families earning between 30% and 50% of the area median income (AMI), and target persons with a disability and other vulnerable populations. The project will include universally-designed units and several community amenity spaces, including a community room, library, and a computer lab. A property management office will be available on-site. As part of Full Circle's mission, we will provide on-site comprehensive supportive services. For this project, we will partner with Anixter Center, a social service agency that provides supports and services to adults with disabilities, people with behavioral health needs, and people who are Deaf, Deafblind, and hard of hearing. The project will help meet the Village's goal to increase housing accessibility and affordability.

2. Previous CDBG Funding

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

Yes, Full Circle received CDBG funds for the following projects:

- REC Center in Detroit, MI:
 - 43-unit permanent supportive housing
 - Received City of Detroit CDBG funds in 2020
- Goodlette Arms Apartments in Naples, FL:
 - 250-unit affordable senior development
 - Received Collier County CDBG funds in 2012
- Creekview Apartments in Richmond, IL:
 - 25-unit affordable senior housing
 - Received McHenry County CDBG funds in 2015

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

- ☐ Yes
☒ No

If yes, please specify how funds will be used.

B. Service Area

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

Full Circle currently owns more than 1,100 units of affordable housing in the following locations:

- Illinois – Carol Stream, Chicago, Elgin, McHenry, Richmond, Elgin, Lake Zurich
- Iowa – Boone, Dubuque, Marion
- Michigan – Battle Creek, Kalamazoo, Portage, Detroit

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

- ☒ Yes
☐ No

3. Describe any additional criteria for the program for which funding is requested.

Tenants will need to meet the unit income targets. All of the project's 25 units will be permanent supporting housing (PSH) units that target individuals and households that earn between 30% and 50% of AMI. Tenants will also need to pass credit, criminal, and background checks.

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

Other affordable housing developers that serve the Village of Arlington Heights and/or the Chicago northwest suburbs include:

- UPholdings – developer for 50-unit permanent supportive housing development PhilHaven in Wheeling; 18-unit permanent supportive housing development Heart's Place in Arlington Heights; and 39-unit permanent supportive housing development Myers Place in Mount Prospect
- Housing Opportunity Development Corporation (HODC) – developer for 44-unit permanent supportive housing development Spruce Village in Palatine

Service duplication is avoided because the current need for permanent supportive housing in the Village of Arlington Heights and the Chicago northwest suburbs exceeds the number of existing permanent supportive housing units in the area. According to the project's 2021 market study, there is a large demand for permanent supportive housing in the market area, and other operators of this type of housing report long waitlists.

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2022 – October 31, 2023* (estimated/proposed)	60+**	60+**	60+**
October 1, 2021 – present (6 months)	0	0	0
October 1, 2020 – September 30, 2021	0	0	0

* The project is anticipated to complete construction in October 2023, with full initial occupancy occurring by March 2024.

** Number assumes two people per bedroom as the minimum number of persons served. In reality, the number will be higher as initial tenants move out and new tenants move in throughout the full life of the project.

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

CDBG funds would serve as critical gap financing and allow the project to be financially feasible. In doing so, CDBG funds would allow us to build and operate a new housing development that offers affordable rents to tenants. CDBG funds would leverage other sources of funds, including \$8.5 million in PSH funds from the Illinois Housing Development Authority (IHDA), a \$1.5 million permanent IFF loan, a \$1 million Cook County HOME grant, a \$150,000 grant through the Illinois Rebuild Illinois Capital Program, and an approximately \$68,600 ComEd Energy Efficiency Program grant.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

CDBG funds would be used to serve new tenants in Arlington Heights.

4. 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, project, or service:

Full-time: 2*

Part-time: 0

Volunteers: 0

* Includes a property manager and maintenance person

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name: Jordan Bartle

Title: Senior Project Manager

Phone Number: (312) 530-9612

Email Address: jbartle@fccommunities.org

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

The staff member above has worked with Full Circle Communities for 6 years.

E. Fees and Funding Sources

1. Describe any fees* collected from clients for the program or service for which funding is requested. State “not applicable” if there are no client fees.

Full Circle will collect rent from the project’s tenants.

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

2. Describe how client fees are used. State “not applicable” if there are no client fees.

Rent is used for the long-term operations of the property.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 program year and portions allocated for Arlington Heights residents:

Source	Total Funds*	Amount Utilized for Arlington Heights Residents	Percent of Total Development Cost
Section 108 Loan Guarantee	\$0	\$0	0%
HOME Funds	\$0	\$0	0%
ESG Funds	\$0	\$0	0%
HOPWA Funds	\$0	\$0	0%
Appalachian Regional Commission	\$0	\$0	0%
Other Federal Funds	\$0	\$0	0%
State/Local Funds (IHDA PSH and Cook County HOME funds)	\$ 9,500,000	\$ 9,500,000	82%
Private Funds (IFF permanent loan)	\$ 1,500,000	\$ 1,500,000	13%
Program Income (client fees)	\$0	\$0	0%
Other Funding	\$ 552,184	\$ 552,184	5%
Please specify: ComEd Energy Efficiency Program grant (\$68,591); Illinois Rebuild Illinois Capital Program grant (\$150,000); Deferred Developer Fee (\$333,593)			

* The project is anticipated to close on financing and start construction in October 2022. The total development cost (TDC) is \$11,652,184.

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 for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022-2023*	N/A**	\$11,652,184***	\$ 100,000
Program Year 2021	\$ 0	\$ 0	\$ 0
Program Year 2020	\$ 0	\$ 0	\$ 0

* Closing for IHDA PSH funds is anticipated to occur in October 2022, and construction will commence at this time and last approximately 12 months.

** No agency budget is provided in this application, per instruction from Nora Boyer over email on 4/9/2021.

*** The total development cost (TDC) for the project is \$11,652,184.

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 0
Payroll for general administration of the CDBG grant**	\$ 0
Rent**	\$ 0
Utilities**	\$ 0
Construction/Rehabilitation	\$ 100,000.00
Other administrative costs	\$ 0
Other costs	\$ 0
Please specify other costs:	
Total CDBG Request	\$ 100,000.00

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

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

G. Performance Measurement Systems

1. Project Objectives

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

- ☐ *Creating a Suitable Living Environment*
This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.
- ☒ *Providing Decent Housing*
This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.
- ☐ *Creating Economic Opportunities*
This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

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

- ☐ *Availability/Accessibility*
This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.
- ☒ *Affordability*
This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.
- ☐ *Sustainability*
This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

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

To expand access to quality affordable housing through preservation and development, thoughtful design, and the provision of significant and targeted supportive services to our residents and the surrounding communities

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

All Applications:

- ☒ Copy of your organization's submitted 2022 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, if available [1]
- ☐ Current agency budget [1]
- ☒ Most recent audit (one hard copy)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

[1] No agency budget is provided in this application, per instruction from Nora Boyer over email on 4/9/2021.

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule by month*.
Please note that Village staff may 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.

Applicant may attach any additional information at their option.

19. VAH Single-Family Rehabilitation Loan Program

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Single Family Rehabilitation Loan Program

Project Location: Village of Arlington Heights

CDBG Funding Request: \$100,000

Applicant Contact Information

Organization Name: Village of Arlington Heights Department of Planning and Community Development

DUNS (Dun and Bradstreet) Number: 072318629

Unique Entity Identifier (UEI) Number: SA2FJCC7CXS2

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Charles Witherington-Perkins

Title: Director

Signature agency staff authorized to submit this application: *Nora Boyer*

Printed name: Nora Boyer

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

Mailing Address 1: 33 S. Arlington Heights Rd.

Mailing Address 2: _____

City: Arlington Heights State: IL

Zip: 60005

Telephone Number: 847-368-5200

Email Address: nboyer@vah.com

Organization website: www.vah.com

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

Program Description

Community Development Block Grant (CDBG) funding is requested for the Village's Single-Family Rehabilitation Loan Program. Through this program, extremely-low, low- and moderate-income home owners receive 0% interest loans for basic home improvements.

The Village has offered the Single-Family Rehabilitation Loan Program since 1978 with funding from the Village's annual CDBG allocation. To date 558 loans have been made totaling \$5,112,471. Of the total, \$3,186,819 has been repaid. Repaid funds are circulated back into the Village's CDBG program.

This program is overseen by the Village's Housing Commission. At its meeting of April 20, 2022, the Housing Commission passed a motion recommending that the Single-Family Rehab Program be funded for the 2022-2023 program year at \$100,000; that the Group Home and Transitional Housing Program be funded at \$100,000; and that barring other requests that the estimated balance of \$200,000 be used to fund infrastructure projects.

Eligibility

In order to be eligible for the program, a household's anticipated adjusted gross annual income for the 12 months after the date of their application must be at or below 80% of the Joliet-Chicago-Naperville Area adjusted for the household size. The 80% of area median income limits are determined by the U.S. Department of Housing and Urban Development on an annual basis. The maximum incomes for eligibility are currently:

Household Size	80% of Area Median Income
1	\$52,200
2	\$59,650
3	\$67,100
4	\$74,500
5	\$80,550
6	\$86,500
7	\$92,450
8	\$98,450

Homes must be within the corporate limits of the Village of Arlington Heights and have been owned by the applicants for a minimum of 2 years prior to application to the program. The Village loan combined with other loans secured by the property may not exceed 85% of the property's value.

Eligible Repairs

Eligible repairs are those needed to bring properties up to minimum standards. Special attention is paid to mechanical, electrical, structural, and plumbing repairs. Basement water problems, sewer backup issues, and accessibility improvements are also eligible. HUD lead-based paint regulations are followed and lead-based paint remediation or abatement (as required) are eligible. Decorative remodeling, room additions, and paving repair and replacement (i.e., driveways and sidewalks) and fences are generally ineligible.

Terms of Financing

The amount of financial assistance is determined by the Village. The minimum loan amount is \$2,000 and the maximum loan amount is \$25,000 although this maximum amount may be exceeded if necessary to address lead-based paint hazards. Loans are secured by recorded estoppel agreements. The loans are at 0% interest and include the cost of construction plus a \$100 administrative fee. There are no monthly payments. The loans are repaid in-full when the owner ceases to be the full-time owner-occupant of the home which, most commonly, is when the home is sold.

2. Previous CDBG Funding

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

The Village of Arlington Heights is a HUD CDBG Entitlement Grantee. Since 1978, the Village has implemented various CDBG-funded programs either directly or through CDBG subrecipients. The Village has funded the Single Family-Rehab Program since 1978. The past few years' allocations have been:

2018-2019	\$75,000
2019-2020	\$50,000
2020-2021	\$39,310
2021-2022	\$60,465

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

- ☐ Yes
☒ No

If yes, please specify how funds will be used.

B. Service Area

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

The program is operated throughout the corporate limits of the Village of Arlington Heights, IL.

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

- ☒ Yes
☐ No

3. Describe any additional criteria for the program for which funding is requested.

The Village must comply with the federal requirements of the Community Development Block Grant (CDBG) program. The regulations are located at 24 CFR Part 570. Other program requirements may also be found in the program brochure and Single-Family Rehab Program Manual.

- Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

The Village's Single-Family Rehab Program has been offered since 1978. At times, some non-profit organizations in the area have offered programs for weatherization, accessibility improvements, or other categories of home improvements. However, these programs have not been as consistently available to Village residents as the Village's Single-Family Rehab Program. If Village staff is aware of active home improvement programs when residents apply to the Village, staff makes applicants aware of those programs so that the residents may choose to participate in the program that works best for them. Information on other programs in the area is provided on the Village's website.

C. Program Client Statistics

- Complete the following table for low- and moderate-income persons to be assisted under program, project or service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Households Served	Total Arlington Heights Households Served	Total Arlington Heights Households Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	2	2	2
October 1, 2021 – present (6 months)	2	2	2
October 1, 2020 – September 30, 2021	1	1	1

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

- How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

It is the Village's goal as stated in the intent and purpose of the Village's Housing Commission to "promote adequate housing for all the community's people, to create and/or maintain sound, viable neighborhoods, to meet the need for housing by increasing the number of housing units for low-and-moderate income families and individuals, and to expand housing opportunities for all members of the community" (Village Code, Chapter 6, Section 6 – 504).

This program addresses the Village's goal by providing an opportunity for low-and-moderate income homeowners to remain in and maintain their homes in safe and habitable condition. Maintenance of the homes also contributes to the health, appearance, and viability of the neighborhoods in which the improved homes are located.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

The funds will be used to serve more residents.

4. 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, project, or service:

Full-time: 2
Part-time: 0
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, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name: Nora Boyer

Title: Housing Planner

Phone Number: 847-368-5200

Email Address: nboyer@vah.com

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

27 years

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State “not applicable” if there are no client fees.

A \$100 administrative fee is charged to cover soft costs such as title searches and recording fees.

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

2. Describe how client fees are used. State “not applicable” if there are no client fees.

See above.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$	\$
Private Funds	\$	\$
Program Income (client fees)	\$	\$
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 for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 100,000	\$ 100,000	\$ 100,000
Program Year 2021	\$ 60,465	\$ 60,465	\$ 60,465
Program Year 2020	\$ 14,579*	\$ 14,579*	\$ 14,579*

* Program participation was affected by COVID 19 with homeowners choosing not to have staff or contractors in their homes.

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$ 100,000
Other administrative costs	\$
Other costs	\$
Please specify other costs:	
Total CDBG Request	\$ 100,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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

- ☐ *Creating a Suitable Living Environment*
This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.
- ☒ *Providing Decent Housing*
This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.
- ☐ *Creating Economic Opportunities*
This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

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

- ☐ *Availability/Accessibility*
This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.
- ☒ *Affordability*
This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.
- ☐ *Sustainability*
This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

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

Arlington Heights is a Village and is governed by a Village Board that is elected at large on a non-partisan basis. The Village carries out the responsibilities of general government as provided in the Constitution and statutes of the State of Illinois.

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

All Applications:

- ☒ Copy of your organization's submitted 2022 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*) NA
- ☒ Proposed agency budget for the next fiscal year, if available Not available
- ☒ Current agency budget See <https://www.vah.com/common/pages/DisplayFile.aspx?itemId=18119906>
- ☒ Most recent audit (one hard copy)* See <https://www.vah.com/common/pages/DisplayFile.aspx?itemId=17819115>
- ☒ Proof of non-profit determination NA
- ☒ Organizational chart See <https://www.vah.com/cms/one.aspx?portalId=7230773&pageId=10232092>

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

20. Group Home Renovation Program

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Group Home Renovation Program

Project Location: Village of Arlington Heights

CDBG Funding Request: \$100,000

Applicant Contact Information

Organization Name: Village of Arlington Heights Department of Planning and Community Development

DUNS (Dun and Bradstreet) Number: 072318629

Unique Entity Identifier (UEI) Number: SA2FJCC7CXS2

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Charles Witherington-Perkins

Title: Director

Signature agency staff authorized to submit this application: *Nora Boyer*

Printed name: Nora Boyer

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

Mailing Address 1: 33 S. Arlington Heights Rd.

Mailing Address 2: _____

City: Arlington Heights State: IL

Zip: 60005

Telephone Number: 847-368-5200

Email Address: nboyer@vah.com

Organization website: www.vah.com

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

CDBG funding is requested to fund a Group Home and Transitional Housing Acquisition and Rehabilitation Grant Program. The Village has been regularly providing funding for renovations to group homes and transitional housing buildings 2014 and funded a few projects before that year. Allocated funds have been used to make improvements to group homes for adults with disabilities, other supportive housing, and transitional housing for individuals and families at risk of homelessness.

2. Previous CDBG Funding

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

The Village of Arlington Heights is a HUD CDBG Entitlement Grantee. Since 1978, the Village has implemented various CDBG-funded programs either directly or through CDBG subrecipients. The past few years' allocations for the Group Homes and Transitional Housing Acquisition and Rehabilitation Program have been:

2018-2019	\$72,037
2019-2020	\$90,860
2020-2021	\$25,000
2021-2022	\$115,000

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

- ☐ Yes
☒ No

If yes, please specify how funds will be used.

B. Service Area

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

The program is operated throughout the corporate limits of the Village of Arlington Heights, IL.

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

- ☒ Yes
☐ No

- Describe any additional criteria for the program for which funding is requested.

The Village must comply with the federal requirements of the Community Development Block Grant (CDBG) program. The regulations are located at 24 CFR Part 570.

- Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

The non-profit owners of the homes and housing units maintain their properties on an on-going basis. CDBG funds are used for the necessary, periodic replacements of components of the homes and housing units such as furnaces, roofs, paving, etc. and to make the homes more accessible for residents with disabilities. Renovation funds may from time to time be available from other funding sources, but these resources do not duplicate the improvements funded by the Village.

C. Program Client Statistics

- Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Households Served	Total Arlington Heights Households Served	Total Arlington Heights Households Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	3	3	3
October 1, 2021 – present (6 months)	3	3	3
October 1, 2020 – September 30, 2021	1	1	1

2021 Income Limits (Annual)*

	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

- How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

CDBG funds would be used to contribute to safe, affordable, healthy, accessible, and stable housing for the residents.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

The funds will be used to serve more residents.

4. 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, project, or service:

Full-time: 2
Part-time: 0
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, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name: Nora Boyer

Title: Housing Planner

Phone Number: 847-368-5200

Email Address: nboyer@vah.com

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

27 years

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State “not applicable” if there are no client fees.

None

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

2. Describe how client fees are used. State “not applicable” if there are no client fees.

NA

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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 CDBG	\$	\$
State/Local Funds	\$	\$
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

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

(Select one)

☒

Yes

☐

No

F. Budgeted Expenses

1. Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 100,000	\$ 100,000	\$ 100,000
Program Year 2021	\$ 115,000	\$ 115,000	\$ 115,000
Program Year 2020	\$ 25,000*	\$ 25,000*	\$ 25,000*

* This is a lower allocation that has been typical attributable to the Village using a greater amount of its CDBG funds for public services (social services) under a HUD waiver that permitted higher spending on public services (social services) during the COVID-19 pandemic.

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Other costs	\$
Please specify other costs: Possible matching funds from agencies	
Total CDBG Request	\$ 100,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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

- ☐ *Creating a Suitable Living Environment*
This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.
- ☒ *Providing Decent Housing*
This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.
- ☐ *Creating Economic Opportunities*
This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

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

- ☐ *Availability/Accessibility*
This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.
- ☒ *Affordability*
This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.
- ☐ *Sustainability*
This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

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

Arlington Heights is a Village and is governed by a Village Board that is elected at large on a non-partisan basis. The Village carries out the responsibilities of general government as provided in the Constitution and statutes of the State of Illinois.

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

All Applications:

- ☒ Copy of your organization's submitted 2022 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (This is a two-page document. Please do not submit the federal form.) NA
- ☒ Proposed agency budget for the next fiscal year, if available Not available
- ☒ Current agency budget See <https://www.vah.com/common/pages/DisplayFile.aspx?itemId=18119906>
- ☒ Most recent audit (one hard copy)* See <https://www.vah.com/common/pages/DisplayFile.aspx?itemId=17819115>
- ☒ Proof of non-profit determination NA
- ☒ Organizational chart See <https://www.vah.com/cms/one.aspx?portalId=7230773&pageId=10232092>

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

21. VAH Infrastructure

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Infrastructure Program

Project Location: Village of Arlington Heights

CDBG Funding Request: \$150,000

Applicant Contact Information

Organization Name: Village of Arlington Heights Department of Planning and Community Development

DUNS (Dun and Bradstreet) Number: 072318629

Unique Entity Identifier (UEI) Number: SA2FJCC7CXS2

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Charles Witherington-Perkins

Title: Director

Signature agency staff authorized to submit this application: *Nora Boyer*

Printed name: Nora Boyer

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

Mailing Address 1: 33 S. Arlington Heights Rd.

Mailing Address 2: _____

City: Arlington Heights State: IL

Zip: 60005

Telephone Number: 847-368-5200

Email Address: nboyer@vah.com

Organization website: www.vah.com

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

CDBG funds are requested for infrastructure improvements in HUD-designated low/moderate income areas or for accessibility improvements that may take place in other areas of the Village. The types of improvements would likely include street resurfacing, sidewalk replacement, and/or accessibility improvements on public property.

2. Previous CDBG Funding

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

The Village of Arlington Heights is a HUD CDBG Entitlement Grantee. Since 1978, the Village has implemented various CDBG-funded programs either directly or through CDBG subrecipients. The past few years' allocations for Infrastructure improvements, which have been in the form of street resurfacing, have been as follows:

2018-2019	\$150,000
2019-2020	\$192,800
2020-2021	\$150,000
2021-2022	\$150,000

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

- ☐ Yes
☒ No

If yes, please specify how funds will be used.

B. Service Area

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

The Village operates is CDBG program for the benefit of the residents living within the corporate limits of the Village of Arlington Heights, IL. Infrastructure improvements would take place within HUD-designated low/moderate income areas of the Village. Eligible accessibility improvements may take place at any public location in the Village.

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

- ☒ Yes
☐ No

3. Describe any additional criteria for the program for which funding is requested.

The Village must comply with the federal requirements of the Community Development Block Grant (CDBG) program. The regulations are located at 24 CFR Part 570.

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

No.

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Households Served	Total Arlington Heights Households Served	Total Arlington Heights Households Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	800	800	800
October 1, 2021 – present (6 months)	470	470	470
October 1, 2020 – September 30, 2021	1,020	1,020	1,020

* Households served is the total number of households in the Census Block Group where the infrastructure project was implemented.

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

CDBG funds would be used for infrastructure improvements for the benefit of residents living in HUD-designated Census areas and/or residents with disabilities.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

Additional Arlington Heights residents would benefit.

4. Would this program exist without CDBG funding?
(Select one)

☒ Yes
☐ No

The Village maintains its infrastructure on a on-going basis. This funding allows the Village to target projects in Census block groups identified by HUD as eligible for CDBG-funded improvements.

D. Staff for Funded Program

1. Total number of staff employed by agency for this program, project, or service:

Full-time: 4
Part-time: 0
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, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name: Nora Boyer
Title: Housing Planner
Phone Number: 847-368-5200
Email Address: nboyer@vah.com

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

27 years

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

Not applicable.

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

Not applicable.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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 CDBG	\$	\$
State/Local Funds Village funding usually from CIP	\$ 100,000*	\$ 100,000*
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

* CDBG-funded infrastructure projects are generally partially funded with CDBG funds and partially with other Village funds.

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 for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$ 150,000	\$ 150,000	\$ 150,000
Program Year 2021	\$ 150,000	\$ 150,000	\$ 150,000
Program Year 2020	\$ 150,000*	\$150,000*	\$ 150,000*

* This is a lower allocation that has been typical attributable to the Village using a greater amount of its CDBG funds for public services (social services) under a HUD waiver that permitted higher spending on public services (social services) during the COVID-19 pandemic.

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$ 150,000
Other administrative costs	\$
Other costs	\$
Please specify other costs:	
Total CDBG Request	\$ 150,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☒ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

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

Arlington Heights is a Village and is governed by a Village Board that is elected at large on a non-partisan basis. The Village carries out the responsibilities of general government as provided in the Constitution and statutes of the State of Illinois.

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

All Applications:

- ☒ Copy of your organization's submitted 2022 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (This is a two-page document. Please do not submit the federal form.) NA
- ☒ Proposed agency budget for the next fiscal year, if available Not available
- ☒ Current agency budget See <https://www.vah.com/common/pages/DisplayFile.aspx?itemId=18119906>
- ☒ Most recent audit (one hard copy)* See <https://www.vah.com/common/pages/DisplayFile.aspx?itemId=17819115>
- ☒ Proof of non-profit determination NA
- ☒ Organizational chart See <https://www.vah.com/cms/one.aspx?portalId=7230773&pageId=10232092>

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.

22. CDBG Administration

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: CDBG Administrative Costs

Project Location: Village of Arlington Heights

CDBG Funding Request: \$64,800

Applicant Contact Information

Organization Name: Village of Arlington Heights Department of Planning and Community Development

DUNS (Dun and Bradstreet) Number: 072318629

Unique Entity Identifier (UEI) Number: SA2FJCC7CXS2

(A DUNS Number or UEI Number is required to receive federal funding)

Head of the Organization (ex. Executive Director):

Name: Charles Witherington-Perkins

Title: Director

Signature agency staff authorized to submit this application: *Nora Boyer*

Printed name: Nora Boyer

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

Mailing Address 1: 33 S. Arlington Heights Rd.

Mailing Address 2: _____

City: Arlington Heights State: IL

Zip: 60005

Telephone Number: 847-368-5200

Email Address: nboyer@vah.com

Organization website: www.vah.com

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

CDBG funds are requested for administrative costs associated with operating the Village's CDBG program. This includes salary costs for planning and direct program administration. It also includes managing grants to subrecipient agencies. Other soft costs are included such as audit costs, publication of required public notices, etc.

2. Previous CDBG Funding

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

The Village of Arlington Heights is a HUD CDBG Entitlement Grantee. Since 1978, the Village has implemented various CDBG-funded programs either directly or through CDBG subrecipients. The past few years' allocations for Infrastructure improvements, which have been in the form of street resurfacing, have been as follows. Expenditures for administrative costs are subject to CDBG regulations concerning the spending cap on such costs.

2017-2018	\$65,000
2018-2019	\$65,000
2019-2020	\$63,000
2020-2021	\$65,000
2021-2022	\$66,800

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

- ☐ Yes
☒ No

If yes, please specify how funds will be used.

B. Service Area

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

The Village operates its CDBG program for the benefit of the residents living within the corporate limits of the Village of Arlington Heights, IL.

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

- ☒ Yes
☐ No

3. Describe any additional criteria for the program for which funding is requested.

The Village must comply with the federal requirements of the Community Development Block Grant (CDBG) program. The regulations are located at 24 CFR Part 570.

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

No.

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project or service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Households Served	Total Arlington Heights Households Served	Total Arlington Heights Households Served by Arlington Heights CDBG Funds
October 1, 2022 – September 30, 2023 (estimated/proposed)	Na	Na	Na
October 1, 2021 – present (6 months)	Na	Na	Na
October 1, 2020 – September 30, 2021	Na	Na	na

* HUD does not require reporting of the number of persons or households served for administrative cost expenditures

2021 Income Limits (Annual)*

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	\$52,200	\$59,650	\$67,100	\$74,550	\$80,550	\$86,500	\$92,450	\$98,450

*2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

CDBG funds are used for the benefit of low/moderate residents of the Village of Arlington Heights. Administrative costs are incurred to run the CDBG program and for the direct implementation of some programs.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

Additional Arlington Heights residents would benefit.

4. 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, project, or service:

Full-time: 2
Part-time: 0
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, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name: Nora Boyer
Title: Housing Planner
Phone Number: 847-368-5200
Email Address: nboyer@vah.com

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

27 years

E. Fees and Funding Sources

1. Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.

Not applicable.

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

2. Describe how client fees are used. State "not applicable" if there are no client fees.

Not applicable.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 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 CDBG	\$	\$
State/Local Funds	\$ See below*	\$ See below*
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

* Allocation CDBG funds are applied to the administrative soft costs (up to \$2,500) and the Village Housing Planner position with the difference between the CDBG funding and actual salary cost paid from the Village General Fund.

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 for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2022 (proposed)	\$64,800	\$64,800	\$64,800
Program Year 2021	\$66,800	\$66,800	\$66,800
Program Year 2020	\$65,000	\$65,000	\$65,000

* This is a lower allocation that has been typical attributable to the Village using a greater amount of its CDBG funds for public services (social services) under a HUD waiver that permitted higher spending on public services (social services) during the COVID-19 pandemic.

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$62,300
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Other costs	\$2,500
Please specify other costs:	
Total CDBG Request	\$ 64,800

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

** These costs are not always eligible. The Village must approve these costs and 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.)

NOT APPLICABLE TO CDBG ADMINISTRATIVE COSTS

☐ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☐ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

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

Arlington Heights is a Village and is governed by a Village Board that is elected at large on a non-partisan basis. The Village carries out the responsibilities of general government as provided in the Constitution and statutes of the State of Illinois.

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

All Applications:

- ☒ Copy of your organization's submitted 2022 or most recent Illinois Charitable Organization Annual Report Form AG990-IL (This is a two-page document. Please do not submit the federal form.) NA
- ☒ Proposed agency budget for the next fiscal year, if available Not available
- ☒ Current agency budget See <https://www.vah.com/common/pages/DisplayFile.aspx?itemId=18119906>
- ☒ Most recent audit (one hard copy)* See <https://www.vah.com/common/pages/DisplayFile.aspx?itemId=17819115>
- ☒ Proof of non-profit determination NA
- ☒ Organizational chart See <https://www.vah.com/cms/one.aspx?portalId=7230773&pageId=10232092>

Other information at the option of the applicant (please describe):

* With approval by the Village, this may be provided in an electronic format.

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule by month*.

Please note that Village staff may 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.

Applicant may attach any additional information at their option.