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 12, 2023
7:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

IV. NEW BUSINESS

A. Public Hearings:
Part I - Draft 2023 Annual Action Plan
Part II - Substantial and Other Amendments to 2019 Annual Action Plan

V. OTHER BUSINESS

VI. PUBLIC COMMENTS

VII. 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 Erin Mercado, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, emercado@vah.com or (847)368-5793.

Committee-of-the-Whole
6/12/2023

Item: Public Hearings - Part I - Draft 2023 Annual Action Plan. Part II - Substantial and Other Amendments to 2019 Annual Action Plan.

Department: Planning & Community Development

BACKGROUND

Federal Regulations require that the Village undergo a public participation process with respect to the development of its 2023 Annual Action Plan (program year October 1, 2023 – September 30, 2024) which includes the proposed Community Development Block Grant (CDBG) budget. This year, amendments are being proposed to the Village's 2019 Annual Action Plan. Certain of these amendments qualify as substantial amendments that also require the same public participation process.

The public participation process for the 2023 Annual Action Plan and proposed substantial amendments to its 2019 Annual Action Plan includes:

Public Hearing #1:
- June 12, 2023 (Committee of the Whole Meeting)

30-day public comment period:
- June 14, 2023 – July 15, 2023

Public Hearing #2:
- July 17, 2023 (Village Board Meeting)

The CDBG grant applicants will be present at the June 12, 2023 public hearing to answer any questions with regard to their applications.

Part I. PUBLIC HEARING
2023 DRAFT ANNUAL ACTION PLAN:

A public hearing is being held on the draft 2023 Annual Action Plan which 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, 2023 – September 30, 2024. The 2023 Annual Action Plan includes the Village's CDBG budget for the program year.

For the period covered by the 2023 Annual Action Plan, the Village received 20

CDBG grant requests totaling $616,610 of which an estimated $411,019 can be funded.

The total estimated 2023-2024 CDBG fund is the sum of the following sources:

Federal 2023 Entitlement Grant:	$299,419
Previous Year Carry-Over:	$ 61,600
Projected Program Income (estimate):	$ 50,000
TOTAL:	$411,019

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 2023 CDBG Entitlement Grant and the prior year's (2022-2023) program income: **$48,800.**

- **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: **$297,419.**

- **Low and Moderate Income Benefit** - A minimum of 70% of the total CDBG funds for 2022-2023 must benefit low and moderate income persons: **$287,713.**

A copy of the draft 2023 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.

PART II. PUBLIC HEARING
2019 ANNUAL ACTION PLAN AMENDMENTS

A public hearing is also being held on several amendments being proposed to the 2019 Annual Action Plan with respect to the Village's Community Development Block Grant – Covid (CDBG-CV) program
allocations and goals.

Under the Federal CARES Act, the Village received $164,062 in CDBG-CV1 funds and $383,560 in CDBG-CV3 funds for a total of $547,922. CDBG-CV2 funds were distributed to States. The Village's CDBG-CV allocations are contained within its 2019 Annual Action Plan. The original CDBG allocations are provided

in the attached table. The proposed amendments include both substantial and non-substantial amendments to those allocations.

Summary of 2019 Annual Action Plan Amendments:

Proposed Substantial Amendments:
1. Cancel the Northwest Housing Partnership (NWHP) CDBG-CV3-funded financial counseling activity at $14,000 due to lack of demand for the activity.

2. Reallocate the unexpended balance of $2,670 in CDBG-CV3 funds from the AHPD full-day child care program which was not used prior to the reopening of full-time, in-person school.

3. Reallocate the $56,600 in unexpended CDBG-CV3 funding in the Small Business Forgivable Loan Program to an approved public facilities project(s) with any balance remaining after completion of the public facilities project(s) to be used for public services.

Other Amendments:
1. Adjust program accomplishment goals under the CDBG-CV1 project to reflect actual accomplishments since 2020.

2. Amend various sections to include information about this amendment process and public comments received.

3. Note: A reallocation of $14,670 (rounded) in CDBG-CV1 funds is discussed below that does not require and amendment to the CDBG-CV1 project description because the project description already permits reallocations to other public services. This is funding remaining from a total of $164,062 that was allocated to the Health Department for rent/mortgage/utility assistance of which the Health Department has successfully used 90% and the Health Department has concurred with reallocating.

The pages of the 2019 Annual Action Plan with the proposed amendments shown is attached as **Exhibit D**.

Recommended CDBG-CV Reallocations:
The total in unexpended balances for public service activities is $31,340 and for the economic development small business forgivable loan program is $56,500. Based on staff research described in **Exhibit E**, it is recommended that the unexpended public service balance be reallocated (evenly) to Journeys|The Road Home and Norwest Compass ($15,670 each) and the unexpended amount for the Small Business Forgivable Loan Program ($56,500) be reallocated to the Clearbrook Supported Employment Program public facilities project.

Original Allocation Unexpended Balances

Public Services	
Health Dept. Rent/Mortgage/Utilities Assist.:	$14,670
NW Housing Partnership:	$14,000
Arlington Heights Park Dist. CAP-Plus:	$ 2,670

Total Current Public Services Unexpended Balance:	$31,340

Economic Development
_Small Business Forgivable Loan Program: $56,500

Proposed Reallocations

Public Services	
Journeys The Road Home	$15,670
Northwest Compass	$15,670
Total Public Services Reallocations:	$31,340

Public Facilities	
Clearbrook Center	
Supportive Employment Project	
1815 W Central Rd. Project Reallocation:	$56,500

NEXT STEP

After consideration of public comments received at the June 12, 2023 public hearing and pursuant to applicable regulations, the proposed 2023 Annual Action Plan and proposed amendments to the 2019 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
Table of CDBG-CV1 & CDBG-CV3 Original Allocations	Report
Exhibit A Summary of Grant Requests	Exhibits
Exhibit B Draft 2023.2024 Annual Action Plan	Exhibits
Exhibit C 2023/2024 CDBG Grant Requests	Exhibits
Exhibit D Draft 2019 AAP Amendments	Exhibits
Exhibit E Proposed Reallocation Plan for CDBG-CV Unexpended Balances	Exhibits

Village of Arlington Heights
2020 & 2021
CDBG-CV1 and CV3 Original Allocations

CDBG-CV1	**Activity**	**Allocation**	**Expended**	**Unexpended Balance**
Village of Arlington Heights Department of Health and Human Services	Rent Assistance, Mortgage Assistance, Utility Assistance, and Counseling Services tied to Covid Hardships	$164,062	$149,393	$14,670
CDBG-CV3				
Journeys|The Road Home	Homeless Nights of Stay in Hotels	$120,335	$120,335	$0
Northwest Compass	Housing Counseling and Cleaning Supplied tied to Covid19	$16,000	$16,000	$0
Suburban Primary Health Care	Subsidized Medical Care	$2,000	$2,000	$0
Arlington Hts. Park District CAP-Plus Program	Full-Day Children At Play Program during school closure period	$10,500	$7,830	$2,670
Clearbrook	Remote Medical Care for Vulnerable Arlington Heights Group Home Residents	$38,654	$38,654	$0
Clearbrook	Program Modifications and Services required at Arlington Heights Group Homes for At-Risk Residents Due to Lock Down Period	$18,463	$18,463	$0
Faith Community Homes	Rent Assistance and Counseling tied to Covid Hardships	$16,408	$16,408	$0
Children's Advocacy Center	Addition Child Abuse Services tied to Covid 19	$2,500	$2,500	$0
Northwest Housing Partnership	Financial Counseling tied to Covid19	$14,000	$0	$14,000
WINGS Program, Inc	Housing Assistance tied to Covid19	$3,000	$3,000	$0
Village of Arlington Heights Planning and Community Development Department	Administrative Costs	$12,000	$12,000	$0
Village of Arlington Heights – Planning & Community Development Department	Small Business Forgivable Loan Program	$130,000	$73,500	$56,500

			Approved Budget	Draft
	EXHIBIT A 2023-2024 CDBG BUDGET		**2022-2023 CDBG**	**2023-2024 CDBG**
			Revenue	**Revenue**
			$ 274,410	$ 299,419
			$ 110,905	$ 61,600
			$ 50,000	$ 50,000
			$ 435,315	$ 411,019
			2022-2023 CDBG	**2023-2024 CDBG**
	Public Services (2023-2024 optional 15% cap: $48,800)	**Program**	**Grant Allocations**	**Grant Requests**
	District 214 Education Foundation	no application 2023-24	$ 1,500	$ -
1	Family Forward	Housing and Mentoring Support	$ 3,000	$ 3,500
2	North Suburban Legal Aid Clinic	Comprehensive Civil Legal Aid	$ -	$ 3,500
3	Children's Advocacy Center	Safe from the Start	$ 3,500	$ 4,000
4	Connections to Care	Connections to Care	$ 4,000	$ 5,000
5	Life Span	Operating Support/Victims of Domestic Violence	$ 3,500	$ 5,000
6	Resources for Community Living	Affordable Housing Options and Support	$ 5,000	$ 5,000
7	WINGS	Emergency Shelter	$ 6,500	$ 7,000
8	Suburban Primary Health Care Council	Access to Care - Subsidized Medical Services	$ 6,000	$ 7,000
9	NW CASA - Sexual Assault Program	Sexual Violence Intervention Program	$ 3,500	$ 7,500
10	Journeys The Road Home	Homeless Services	$ 5,000	$ 10,000
11	Journeys The Road Home	Essential Furniture	$ -	$ 1,500
12	Northwest Compass	Housing Counseling and Assistance	$ 4,500	$ 30,000
13	Arlington Hts. Park District	Children At Play Program	$ 6,275	$ 30,000
			$ 52,275	$ 119,000
	Construction (2023-2024 available: $297,419)			
14	Clearbrook	Group Home Renovations (2)	$ 25,770	$ 31,560
15	Little City Foundation	Group Home Renovation	$ -	$ 35,975
16	Glenkirk	Group Home Renovations (2)	$ -	$ 47,035
	Shelter Inc.	Group Home Renovation	$ 38,340	$ -
17	VAH Group Home Rehab Program	Group Home Renovation Grant Program	$ 4,130	$ 68,240
18	VAH Single Family Rehab Loan Program (est. expenditures)	Single Family Rehabilitation Loan Program	$ 100,000	$ 100,000
19	VAH Public Infrastructure	Street Resurfacing or other infrastructure	$ 150,000	$ 150,000
			$ 318,240	$ 432,810
	Administration (2023-2024 cap: $64,800)			
20	CDBG Program Administration	Salary and soft costs of administration	$ 64,800	$ 64,800
			$ 64,800	$ 64,800

Exhibit B

Village of Arlington Heights, Illinois

Draft
2023/2024 Annual Action Plan

DRAFT: JUNE 12, 2023

Contact: Department of Planning & Community Development
33 S. Arlington Heights Road
Arlington Heights, IL 60005
(847) 368-5200
nboyer@vah.com

Executive Summary

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

1. Introduction

The 2023 Annual Action Plan includes the actions the Village of Arlington Heights will take during the October 1, 2023 – September 30, 2024 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 2023 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, homelessness, public services, public infrastructure, public facilities, and planning & administration. This Annual Action contains the Village's 1-year accomplishment objectives for projects and activities under each of these areas.

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 49 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 2023 program year is the fourth year of the Village's 2020-2024 Consolidated Plan. In the 2020, 2021, and 2022 years, the onset of the COVID-19 coronavirus caused the Village and its subrecipients to refocus some services and change how those services are provided. As the Village enters into the 2023 program year, the Village and its subrecipients have become more accustomed to their new practices or are returning to some pre-COVID-19 methods of service delivery. The Village's entitlement allocations of standard CDBG funds and special CDBG-CV (CDBG-Covid) funds have supported the Village and its subrecipients in providing services including services to prepare for, prevent, and respond to the coronavirus. The Village is on track to meet its project beneficiary goals for the 5-year Consolidated Plan.

Annually, HUD reviews the Village's performance in implementing its Consolidated Plan and the immediate past Annual Action Plan. The last such review was for the program year October 1, 2021 - September 30, 2022. The Village has no outstanding issues resulting from that HUD review or any prior HUD reviews; and in its Year-End Review Letter, HUD stated that the Village of Arlington Heights "has the continuing capacity to administer Consolidated-Plan-covered programs."

In March 2023, HUD conducted a remote monitoring evaluation of the Village's Grants Management System including its Overall Program Management, Financial Management, Public Service Management, and Public Facilities Management systems. This monitoring resulted in no findings and one comment from HUD. HUD complimented the Village on its processes and performance.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Citizen Participation process for the 2023 Annual Action Plan:

Public Hearing: June 12, 2023

30-day Public Comment Period: June 14, 2023 - July 15, 2023

Public Hearing: July 17, 2023

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.

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

NA

Consolidated Plan Public Contact Information

Nora Boyer, Housing Planner, 33 S. Arlington Heights Road, Arlington Heights, IL 60005 (847) 368-5214, nboyer@vah.com

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

1. Introduction

The Village released its CDBG grant applications on March 20, 2023 and announced the availability of the draft 2023 Annual Action Plan prior to the first of two public hearings held during the development of the 2023 Annual Action Plan. Two public hearings are scheduled between which there will be a 30-day public comment period on the draft 2023 Annual Action Plan. The draft Annual Action Plan will be made available on the Village website and upon request. The public hearings and public comment period will be publicized in the Daily Herald newspaper, on the Village's website, and notices will be sent to interested persons on the CDBG mailing 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 continues to enhance its coordination with housing providers through the implementation of its Inclusionary Housing Ordinance. In 2022, the Village also released a Request for Expressions of Interest with regard to its Affordable Housing Trust Fund. Various Departments of the Village work with housing provides, and public and private health, mental health, and service agencies. Coordination with these agencies has been particularly important during the COVID-19 pandemic and continues.

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 households and persons and households that are at-risk of homelessness. Village Department that are involved in this issue and with these agencies include Planning, Health and Human Services, Police, and Fire.

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?	2023 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?	Several Village Departments provided input on the 2023 Annual Action Plan. Two requests for CDBG funding were submitted by the Village's Housing Commission.
2	**Agency/Group/Organization**	Family Forward
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in the prior program year. This provided the Village the opportunity to be up to date on the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.
3	**Agency/Group/Organization**	North Suburban Legal Aid Clinic
	Agency/Group/Organization Type	Service - Legal Aid
	What section of the Plan was addressed by Consultation?	2023 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?	The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.
4	**Agency/Group/Organization**	Connections to Care
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in the prior program year. This provided the Village the opportunity to be up to date on the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.
5	**Agency/Group/Organization**	Children's Advocacy Center
	Agency/Group/Organization Type	Services-Children Services - Victims
	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in the prior program year. This provided the Village the opportunity to be up to date on the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.

6	**Agency/Group/Organization**	Life Span
	Agency/Group/Organization Type	Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in the prior program year. This provided the Village the opportunity to be up to date on the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.
7	**Agency/Group/Organization**	Northwest Center Against Sexual Assault
	Agency/Group/Organization Type	Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in the prior program year. This provided the Village the opportunity to be up to date on the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.
8	**Agency/Group/Organization**	Resources for Community Living
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in the prior program year. This provided the Village the opportunity to be up to date on the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.
9	**Agency/Group/Organization**	Suburban Primary Health Care Council
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in the prior program year. This provided the Village the opportunity to be up to date on the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.
10	**Agency/Group/Organization**	WINGS
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in the prior program year. This provided the Village the opportunity to be up to date on the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.
11	**Agency/Group/Organization**	JOURNEYS-THE ROAD HOME
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in the prior program year. This provided the Village the opportunity to be up to date on the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.
12	**Agency/Group/Organization**	ARLINGTON HEIGHTS PARK DISTRICT
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in the prior program year. This provided the Village the opportunity to be up to date on the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.

13	**Agency/Group/Organization**	Northwest Compass
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in the prior program year. This provided the Village the opportunity to be up to date on the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.
14	**Agency/Group/Organization**	LITTLE CITY FOUNDATION
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in recent prior program years. This provided the Village the opportunity to understand the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.
15	**Agency/Group/Organization**	Clearbrook
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities

	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in the prior program year. This provided the Village the opportunity to be up to date on the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.
16	**Agency/Group/Organization**	Glenkirk
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2023 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?	The agency was a subrecipient of the Village of Arlington Heights in a prior program year. This provided the Village the opportunity to understand the agency's operation, methods of service delivery, and capacity. The agency participated in the development of the 2023 Annual Action Plan through the submission of a CDBG grant application in which the agency described community needs and how the agency program would address that need.

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

No agency types were excluded from the citizen participation process.

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 Village reviewed the Alliance's most recent Strategic Plan. The goals and strategies of the Strategic Plan are consistent with the Village's Annual Action Plan.
Village Comprehensive Plan	Village of Arlington Heights	The Comprehensive Plan contains a housing section with goals that are consistent with the Consolidated Plan Strategic Plan.
Cook County Housing Authority Plan	Cook County Housing Authority	

Table 3 - Other local / regional / federal planning efforts

Narrative

NA

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

Public Hearing: June 12, 2023

Public Comment Period: June 14, 2023 - July 18, 2023

Public Hearing: July 19, 2023

All public hearings and the public comment period to be publicized in the Daily Herald newspaper, on the Village website, and through direct mail to persons and organizations on the CDBG Interested Persons Mailing List.

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	Public Hearing June 12, 2023	Non-targeted/broad community	To be completed	To be completed	To be completed	www.vah.com
2	Public Hearing July 17, 2023	Non-targeted/broad community	To be completed	To be completed	To be completed	www.vah.com
3	Newspaper Ad	Non-targeted/broad community	To be completed	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	Internet Outreach	Non-targeted/broad community	To be completed	To be completed	To be completed	www.vah.com

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 2023 CDBG entitlement funds allocated to the Village, CDBG carry over funds from prior years, program income in the 2022 program year, and anticipated program income in the 2023 program 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	299,419	69,500	42,100	411,019	300,000	The 2023 entitlement allocation is $299,419. Program income shown is $19,500 received in program year 2022 and $50,000 estimated to be received in program year 2023. $42,100 is the unexpended funds from prior years. The expected amount for the remainder of the Con Plan is $250,000 estimated for the program year 2023 grant and estimated $50,000 in program income.

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 are used by subrecipient agencies to leverage other 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

At this time, the Village has not identified any publicly owned land or property located within the jurisdiction that may be used for address the needs identified in the plan.

Discussion

The Village experienced and increase in its entitlement grant from program year 2022 ($274,410) to program year 2023 ($299,419). However, program income received to-date in program year 2022 ($19,500) is significantly lower than the program income received in program year 2022 ($9

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	Public Services	2020	2024	Non-Housing Community Development	No geographic areas are targeted	Public Service Needs	CDBG: $47,800 cap	Public service activities other than Low/Moderate Income Housing Benefit: 245 Persons Assisted
2	Public Facilities	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	No geographic areas are targeted	Other Special Housing/Non-Homeless Needs	CDBG: $TBD	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 2 Households Assisted
3	Infrastructure	2020	2024	Non-Housing Community Development	No geographic areas are targeted	Public Infrastructure	CDBG: $TBD	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
4	Homeowner Unit Preservation	2020	2024	Affordable Housing	No geographic areas are targeted	Affordable Housing	CDBG: $TBD	Homeowner Housing Rehabilitated: 2 Household Housing Unit
5	Planning and Administration	2020	2024	Planning and Administration	No geographic areas are targeted	Planning & Administration	CDBG: $64,800 cap	Other: 0 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Homeless Services	2020	2024	Homeless	No geographic areas are targeted	Homeless	CDBG: $TBD	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	Public Services
	Goal Description	
2	**Goal Name**	Public Facilities
	Goal Description	
3	**Goal Name**	Infrastructure
	Goal Description	
4	**Goal Name**	Homeowner Unit Preservation
	Goal Description	
5	**Goal Name**	Planning and Administration
	Goal Description	
6	**Goal Name**	Homeless Services
	Goal Description	

AP-35 Projects - 91.420, 91.220(d)

Introduction

#	Project Name

Table 7 – Project Information

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

TBD

AP-38 Project Summary

Project Summary Information

Projects to be identified.

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 be 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	0

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. Some funded agencies' service sites are located a short distance from the Village of Arlington Heights but are located in other municipalities. It would be inefficient for these agencies to maintain offices in every municipality in their service areas.

Discussion

The Village of Arlington Heights will not direct funds to target areas.

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 Ordinance which requires the inclusion of affordable units in most new multi-family housing developments. The Village will also continue its process for identifying how it will use the funds in its Affordable Housing Trust Fund.

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 expanded its public policies by adopted an Inclusionary Affordable 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 of Arlington Heights focuses directly on addressing barriers to affordable housing. The Village Board has nine strategic priorities for 2022/2023. Strategic Priority #9 is to: Seek and Maintain Attainable Housing while Continuing to Review Affordable Housing Strategies.

Arlington Heights is one of only 9 municipalities in Cook County (which contains 150 municipalities) to have an inclusionary housing ordinance. This ordinance has most recently resulted in the creation of 9 affordable units integrated into the Arlington Downs Residences of Payton Place

apartments; the Heart's Place 18-unit apartment building for persons with disabilities; and the Crescent Place 40-units, Low-Income Housing Tax Credit financed building for which construction will began 2022.

Fair Housing: The Village of Arlington Heights has included fair housing requirements in its Village Code. The Village's Housing Commission constitutes the Village's Fair Housing Review Board. This offers convenient and local response to resident's fair housing concerns.

One of the ways in which the Village supports fair housing is to expand housing opportunities. Through its inclusionary housing program, the Village mandates the inclusion of affordable housing units in Arlington Heights.

The Village seeks to expand home ownership opportunities by offering the ASSIST home buyer program.

In April 2023, in recognition of Fair Housing Month, the Village published educational information about fair housing and its importance through the Village's social media outlets. The Village worked with Open Communities (a non-profit fair housing agency) to publicize Open Communities' Fair Housing 101 online workshop.

In Program Year 2023, the Village plans work collaboratively on the regional Assessment to Fair Housing with Cook County as the lead entity. The Village will review the information posted on its website about fair housing and the process for making fair housing complaints by utilizing the Fair Housing Review Board process. Staff is available in the Department of Planning and Community Development and Department of Health and Human Services to respond to fair housing concerns and complaints on a case-by-case basis.

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

Introduction

Below are other 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.

Internet Broadband Access: The percentage of household with broadband internet access in the Village of Arlington Heights as reported in the Census American Community Survey 5-year estimate for 2015-2019 is 91.3% This is a higher percentage than the U.S. overall, Cook County, and the Chicago Region. Free internet access is available to residents without access or who have not subscribed for access. There are 7+ internet service providers offering services to Arlington Heights residents. The top 5 are Xfinity, AT&T, T Home Improvement, Verizon, and WOW. Therefore, there is sufficient internet service competition. The Village will make available information it has concerning financial assistance for low-income residents to avail themselves of internet access Affordable Connectivity Program | Federal Communications Commission (fcc.gov) and LowIncomeInternet.pdf (citizensutilityboard.org). The Village's Continuity of Services Plan provides priorities, contacts and steps for maintaining and restoring communication between Village departments including to public safety vehicles.

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 form 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(l)(1,2,4)

Introduction

See below.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(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

NA.

#1 Family Forward

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 northwest suburbs

CDBG Funding Request: $ 3,500

Applicant Contact Information

Organization Name: FamilyForward

Unique Entity Identifier (UEI) Number: 17-979-4157

Head of the Organization (ex. Executive Director)

Name: Erica Chianelli

Title: Executive Director

Signature agency staff authorized to submit this application:

Signature Date: 4.17.23

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

Zipcode: 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 live in our service area, 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 pays the rest. 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 giftcards for groceries and other household necessities.

We have short-term rental assistance available for 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 the need is still great. With rent increasing nationwide due to lack of supply and inflation, and food and gas price increases, the demand for our services continues to grow.

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.

For many of our clients, these volunteer mentors offer a support system that they previously did not have in their life. Mentors provide tough love, compassion, guidance and accountability. They are cheerleaders, and provide shoulders to cry on. And they do it all unconditionally, without judgement, meeting the clients where they are at.

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. They must improve their employability and begin earning enough income to achieve financial stability and independence. We believe that simply providing financial assistance is not a long-term answer for these families. 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. In addition to receiving CDBG funds from the Village Arlington Heights, we have also received CDBG funds from the Village of Palatine.

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.

Our service area includes the northwest suburbs: Palatine Township, Elk Grove Township, Schaumburg Township, Wheeling Township, the Village of Arlington Heights and the Village of Palatine.

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.

To be eligible for our 2 year program, families must live in our service area, be proficient in English, and:

a. Have at least one adult family member employed full time
b. Have children living in the home 22 years of age of 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, not 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. Our program focuses solely on *working* families with children in poverty and at risk of eviction and homelessness. Our agencies work together, and often refer to each other to best serve families in need. FamilyForward's weekly meetings for our clients with volunteer mentors makes our program 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, 2023 – September 30, 2024 (estimated/proposed)	100	23	23
October 1, 2022 – present (6 months)	80	16	16
October 1, 2021 – September 30, 2022	157	39	39

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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. They recruit, intake, interview, and process all potential families who may receive our services, for both our 2 year program and short-term emergency assistance clients. The funds will only be to support case management for families in Arlington Heights.

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 would not necessarily service more Arlington Heights residents if we receive CDBG funds, but would maintain our current service level.

4. 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: 1
Part-time: 2
Volunteers: 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: 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?

16 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, 2023 – September 30, 2024 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	$ 43,000	$ 8,350
Private Funds	$ 269,650	$ 63,560
Program Income (client fees)	$	$
Other Funding	$	$
Total	$ 312,650	$ 71,910
Please specify:		

4. Will your agency expend $750,000 or more in Federal funding in its current fiscal year?
(Select one)

☐ Yes
X No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(Select one)

☐ Yes
X 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 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$ 312,650	$ 71,910	$ 3,500
Program Year 2022	$ 288,000	$ 57,600	$ 3,000
Program Year 2021	$ 287,490	$ 71,415	$ 3,000

* 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*	$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 <u>not</u> 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.

X *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.)

X *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 2023 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)*
☐ Most recent A-133 audit if required
X Proof of non-profit determination
X Organizational chart
X List of member of Board of Directors, if applicable

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 Proposed Project or Service: **Comprehensive Civil Legal Aid**

Project Location: **info@nslegalaid.org**

CDBG Funding Request: $ 3,500

Applicant Contact Information

Organization Name**: North Suburban Legal Aid Clinic**

Unique Entity Identifier (UEI) Number: **EHBEG3FPJJA5**

Head of the Organization (ex. Executive Director)

Name: **Susan Shulman**

Title: **Executive Director**

Signature agency staff authorized to submit this application:

Signature Date: **5/10/2023**

Printed name: **Susan 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 Ave**

Mailing Address 2: **Suite 2A**

City: **Highland Park**

State: **IL**

Zipcode: **60035**

Telephone Number: **847-737-4042**

Email Address: **info@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.

The Comprehensive Civil Legal Aid program encompasses all of NSLAC's activities, which include civil legal services in the areas of domestic violence, housing, and immigration, as well as frequent guardianship and advanced directives clinics organized by our pro bono team. NSLAC has been active in Arlington Heights since 2017 and has so far helped 103 low-income residents receive legal services they would otherwise not have been able to afford. NSLAC served 30 Arlington Heights residents in 2022, and is on track to serve a similar number so far in 2023 (10 residents YTD). Below is a brief description of the practice areas and types of services that NSLAC offers.

Domestic Violence: The DV Practice focuses on cases involving personal safety for survivors and their children including Emergency and Plenary Orders of Protection, divorce, custody, and other family law matters. There are no income requirements for survivors of domestic violence, as they often do not have access to familial assets. the DV support team, which includes a licensed social worker, conducts education and outreach activities, builds community partnerships, and assists survivors in securing additional supportive resources.

Housing: The Housing Practice assists with landlord/tenant relations including evictions, lease disputes, lockouts, and wrongful retaliation. NSLAC's Housing clients are uniquely vulnerable - compared to other clients, they are on average 11 years older and 3x more likely to have a disability. Since landlords often have counsel in these cases, NSLAC aims to create a fair playing field where tenants can also receive representation, even if they could not afford it otherwise.

Immigration: The Immigration Practice provides family-based petitions, adjustments of status, Temporary Protected Status, U- and T-nonimmigrant status, VAWA petitions, and asylum cases, among others. Since NSLAC does not receive funds from the Legal Services Corporation, we are able to serve clients regardless of their immigration status. The team conducts outreach to the immigrant community through presentations and community events.

Pro Bono: NSLAC has a robust network of pro bono attorneys who assist clients in all three of our practices. We recently established a dedicated pro bono team which includes a full-time coordinator and case assistant to further our efforts to work with pro bono attorneys. Currently, NSLAC has 56 active pro bono volunteers, and the creation of the Pro Bono Team is expected to recruit more through community engagement and outreach. The volunteer attorneys come from local law firms and corporations alike.

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 funds from Cook County, Lake County, Mount Prospect, and 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 all of Lake County and the northern suburbs of Cook County. The Cook County northern suburbs for our purposes include all municipalities in the following townships: Barrington, Elk Grove, Evanston, Hanover, Maine, New Trier, Niles, Northfield, Palatine, 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.

For clients in the immigration and housing practices, their household income must be under 250% of the poverty level ($75,000/year for a family of 4). There are no income limits for survivors of domestic violence, as they may not have access to familial assets.

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 builds relationships and communication networks with many aligning non-profits, which reduces duplication of services and connects clients with the resources best suited to their situation. There are a few Cook County agencies that provide similar or complementary services, such as the Cook County legal aid hotline CARPLS and Ascend Justice, which provides legal assistance for families impacted by gender-based violence. NSLAC fills an important niche in the service area in that all practice areas can accept clients regardless of immigration status, and the income threshold for eligibility, 250% of the poverty level, is higher than some other organizations and allows us to serve more people.

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, 2023 – September 30, 2024 (estimated/proposed)	1,670	35-40	10-12
October 1, 2022 – present (6 months)	1,177	16	0
October 1, 2021 – September 30, 2022	1,359	32	0

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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?

Low/moderate income households often do not receive adequate legal services for their needs. According to a 2022 report, 92% of low income households do not receive enough legal help for 92% of their civil legal problems (Justice Gap 2022). Two of the biggest problems cited were cost and lack of knowledge of available services. Funds from Arlington Heights CDBG can help NSLAC address both of these issues. All of NSLAC's services are provided at no cost, whether it is a one-hour session for counsel and advice or a years-long asylum case that includes representation. NSLAC will also use funds to give presentations to the public, both educational ones like Know Your Rights and also general information about what we can help with. NSLAC can also work with local social service organizations to create a more robust referral network in the community.

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 will be used to serve additional Arlington Heights residents. With previous CDBG funds from other sources NSLAC has been able to increase the number of residents served in those areas, and can do so in Arlington Heights as well.

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: 37
Part-time: 2
Volunteers: 90

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: Greg Davenport
Title: Director of Development
Phone Number: 847-737-4042
Email Address: gdavenport@snlegalaid.org

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

1 year

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

   Not applicable

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, 2023 – September 30, 2024 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	$ 2,087,060	$
Private Funds	$ 937,667	$
Program Income (client fees)	$	$
Other Funding	$	$
Total	$	$
Please specify:		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**
   (Select one)

☐ Yes
☒ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(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 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$3,024,727	$64,000	$64,000
Program Year 2022	$2,423,130	$51,200 projected	$51,200 projected
Program Year 2021	$1,531,953	$51,,200	$51,200

* 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*	$3,250
Payroll for general administration of the CDBG grant**	$ 250
Rent**	$
Utilities**	$
Construction/Rehabilitation	$
Other administrative costs	$
Other costs	$
Please specify other costs: SEE BELOW	
Total CDBG Request	**$** 3,500

** Payroll time sheets documenting staff hours and pay rates will be required with invoices.*
*** These costs are <u>not</u> always eligible. The Village must approve these costs and a cost allocation plan before reimbursement will be made.*

Applicant's Additional Notes on Budget:
The primary need for NSLAC is funding to support staff salaries and benefits associated with legal services provided to at-risk clients. As NSLAC does not charge fees for services, all resources are secured through grants, private donations, and special events. Beyond the financial benefits, NSLAC sees significant value in a relationship with Arlington Heights. The formal agreement ensures collaboration with outreach activities and helps NSLAC build trust with residents. The $250 in other direct service costs represent expenses associated with an active case, such as printing, postage, and travel (mileage).

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):

NSLAC provides accessible, quality, equitable, free legal services in the areas of domestic violence, housing, and immigration to give low-income, at-risk community members access to justice and 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 2023 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)*
☐ Most recent A-133 audit if required
☒ Proof of non-profit determination
☒ Organizational chart
☒ List of member of Board of Directors, if applicable

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: N/A

Attachment Notes:

- The list of requested attachments included 'Proposed agency budget for the next fiscal year, including proposed funding source.' NSLAC's fiscal year runs January through December. We have included the 2023 operating budget but have not initiated our 2024 budget building process. In addition to this application, the next few weeks represent a critical time for NSLAC as many 2023-2024 grant awards are announced. NSLAC leaders traditionally wait until after these amounts are confirmed to start building the 2024 budget. The final budget is approved at our last Board meeting of the calendar year.

- For NSLAC's 2023 operating budget, the approved amount shows the organization operating at a deficit. As our organization is dependent on many granting organizations, we presented a conservative budget to the Board which reflected revenues known to be renewable. Going into the budget building process, we were aware of a one-time grant which was not renewable. The deficit represents the loss of this grant if no other resources were secured. Thankfully, we have secured additional funding and are forecasting another balanced budget in 2023.

#3 Children's Advocacy Center

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Child Abuse Victim Services

Project Location: mpignotti@cachelps.org

CDBG Funding Request: $ 4,000

Applicant Contact Information

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

Unique Entity Identifier (UEI) Number: TAJSX46TVQW5

Head of the Organization (ex. Executive Director)

Name: Melanie Pignotti

Title: CEO

Signature agency staff authorized to submit this application:

Signature Date: 4/25/2023

Printed name: Melanie Pignotti

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 Blvd

Mailing Address 2:

City: Hoffman Estates

State: IL

Zipcode: 60169

Telephone Number: 847-744-5206

Email Address: mpignotti@cachelps.org

Organization website: 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's (CAC) Safe from the Start (SFTS) Program is a community response dedicated to reducing the trauma of exposure to violence in children ages 0-5 in the communities of the north and northwest suburbs. We provide crisis intervention, individual and family therapy, play therapy with children, and parent education groups and workshops. This CAC program was previously housed in Streamwood and relocated to Arlington Heights in February of 2023.

Our Safe From the Start program is unlike any other in the area. We offer free therapy for children birth-5 years old who have experienced violence in their households. These children are often overlooked in the mental health field, but we make their care a priority. Our team helps the most vulnerable population by listening to them, believing them and helping them process trauma. Safe From the Start best fits the needs of the community it serves by offering culturally sensitive services free of charge to a population that may otherwise have no other resources. Because our services are offered in Spanish, we are able to address the language needs of our community. Our services are offered on-site in Arlington Heights or through teletherapy. The CAC also has office space in our satellite office in Skokie for clients who prefer that location. Additionally, because our program services very young children who do not qualify for traditional psychotherapy, we are able to address the specific needs of such a vulnerable population.

2. Previous CDBG Funding

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

Yes; Palatine, Arlington Heights, Cook County, Mount Prospect, Schaumburg, Skokie, Hoffman Estates-one time limited to COVID19 needs

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 following municipalities are served: Arlington Heights, Barrington, Barrington Hills, Bartlett, Buffalo Grove, Elgin, Elk Grove, Hanover Park, Harwood Heights, Hoffman Estates, Inverness, Mt. Prospect, Norridge, Palatine, Prospect Heights, Rolling Meadows, Roselle, Rosemont, Schaumburg, Schiller Park, South Barrington, Streamwood, Wheeling, Des Plaines, Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, Morton Grove, Niles, Northbrook, Northfield, Park Ridge, Skokie, Wilmette, 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.

What is the reason for the referral? (Circle all that apply):
1. Victim of child physical abuse
2. Victim of child emotional abuse
3. Victim of child sexual abuse
4. Victim of neglect
5. Witnessing domestic violence
6. Victim of Teen Intimate Partner Violence (IPV)
7. Witnessing (directly or indirectly) physical, emotional, or sexual child abuse
8. Sexual violence (this can include rape, sexual assault, incest, sex trafficking, sexual contact, or sexual harassment)
9. Victim of community violence
10. Witnessing community violence
11. Exhibiting sexualized behavior (not yet disclosed)

What are child's symptoms/presenting problems? (Circle all that apply):
1. Anxiety
2. Depression
3. Aggression towards peers
4. Aggression towards siblings
5. Aggression towards caregivers
6. School behavior problems
7. Adjustment difficulties
8. Fearfulness/phobias
9. Withdrawn behavior
10. Regressive behavior (loss of language, loss of toilet training, bedwetting)
11. Clinging behavior
12. Hopelessness
13. Caregiver/child relationship problems
14. Sleep difficulties (difficulty falling asleep/staying asleep/nightmares/sleep walking)
15. Self-abusive
16. Destructive to property
17. Perpetrator of sexual activity
18. Repetitive talk or play about the event(s)
19. Somatic complaints
20. Intrusive thoughts
21. Visible Injuries
22. Other: _____

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.

Not specifically for trauma symptoms for this age group.

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 Persons Served	Total Arlington Heights Persons Served by Arlington Heights CDBG Funds
October 1, 2023 – September 30, 2024 (estimated/proposed)	270	14	14
October 1, 2022 – present (6 months)	131	3	0
October 1, 2021 – September 30, 2022	268	8	0

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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 allow for CAC, SFTS clients to receive free trauma therapy services, including, crisis intervention, case management, and evidence-based therapy services to children 0-5 and their non-offending family members regardless of ability to pay. It's priority to the CAC to provide all of our service free of charge. The SFTS program will accept referrals from law enforcement, DCFS, and other community partners specific to residents of Arlington Heights based on qualifications of case criteria (i.e., age, history of exposure to violence, symptoms, and client readiness).

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?

In the past, Arlington Heights CDBG funds went towards CAC core services through the Forensic and Advocacy Services program. Our SFTS program has historically been located in Streamwood, IL, but recently relocated to an office in Arlington Heights, a more central location for the CAC's large service area in the north and northwest suburbs of Cook County. It is projected residents of Arlington Heights

will have better accessibility to SFTS services and 5% of SFTS clients will be residents of Arlington Heights for the next fiscal year. It is also projected the CAC will continue to see an increase of Arlington Heights residents utilizing SFTS services through the CAC due to the new location.

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:
Volunteers:

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

Name: Melanie Pignotti,

Title: CEO

Phone Number: 847-744-5206

Email Address: mpignotti@cachelps.org

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

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

   Not applicable

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, 2023 – September 30, 2024 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	$ 286,000	$ 20,428
Private Funds	$ 110,000	$ 7,857
Program Income (client fees)	$	$
Other Funding	$ 8,333.00	$ 595
Total	$ 404,333	$ 28,880
Please specify:		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**
   (Select one)

☐ Yes
☒ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(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 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$ 405,000	$ 28,929	$ 28,929
Program Year 2022	$ 403,851	$ 8,617	$ 8,617
Program Year 2021	$ 420,000	$ 8,400	$ 8,400

* 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*	$ 4,000
Payroll for general administration of the CDBG grant**	$
Rent**	$
Utilities**	$
Construction/Rehabilitation	$
Other administrative costs	$
Other costs	$
Please specify other costs:	
Total CDBG Request	**$** 4,000

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

*** These costs are <u>not</u> 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 Children's Advocacy Center of North & Northwest Cook County (CAC) is the leading resource to empower and heal children who have been sexually and physically abused and prevent abuse against children in the future.

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

All Applications:

☒ Copy of your organization's submitted 2023 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)*
☐ Most recent A-133 audit if required
☒ Proof of non-profit determination
☒ Organizational chart
☒ List of member of Board of Directors, if applicable

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.

#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: amyg@connectionstocare.org

CDBG Funding Request: $ 5,000.00

Applicant Contact Information

Organization Name: Connections to Care

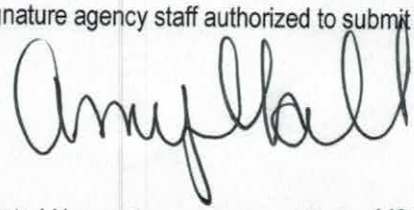
Unique Entity Identifier (UEI) Number: 20-5588794

Head of the Organization (ex. Executive Director)

Name: Char Padovani

Title: Executive Director

Signature agency staff authorized to submit this application: Signature



Printed Name: Amy Gall Date: 4/28/2023

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 West Central Road

Mailing Address 2:

City: Arlington Heights

State: IL

Zipcode: 60005

Telephone Number: (847)222-9331

Email Address: amyg@connectionstocare.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 under-served. 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 10/1/2021 and 09/30/2022 Connections to Care provided 81 Arlington Heights residents with 952 rides. This represents 47% of all Connections to Care passengers and 48% of all the rides. We also took 366 rides into Arlington Heights with passengers from the other 13 municipalities we serve.

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 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.

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 PERSONS Served	Total Arlington Heights PERSONS Served by Arlington Heights CDBG Funds
October 1, 2023 – September 30, 2024 (estimated/proposed)	246 Persons	95 Persons	95 Persons
October 1, 2022 – present (6 months)	144 Persons	64 Persons	64 Persons
October 1, 2021 – September 30, 2022	171 Persons	81 Persons	81 Persons

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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:
Part-time: 2
Volunteers: 132 117 Total Drivers (53 Active)
12 Board Members
3 Office & Administrative

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?

One year.

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

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.

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, 2023 – September 30, 2024 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	$5,400	$4,000
State/Local Funds	$31,700	$14,899
Private Funds	$12,500	$5,875
Program Income (client fees)	$14,000	$6580
Other Funding	$52,000	$24,440
Total	$115,600	$55,794
Please specify: Annual Appeal, Churches, Businesses, Individual Donations (not from Annual Appeal), Community Organizations, Fundraising		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**

(Select one)

☐ Yes
☑ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?

(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 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$115,546	$115,546	$5,000
Program Year 2022	$133,783	$113,783	$4,500
Program Year 2021	$119,332	$119,332	$4,000

* 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*	$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 <u>not</u> 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 connect with older adults and help them care for their health and maintain independence.

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

All Applications:

- [x] Copy of your organization's submitted 2023 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)*
- [ ] Most recent A-133 audit, if required
- [x] Proof of non-profit determination
- [x] Organizational chart
- [x] List of members of Board of Directors, if applicable

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 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: life-span@life-span.org

CDBG Funding Request: $5,000

Applicant Contact Information

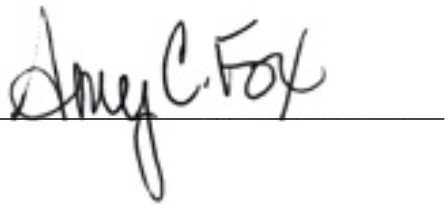
Organization Name: Life Span

Unique Entity Identifier (UEI) Number: CBUNRCJVTHF4

Head of the Organization (ex. Executive Director)

Name: Amy C. Fox

Title: Chief Executive Officer

Signature agency staff authorized to submit this application: 

Signature Date: 4/1/2023

Printed name: Amy C. 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

Zipcode: IL

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.

2. Previous CDBG Funding
   Has your organization received CDBG funds before? If so, what municipalities have you worked with (including 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.

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.

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.

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, 2023 – September 30, 2024 (estimated/proposed)			
October 1, 2022 – present (6 months)			
October 1, 2021 – September 30, 2022			

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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?

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?

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:
   Part-time:
   Volunteers:

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

   Name:

   Title:

   Phone Number:

   Email Address:

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

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. 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.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2023 – September 30, 2024 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	$	$
Total	$	$
Please specify:		

4. Will your agency expend $750,000 or more in Federal funding in its current fiscal year?
(Select one)

☐ Yes
☐ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(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 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$	$	$
Program Year 2022	$	$	$
Program Year 2021	$	$	$

* 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	$
Other administrative costs	$
Other costs	$
Please specify other costs:	
Total CDBG Request	$

** Payroll time sheets documenting staff hours and pay rates will be required with invoices.*
*** These costs are <u>not</u> 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):

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

All Applications:

☐ Copy of your organization's submitted 2023 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)*
☐ Most recent A-133 audit, if required
☐ Proof of non-profit determination
☐ Organizational chart
☐ List of members of Board of Directors, if applicable

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.

Life Span
#A1 - Summary of Services
Village of Arlington Heights

Life Span's services are free and confidential and include:

- Counseling for survivors;
- Counseling for children exposed to domestic violence;
- Outreach, education & counseling for adolescents regarding teen dating violence;
- Criminal court advocacy;
- Legal representation in order of protection and family law cases;
- Civil legal remedies for sexual assault;
- Immigration representation for domestic abuse victims;
- Outreach, education and training for service providers and
- Counseling and advocacy for victims of human trafficking where domestic violence and/or sexual assault are factors

Our clients are mainly low income, working poor women and their children who have no access to household funds, which are often fully controlled by the abuser. Over 50% of our clients are recent Latinx or Polish immigrants, many of whom speak little or no English. Our staff is quite diverse and delivers culturally competent and sensitive services, helping us meet the needs of women throughout the large geographic region we serve that is home to increasing numbers of immigrant families.

COUNSELING FOR SURVIVORS: Much of our counseling work is done with clients on an individual basis, usually in person, sometimes over the telephone when transportation or safety issues prevent clients from meeting with a counselor in person. While emotional support and education about the impact of domestic violence are crucial in victims' journey to overcome abuse in their lives, we find that providing assistance with the many additional obstacles our clients face is also crucial to their success. Counselors spend a significant portion of their time providing advocacy assistance with issues including employment, housing, childcare, finding legal help, and, linking clients to services that address other obstacles clients face, such as medical issues and substance abuse.

Children and Teens' Services: Domestic violence affects the entire family. Child and Teen counseling services, located in Life Span offices and in school-based settings, include counseling, support-group services and advocacy. In a safe and supportive environment, counselors focus on client personal safety and well-being, developmental concerns, family and parenting dynamics and building healthy relationship skills.

Human Trafficking Program: Life Span created a specialized project for survivors of domestic violence who are also human trafficking victims. We have seen an increase in referrals from court personnel, prosecutors and law enforcement for human trafficking services, as these survivors are likely to have experienced domestic violence.

Those who have experienced human trafficking need a variety of trauma informed services to obtain safety and exit the life of human trafficking. These include crisis intervention, education

on dynamics of human trafficking, safety planning, access to referrals and an explanation of legal rights and remedies. Because of the expertise that this project calls for, Life Span has added a counselor/advocate to our staff who is experienced in providing supportive services to human trafficking victims.

The counselor/advocate will explain rights and remedies under the Illinois Domestic Violence Act (IDVA), power and control, problem solving, and how to obtain an Order of Protection against the pimp/abuser, considering the special safety needs of this population. The counselor/advocate may accompany the survivor to court to provide IDVA advocacy.

We anticipate significant resistance from the justice system to addressing the needs of these survivors. Victim blaming is not a thing of the past for any victim, and for those engaged in prostitution, forced or not, the blame from prosecutors and judges will likely be immense.

The counselor/advocate will work with Life Span attorneys to put forward the best cases for order of protection for these clients and will provide ongoing emotional support and court accompaniment during the arduous court process. We expect victims to need significant ongoing encouragement to stay engaged in this process to completion.

Outreach and Prevention Services: Life Span provides domestic and sexual violence prevention programming through community-based education workshops for service providers, community organizations and directly to community members. The goal of this campaign is to increase awareness of domestic and sexual violence, and its alleviation. We want to provide participants with information and resources in order to interrupt domestic and sexual violence at the community level.

Programming includes professional presentations and trainings, technical assistance and case consultation, educational workshops and discussion groups, and ongoing community outreach. Programming focuses on domestic and sexual violence awareness, resource building and empowerment, and developing safe and healthy interpersonal relationships. Life Span outreach and prevention services continually evolve to meet the specific needs of the organization, groups and communities we serve.

Emergency Safe Places: Life Span refers battered women and their children to secure places which are available on a short-term basis to provide safety and time to develop a plan of action. When all area residential domestic violence shelters are full, Life Span will provide victims and their children with a motel room.

CIVIL LEGAL SERVICES

Life Span has responded to this critical need through the creation and on-going expansion of our Center for Legal Services and Advocacy. The Center is staffed by 16 attorneys, six paralegals, and four criminal court advocates who have developed, over many years of providing representation in all types of contested family law cases, specialized knowledge which distinguishes our program from any other in Illinois. Our expertise includes an informed understanding of statutory and case

law in the family law area, as well as a well-developed strategy for dealing with these matters in the complicated Cook County court system.

Life Span attorneys represent survivors in a full range of family law matters, including civil orders of protection, dissolution of marriage, custody, visitation, child support, post decree matters, and appellate work. In addition, we operate a number of innovative and collaborative programs specifically created to reach underserved populations.

For example, through our suburban order of protection project, lawyers offer legal services in Rolling Meadows, and Skokie courthouses in collaboration with the court system and with domestic violence agencies located in those jurisdictions. Through our Police Project, we provide specialized services to victims whose abusers are law enforcement personnel. Through Life Span's VESSA (Victims Economic Safety and Security Act) Project attorneys address problems battered women have at work due to the abuse they experience. We have developed a variety of approaches to solving legal problems through the use of new laws, new facilities, and new collaborations.

"Civil No Contact Order" Sexual Assault Services: In 2003 the Illinois legislature created the "no contact order" to help protect victims of sexual assault who knew the perpetrator but did not have a relationship with the assaulter which would allow the victim to seek an order of protection. No contact orders are very similar to orders of protection, in that they are civil actions which the victim can control. The issue before the court is solely the safety of the victim. The complications in these cases are similar to domestic violence cases: credibility, the perpetrator's right to move freely in the community, and the perpetrator's reputation. The need for these orders arises from circumstances familiar to our work in domestic violence, which includes the criminal justice system's failure to adequately respond to sexual assault.

The "no contact order" allows a court to keep the perpetrator away from the victim. In all of our cases, the police and state's attorneys have declined to press charges. Many victims remain in fear of the neighbor, fellow student, office worker, church goer, or former friend who raped her with impunity. For these victims, the Civil No Contact Order can protect them from both prospective sexual violence, but also emotional harassment and abuse.

For victims who see the perpetrator in their daily lives, relief that can remove the perpetrator from the school, or the office, or the church, or prohibit the perpetrator from contacting the victim in any manner is crucial. These orders offer psychological as well as physical safety. Bringing this civil action is a way for the perpetrator to understand that sexual assault has negative ramifications and is not accepted by society. We have found that a civil judge entering a court order against a sexual assault perpetrator is a powerful message that no one else is sending. Seeking "justice", or an acknowledgement of perpetrator accountability, can be crucial to the healing process of these victims. The strength of this authentic need has been repeatedly voiced by victims and advocates alike.

Police Project: Life Span has developed a nationally renowned program addressing the needs of domestic violence victims whose abusers are law enforcement personnel. These victims face even greater isolation and obstacles to obtaining emotional support, legal assistance and safe places to live. We offer individual and group counseling, as well as specialized legal services and advocacy for this victim population.

Immigration Project: Immigration issues seriously impact the ability of undocumented domestic violence victims to obtain safety. Ironically, this population is possibly the most underserved community in Cook County. Language and cultural barriers, combined with fear of deportation, make it particularly difficult for these victims to seek help. World events and growing national concerns regarding undocumented immigrants have heightened the fears immigrants feel toward the court system and authority in general. Domestic violence victims need special sensitivity in their relationships with their attorneys, and also require additional support while their cases are in litigation.

Life Span's Immigration Project assists immigrant battered women in obtaining legal permanent residency in the U.S. The Project is staffed by a bilingual, bicultural Mexican attorney and a paralegal who is a Polish immigrant. The Project serves several hundred clients each year and is one of the few programs in the Chicago area offering this service for free. Immigration Project clients also receive the support services they, and their children, need through the assistance of Life Span advocates, counselors and children's counselors, many of whom are bilingual and immigrants or from immigrant families, making them better able to identify with the experiences of Project clients.

Arab American Family Services (AAFS) had long been a source of referrals of clients who needed legal assistance with orders of protection and with divorces. They referred the clients, but the clients didn't call us. They didn't call us because they didn't trust us and were too afraid to come downtown from their neighborhoods in the southern suburbs of Cook County. There, Arabic was the common language, and hijabs were commonplace. We needed to design a project in which to overcome these apparent and immutable barriers.

We hired an attorney who shares the culture of this client population and who is trained in domestic violence and family law. She speaks Urdu, Hindi and is a Muslim. She understands the immigrant experience and the cultural and religious barriers to seeking help through the legal system. This attorney speaks to the victims seeking services in their own language; she sees them in an office in their neighborhood and files their cases in the Bridgeview Courthouse not far from where they live. AAFS provides a lay advocate and counselor to support the clients through the legal process, making safety plans and talking through their problems. Our advocates help clients envisage legal relief as something they can possibly see for themselves.

ADVOCACY

Life Span
#A1 - Summary of Services
Village of Arlington Heights

To ensure responsive, appropriate treatment of domestic violence victims, counselors interact with staff of the other agencies and social service providers that battered women contact when struggling to end abuse.

Criminal Court Advocacy: Life Span offers criminal court advocacy to victims who seek orders of protection and criminal prosecution of their abuser. Advocates accompany women to criminal court, the State's Attorney's office and the police station. They provide support and information throughout the legal process in order to ensure appropriate treatment of battered women by the criminal legal system and effective implementation of the Illinois Domestic Violence Act.

Life Span's involvement often makes a critical difference to the outcome for the victim. Life Span's advocacy efforts focus on such issues as the charging of felonies where appropriate, the issuance of bonds designed to protect victims, and the adequate preparation of cases for trial by prosecutors. Life Span staff ensures that their clients obtain orders of protection in conjunction with the prosecution of the crimes they have suffered. We provide these services at suburban courthouses and at Chicago's Centralized Domestic Violence Court.

Institutional Advocacy / Public Policy Initiatives: Life Span staff provide training to those helping professionals who work with victims of domestic violence in an effort to ensure responsive and appropriate delivery of services. Some of our efforts have been in the areas of training police, State's Attorneys, judges, emergency room personnel, social workers and clergy. We also provide advocacy and consultation regarding public and institutional policies that will impact victims of domestic violence.

Community Education Program: Life Span staff and volunteers speak to a variety of groups about the issue of domestic violence in an effort to reduce the community's acceptance and tolerance of this problem. Presentations are tailored to the needs of the requesting group.

#6 Resources for Community Living

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Affordable housing options and supp

Project Location: kasta@rescoliv.org

CDBG Funding Request: $ 5,000

Applicant Contact Information

Organization Name: Resources for Community Living

Unique Entity Identifier (UEI) Number: 61E87

Head of the Organization (ex. Executive Director)

Name: Karen Asta

Title: Executive Director

Signature agency staff authorized to submit this application: Karen Asta

Signature Date: 4/17/23

Printed Name: Karen Asta

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: Rolling Meadows

State: IL

Zipcode: 60008

Telephone Number: 847-701-1555

Email Address: kasta@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 recevied 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.**

Noth/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? Check one.**

☑ 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 Heights with the following eligability criteria: at least 18 years of age, have a primary diagnosis of developmental disability or a physical 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 develpomental 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.

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, 2023 – September 30, 2024 (estimated/proposed)	100	5	5
October 1, 2022 – present (6 months)	100	4	4
October 1, 2021 – September 30, 2022	108	6	6

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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 staff. Staff would assist residents apply for SNAP, LIHEAP, SSI/SSDI, fina affordable housing and complete a budget.

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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?

If CDBG funds are awarded, RCL would be able to support the current clients in Arlington Heights and we will be able to service additional clients. We recently hired another part-time caseworker that has been extremely helpful in recruiting new clients.

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

- [ ] Yes
- [x] 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: 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: Karen Asta

Title: Executive Director

Phone Number: 847-701-1555

Email Address: kasta@rescoliv.org

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

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

Not applicable

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, 2023 – September 30, 2024 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	$30,170	$5,000
Private Funds	$90,000	$
Program Income (client fees)	$	$
Other Funding	$	$
Total	$149,000	$
Please specify:Annual Gala-$ 49,780; building income-$64,220;Donations$35,000		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**

(Select one)

☐ Yes
☑ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?

(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 2023:**

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$354,396	$354,396	$5,000
Program Year 2022	$297,262	$297,262	$5,000
Program Year 2021	$243,260	$243,260	$5,000

* 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*	$42,900
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):

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 instrusction and necessary support services.

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

All Applications:

- [x] Copy of your organization's submitted 2023 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)*
- [ ] Most recent A-133 audit, if required
- [x] Proof of non-profit determination
- [x] Organizational chart
- [x] List of members of Board of Directors, if applicable

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 WINGS Program, Inc.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Emergency Shelter

Project Location: lfiorito@wingsprogram.com

CDBG Funding Request: $ 7,000

Applicant Contact Information

Organization Name: WINGS Program, Inc. (WINGS)

Unique Entity Identifier (UEI) Number: URWMBJDBGED3

Head of the Organization (ex. Executive Director)

Name: Rebecca Darr

Title: President and CEO

Signature agency staff authorized to submit this application: Luticia Fiorito

Digitally signed by Luticia Fiorito
DN: cn=Luticia Fiorito, o=WINGS, email=lfiorito@wingsprogram.com, c=US
Date: 2023.04.05 14:54:12 -05'00'

Signature Date: 4.5.2023

Printed Name: Luticia Fiorito, Gov Relations Mgr

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: Palatine

State: IL

Zipcode: 60095

Telephone Number: 847.519.7820 X232

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 is seeking funding to support the residents fleeing domestic violence through WINGS Safe Houses. The purpose of WINGS Safe House is to provide emergency shelter for 90-120 days and integrative services. Upon contacting the IL DV Hotline, Victims and their children are reserved a spot for 24 hours to arrive at the Safe House. Upon entering the Safe House they are connected to a Family Advocate (case manager) and Child Advocate (children's case manager) when appropriate. Over the course of their stay the Survivor and children are connected to a menu of resources through a trauma informed lens with the goal to achieve self-sustainability and financial security through supportive services provide by WINGS' case management. Once the Survivor is ready to leave emergency shelter they are introduced to WINGS housing options and/or our community partners housing options.

   ** PLEASE SEE ADDITIONAL PAGE

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

   Yes. WINGS works with the Villages of Arlington Heights, Palatine, Mount Prospect, Niles, Skokie, Hanover Park and Cook County.

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 services are delivered in Cook County. However, WINGS serves anyone fleeing domestic violence regardless of their original location whether it be local, state-wide or nationwide.

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 only criteria is that residents (clients) are fleeing domestic violence. WINGS does not discriminate against anyone seeking services regardless of their age, gender, race, ethnicity, LGBTQI+, Veteran status, LMI, disability or immigration status.

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 largest provider of domestic violence services in Illinois. In Fiscal Year 2022 WINGS provided 984 program participants with 107,110 nights of emergency, transitional and permanent supportive housing along with individualized and comprehensive services. Recognizing that survivors of domestic violence and homelessness all face different barriers to stability, WINGS offers a continuum of services including two emergency shelters, 164 units of housing across Metropolitan Chicago, counseling, financial guidance, legal advocacy, career development, life skills, mentoring, Community Based Services and a comprehensive Children and Family Services Program. Goals: Refined over 35 years of service, the agency has continually produced successful outcomes working toward the vision of creating a society where every survivor has a voice and the resources to break the cycle of domestic violence.

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, 2023 – September 30, 2024 (estimated/proposed)	248	30	8
October 1, 2022 – present (6 months)	117	28	3
October 1, 2021 – September 30, 2022	225	24	9

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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?**

WINGS Family Advocates (case manager) works one-on-one with each client empowering them to create their own goals through a trauma informed lens. Advocates are trained to introduce clients to employment and housing options and resources as well as how to maximize Main Stream benefits such as Medicare, Medicaid, and SNAP. Advocates educate clients on how to advocate for themselves for affordable housing and financial security. WINGS also partners maximizes its CoC for additional resources outside WINGS' scope.

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?**

Based on historical data, WINGS anticipates serving 8 residents from the Village. One night of emergency shelter is $51 (the all-in cost would be $182); one hour of counseling is $75 and one night of transitional housing is $68.

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: 14
Part-time: 1
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: Luticia Fiorito

Title: Government Relations Manager

Phone Number: 847.519.7820 X232

Email Address: lfiorito@wingsprogram.com

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

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

N/A

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, 2023 – September 30, 2024 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	$71,135	$7,135
HOPWA Funds	$	$
Appalachian Regional Commission	$	$
Other Federal Funds CDBG	$426,840	$4,268
State/Local Funds	$121,692	$1,216
Private Funds	$2,400,000	$24,000
Program Income (client fees)	$	$
Other Funding	$	$
Total	$	$
Please specify:		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**

(Select one)

☑ Yes
☐ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?

(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 2023:**

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$1,180,703	$	$15,000
Program Year 2022	$1,073,367	$	$20,577.90
Program Year 2021	$1,542,178	$	$8,783.59

* 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	$
Other administrative costs	$
Other costs	$7,000
Please specify other costs: Direct costs to provide client services	
Total CDBG Request	**$7,000**

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

*** These costs are <u>not</u> 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):

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

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

All Applications:

- [x] Copy of your organization's submitted 2023 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] Most recent A-133 audit, if required
- [x] Proof of non-profit determination
- [x] Organizational chart
- [x] List of members of Board of Directors, if applicable

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.

According to The Network's Annual Report, in FY22 the IL Domestic Violence Hotline 32,364 contacts were made to the Hotline resulting in a 6% increase in calls 42% increase in texts and 385 messages. While the pandemic mitigations have lifted, the combined the rippling effects (employment loss and housing instability) of the pandemic have not - resulting in a continued increase in the threat of domestic violence. The continued increase of domestic violence experiences are compounded by Victims displaying increased needs of mental healthcare. In FY22, WINGS Safe House clients demonstrated 35% experiencing suicidal ideation, 18% substance abuse, 67% mental illness.

WINGS serves any Survivor and their children fleeing Domestic Violence. WINGS does not discriminate regardless of their age, race, gender, ethnicity, disability, LGBTQI+, Veteran Status, Immigration Status, little- to no English speaking or LMI. In FY22, WINGS client's demographics were broken down as: 48% African American, 13% Caucasian; 21% Hispanic; 1% Asian; 13% 2+ more races; less than 1% Native American and less than 1% Pacific Islander and 3% Unreported. Each service is provided through a trauma informed lens empowering the Survivor to take charge of creating their own goals and their healing trajectory. Services include but are not limited to; Counseling (individual, adult, child, group, family); case management (creating and revising goals and safety planning); access to resources and Main Stream resources (clothes, toiletries, OTC medications, food); Advocacy (legal, child, housing, financial) and Education (Domestic Violence, Employment, Financial).

Since 1985, WINGS has relied upon its Mission and its ability to pivot and create new partnerships and programs to best serve its clients. WINGS Mission is to provide housing, integrative services, advocacy and education to end Domestic Violence. In FY21, WINGS initiated Survivor Life Line to provide a Lived Experience Mentor to current clients, in FY23 WINGS initiated an Adult Counseling program and in FY24 WINGS will open its first DV Community Center. Over 38 years WINGS has developed partnerships with community and government partners to provide services that may be beyond WINGS' scope. A few examples of these partnerships includes Northwest Compass, Apna Ghar, Center on Halsted and Jesse Brown VA.

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Since 1985, WINGS has relied upon its Mission and its ability to pivot and create new partnerships and programs to best serve its clients. WINGS Mission is to provide housing, integrative services, advocacy and education to end Domestic Violence. In FY21, WINGS initiated Survivor Life Line to provide a Lived Experience Mentor to current clients, in FY23 WINGS initiated an Adult Counseling program and in FY24 WINGS will open its first DV Community Center. Over 38 years WINGS has developed partnerships with community and government partners to provide services that may be beyond WINGS' scope. A few examples of these partnerships includes Northwest Compass, Apna Ghar, Center on Halsted and Jesse Brown VA.

#8 Suburban Primary Health Care Council 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: $ 7,000

Applicant Contact Information

Organization Name: Suburban Primary Health Care Council

Unique Entity Identifier (UEI) Number: 195773900000

Head of the Organization (ex. Executive Director)

Name: Kimberly A Mertz

Title: COO

Signature agency staff authorized to submit this application:

Signature Date: 3/22/2023

Printed Name: Kimberly A Mertz

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

Mailing Address 1: 2225 Enterprise Drive

Mailing Address 2: Suite #2507

City: Westchester

State: IL

Zipcode: 60514

Telephone Number: 708.531.0680 x227

Email Address:

Organization website: kimberlym@accesstocare.org 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 may have an unlimited number of office visits to their assigned physician, routine lab tests and x-rays for $5 co-payments . Members pay a $15-$40 co-payment for prescription medications. Behavioral Health Services are provided as an extension of primary health care. Up to eight counseling sessions are available through a Social Worker for a $5 co-payment per session. Additional sessions are available on a sliding scale fee. Access to Care has an Opioid Risk Management program with real time analysis done at the point of sale where the dosage or duration of therapy may be excessive. Addiction/substance abuse medications are also a part of the program coverage to help prevent withdrawal symptoms caused by stopping opioid drug usage. This includes NARCAN. Access to Care patients fill their prescriptions at all major pharmacy chains. Flu and Pneumonia vaccines as well as diabetic test strips are available at a zero co-payment. Access to Care continues to follow pandemic modifications to the program including: 1) Presuming eligibility and providing benefits for a 3-month period allowing additional time for members to provide paperwork needed to complete the application process. Once received, membership is extended for the entire 12-month period. 2) Establishing the RX RELIEF FUND. Members receive help covering the cost of their prescription co-payments. 3) Suspending enrollment and re-enrollment fees ensuring that all individuals are able to 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 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 municpalites of suburban Cook County and NW Chicago.

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.

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, 2023 – September 30, 2024 (estimated/proposed)	4000	70	25
October 1, 2022 – present (6 months)	4573	72	11
October 1, 2021 – September 30, 2022	5495	77	23

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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 $7000 would assist Access to Care in enrolling 25 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 provider for an unlimited number of office visits for $5 each. Additionally, they may have an unlimited number of routine lab tests and x-rays for $5 co-payments per specimen or x-ray. Prescriptions are filled for $15 - $40 co-payments. Behavioral Health Services are provided as an extention of primary health care for a $5 co-payment per session. Access to Care also faciliates appointments for specialty care within the Cook County Hospital system.

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 opportunites is probable, under our current budget, CDBG funds would be used to assist in maintaining current service levels for residents of 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: 8
Part-time: 1
Volunteers: 19

2. **Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, 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 x227

Email Address: kimberlym@accesstocare.org

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

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

$5 co-payments are given to the providers at the time of service (physicians/clinical psychologists/radiology sites/laboratory sites. Prescription medications have a $15, $30 & $40 co-payment for a 30-day supply. There is a $20 ATC enrollment fee per person for first time enrollees with a $50 family cap which is currently being waived.

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

Fees are used to assist in enrolling 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, 2023 – September 30, 2024 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 CDBG	$23,600	$7,000
State/Local Funds	$1,276,400	$19,146
Private Funds	$850,000	$12,750
Program Income (client fees)	$0	$0
Other Funding	$492,000	$7,380
Total	$2,642,000	$46,276
Please specify: Other = special events, investments, service contracts, individual donations & reserves		

4. Will your agency expend $750,000 or more in Federal funding in its current fiscal year?

(Select one)

☐ Yes
☑ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?

(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 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$2,642,000	$46,235	$9,908
Program Year 2022	$2,636,000	$47,448	$7,249
Program Year 2021	$3,130,000	$56,852	$9,371

* 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	$
Other administrative costs	$
Other costs	$7,000
Please specify other costs: CDBG funds would be used to cover direct provider costs (physicians, clinical psychologists, radiology, laboratory and pharmacy)	
Total CDBG Request	**$**7,000

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

*** These costs are <u>not</u> 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 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:

- [x] Copy of your organization's submitted 2023 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)*
- [ ] Most recent A-133 audit, if required *(not required)*
- [x] Proof of non-profit determination
- [x] Organizational chart
- [x] List of members of Board of Directors, if applicable

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.

#9 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: cestrada@nwcasa.org

CDBG Funding Request: $7,500

Applicant Contact Information

Organization Name: Northwest Center Against Sexual Assault

Unique Entity Identifier (UEI) Number: V6LTMLHKWEQ8

Head of the Organization (ex. Executive Director)

Name: Carrie Estrada

Title: Executive Director

Signature agency staff authorized to submit this application:

Signature Date: 4/25/2023

Printed name: Carrie Estrada Carrie Estrada

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 W Golf Road

Mailing Address 2: Suite 47

City: Arlington Heights

State: IL

Zip code: 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 revictimization within institutions and provide free resources and channels for healing from sexual violence trauma.

Counseling is offered for individuals, families, and groups both in-person and virtually. All counseling is provided by specially trained masters level therapists who have expertise in working with sexual violence victims of all demographics. In addition to staff, NWCASA has 2 master level volunteer counselors to help alleviate the waiting list.

Crisis Intervention is provided 24/7 through our hotline that is operated by volunteers and staff. All hotline Crisis Counselors receive 40 hours of specialized training prior to working on the hotline. All volunteers are supervised by our Community Engagement Specialist who has training and experience in crisis intervention and advocacy. In addition, volunteers receive quarterly in-service training. Currently, NWCASA has 11 hotline volunteers.

Advocacy services include 24/7 emergency room response to 8 area hospitals (including Evanston, Northwest Community, Alexian Bros., St. Alexis, Lutheran General, St. Francis, Skokie and Glenbrook) 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)?

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

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.

NWCASA serves all residents of North and Northwest Suburban Cook County with our main office in Arlington Heights and available space in Evanston. We also have a 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
☐ No

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

We provide services to anyone who has experienced sexual harm within our service area, whether directly or indirectly.

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, 2023 – September 30, 2024 (estimated/proposed)	900	50	25

October 1, 2022 – present (6 months)	557	33	15
October 1, 2021 – September 30, 2022	706	46	17

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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

***AGENCY Note: The upcoming budget deficit which is likely to hamper our ability to serve all the clients we would like to.**

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 funds this year to $7,500. Due to devastating cuts to Federal VOCA funding, NWCASA is facing a budget deficit beginning July 2023. If we do not receive enough funding, we will be forced to reduce staff. This will have a significant negative impact on the community. Currently, we have a 30 person wait list for our highly specialized trauma counseling program. The CDC recently released a report that sexual assault among teen girls is rising, as well as a rise in children's mental health symptomology (specifically self harm and suicidal ideation). The community cannot afford to defund counseling programs. More than half of sexual assault survivors report symptoms consistent with PTSD shortly after an assault. If those symptoms are not addressed, our community health erodes. Children will have difficulty in school, survivors may miss significant amounts of work due to anxiety or depressive symptoms, and our community will suffer. Our wait lists will grow and clients will have to wait months for treatment of traumatic symptoms like flashbacks, panic attacks and debilitating depression. Other social service agencies also have wait lists, so there are not alternative referral sources.

   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, 2022 – March 31, 2023, NWCASA provided services to 33 Arlington Heights residents totaling 217.5 direct service hours which equates to an actual agency cost of $41,434. We are hoping the Village of Arlington Heights recognizes the value of specialized trauma counseling and sexual assault services available to their residents FREE of charge. Having these no cost specialized sexual assault services in English and Spanish, gives access to healing services to residents who often time have no other means to pay for such services. In turn, we can make our communities healthier and safer.

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: 15

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?**

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

   none; all services are free

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, 2023 – September 30, 2024 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	$ 35,000	$ 7,500
State/Local Funds	$ 604,176	$
Private Funds	$ 94,526	$
Program Income (client fees)	$	$
Other Funding	$ 584,697	$ 42,500
Total	$ 1,318,399	$ 50,000
Please specify:		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**
(Select one)

☐ Yes
☒ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(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 2023:**

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$ 879,193	$ 50,000	$ 25,000
Program Year 2022	$ 1,029,765	$ 44,000	$ 36,520
Program Year 2021	$ 878,767	$ 40,000	$ 28,400

* 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*	$ 6,500
Payroll for general administration of the CDBG grant**	$
Rent**	$
Utilities**	$
Construction/Rehabilitation	$
Other administrative costs	$
Other costs	$ 1,000
Please specify other costs:	
Total CDBG Request	**$** 7,500

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

*** These costs are <u>not</u> 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 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 2023 or most recent Illinois Charitable Organization Annual Report Form AG990-IL *(This is a two-page document. Please do not submit the federal form.)* Discussed with staff. Is in route from AG Office, to be provided when received.

☒ Proposed agency budget for the next fiscal year, if available

☒ Current agency budget

☒ Most recent audit (one hard copy)*

☐ Most recent A-133 audit if required VAH Staff verified not required

☒ Proof of non-profit determination

☒ Organizational chart

☒ List of member of Board of Directors, if applicable

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.

#10 JOURNEYS|The Road Home - Homeless Services

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: **Homeless Services**

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

CDBG Funding Request: $10,000

Applicant Contact Information

Organization Name: **JOURNEYS | The Road Home**

Unique Entity Identifier (UEI) Number: **J1NVA5H3Q1W8**

Head of the Organization (ex. Executive Director)

Name: **Beth Nabors**

Title: Chief Executive Officer

Signature agency staff authorized to submit this application:

Signature Date: **5/10/23**

Printed name: Shaina Makani

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

Mailing Address 1: **1140 E. Northwest Highway**

Mailing Address 2:

City: **Palatine**

State: **IL**

Zipcode: **60074**

Telephone Number: **847-963-9163 ext 122**

Email Address: **s.makani@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.

   JOURNEYS | The Road Home provides comprehensive, wrap-around social services to the homeless and near-homeless in its service area, comprised of 37 villages and cities in north and northwest suburban Cook County. The purpose of the agency is to provide shelter and supportive services to anyone in a housing crisis in our service area. The agency operates three interdependent programs: PADS Emergency Shelter, HOPE Day Center, and Pathways Housing Readiness Program.

   The Jerry O'Brien Homeless Day Center (HOPE Day Center) is a drop-in service center that provides over 60 comprehensive, wrap-around social services at no cost to clients. Some services include case management, housing counseling, healthcare, transportation assistance, vocational counseling, benefits counseling, and mental health counseling. Clients also have access to the agency's food pantry, clothing closet, shower facility, and laundry facility. Each client that presents to the agency is need is assigned a case manager based on their individual needs. Clients work with their case managers to track and manage progress on meeting their short- and long-term goals. Similarly, client intakes, progress, notes, services, and goals are recorded through the U.S. Department of Housing and Urban Development's (HUD) Homeless Management Information System (HMIS) database.

   Funding from the Village of Arlington Heights will be used to support Arlington Heights clients who receive services at the HOPE Center. Services are not provided on a set schedule or timeline, Arlington Heights clients can access services for as long as they need.

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 funds previously. The agency has worked with Arlington Heights, Mt. 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.

B. Service Area

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

JOURNEYS' service area encompasses 37 villages and cities in north and northwest suburban Cook County. Specifically, JOURNEYS serves the following communities: 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, Mt. 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 only criteria is that a client's most recent place of residency for the last 30 days must be within our 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 has been serving Arlington Heights for over 30 years. JOURNEYS is the sole shelter and social service agency in the area operating on a comprehensive Continuum of Care. The agency does not duplicate services. During the ongoing COVID-19 pandemic, JOURNEYS has taken the initiative to expand services to follow public health guidelines to keep clients, staff, and volunteers safe; for instance, the agency was the first in the area to shelter clients in local hotels.

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, 2023 – September 30, 2024 (estimated/proposed)	900	60	60
October 1, 2022 – present (6 months)	623	40	40
October 1, 2021 – September 30, 2022	880	54	54

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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?**

JOURNEYS will meet its CDBG goals by providing comprehensive social services to Arlington Heights residents. The agency will work with its partners in Arlington Heights to provide best-practice intervention and case management for those in need of agency services. Additionally, JOURNEYS will continue to reach out to the larger Arlington Heights community through volunteer opportunities, community events, speaking engagements, and social media posts

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?**

JOURNEYS will serve any resident of Arlington Heights who seeks services.

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: 14
Part-time: 2
Volunteers: 2000

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

Name: Shaina Makani

Title: Database Specialist

Phone Number: (847) 963-9163 ext. 122

Email Address: s.makani@journeystheroadhome.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.** *Any client fees collected must be used for program costs.*

   No fee is collected. All services are provided to clients free of charge.

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, 2023 – September 30, 2024 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	$ 1950
HOPWA Funds	$	$
Appalachian Regional Commission	$	$
Other Federal Funds CDBG	$	$
State/Local Funds	$ 220,696	$ 14,345
Private Funds	$ 919,588	$ 59,773
Program Income (client fees)	$	$
Other Funding	$ 175,000	$ 11,375
Total	$ 1,345,284	$ 87,443
Please specify:		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?** *(Select one)*

☐ Yes
☒ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year? *(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 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$ 549,413	$32,964.78	$32,964.78
Program Year 2022	$ 554,575	$33,274.50	$ 33,274.50
Program Year 2021	$ 684,511	$41,070.66	$ 41,070.66

* 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	$
Other administrative costs	$
Other costs	$
Please specify other costs: Client Expenses, GOE for Arlington Heights CDBG	
Total CDBG Request	**$ 10,000.00**

** Payroll time sheets documenting staff hours and pay rates will be required with invoices.*
*** These costs are <u>not</u> 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 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 2023 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)*
   ☐ Most recent A-133 audit if required
   ☒ Proof of non-profit determination
   ☐ Organizational chart
   ☒ List of member of Board of Directors, if applicable

   Other information at the option of the applicant (please describe): **Grant budget and proposed construction schedule.**

   *** 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.

#11 JOURNEYS|The Road Home -
Essential Furniture

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: **Essential Furniture**

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

CDBG Funding Request: $1,500.00

Applicant Contact Information

Organization Name: **JOURNEYS | The Road Home**

Unique Entity Identifier (UEI) Number: **J1NVA5H3Q1W8**

Head of the Organization (ex. Executive Director)

Name: **Beth Nabors**

Title: Chief Executive Officer

Signature agency staff authorized to submit this application: signature required

Signature Date: **5/12/23**

Printed name: Shaina Makani

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

Mailing Address 1: **1140 E. Northwest Highway**

Mailing Address 2:

City: **Palatine**

State: **IL**

Zipcode: **60074**

Telephone Number: **847-963-9163 ext 122**

Email Address: **s.makani@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.

   As the sole provider of shelter and social services in the region, we have seen first-hand the growing need for affordable housing from our community. The Pathways Housing Readiness Program was created in response to a specific need: our clients could not find affordable housing in the northwest suburbs. In addition, the housing providers in the area often focused on specialized groups (e.g. mothers with young children, veterans). As an agency that serves anyone in a housing crisis we had a significant number of clients who could not afford the high rate of rent in this area, and who also did not qualify for housing with another housing provider. These were the clients who otherwise who be stuck in permanent cycles of homelessness without the intervention of the Pathways program.

   All Pathways clients are JOURNEYS clients who are housing ready. When clients move into a PDI apartment they continue to work intensively with their case managers, meeting with their case manager once a week to ensure their success in the program. As clients stabilize their rent gradually increases in response to what they can afford. The Pathways Model of providing affordable housing with social services is highly successful and we've issued almost no evictions in the 17 years PDI has existed.

   Over the years, the needs of our clients for affordable housing has only grown. In response to this need and with the support of our larger community and donors we opened the new JOURNEYS facility for client use in November 2022. This new facility, located at our address at 1140 E. Northwest Highway, is a two-story facility. The first floor is a supportive services center where clients can access all 60 of our social services, including an office for the nurse and a designated quiet space that allows clients a safe retreat when they are feeling overwhelmed, a space to calm their sensory systems and take control of their emotions again.

   The second floor includes shower facilities, lockers, year-round fixed emergency shelter site with designated spaces for families, single women, and single men and 7 on-site permanent affordable housing apartment units.

   The seven apartments located at JOURNEYS will expand this vital and successful program. These apartments include 5 efficiency apartments, including one that is an accessible unit, and 2 one-bedroom apartments. The families and individuals who stay in these apartments will be able to receive all their services in the same building, making it easier for them to access these essential services.

   The agency is looking to purchase essential furniture items for these apartments. Items include bed frames, mattresses, tables, desks, dressers, shower curtains, wastebaskets, throw rugs, plates,

utensils, blinds, and chairs. The major items purchased: tables, desks, will stay in the apartments after a client successfully completes the program and is ready for mainstream housing. The furniture purchased will allow clients the dignity of a place to call their own

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 funds previously. The agency has worked with Arlington Heights, Mt. 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.

B. Service Area

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

JOURNEYS' service area encompasses 37 villages and cities in north and northwest suburban Cook County. Specifically, JOURNEYS serves the following communities: 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, Mt. 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.**

All clients staying in a JOURNEYS' apartment must be a client of JOURNEYS, must meet and work with their case manager, and pay rent based on their income. To be a client of JOURNEYS clients must have their last place of permanent residency in one of our 37 villages in our 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 has been serving Arlington Heights for over 30 years. JOURNEYS is the sole shelter and social service agency in the area operating on a comprehensive Continuum of Care. The agency does not duplicate services. During the ongoing COVID-19 pandemic, JOURNEYS has taken the initiative to expand services to follow public health guidelines to keep clients, staff, and volunteers safe; for instance, the agency was the first in the area to shelter clients in local hotels.

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, 2023 – September 30, 2024 (estimated/proposed)			
October 1, 2022 – present (6 months)			
October 1, 2021 – September 30, 2022			

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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?**

JOURNEYS will meet its CDBG goals by providing comprehensive social services to Arlington Heights residents. The agency will work with its partners in Arlington Heights to provide best-practice intervention and case management for those in need of agency services. Additionally, JOURNEYS will continue to reach out to the larger Arlington Heights community through volunteer opportunities, community events, speaking engagements, and social media posts

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?**

JOURNEYS will serve any resident of Arlington Heights who seeks services.

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: 14
   Part-time: 2
   Volunteers: 2000

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

   Name: Shaina Makani

   Title: Database Specialist

   Phone Number: (847) 963-9163 ext. 122

   Email Address: s.makani@journeystheroadhome.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.** *Any client fees collected must be used for program costs.*

   No fee is collected. All services are provided to clients free of charge.

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, 2023 – September 30, 2024 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	$	$
Total	$	$
Please specify:		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**
   (Select one)

☐ Yes
☒ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(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 2023:**

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$24,955.00	$1,500	$1,500
Program Year 2022			
Program Year 2021			

* 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	$
Other administrative costs	$
Other costs	$
Please specify other costs: Essential Furniture Items for 7 on-site unit	
Total CDBG Request	**$ 1,500.00**

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

*** These costs are <u>not</u> 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 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 2023 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 **Little City's FY24 budget to be available 7/1/2023.**
   ☒ Current agency budget
   ☒ Most recent audit (one hard copy)*
   ☐ Most recent A-133 audit if required
   ☒ Proof of non-profit determination
   ☐ Organizational chart
   ☒ List of member of Board of Directors, if applicable

   Other information at the option of the applicant (please describe): **Grant budget and proposed construction schedule.**

   *** 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 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 Highway, Mount Prospect, IL 60056

CDBG Funding Request: $30,000

Applicant Contact Information

Organization Name: Northwest Compass, Inc.

Unique Entity Identifier (UEI) Number: EJ55KHMKF785

Head of the Organization (ex. Executive Director)

Name: Sonia Ivanov

Title: Executive Director

Signature agency staff authorized to submit this application:

Signature Date: 3/21/2023

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 Highway

Mailing Address 2:

City: Mount Prospect

State: IL

Zipcode: 60056

Telephone Number: 847-392-2344

Email Address: 1300 W Northwest Highway, Mount Prospect, IL 60056

Organization website: www.northwestcompass.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. **Project Description**
   Describe the 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 is humbly requesting financial assistance for programs and services under our Housing Program which stabilizes residents of the Village of Arlington Heights who are experiencing a housing crisis ranging 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 essential supportive services. Our housing program provides services geared toward housing counseling, homelessness diversion and prevention, housing navigation, rapid re-housing, and immediate short-term rent assistance to aid individuals and families at risk of becoming homeless for the first time and/or to assist them to exit homelessness as quickly as possible.

   The program also facilitates Transitional Living, Permanent Supportive Housing Program, Youth Housing Demonstration Project components, and Rapid Re-housing. 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. We are the Lead Agency in the North and a walk-in center for anyone in Suburban Cook County including residents of the Village of Arlington Heights who are in need of housing assistance. Ours is the only program that provides individual counseling, assistance, and education for a clientele experiencing homelessness as a partner in the Coordinated Entry Initiative in the Cook County area. In recent years, residents of Arlington Heights are one of the top ten zip codes we receive calls from for housing assistance.

   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 couch surfing, and people working full time or multiple jobs but still unable to afford housing, among others. We serve each individual with respect and understand that oftentimes all it takes is one major unexpected expense to put households out on the street. Some families are 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 housing assistance towards rent, the resident must meet the eligibility criteria of being currently 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 connecting them to programs and/or services that best meet their needs.
Housing Counseling and Assistance: Stabilizing 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: Connecting 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, short or medium-term rental assistance to assist clients living in shelters or in places not meant for human habitation. 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 operates 10 apartments that are part of the Permanent Supportive Housing "PSH", Transitional Housing "TH", Youth "YHDP", and Rapid Rehousing (RRH). These 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, which varies in duration depending on the household's needs; these meetings typically occur bi-monthly or as needed. Those clients that qualify for financial assistance for rent or mortgage payment may receive up to one month's assistance.

At 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 as well as connection to other housing options.

Northwest Compass is currently working on addressing the homelessness of our youth (ages 18-24). 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. To further enhance the work done with unaccompanied youth, beginning with those in high school and upwards to 24 years of age, we started The Suburban Youth Networking Coalition (SYNC). This coalition of community partners (libraries, social services, police department, etc) exists to support and empower youth through a coordinated effort to increase access to services.

NWC has great working relationships with all local municipalities, villages and townships, as well as police departments, local school districts, unemployment office, hospitals, other social services providers, faith communities and various stakeholders, State Reps and Cook County Commissioners.

We continue to work closely with the Village of Arlington Heights School Districts as part of our ongoing efforts to reduce homelessness and provide assistance to homeless families within their districts by implementing House Bill 261 which allows schools to use transportation funding towards housing costs. We will also continue to network with Arlington Heights Village staff by taking referrals and referring clients out for services as needed.

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 previously. We receive CDBG funds from the City of Des Plaines, and Villages of Arlington Heights, Palatine, 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.**

Northwest Compass serves the North and Northwest Suburbs of Suburban Cook County. This area includes Barrington Township, Elk Grove Township, Elgin Township, Evanston Township, Hanover Township, Leyden Township, Maine Township, New Trier Township, Niles Township, Northfield Township, Norwood Park Township, Palatine Township, Schaumburg Township, and Wheeling Township.

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.**

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 will qualify for our 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. We are one of only four walk-in centers in Suburban Cook County for Coordinated Entry (a HUD mandate initiative to coordinate housing and supportive services resources in the Suburban Cook area). All social service agencies receiving HUD and State funding are required to refer clients to an agency such as ours to provide housing assistance. We are the only agency providing street outreach to people experiencing homelessness. Over 85% of phone and in-person contacts we receive are requests for services associated with being able to access the resources needed to stay in their home. Due to higher rent burden, higher cost of living and an increased number of families living in poverty in the suburbs, there is an increased demand for services.

We have partnered with the Bridge Youth & Family Services, Harper College, 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 to communicate and prevent service duplication.

All of these agencies provide limited housing counseling and often place restrictions on services based on length of homelessness, gender, age, and other various limiting factors. We do not restrict eligibility which sets us apart.

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, 2023 – September 30, 2024 (estimated/proposed)	6800	350	175
October 1, 2022 – present (6 months)	2033	305	90
October 1, 2021 – September 30, 2022	6727	612	160

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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 for 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 frequently 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 our services 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?**

   We will continue to provide an array of essential services to the residents of the Village of Arlington Heights who are experiencing housing instability and crisis. 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

D. Staff for Funded Program

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

   Full-time: 8
   Part-time: 2
   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 Klimkowicz

   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?**

   Anna has been with Northwest Compass for over 11 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.** *Any client fees collected must be used for program costs.*

   Not Applicable

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, 2023 – September 30, 2024 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	$ 50,000	$ 3,000
HOPWA Funds	$	$
Appalachian Regional Commission	$	$
Other Federal Funds CDBG	$ 120,000	$ 7,200
State/Local Funds	$	$
Private Funds	$ 20,000	$ 1,200
Program Income (client fees)	$	$
Other Funding	$	$
Total	$	$
Please specify: An estimate of 6% of our funds go to AH residents		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**
   (Select one)

☒ Yes
☐ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(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 2023:**

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$ 3,636,202	$ 218,172	$ 30,000
Program Year 2022	$ 2,290,426	$ 137,425	$ 30,000
Program Year 2021	$ 1,547,096	$ 92,825	$ 4,500

* 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*	$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 <u>not</u> 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 Northwest Compass, Inc. is to enhance our community by providing emergency services, education, and empowerment which foster personal responsibility for those who are vulnerable or in crisis.

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

   All Applications:

   ☒ Copy of your organization's submitted 2023 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)*
   ☐ Most recent A-133 audit if required
   ☒ Proof of non-profit determination
   ☒ Organizational chart
   ☒ List of member of Board of Directors, if applicable

   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: **Children at Play**

Project Location: **kwaszak@ahpd.org**

CDBG Funding Request: $ 30,000

Applicant Contact Information

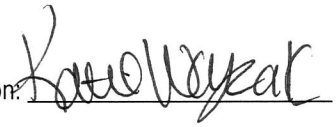
Organization Name: **Children at Play, Arlington Heights Park District**

Unique Entity Identifier (UEI) Number: **068472794**

Head of the Organization (ex. Executive Director)

Name: **Katie Waszak**

Title: **CAP and Day Camp Supervisor**

Signature agency staff authorized to submit this application: 

Signature Date: **4/19/2023**

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 Rd**

State: **IL**

Zipcode: **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**
   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 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)?

   2022 $ 6,275 CAP Program
   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
☒ 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.**

☒ 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

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, 2023 – September 30, 2024 (estimated/proposed)	1200	1150	21
October 1, 2022 – present (6 months)	1125	1075	14
October 1, 2021 – September 30, 2022	1100	1050	20

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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 CDBG funds would be used to financially help children and families in Arlington Heights by covering the tuition fees for before and after school childcare through the CAP 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 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.

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: Katie Waszak, CAP/Day Camp Supervisor - for all daily operations
Connie Phillips, Registration Clerk – for submitting invoices/reporting

Phone Number: 847-566-7871 & 847-506-7138

Email Address: kwaszak@ahpd.org & cphillips@ahpd.org

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

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

   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.

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, 2023 – September 30, 2024 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)	$ 2,289,440	$ 2,289,440
Other Funding	$	$
Total	$	$
Please specify:		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**
   (Select one)

☐ Yes
☒ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(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 2023:**

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$1,832,982	$1,500,120	$
Program Year 2022	$ 1,774,566	$ 1,421,610	$
Program Year 2021	$ 1,061,010	$ 788,789	$

* 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*	$1,041,230
Payroll for general administration of the CDBG grant**	$ 115,904
Rent**	$
Utilities**	$
Construction/Rehabilitation	$
Other administrative costs	$ 77,551
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 <u>not</u> 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 2023 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 **Little City's FY24 budget to be available 7/1/2023.**
- ☒ Current agency budget
- ☒ Most recent audit (one hard copy)*
- ☐ Most recent A-133 audit if required na
- ☐ Proof of non-profit determination na
- ☒ Organizational chart
- ☒ List of member of Board of Directors, if applicable

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.

Proposed agency budget for the next fiscal year, if available

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

Current agency budget

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

Most recent audit (one hard copy)*

22_Final_Audit_-_AHPD.pdf

Organizational chart

Financial Reports | Arlington Heights Park District (ahpd.org)

List of members of Board of Directors, if applicable

Board of Commissioners | Arlington Heights Park District (ahpd.org)

#14 Clearbrook

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: CILA Rehabilitation Projects

Project Location: Eastman Street and S. Kennicott Avenue

CDBG Funding Request: $ 31,560

Applicant Contact Information

Organization Name: Clearbrook

Unique Entity Identifier (UEI) Number: Y6FBTKA2DMM3

Head of the Organization (ex. Executive Director)

Name: Anthony Di Vittorio

Title: President and CEO

Signature agency staff authorized to submit this application:

Signature Date: April 26, 2023

Printed Name: Anthony Di Vittorio

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

Zipcode: 60005

Telephone Number: 847-870-7711

Email Address: Eastman Street and S. Kennicott Avenue

Organization website: https://www.clearbrook.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

Describe the 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.

Clearbrook's CILA Rehabilitation Projects will rehabilitate and replace the deck and bedroom flooring at the Eastman CILA and replace existing worn flooring at the Kennicott CILA. The deck at the Eastman CILA has rotted substructure boards and is not safe for the home's residents to use. The project will remove and dispose of existing deck boards and handrails, repair and replace the substructure boards, and install composite deck board and handrails. A threshold will also be installed near the home's patio door that will improve accessibility. Also at the Eastman CILA, flooring in four bedrooms will have their existing vinyl, carpet, tile and vinyl baseboards removed. Compromised sub-flooring will be replaced with new. In each bedroom, new LVP (Luxury Vinyl Plank) flooring will be installed as well as new vinyl baseboard. LVP flooring provides a realistic wood and stone look using 3D printing technology to mimic the texture of wood and stone. It is water-resistant and made of low-maintenance material that will last for many years. The new flooring will be easy to clean, is non-skid and prevents the growth of mold. The Kennicott CILA home will similarly have its bedroom flooring removed and new LVP flooring installed. In addition, the existing flooring in the home's bathrooms and carpeting in the hallways will be removed. New LVP flooring, carpeting and vinyl baseboards will be installed in the hallways and stairs.

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 funds from Arlington Heights, Schaumburg and Hoffman Estates. It has also received county CDBG funds from McHenry, Lake and Cook Counties.

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

☐ Yes
☑ No

If yes, please specify how funds will be used. Not applicable.

B. Service Area

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

Clearbrook serves individuals who reside in 16 counties in northern Illinois. In the Metropolitan Chicago area, Clearbrook serves these municipalities: Addison, Arlington Heights, Aurora, Bensenville, Berkeley, Broadview, Buffalo Grove, Carpentersville, Chicago, Crystal Lake, Deerfield, Downers Grove, Elk Grove Village, Evanston, Gages Lake, Glenview, Gurnee, Hanover Park, Hoffman Estates, Kankakee, Lake Bluff, Lisle, Maywood, Mt. Prospect, Mettawa, Naperville, Northbrook, Northfield, Oak Park, Palatine, Park Ridge, Plainfield, Prospect Heights, Rolling Meadows, Romeoville, Schaumburg, 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 lack of affordable housing for individuals with Intellectual and Developmental Disabilities (I/DD) is a serious concern. The State of Illinois operates a PUNS (Prioritization for Urgency of Need for Services) registry/database that provides information about individuals who have developmental disabilities and are seeking or in need of services. In Illinois, of all of those registered more than 35% are seeking 24/7 residential services. The eight Kennicott CILA residents and the seven Eastman CILA residents have I/DD and in some cases physical disabilities and/or a severe mental illness. All meet the criteria of "Severely Disabled Persons" as defined by the Bureau of Census. Clearbrook needs assistance from public and private sources to fulfill the homes' capital and infrastructure improvements as they are not funded through reimbursement.

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 owns and operates CILA homes in the Village of Arlington Heights. Glenkirk and Shelter, Inc. also provide residential/community living 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 PERSONS Served	Total Arlington Heights PERSONS Served by Arlington Heights CDBG Funds
October 1, 2023 – September 30, 2024 (estimated/proposed)	15	15	15
October 1, 2022 – present (6 months)	15	15	15
October 1, 2021 – September 30, 2022	15	15	15

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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 project will allow the CILA residents to live in their home for as long as they wish. According to AIPatHome, Aging in Place (aka 'age in place') is the ability to live in one's own home - wherever that might be - for as long as confidently and comfortably possible. The Journal of Housing for the Elderly states that aging in place is not having to move from one's present residence in order to secure necessary support services in response to changing needs. Clearbrook's goal is to ensure the CILAs are equipped to be an optimal environment for residents to age in place. The project will improve the quality of life for the residents, providing an environment that is both supportive and accessible.

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 Eastman and Kennicott CILA homes.

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: 14 (when fully staffed)
Part-time: 0
Volunteers: As/when 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: Bev Saiz

Title: Director of Grants

Phone Number: 847-385-5006

Email Address: bsaiz@clearbrook.org

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

Bev Saiz, Director of Grants, has been with Clearbrook since June 24, 2019.

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

Not applicable to residential and other programs operated by Clearbrook. As almost 100% of the residents and program participants are eligible for Medicaid, they are not charged additional fees.

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, 2023 – September 30, 2024 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 CDBG	$0	$0
State/Local Funds	$See attached	$See attached
Private Funds	$0	$0
Program Income (client fees)	$See attached	$See attached
Other Funding	$0	$0
Total	$See attached	$See attached
Please specify: Please see attached budget document for each CILA home.		

See Attachment A

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**

(Select one)

☑ Yes
☐ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?

(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 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	See attached	See attached	See attached
Program Year 2022	See attached	See attached	See attached
Program Year 2021	See attached	See attached	See attached

See Attachment 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	$ 31,560
Other administrative costs	$ 0
Other costs	$ 0
Please specify other costs: Not applicable	
Total CDBG Request	**$** 31,560

See Attachment A for Details

** Payroll time sheets documenting staff hours and pay rates will be required with invoices.*
*** These costs are <u>not</u> 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:

- [x] Copy of your organization's submitted 2023 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] Most recent A-133 audit, if required
- [x] Proof of non-profit determination
- [x] Organizational chart
- [x] List of members of Board of Directors, if applicable

Other information at the option of the applicant (please describe): "Before" photos, Professional Estimates

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

Construction/Rehabilitation Applications Only:

- [x] 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.

Attachment A

TABLE E. 3. Detail

- List of Funding Sources (Eastman)

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	$	$
State/Local Funds	$605,954	$605,954
Private Funds	$0	$0
Program Income (client fees)	$87,214	$87,214
Other Funding	$0	$0
Please specify:		

- List of Funding Sources (Kennicott)

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	$	$
State/Local Funds	$676,722	$676,722
Private Funds	$0	$0
Program Income (client fees)	$114,036	$114,036
Other Funding	$0	$0
Please specify:		

TABLE F.1. Detail

- Budgeted Expense (Eastman)

Program Year	Program Expenses	Program Expenses for Arlington Heights	Program Expenses for CDBG Arlington Heights
Program Year 2023(Proposed)	$604,001	$604,001	$604,001
Program Year 2022	$526,758	$526,758	$526,758
Program Year 2021	$507,367	$507,367	$507,367

- Budgeted Expense (Kennicott)

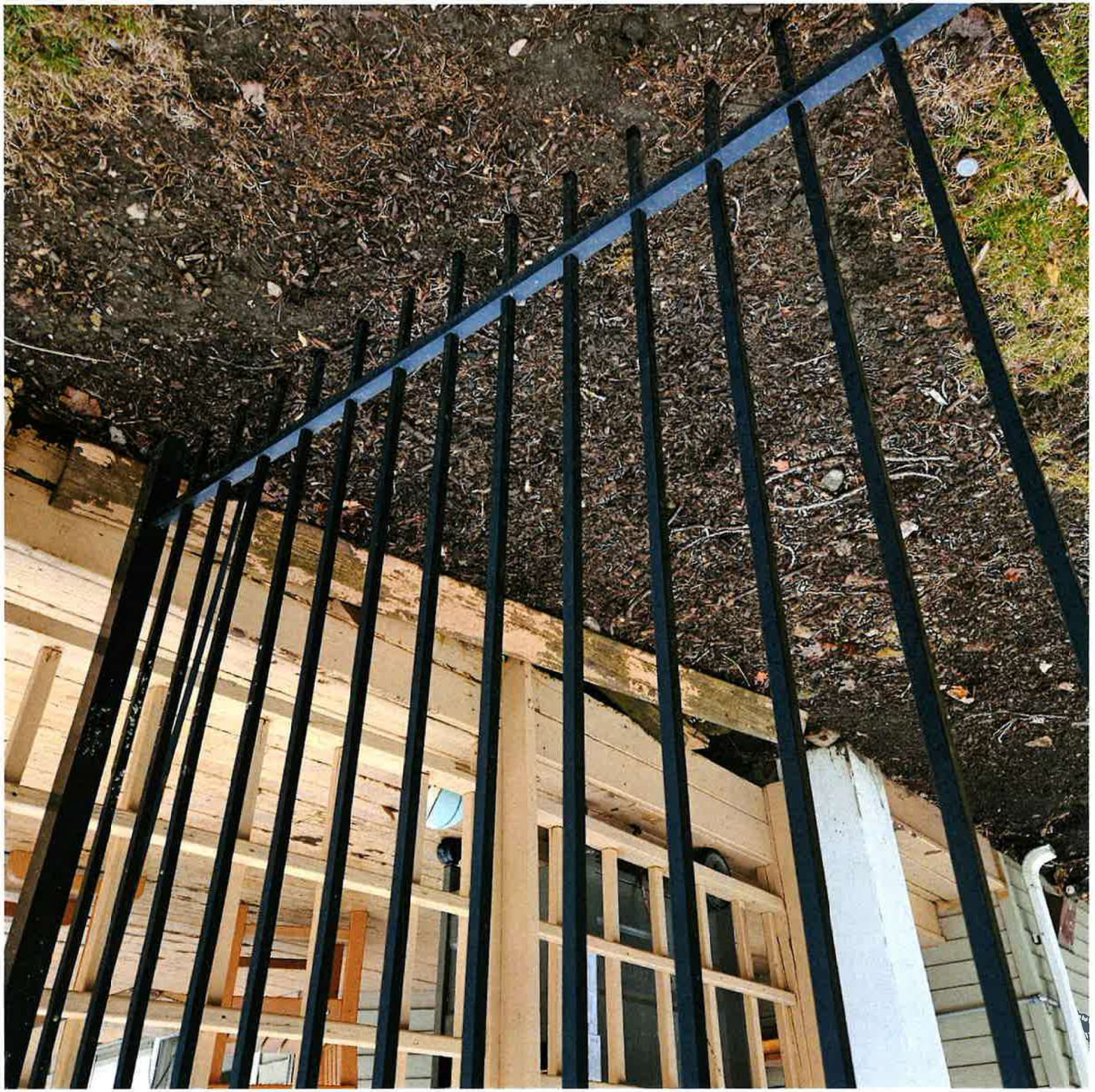
Source	Program Expenses	Program Expenses for Arlington Heights	Program Expenses for CDBG Arlington Heights
Program Year 2023(Proposed)	$702,707	$702,707	$702,707
Program Year 2022	$532,462	$532,462	$532,462
Program Year 2021	$497,127	$497,127	$497,127

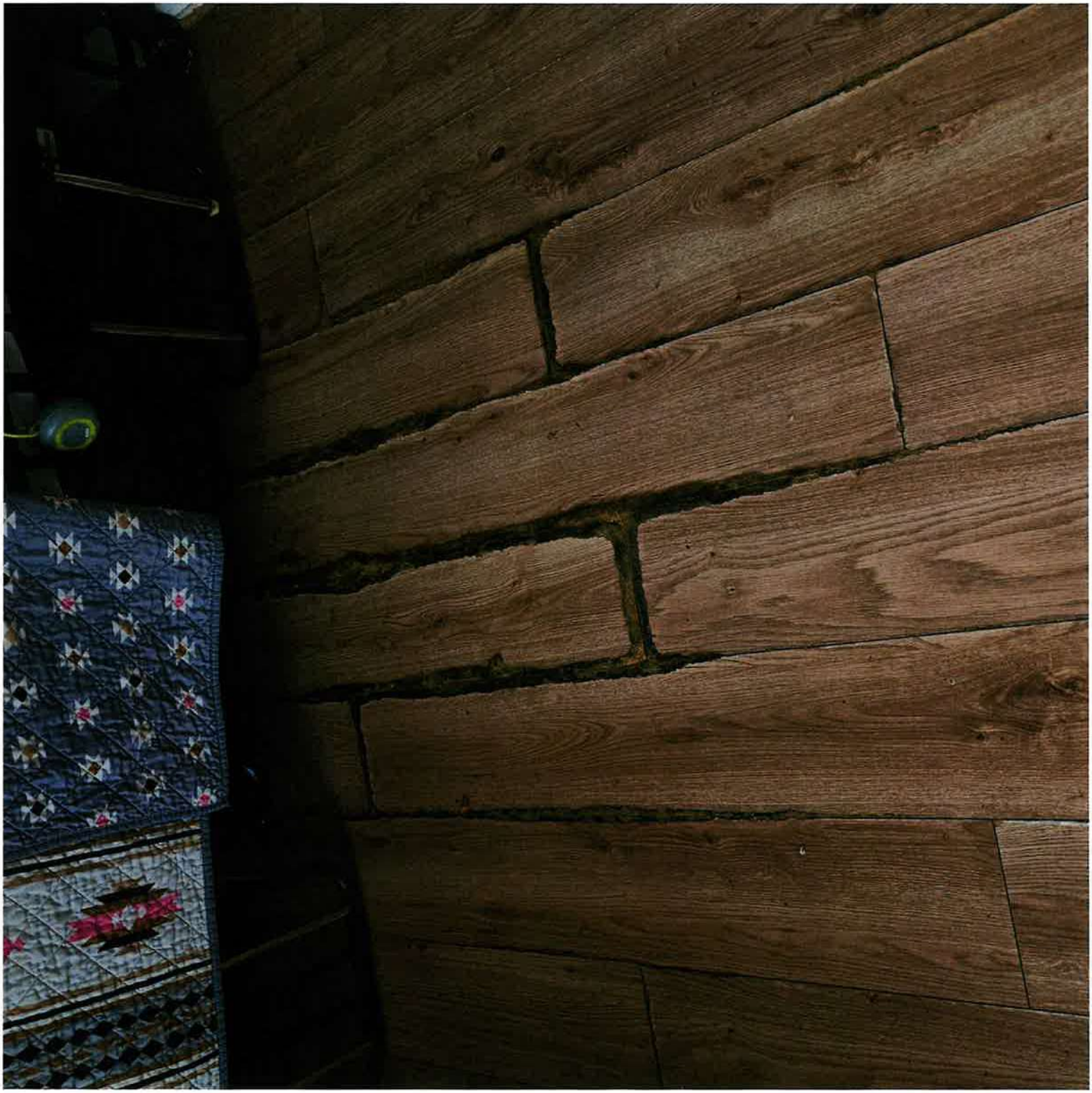
TABLE F.2. Detail

- Use of CDBG Funds

Use of CDBG Funds	Amount
Payroll of employees providing direct client services	
payroll for general admin of the CBDG grant	
Rent	
Utilities	
Construction/Rehabilitation	$ 18,660
Other Admin	
Other Costs	
Total CDBG Request	**$ 18,660**

Program Year	Amount
Payroll of employees providing direct client services	
payroll for general admin of the CBDG grant	
Rent	
Utilities	
Construction/Rehabilitation	$ 12,900
Other Admin	
Other Costs	
Total CDBG Request	**$ 12,900**





DONTLOS

CILA Rehabilitation Projects Timeline

April 2024 – Final Scope of Work is developed. Clearbrook will obtain three sealed bids for the project. No permits will be required.

May 2024 - Removal of exiting deck. Installation of new Trek material on deck flooring and railing systems.

June 2024 – Removal of existing flooring at Eastman CILA. Installation of new flooring.

July 2024 – Removal of existing flooring at Kennicott CILA. Installation of new flooring and carpeting.

#15 Little City Foundation

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

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

Project Location: N. Raleigh, Arlington Heights

CDBG Funding Request: $ 35,975.00

Applicant Contact Information

Organization Name: Little City Foundation

Unique Entity Identifier (UEI) Number: SBSDGBABTGA7

Head of the Organization (ex. Executive Director)

Name: Marie Newman

Title: Chief Executive Officer

Signature agency staff authorized to submit this application: Marie Newman

Signature Date: 4/27/23

Printed Name: Marie Newman

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: Palatine

State: IL

Zipcode: 60067

Telephone Number: (847) 358-5510

Email Address: Mnewman@littlecity.org

Organization website: www.littlecity.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. **Project Description**
   Describe the 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 respectfully requests $35,975.00 rehabilitation improvements of the Community Integrated Living Arrangement (CILA) home at N. Raleigh Street for people with intellectual and developmental disabilities. Currently, seven men occupy the residence and range from 27 to 46 years old. All residents are considered very low income. Raleigh residents have some of the most severe disabilities among Little City's residents. Most of the residents have dual diagnoses of moderate to profound intellectual disabilities and autism spectrum disorder. They require some of the highest levels of support and specialized living environments.

   In order of priority, the proposed rehabilitation project will:

   • Rehabilitate the kitchen to ensure ADA compliance and suitable use for high-spectrum autistic individuals.
   • Replace older flooring in the dining room and install new flooring to match the rest of the house. Variations in materials and colors throughout a home, especially in contiguous spaces, can be jarring for people with autism, potentially triggering problematic behaviors.
   • Paint dining room and kitchen with colors that promote a consistent and calming sensory experience.
   • Patch the fireplace opening in the dining room area and have it match the existing wall.

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 Villages of Arlington Heights and Schaumburg in the past. CDBG funding has also be awarded from the City of Waukegan. Finally, CDBG funding has been awarded from Cook, DuPage, and Lake Counties in the past.

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.

Little City serves children and adults with intellectual and developmental disabilities primarily throughout Cook, DuPage, and Lake Counties in the State of Illinois. The following, as of 4/21/23 is a listing of municipalities with 10 or more Little City participants.

- Arlington Heights - 33
- Chicago - 26
- Elk Grove Village - 14
- Grayslake - 10
- Gurnee - 12
- Hanover Park - 39
- Hoffman Estates - 26
- Mount Prospect - 14
- Palatine - 156
- Rolling Meadows - 12
- Roselle - 11
- Schaumburg - 45
- Waukegan - 73

In addition, Little City also serves individuals in 94 other municipalities with less than 10 participants in each city or 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.

Community Integrated Living Arrangement (CILA) residents and all 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 (ISC) agency 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.

Once individuals are screened, they are entered into the state's Prioritization of Urgency of Need for Services (PUNS) database, which the State uses to select individuals for services as funding becomes available. Individuals who want to receive services from Little City contact the agency and request to be placed on the agency's waiting list. Once the State selects an individual from the PUNS list to receive services, the individual notifies Little City. Little City then provides services based upon the type of services for which the individual has received funding and the agency's capacity in the approved program at the time. If Little City does not have openings in the requested program at the time funding is awarded, the individual has the choice to remain on Little City's waiting list until an opening is available, or he or she can elect to receive services elsewhere.

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 to individuals with intellectual and developmental disabilities in the Village of Arlington Heights. Because of the system in place by the State of Illinois (described in question 3) when determining eligibility and service delivery, no individuals receive duplicate 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 Households Served	Total Arlington Heights Households Served	Total Arlington Heights Households Served by Arlington Heights CDBG Funds
October 1, 2023 – September 30, 2024 (estimated/proposed)	7	7	7
October 1, 2022 – present (6 months)	7	7	7
October 1, 2021 – September 30, 2022	7	7	7

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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 proposed improvements will make the Raleigh CILA home more suitable to the unique needs of people with autism and improve safety. Funding will make the home more accessible by incorporating ADA features to kitchen, painting, and replacing older flooring to match the rest of the house. Maintaining similar materials and colors throughout the home can be less jarring for people with autism, thereby reducing the potential of triggering problematic behaviors.

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?

If awarded CDBG funding from the Village of Arlington Heights, funds would maintain the current service level in terms of number of residents served. Improvement would be in the form of the quality of those services.

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: 6
Part-time: 2
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: Eugene Martinez

Title: Director of Grants

Phone Number: (847) 221-7713

Email Address: emartinez@littlecity.org

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

Mr. Martinez joined Little City in September 2022.

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

   Not applicable

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, 2023 – September 30, 2024 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	$ 1,000	$ 1,000
Private Funds	$	$
Program Income (client fees)	$	$
Other Funding	$	$
Total	$ 1,000	$ 1,000
Please specify:		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**
   (Select one)

☒ Yes
☐ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(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 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$ 576,353	$ 37,225	$ 35,975
Program Year 2022	$	$	$
Program Year 2021	$	$	$

* 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	$ 35,975
Other administrative costs	$
Other costs	$
Please specify other costs:	
Total CDBG Request	**$** 35,975

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

*** These costs are <u>not</u> 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 serve children and adults with intellectual and developmental disabilities by providing the best options and opportunities to live safely, learn continuously, explore creatively and work productively throughout their lifetime.

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

All Applications:

☒ Copy of your organization's submitted 2023 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 **Little City's FY24 budget to be available 7/1/2023.**
☒ Current agency budget
☒ Most recent audit (one hard copy)*
☐ Most recent A-133 audit if required
☒ Proof of non-profit determination
☒ Organizational chart
☒ List of member of Board of Directors, if applicable

Other information at the option of the applicant (please describe): **Grant budget and proposed construction schedule**.

*** 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.

#16 Glenkirk

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: CILA Site Renovation

Project Location: cmayfield@glenkirk.org

CDBG Funding Request: $ 47,035

Applicant Contact Information

Organization Name: Glenkirk

Unique Entity Identifier (UEI) Number: 36-2345191

Head of the Organization (ex. Executive Director)

Name: Kim Berenberg

Title: Chief Executive Officer

Signature agency staff authorized to submit this application: Christeon Mayfield

Digitally signed by Christeon Mayfield
Date: 2023.04.27 16:28:14 -05'00'

Signature Date: 04/27/2023

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

Zipcode: 60062

Telephone Number: 847-272-5111 ext 547

Email Address: cmayfield@glenkirk.org

Organization website: https://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 decor, shop for groceries, and actively participate in leisure and community activities with the rest of their family.

   This project request is for exterior capital improvements to 2 CILA group homes housing 12 adults with intellectual disabilities. The home on Chestnut Avenue is in need of replacements of the roof, soffit and fascia, and downspouts and gutters. The home on Kingsbury Drive requires replacement of the soffits, fascia and gutters, as well as window well extensions and a new front gate. These replacements will ensure the homes remain in good repair. Glenkirk is seeking CDBG funding because our current IDHS funding reimburses for services provided, but does not provide any funding or reimbursement for capital needs or property maintenance.

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 201, 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 provides services in 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.**

Glenkirk's residential services are available to people aged 18 and above with intellectual and developmental disabilities who face significant functional constraints in at least one of the key areas of daily life, such as self-care, self-direction, independent living, or financial independence. To qualify for these services, individuals must complete the State of Illinois's intake process, which involves being registered on 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.**

In the Arlington Heights region, Clearbrook and Shelter, Inc. are two other service providers. Moreover, Avenues to Independence, American Residential Care, Inc., Circle of Support, Little City, Lutheran Social Services, Saze Community Services, and Search, Inc. all offer CILA services in our service area. Even though these organizations offer comparable services, there is no overlap as people are only eligible for one residential service at a time. It is worth noting that nearly 15,000 people are currently on the waiting list 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, 2023 – September 30, 2024 (estimated/proposed)	200	19	18
October 1, 2022 – present (6 months)	230	19	18
October 1, 2021 – September 30, 2022	200	19	18

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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?**

Our project aims to address the needs of low-income residents by improving the safety and accessibility of their homes. By addressing these needs, we hope to improve the quality of life for our individuals and help them feel more secure and comfortable in their homes.

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 purpose of the funds is to sustain the existing level of service. The house renovation project will not result in any additional living space, but it will enhance the living conditions for the current occupancy.

4. **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: 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?**

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

Glenkirk's services are provided without charge, as they are funded by the state, as well as federal entitlements such as SSDI, SSI, and RR.

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, 2023 – September 30, 2024 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 CDBG	$0	$0
State/Local Funds	$0	$0
Private Funds	$0	$0
Program Income (client fees)	$0	$0
Other Funding	$0	$0
Total	$0	$0
Please specify: We are requesting for Arlington Heights CDBG to cover the entire cost of the project		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**

(Select one)

☑ Yes
☐ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?

(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 2023:**

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$47,035	$47,035	$47,035
Program Year 2022	$	$	$
Program Year 2021	$	$	$

* 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*	$0
Payroll for general administration of the CDBG grant**	$0
Rent**	$0
Utilities**	$0
Construction/Rehabilitation	$47,035
Other administrative costs	$0
Other costs	$0
Please specify other costs:	
Total CDBG Request	**$47,035**

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

*** These costs are <u>not</u> 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 provides 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:

- [x] Copy of your organization's submitted 2023 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)*
- [ ] Most recent A-133 audit, if required
- [x] Proof of non-profit determination
- [x] Organizational chart
- [x] List of members of Board of Directors, if applicable

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:

- [x] 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.

- [x] 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: Group Home Rehab Grant Program

Project Location: Arlington Heights, IL

CDBG Funding Request: $68,240

Applicant Contact Information

Organization Name: Village of Arlington Heights

Unique Entity Identifier (UEI) Number: SA2FJCC7CXS2

Head of the Organization (ex. Executive Director)

Name: Charles Witherington-Perkins

Title: Director of Planning and Community Development

Signature agency staff authorized to submit this application: *Nora Boyer*

Signature Date: April 28, 2023

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

Zipcode: 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.

This project involves making renovations to group homes for the benefit of special needs and at-risk populations. Priority is given to the correction of Village Code deficiencies. The group homes are owned by nonprofit agencies that must, in accordance with HUD regulations, continue to use the homes for CDBG-eligible purposes for a minimum of 5 years after the closeout of the grants for the improvements.

2. Previous CDBG Funding

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

The Village 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 Group Home improvements have been:

2018-2019: $72,037
2019-2020: $90,860
2020-2021: $25,000
2021-2022: $115,000
2022-2023: $68,240

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.

This program is offered Village-wide.

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.

Residents of the homes must meet the CDBG/HUD income eligibility requirements or be presumed to be low/moderate income because they are severely disabled.

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 nonprofit 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 roofs, paving, kitchen remodeling, bathroom remodeling, accessibility improvements, etc. Renovation funds may from time-to-time be available from other sources, but these resources do not duplicate improvements funded by the Village.

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, 2023 – September 30, 2024 (estimated/proposed)	2	2	2
October 1, 2022 – present (6 months)	4	4	4
October 1, 2021 – September 30, 2022	1	1	1

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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 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 would be used to serve existing and additional 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:
   Volunteers:

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

   Name: Nora Boyer
   Title: Housing Planner
   Phone Number: 847-368-5214
   Email Address: nboyer@vah.com

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

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

   NA

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, 2023 – September 30, 2024 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	$	$
Total	$ 0	$ 0
Please specify:		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**
   (Select one)

☒ Yes
☐ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(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 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$68,240	$68,240	$68,240
Program Year 2022	$68,240	$68,240	$68,240
Program Year 2021	$115,000	$115,000	$115,000

* 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	$68,240
Other administrative costs	$
Other costs	$
Please specify other costs:	
Total CDBG Request	**$68,240**

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

*** These costs are <u>not</u> 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):

Information about the Village of Arlington Heights may be found at Welcome to Arlington Heights, IL (vah.com)

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

All Applications:

☐ Copy of your organization's submitted 2023 or most recent Illinois Charitable Organization Annual Report Form AG990-IL *(This is a two-page document. Please do not submit the federal form.)* ***Not Applicable***
☐ Proposed agency budget for the next fiscal year, if available **NA**
☒ Current agency budget See https://cms2.revize.com/revize/arlington/Departments/Finance/Budgets%20&%20Financial%20Reports/Annual%20Budget%20&%20Budget/2023%20Adopted%20Budget.pdf
☒ Most recent audit (one hard copy)* See: https://cms2.revize.com/revize/arlington/Departments/Finance/Budgets%20&%20Financial%20Reports/Annual%20Budget%20&%20Budget/2023%20Adopted%20Budget.pdf
☒ Most recent A-133 audit if required See: https://cms2.revize.com/revize/arlington/Departments/Finance/Budgets%20&%20Financial%20Reports/Annual%20Budget%20&%20Budget/2023%20Adopted%20Budget.pdf
☒ Proof of non-profit determination Government Entity
☒ Organizational chart See Budget
☒ List of member of Board of Directors, if applicable See https://www.vah.com/government/village_board.php

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 VAH Single-Family Rehab Loan Program

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Single Family Rehab Loan Program

Project Location: Arlington Heights, IL

CDBG Funding Request: $ 100,000

Applicant Contact Information

Organization Name: Village of Arlington Heights

Unique Entity Identifier (UEI) Number: SA2FJCC7CXS2

Head of the Organization (ex. Executive Director)

Name: Charles Witherington-Perkins

Title: Director Planning & Comm Dvt.

Signature agency staff authorized to submit this application: Nora Boyer

Signature Date: April 28, 2023

Printed Name: Charles Witherington-Perkins

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

Zipcode: 60005

Telephone Number: 847-368-5200

Email Address: Arlington Heights, IL

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 <u>not</u> 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.

This project provides 0% interest home rehab loans to low and moderate-income Arlington Heights homeowners. Loans are repaid when the homeowners cease to be the full-time owner-occupants of the homes, which is most frequently when the homes are sold. HUD income eligibility criteria apply. The homeowners must have owned and occupied their homes for a minimum of 2 years in order to be eligible for the program. The maximum loan to value ratio, including the Village loan through the program, is 85%. There are no monthly payments. Loans are secured against the property by an estoppal agreement, and are repaid in-full upon transfer of the title to the 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 has operated this program since 1978. Total loans to date is approximately $5 million and approximately $3 million has been repaid and reused.

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.

This program is offered Village-wide.

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.

Applicants must meet the CDBG/HUD income eligibility requirements. They must have owned/occupied the home for a minimum of 2 years. They must be current on property taxes, water bills, and any other bills/debts with the Village. The loan to value ratio may not exceed 85%.

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.

From time to time home rehab program are funded by Cook County through agencies such as the Northwest Housing Partnership. When other programs are available, home owners are made aware of those program so that they may choose the program that is best suited for their needs.

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 PERSONS Served	Total Arlington Heights PERSONS Served by Arlington Heights CDBG Funds
October 1, 2023 – September 30, 2024 (estimated/proposed)	2	2	2
October 1, 2022 – present (6 months)	2*	2*	2*
October 1, 2021 – September 30, 2022	2	2	2

*2 Active applications but these projects have not yet been completed.

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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 would be used to improve the safety and habitability of homes of low and moderate income homeowners. This would also contribute to the appearance and stability of the blocks/neighborhoos where the 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?

Maintain the current level but serve new clients.

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:
Volunteers:

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

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

A $100 administrative fee is collected that is used to off-set the cost of the recording fee of the estoppal agreement.

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, 2023 – September 30, 2024 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	$	$
Total	$0	$0
Please specify:		

4. Will your agency expend $750,000 or more in Federal funding in its current fiscal year?

(Select one)

☑ Yes

☐ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?

(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 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$ 100,000	$ 100,000	$ 100,000
Program Year 2022	$ 50,000est.	$ 50,000est	$ 50,000est
Program Year 2021	$ 46,000	$ 46,000	$ 46,000

* 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	$ 98,000
Other administrative costs	$
Other costs	$ 2,000
Please specify other costs: title searches, recording fees, permit fees, etc.	
Total CDBG Request	**$** 100,000

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

*** These costs are <u>not</u> 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):** Information about the Village of Arlington Heights may be fount: https:// www.vah.com/government/index.php

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

All Applications: All information available on www.vah.com

- [x] Copy of your organization's submitted 2023 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
- [x] Proposed agency budget for the next fiscal year, if available
- [x] Current agency budget
- [x] Most recent audit (one hard copy)*
- [x] Most recent A-133 audit, if required
- [x] Proof of non-profit determination
- [x] Organizational chart
- [x] List of members of Board of Directors, if applicable

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.

#19 VAH Infrastructure

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: VAH Infrastructure Program

Project Location: Arlington Heights, IL

CDBG Funding Request: $ 150,000

Applicant Contact Information

Organization Name: Village of Arlington Heights

Unique Entity Identifier (UEI) Number: SA2FJCC7CXS2

Head of the Organization (ex. Executive Director)

Name: Charles Witherington-Perkins

Title: Director Planning & Comm Dvt.

Signature agency staff authorized to submit this application: Nora Boyer

Signature Date: April 28, 2023

Printed Name: Charles Witherington-Perkins

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

Zipcode: 60005

Telephone Number: 847-368-5200

Email Address: Arlington Heights, IL

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
2022-2023 $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 PERSONS Served	Total Arlington Heights PERSONS Served	Total Arlington Heights PERSONS Served by Arlington Heights CDBG Funds
October 1, 2023 – September 30, 2024 (estimated/proposed)	470	470	470
October 1, 2022 – present (6 months)	800	800	800
October 1, 2021 – September 30, 2022	470	470	470

*2 Active applications but these projects have not yet been completed.

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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

D. Staff for Funded Program

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

Full-time: 4
Part-time:
Volunteers:

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

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

NA

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, 2023 – September 30, 2024 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	$ 50,000	$ 50,000
Private Funds	$	$
Program Income (client fees)	$	$
Other Funding	$	$
Total	$	$
Please specify:		

4. Will your agency expend $750,000 or more in Federal funding in its current fiscal year?
(Select one)

☑ Yes
☐ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(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 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$ 150,000	$ 150,000	$ 150,000
Program Year 2022	$ 150,000	$ 150,000	$ 150,000
Program Year 2021	$ 150,000	$ 150,000	$ 150,000

* 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	$ 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 <u>not</u> 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):

Information about the Village of Arlington Heights may be found at Welcome to Arlington Heights, IL (vah.com)

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

All Applications:

☐ Copy of your organization's submitted 2023 or most recent Illinois Charitable Organization Annual Report Form AG990-IL *(This is a two-page document. Please do not submit the federal form.)* ***Not Applicable***
☐ Proposed agency budget for the next fiscal year, if available **NA**
☒ Current agency budget See https://cms2.revize.com/revize/arlington/Departments/Finance/Budgets%20&%20Financial%20Reports/Annual%20Budget%20&%20Budget/2023%20Adopted%20Budget.pdf
☒ Most recent audit (one hard copy)* See: https://cms2.revize.com/revize/arlington/Departments/Finance/Budgets%20&%20Financial%20Reports/Annual%20Budget%20&%20Budget/2023%20Adopted%20Budget.pdf
☒ Most recent A-133 audit if required See: https://cms2.revize.com/revize/arlington/Departments/Finance/Budgets%20&%20Financial%20Reports/Annual%20Budget%20&%20Budget/2023%20Adopted%20Budget.pdf
☒ Proof of non-profit determination Government Entity
☒ Organizational chart See Budget
☒ List of member of Board of Directors, if applicable See https://www.vah.com/government/village_board.php

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

Construction/Rehabilitation Applications Only:

☒ Proposed construction/rehabilitation schedule by month*. Project to take place Summer 2024

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 To be bid by the PW Engineering Division. Maximum CDBG Amt: $150,000.

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 VAH CDBG Program Administration

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: CDBG Program Administration

Project Location: Arlington Heights, IL

CDBG Funding Request: $64,800

Applicant Contact Information

Organization Name: Village of Arlington Heights

Unique Entity Identifier (UEI) Number: SA2FJCC7CXS2

Head of the Organization (ex. Executive Director)

Name: Charles Witherington-Perkins

Title: Director of Planning and Community Development

Signature agency staff authorized to submit this application: *Nora Boyer*

Signature Date: April 28, 2023

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

Zipcode: 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 the administrative costs associated with the operation of the Village's CDBG program. This includes salary costs for planning, subrecipient management, and direct administration of programs. The CDBG allocation for administrative costs for the CDBG program pays a portion of the salary cost for the Housing Planner position in the Department of Planning and Community Development. The balance of the cost of that position is paid from the General Fund.
Soft costs such as audit costs, publications of required notices, etc. are also included.

2. Previous CDBG Funding

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

The CDBG allocations for administrative costs the past 5 years have been as follows:

2018-2019: $65,000
2019-2020: $63,000
2020-2021: $65,000
2021-2022: $66,800
2022-2023: $64,800

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 the CDBG program for the benefit of the residents living within the corporate limits of the Village of Arlington Heights, particularly the Village's low and moderate income residents.

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 operates the CDBG program in compliance with federal requirements including 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.

**By HUD regulation, beneficiary counts are not attributed to administrative costs.*

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, 2023 – September 30, 2024 (estimated/proposed)*	Na	Na	Na
October 1, 2022 – present (6 months)*	Na	Na	Na
October 1, 2021 – September 30, 2022*	Na	Na	Na

2022 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	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

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 income residents of the Village of Arlington Heights. Administrative costs are incurred to run the CDBG program and for the direct implementation of certain 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:
   Volunteers:

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

   Name: Nora Boyer
   Title: Housing Planner
   Phone Number: 847-368-5214
   Email Address: nboyer@vah.com

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

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

   NA

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, 2023 – September 30, 2024 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	$	$
Total	$ 0	$ 0
Please specify:		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**
   (Select one)

☒ Yes
☐ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(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 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$64,800	$64,800	$64,800
Program Year 2022	$64,800	$64,800	$64,800
Program Year 2021	$66,800	$66,800	$66,800

* 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**	$ 64,800
Rent**	$
Utilities**	$
Construction/Rehabilitation	$
Other administrative costs	$
Other costs	$
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 <u>not</u> always eligible. The Village must approve these costs and a cost allocation plan before reimbursement will be made.*

G. Performance Measurement Systems

By HUD regulation, the performance measurements below are not assigned to administrative costs.

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):

Information about the Village of Arlington Heights may be found at Welcome to Arlington Heights, IL (vah.com)

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

All Applications:

☐ Copy of your organization's submitted 2023 or most recent Illinois Charitable Organization Annual Report Form AG990-IL *(This is a two-page document. Please do not submit the federal form.)* ***Not Applicable***
☐ Proposed agency budget for the next fiscal year, if available **NA**
☒ Current agency budget See https://cms2.revize.com/revize/arlington/Departments/Finance/Budgets%20&%20Financial%20Reports/Annual%20Budget%20&%20Budget/2023%20Adopted%20Budget.pdf
☒ Most recent audit (one hard copy)* See: https://cms2.revize.com/revize/arlington/Departments/Finance/Budgets%20&%20Financial%20Reports/Annual%20Budget%20&%20Budget/2023%20Adopted%20Budget.pdf
☒ Most recent A-133 audit if required See: https://cms2.revize.com/revize/arlington/Departments/Finance/Budgets%20&%20Financial%20Reports/Annual%20Budget%20&%20Budget/2023%20Adopted%20Budget.pdf
☒ Proof of non-profit determination Government Entity
☒ Organizational chart See Budget
☒ List of member of Board of Directors, if applicable See https://www.vah.com/government/village_board.php

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

Construction/Rehabilitation Applications Only: NA

☐ 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.

Exhibit D

Village of Arlington Heights, Illinois

Proposed Substantial and Non-Substantial Amendments 2019 Annual Action Plan

DRAFT: JUNE 12, 2023

Contact: Department of Planning & Community Development
33 S. Arlington Heights Road
Arlington Heights, IL 60005
(847) 368-5200
nboyer@vah.com

Only those sections of the 2019 Annual Action Plan that are being proposed to be amended are provided here. Proposed changes are shown in yellow highlighting. A full copy of the 2019 Annual Action Plan is available on the Village's website at www.vah.com or by contacting Nora Boyer at (847) 368-5214 or nboyer@vah.com.

Executive Summary

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

1. Introduction

Purpose: The purpose of the Annual Action Plan is to describe the housing and community development goals that the Village plans to address during the program year and how it will utilize its Community Development Block Grant (CDBG) funds to address those goals.

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 intends to address its goals in the areas of homeowner unit preservation, rental housing preservation, homeless services, public facilities, public services, infrastructure and planning and administration. CDBG-CV funds will be used for Covid-19 related public service needs.

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) funds since 1974. For 44 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 US Department of Housing and Urban Development.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Village held a public hearing on June 10, 2019 and held a second public hearing on July 15, 2019 during the development of the Annual Action Plan. The Village also made the draft Annual Action Plan available for a 30-day public comment period. Public notices of the public hearings and availability of the draft Annual Action Plan are published via a notice in the Daily Herald newspaper and through announcements directly mailed to persons and organizations of the Village's CDBG "interested persons" mailing list.

With respect to the Village's CDBG Covid 19 (CDBG-CV) funding, the Village sought information from Village departments and the Village's 2019 CDBG subrecipients on the needs they were experiencing related to the Covid 19 virus. The Village followed HUD direction and amended its Citizen Participation Plan and 2019 Annual Action Plan utilizing the HUD waivers associated with the Covid 19 funds. A minimum 5-day public comment period was held for the Covid 19-related (CDBG-CV) amendments to the Citizen Participation Plan and for the substantial amendments to the 2019 Annual Action Plan as required by HUD.

With respect to the Village's CDBG Covid 19 (CDBG-CV) funding, the Village sought information from Village departments and the Village's 2019 CDBG subrecipients on the needs they were experiencing related to the Covid 19 virus. The Village held two public hearings and a 5-day public comment period on the Substantial Amendment to the 2019 Annual Action Plan for the CDBG-CV3 grant.

In 2023, the Village will hold 2 public hearing and a minimum 30-day public comment period to reallocate unexpended CDBG-CV funds.

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.

The minutes of the June 10, 2019 and July 15, 2019 public hearing are posted on the Village's website. Comments made during the 30 day public comment period were included in materials sent to the Village Board for the July 15, 2019 public hearing and are attached to this Annual Action Plan.

Written comments received concerning Covid-19 related needs in the community were requested from the Village's 2019 subrecipients and the responses received are attached. Needs included client needs for housing assistance, alternative housing for homeless persons due to closure of emergency shelter facilities (i.e. motel room costs), and other subsistence needs due to lost or reduced household income.

Some agencies also described costs incurred for physical modifications and cleaning supplies to service locations to guard against virus transmission. No comments were received concerning the Village's specific plan to use its $164,062 ~~in~~ CDBG-CV funds for public services.

Summary of any comments received concerning amendments made to this Annual Action Plan in 2023 will be added here.

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

All comments were received and considered. Comments were received regarding the lack of funding for Northwest Compass in the public services budget. The commenters were informed that there was insufficient funds to provide public service funding to a new agency in this program year. The Village Board was informed about the comments but did not change the public services budget to fund NW Compass due to limited funding for public services.

All comments related to the substantial amendment concerning the Village's CDBG-CV funds were considered.

Summary of any views not accepted and reasons for not accepting them with regard to amendments made to this Annual Action Plan in 2023 will be added here.

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

Annual Action Plan public hearings held June 10, 2019 and July 15, 2019. The draft of the Annual Action Plan was made available for a 30-day public comment period. The Village published and mailed notices on public hearings and public comment period. Input from grant applicants and the Village's other partners impacts goal-setting by helping to identify priorities.

For the CDBG-CV funds, the Village invited its 2019 subrecipients to provide information of the Covid-19 related needs they and they clients were experiencing. The substantial amendment to the 2019 Annual Action Plan to include the CDBG-CV grant was published on the Village's website, discussed at a Village Board Committee of the Whole meeting on June 8, 2020, was made available for public comment for the required 5-day period, and was adopted by the Village Board at its June 15, 2020 meeting. The public had the opportunity to speak at both the June 8, 2020 and June 15, 2020 meetings. Input was used to guide the allocation decision regarding the CDBG-CV funds, which is to use the funds for Covid-19 public services.

For the CDBG-CV3 funds, the Village invited agencies to submit grant applications, held public hearings on March 8, 2021 and March 15, 2021 and held a 5-day public comment period (March 10 - 14, 2021) on the proposed uses of the funds.

In 2023, the intends to reallocate balances of CDBG-CV funds by amending its 2019 Annual Action Plan. Public Hearings are scheduled for June 12, 2023 and July 17, 2023. A public comment period is scheduled for June 14, 2023 – July 15, 2023.

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)
10	Newspaper Notice & Village Website	Non-Targeted/broad community	Notice of Public Hearings on June 12, 2023 and July 17, 2023 and public comment period June 14 – July 15, 2023	To be completed	To be completed	www.vah.com
11	Public Meeting	Non-Targeted/broad community	Public Hearings on June 12, 2023 and July 17, 2023	To be completed	To be completed	

Table 1 – Citizen Participation Outreach

Annual Goals and Objectives

AP-38 Project Summary

Project Summary Information

19	**Project Name**	CV1 Public Services
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG-CV1: $164,062
	Description	Funds will be used for public services in response to the Coronavirus including housing assistance (rent and mortgage payments), counseling subsidies, and other public service needs. Activities may be administered by the Village or Arlington Heights or subrecipient nonprofit agencies. Estimated expenditures are $110,000 for housing assistance, $15,000 for counseling subsidies and $30,062 for other public services. However, costs under these activities may change depending on the public service demands in the community.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Expected number of households to benefit from housing assistance (rent or mortgage assistance) is ~~80~~ 100. The number of other beneficiaries expected to benefit is ~~20~~ 5.
	Location Description	Village-wide
	Planned Activities	Funds will be used for public services in response to the Coronavirus such as rent assistance, counseling subsidies, expansion of services by 2019 subrecipients and other public services
20	**Project Name**	CV3 Project
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Homeless Services Public Facilities Public Services Planning and Administration Economic Development

	Needs Addressed	Homelessness Other Special Housing/Non-Homeless Needs Public Service Needs Public Facilities Planning & Administration Economic Development
	Funding	CDBG CV3: $383,860
	Description	Activities to prepare for, prevent and respond to the Covid 19 virus.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 100 families will be assisted. The types of persons to be assisted will be individuals, members of small and large families, homeless persons and families, and low- and moderate-income employees of Arlington Heights businesses.
	Location Description	All activities will benefit residents of the Village of Arlington Heights. Agency addresses are included under the activity descriptions.

	Planned Activities	Activities to prevent and respond to the Covid 19 virus. Activities shall include: Suburban Primary Health Care, subsidized medical care, grant: $2,000 Arlington Heights Park District (AHPD), Children at Play Plus Full-Day program, grant: ~~$10,500~~ 7,830 (balance $2,670) Children's Advocacy Center, child abuse services, grant: $2,500 Clearbrook, telehealth equipment and services for group home residents, grant: $26,040 Clearbrook, Covid 19 safety management and PPE costs, grant: $31,077 Faith Community Homes, low income family assistance, grant: $16,408 Journeys The Road Home, hotel nights of stay for homeless persons, grant: $120,335 ~~Northwest Housing Partnership, public service housing counseling for Covid 19 affected households, grant: $14,000~~ Northwest Compass, public service housing counseling for Covid 19 affected households and cleaning and sanitizing of transitional housing units, grant: $16,000 Wings Program, hotel nights of service for homeless and persons affected by domestic violence, grant: $3,000 Small Business Forgivable Loan Program, low/moderate income job retention, budget: $130,000 CDBG CV3 Administrative costs, $12,000 2023 Amendments (Substantial): -The Northwest Housing Partnership (NWHP) activity above funded at $14,000 is canceled. -The $56,600 unexpended balance in the CDBG-CV Economic Development Project (the Small Business Revolving Loan Fund) is reallocated to a Public Facilities project(s) to be approved by the Village with remaining funds (if any) to be used for public service activities after the completion of that public facilities project(s). 2023 Amendment (Non-Substantial): -The $2,670 unexpended balance from the AHPD full-day child care program and the $14,000 from the canceled NWHP activity are being reallocated by the Village Board to other public services activities.

Exhibit E

Memorandum

To: Charles Witherington-Perkins, Director of Planning & Community Development
From: Nora Boyer, Housing Planner
Re: CDBG-CV 2019 Annual Action Plan Substantial Amendment
Proposed Reallocation Plan for CDBG-CV Unexpended Balances
Date: June 1, 2023

Background

The Village of Arlington Heights received a total of $547,922 in CARES Act Community Development Block Grant – Covid19 (CDBG-CV) funds. In 2020 and 2021, the Village allocated these funds for various activities to prevent, prepare for and respond to the Covid19 virus and has successfully spent 84% of the funds as allocated.

At this time, demand has ceased or significantly slowed for the specific activities for which funds were allocated in 2020 and 2021 and there are some unexpended balances. Staff is recommending reallocations of those unexpended balances in order to complete the program and close-out the grants.

CDBG-CV Balances

Balances remain under the following original CDBG-CV allocations:

Public Service Activities

- Department of Health and Human Services
  Rent/Mortgage/Utilities/Counseling Assistance (rounded): $14,670
- Arlington Heights Park District
  Full-day Children at Play (CAP-Plus) balance unused when schools reopened: $ 2,670
- Northwest Housing Partnership
  Financial counseling for Covid19 impacted Arlington Heights households, program unused: $14,000

Total Public Services: $31,340

Economic Development Activity

- Village Small Business Forgivable Loan Program
  16 loans made when other Federal and State program became available: $56,500

Total Balance CDBG-CV Funds

- The total of the unexpended funds balances: $87,840

CDBG-CV Needs

Staff reviewed the needs addressed and rates of expenditures under the original CDBG-CV allocation plan and interviewed several CDBG-CV service providers. For the balance of the CDBG-CV funds, staff found that there continues to be Covid-related needs in the areas of public services (especially housing-related needs) and identified a unique public facility improvement (job training) project.

- Public Services - There continues to be a need for CDBG-CV-funded public services particularly with respect to housing needs. Agencies contacted that stated that they could utilize additional CDBG-CV funds are:

  Journeys|The Road Home received and spent $120,335 to shelter homeless Arlington Heights residents in motels during the pandemic. Journeys address homeless needs related to hardships brought on by the coronavirus and its new building that contains the HOPE Center (day services), a homeless shelter site, and seven affordable apartments assists in preventing and preparing for potential pandemic events.

  Northwest Compass received $16,000 for housing counseling and cleaning supplies during the pandemic. The agency also provided rent assistance for Arlington Heights residents that was not covered by other Federal grants and would be eligible for reimbursement with Village CDBG-CV funds. Northwest Compass reports continued rent assistance need and other public service needs related to Covid financial hardships that would be eligible for CDBG-CV funding.

- Public Facility Improvements – An economic development-related project in the form of a public facility improvement has been identified that could utilize the unexpended balance in the Small Business Forgivable Loan program allocation. The Small Business Loan program assisted 16 businesses. At that point, other Federal and State programs were offered to address business needs and demand for the Village's program ended.

  Clearbrook has initiated the Supportive Employment Program (SEP) at 1815 W Central Rd. in Arlington Heights and HUD has confirmed that facility improvement for this program are eligible for CDBG-CV funds. In February 2023, the Arlington Heights Village Board approved a land use variation for the Clearbrook SEP job training program at this location. The location is in need of interior building modifications in order to prepare it for use as a small-group job training site.

  Due to Covid19, the large job training workshops for adults for disabilities were closed, partially because these workers are at increased risk to severe illness and death due to Covid-19. A report by the National Council on Disability released a report dated October 29, 2021 entitled *The Impact of Covid-19 on People with Disabilities* recommends the smaller, supportive employment training model being implemented by Clearbrook as a Covid19 response and that federal funds be used for this purpose. Staff has discussed

Arlington Heights using its CDBG-CV funds for this purpose with the HUD Chicago Field Office, and HUD confirmed that that the facility improvements to convert the space to operate as a SEP site is a CDBG-CV-eligible activity.

The estimated amount that could be used by Clearbrook and attributable to benefitting Arlington Heights residents is approximately the same as the balance remaining in the allocation to the small business loan program: $56,500.

Staff CDBV-CV Reallocation Recommendation

Staff recommends that the unexpended balances of the CDBG-CV funds be reallocated in the Village's 2019 Annual Action Plan according to the following table:

Unexpended Balances		**Proposed Amendments to 2019 Annual Action Plan**	
Public Services -Health Dept. Rent, Mortgage & Utilities -Arlington Hts. Park Dist. Full Day CAP -NW Housing Partnership Financial Counseling **Total**	 $14,670 $ 2,670 <u>$14,000</u> $31,340	**Public Services** Allocate to public services as approved by the Village Board.*	$31,340
Economic Development Small Business Forgivable Loan Program	$56,500	**Public Facilities/Infrastructure** Public facilities improvements as approved by the Village Board*	$56,500

* The $31,340 in public service funding would be evenly divided between Journeys|The Road Home and Northwest Compass ($15,670 each), and the $56,500 would be allocated for renovations for the Clearbrook SEP program at 1835 W Central Ave. Any unexpended balances would be reallocated to public services.