



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 10, 2019

7:30 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

IV. NEW BUSINESS

- A. Public Hearing #1 - CDBG

V. OTHER BUSINESS

VI. ADJOURNMENT

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



Committee-of-the-Whole
6/10/2019

Item: Public Hearing #1 - CDBG

Department: Planning

BACKGROUND

Federal Regulations require that the Village undergo a public hearing process with respect to the development of its 5-year Consolidated Plan, Annual Action Plan, and Substantial Amendments to either the 5-year Consolidated Plan or Annual Action Plans.

This year, a public hearing is being held concerning:

1. Proposed Substantial Amendments to the 2015-2019 Consolidated Plan; and
2. The draft Federal FY 2019 Annual Action Plan for program year October 1, 2019 – September 30, 2020.

Since the same public participation process applies when making Substantial Amendments and approving a new Annual Action Plan, these actions are proceeding in tandem through the public participation process.

The public participation process for the Substantial Amendments and the 2019 Annual Action Plan includes:

Public Hearing #1:	June 10, 2019 (Committee of the Whole Meeting)
30-day public comment period:	June 13, 2019 - July 12, 2019
Public Hearing #2:	July 15, 2019 (Village Board Meeting)

SUBSTANTIAL AMENDMENTS

When the Village makes a substantial change to the 2015-2019 Consolidated Plan, the Village must undergo a public participation process. The 2019 Annual Action Plan is the last year (fifth year) covered by the 2015 – 2019 Consolidated Plan. Several substantial amendments are proposed with regard to anticipated expenditures and numbers/types of beneficiaries served under certain programs over the 5-year period of the 2015-2019 Consolidated Plan.

It may be necessary to adjust the estimates of expenditures and beneficiaries for 2015-2019 Consolidated Plan and the 2019-2020 prior to final adoption by the Village Board depending on public input received and Village Board discussions concerning the draft 2019 Annual Action Plan.

Substantial Amendments:

Single Family Rehab Loan Program

Current 5-year Budget:	\$297,200
Proposed 5-year Budget:	\$132,400
Current 5-Year Beneficiary Goal:	20 housing units
Proposed 5-Year Beneficiary Goal:	6 housing units

Explanation: Applications under the Single Family Rehab Program have decreased since the decline in the housing market in the mid-2000s. Funding has been shifting to the renovation of group homes under the category of "public facilities" below.

Rental Rehab Program

Current 5-year Budget:	\$73,000
Proposed 5-year Budget:	\$91,000
Current 5-Year Beneficiary Goal:	118 housing units
Proposed 5-Year Beneficiary Goal:	No Change

Explanation: At the beginning of the Consolidated Plan 5-year period, the Village anticipated providing funding in the amount of \$73,000 for renovations of Goedke Apartments. Since then, funds have also been approved, and are requested under the 2019 CDBG budget, for renovations at another apartment building that provides units for low/moderate income tenant.

Public Facilities

Current 5-year Budget:	\$564,934
Proposed 5-year Budget:	\$685,000
Current 5-Year Beneficiary Goal:	18,035 people
Proposed 5-Year Beneficiary Goal:	40,000 people

Explanation: As demand for home renovations under the Single Family Rehab Program have decreased, grants for home renovations of group homes by non-profit organizations (classified by HUD as "public facilities") has increased. Renovations at the Senior Center during more years than anticipated also pushed up the total number of beneficiaries under this category because (in compliance with HUD's instructions) all Senior Center patrons are reported each year that CDBG funds are used for a project at the Senior Center. An additional amendment under this category is to homeless persons among the categories of persons who may be assisted through CDBG-funded public facilities projects.

Public Infrastructure

Current 5-year Budget:	\$450,000
Proposed 5-year Budget:	\$525,000
Current 5-Year Beneficiary Goal:	2,000 people
Proposed 5-Year Beneficiary Goal:	No change

Explanation: The proposed increase in the budget amount under this category is due to: 1) the transfer of funds from the Capital Fund to the CDBG fund in connection with the disposition of the Teen Center to the Arlington Heights

Memorial Library; and 2) higher than expected other CDBG program Income.

The proposed substantial amendments to the affected tables of the 2015-2019 Consolidated Plan are provided as **Exhibit A**.

DRAFT FEDERAL FY 2019 ANNUAL ACTION PLAN

The Federal FY 2019 Annual Action Plan explains how the Village will address housing and community development needs in the Village, particularly the housing and community development needs of the Village's low- and moderate-income residents, from the period from October 1, 2019 – September 30, 2020. The 2019 Annual Action Plan includes the Village's CDBG budget for the program year.

For the period covered by the Federal FY 2019 Annual Action Plan, the Village has received 22 CDBG grant requests totaling \$847,947 of which an estimated \$501,587 can be funded. A summary of the grant applications is provided as **Exhibit B**.

The total estimated 2019-2020 CDBG fund is estimated to be the sum of the following sources:

Federal 2019 Entitlement Grant:	\$269,344
Previous Year CDBG Carry-Over Funds:	\$139,443
Transfer from Capital Fund for Disposition of Teen Center	\$ 42,800
Projected Program Income (estimate):	\$ 50,000

TOTAL:	\$501,587

While the Village has the authority to fund programs totaling an estimated \$501,587, there are some HUD restrictions of which the Committee of the Whole should be aware. **Exhibit C** lists 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 2019 CDBG Entitlement Grant and the prior year's (2018-2019) program income: **\$44,450**.
- **Administrative Services Cap** - The maximum funding for administrative services is 20% of the sum of the 2019 Federal CDBG Entitlement Grant and anticipated FY 2019-2020 program income: **\$63,000**.
- **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 2019-2020 less the amounts of the two caps: **\$394,137**.
- **Low and Moderate Income Benefit** - A minimum of 70% of the total CDBG funds for 2019-2020 must benefit low and moderate income persons:

\$351,111.

A copy of the draft Federal FY 2019 Annual Action Plan is provided at **Exhibit D**. Copies of the narrative portions of the CDBG applications are provided as **Exhibit E**. Supporting documentation submitted by the grant applicants in connection with their applications (i.e. audits, budgets, 501(c)(3) letters, etc.) were examined by staff and are available to the Village Board upon request.

Next Step

Pursuant to applicable regulations, the proposed substantial amendments and draft 2019 Annual Action Plan, including the proposed CDBG budget allocations, will be made available for the required 30-day public comment period.

ATTACHMENTS:

Description	Type
Substantial Amendments to 2015-2019 Consolidated Plan Pages	Exhibits
Summary of CDBG Grant Application	Exhibits
CDBG Summary of CDBG Grant Requests	Exhibits
Draft 2019 Annual Action Plan	Exhibits
Applications	Exhibits

Exhibit A

Below are the tables from the 2015-2019 Consolidated Plan that are proposed to be amended through the Substantial Amendment process.

SP – 25 Priority Needs - 91.415, 91.215(a)(2)

Proposed Amendments are highlighted. It adds various homeless populations to the populations that may be assisted through CDBG-funded public facilities.

5	Priority Need Name	Public Facilities
	Priority Level	High
	Population	Extremely Low Low Moderate Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Chronic Homelessness Homeless Individuals Homeless Families with Children Homeless Mentally Ill Homeless Veterans Homeless Victims of Domestic Violence Homeless Unaccompanied Youth Non-housing Community Development
	Geographic Areas Affected	Municipality
	Associated Goals	Public Facilities without Low/Mod Housing Benefit
	Description	Under Public Facilities needs, the Village seeks to ensure that the facilities that serve the social, recreational, health, family and other needs of persons in the community are provided, maintained, and available for use by all residents. Housing and other facilities that provide housing and/or services for special populations are usually categorized by HUD as public facilities. Priority for such special needs housing facilities will be given to the populations indicated above. Persons with alcohol and other addictions and persons with HIV/AIDS are not included under this need area because their specific numbers in Arlington Heights are not known, and it is not expected that public facilities would be funded specifically for these populations although they may be present in the designated income levels for programs under other needs categories.

	Basis for Relative Priority	According to the community survey, senior services and senior housing ranked in the top five public services and housing need areas. Supporting the Village's Senior Center, which is a public facility, is important to the Village in addressing senior housing and service needs. Housing for persons with disabilities is also ranked relative highly (fifth out of fifteen housing need areas).
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SP-45 Goals - 91.415, 91.215(a)(4)

Proposed Amendments are highlighted

Goals Summary Information Proposed Amendments Highlighted Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicators
1	Homeowner Unit Preservation	2015	2019	Affordable Housing	Village of Arlington Heights, IL	Affordable Housing, Planning & Administration	CDBG: \$297,920 \$132,400	Homeowner Housing Rehabilitated: 206 Household Housing Units
2	Rental Unit Preservation	2015	2019	Affordable Housing and Public Housing	Village of Arlington Heights, IL	Affordable Housing, Other Special Housing/Non-Homeless Needs, Planning & Administration	CDBG: \$73,000 \$91,000	Rental Units rehabilitated: 118 Household Housing Units
3	Homeless Services	2015	2019	Homeless	Village of Arlington Heights, IL	Affordable Housing, Homelessness, Planning & Administration	CDBG: \$20,000	Homeless Prevention: 200 Persons Assisted
4	Public Facilities without Low Mod Housing Benefit	2015	2019	Non-Homeless Special Needs, Homeless , Non-Housing Community Development	Village of Arlington Heights, IL	Affordable Housing, Other Special Housing/Non-Homeless, Homeless Needs, Planning & Administration	CDBG: \$565,000 \$685,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 18,035 40,000

5	Public Services	2015	2019	Non-Housing Community Development	Village of Arlington Heights, IL	Affordable Housing, Planning & Administration , Public Service Needs	CDBG: \$248,000	Public service activities other than Low/Moderate Income Housing Benefit: 1,250 persons assisted
6	Planning and Administration	2015	2019	Planning and Administration	Village of Arlington Heights, IL	Planning and Administration	CDBG: \$300,000	Other: 0 Other
7	Economic Development	2015	2019	Non-Housing Community Development	Village of Arlington Heights, IL	Economic Development	CDBG: \$0	Other: 0 Other
8	Infrastructure	2015	2019	Non-Housing Community Development	Village of Arlington Heights, IL	Infrastructure	CDBG: \$450,000 \$525,000	Public Facility or Infrastructure Activities other and Low/Moderate Income Housing Benefit: 2000 persons assisted

Table 1 – Goals Summary

Goal Descriptions

1	Goal Name	Homeowner Unit Preservation
	Goal Description	It is the goal of the Village to provide funding for programs that assist in overcoming cost burdens experienced by extremely low, low and moderate income homeowners (ex. homeowner rehabilitation program).
2	Goal Name	Rental Unit Preservation
	Goal Description	It is the goal of the Village to provide funds for the improvement of affordable rental units for extremely low, low, and moderate income residents which may include federally assisted or public housing.
3	Goal Name	Homeless Services
	Goal Description	It is a goal of the Village to address homeless needs by providing support for homeless services including services to individuals and families at risk of homelessness.

4	Goal Name	Public Facilities without Low/Mod Housing Benefit
	Goal Description	It is a goal of the Village to support public facilities including, but not limited to, the Arlington Heights Senior Center (which serves more than 9,000 seniors each year), emergency/transitional housing, and supportive housing for persons with special needs. It is planned that the Senior Center will receive CDBG funding for the next two years (ext. 9,000 persons served each year, or 18,000 for the 2 years), an estimated 11 other people will be beneficiaries of FFY 2015 CDBG funds (est. 5 at the Safe House and 6 at a group home); and it is estimated that there will be 6 persons assisted through renovations of group homes or other public facilities in years 3, 4, & 5. Therefore, the number of estimated beneficiaries is 9,011 in year 1 (9,000 at the Senior Center, 5 at the Safe House, 6 at a group home), 9,006 in year 2 (9,000 at the Senior Center and 6 at another public facility), 6 in year 3 at a public facility, 6 in year 4 at a public facility, and 6 in year 5 at a public facility for a total for the 5 years of 18,035. The number of person who may be assisted at other types of public facilities cannot be estimated until those facilities and allocations are identified. The goal over the course of the 5-year Consolidated Plan is to assist a total of approximately 40,000 persons. This number includes duplication of the approximately 9,000 persons assisted at the Senior Center each year for years in which the Senior Center is assisted with CDBG funds.
5	Goal Name	Public Services
	Goal Description	It is a goal of the Village to support the availability of various public services including literacy, housing counseling, services to persons with disabilities, child care, youth services, health care, etc. as needed.
6	Goal Name	Planning and Administration
	Goal Description	It is a goal of the Village to effectively administer the Community Development Block Grant (CDBG) program and ensure Village compliance with Federal laws, regulations, and guidelines concerning the CDBG program.
7	Goal Name	Economic Development
	Goal Description	The goal of economic development is to expand economic opportunities including job creation and retention.
8	Goal Name	Infrastructure
	Goal Description	The goal of infrastructure is to provide the basic equipment and structures that are the Village to function properly.

						Annual Action Plan Exhibit B
	FY 2019-2020	CDBG Requests	5-Year Consolidated	Grant Allocation	Grant	Summaries
			Plan Priority Level	2018-2019	Requests	
			for CDBG funding	Program Year	2019-2020	
			(High or Low)			
	<u>PUBLIC SERVICE REQUESTS</u>					
1)	Faith Community Homes	Housing Mentoring Support	High	\$2,500	\$3,000	Faith Community Homes offers a two-year program to assist low income, working families. The program consists of two primary elements: financial
	Charles Warner	for Low Income				assistance for rent and case management/mentoring to help families budget and manage their resources, make realistic plans for the future, increase
	Executive Director	Families				their incomes, and achieve financial stability. The number of Arlington Heights families expected to be assisted during the grant year is approximately 18.
2)	District 214 Education Foundation	Beginning English as a Second	High	\$1,500	\$1,500	This program would continue to serve eligible non-native speakers of English who can benefit from beginning lessons in English as a Second Language
	Erin Brooks, Executive Director	Language Instruction				(ESL) instruction. Classroom instruction will be provided at the Arlington Heights Memorial Library (AHML) Thursdays from 12:30 to 3:30 pm for 46 weeks.
						AHML's ESL/Literacy Specialist will provide student identification/recruitment. District 214 Community Education will provide assessments, instruction,
						learning gains, and recordkeeping. The program will fill the gap for ESL learners who are not advanced enough in their English skills for the existing
						ESL program offered at AHML. The CDBG funds would cover 49% of the program costs and D214 CE would cover 51% of the cost of the program
						offered from September 2019 - May 2020. When the CDBG funds are exhausted for the program year, D214 CE will cover 100% of the costs from May 2020 to
						August 2020. The total number of Arlington Heights beneficiaries is expected to be 40.
3)	Northwest Center Against Sexual	Sexual Assault	High	\$2,500	\$3,000	Northwest CASA is requesting funds to support their specialized counseling, crisis intervention, and advocacy program for Arlington Heights residents
	Assault (CASA)	Intervention Program				who are victims of sexual abuse and sexual assault. The agency expects to provide services to 45 Arlington Heights residents for the amount of
	Jim Huenink					CDBG funds that is requested.
	Executive Director					
4)	Children's Advocacy Center	Child Abuse Services	High	\$2,500	\$3,500	The Children's Advocacy Center provides a comprehensive and coordinated response to reports of suspected child sexual abuse, severe
	of North and NW Cook County					physical abuse, and other crimes against children. The CAC helped develop the Cook County Protocol for Investigation of Child and Adolescent
	Mark Parr, Executive Director					Sexual Abuse Reports and has interagency agreements with local police departments, the Office of the Cook County State's Attorney, and the
						Illinois Department of Children and Family Services to promote a child sensitive and timely response to these reports. The CAC services children ages
						3 to 17 who are suspected victims of abuse, and their non-offending parents and family members. Services include coordination of professionals
						involved in the multidisciplinary investigation of child abuse, expert child interviews, court preparation and advocacy with the criminal justice system,
						crisis intervention, on-going support, and linkages medial evaluations an follow-up services. The expected number of Arlington Heights
						beneficiaries of the requested CDBG funds is 68.
5)	WINGS Program, Inc.	Homeless Shelter	High	\$6,000	\$15,000	WINGS provides housing and supportive services to adults and their children who are homeless due to domestic violence or other causes. CDBG
	Gabriela Arias					funds would be used to provide emergency shelter for persons whose last stable address was in Arlington Heights. CDBG funds could also be used to provide
	Government Relations Manager					transitional housing if the transitional housing units are located in Arlington Heights. The expected number of Arlington Heights beneficiaries is 15.
6)	Resources for Community Living	Affordable Housing Options	High	\$5,000	\$5,000	RCL offers affordable housing and individualized support services for adults with developmental and/or physical disabilities. The purpose of the services is to allow
	Frederick Stupen	and Support Services				person with disabilities to live in their own homes and apartments throughout the community, reducing potential homelessness and unnecessary institutional-
	Executive Director					ization. Participant with development 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. The number of Arlington Heights beneficiaries is estimated at 6.

						Annual Action Plan Exhibit B
	FY 2019-2020	CDBG Requests	5-Year Consolidated	Grant Allocation	Grant	Summaries
			Plan Priority Level	2018-2019	Requests	
			for CDBG funding	Program Year	2019-2020	
			(High or Low)			
7)	Escorted Transportation Service NW	Escorted Transportation	High	\$3,500	\$3,750	ETS provides reliable, volunteer-based transportation services for frail, elderly adults requiring assistance to and from medical and dental appointments.
	Dallas Tomlin, Executive Director	Services Northwest				Passengers are picked up at their homes and are driven to their appointment by a thoroughly screened and trained volunteer driver. The volunteer stays with the
	Anne Wall, Associate Executive Director					senior for the duration of the appointment, then drives him/her home, stopping at a pharmacy if a new prescription needs to be filled or collected. While
						any resident over 60 qualifies for ETS services, the average client is 85 years old with many having hearing, vision or memory loss which
						makes negotiating the distances and complexities of hospitals and medical facilities difficult. The total number of unduplicated Arlington Heights
						residents expected to be assisted during the program year is 166.
8)	Suburban Primary Health Care	Access to Care	High	\$7,253	\$4,337	Access to Care provides access to primary medical care to low income residents of suburban Cook County and NW Chicago. Members of Access to
	Kimberly A. Mertz					Care may have an unlimited number of physician visits to their Access to Care primary care provider, routine lab tests, and x-rays for \$5
	Director of Operations					copayments per visit. Members pay a \$15 - \$40 co-payments for prescription medications. In July 2017, the program launched a Behavioural Health Pilot. 2,000
						clients were randomly selected to receive additional support services, non-emergency outpatient care from a psychologist, social worker, or clinical therapits.
						The expected number of beneficiaries in the program year is 15.
9)	JOURNEYS The Road Home	Homeless Services	High	\$4,500	\$5,000	Funding is requested to support Journey' homeless service programs for Arlington Heights residents. Journeys is a homeless service provider offering year-
	Suzanne Ploger, Director of Development					round emergency and non-emergency shelter, wrap around social services, and housing to be homeless and near homeless in north and northwest
						suburban Cook County. The estimated number of Arlington Heights residents to be service in the program year is 60.
10)	Arlington Heights Park District	Children at Play Program	High	\$6,947	\$30,000	The CAP before and after school program provides a safe, recreational program at 10 elementary schools within Arlington Heights. It is a cooperative
	Katie Waszak, CAP Supervisor	Before and After School Program		in CDBG		venture between the Arlington Heights Park District, School Districts 21, 25 and 59 and the Village of Arlington Heights. This recreation
				funds plus		based program provides students in grades K-5 with the opportunity to participate at their school in a supervised program that provides a
				up to \$29,000		variety of activities centered around theme weeks including arts and craft, sports, large group games, homework/quiet time, passive games,
				in General		snack and socialization with peers. The program has expanded to include enrichment opportunities for participants by working cooperatively
				Funds for		with the Arlington Heights Memorial Library to promote reading and literacy. Families are assisted with a portion of the program cost as
				calendar year 2019		determined on a sliding scale basis. The expected number of Arlington Height beneficiaries is 21 children.
11)	Life Span	Services to Victims of	High	\$3,000	\$5,000	Life Span is requesting funds to provide legal and counseling services to victims of domestic and sexual violence and their children. CDBG funds
	Amy Fox, Deputy Executive Director	Domestic Violence or Sexual				would be used to provide survivors with counseling services; support and information; and legal advocacy and representation. The requested funding would
		Assault				be used to assist approximately 75 clients
12)	Northwest Compass	Housing Counseling and Assistance	High	\$0	\$15,000	Northwest Compass is requesting funds to provide housing counseling and assistance to low and moderate income Arlington Heights residents. Northwest
	Sonia Ivanov					Compass offers programs in three major catagories - stabilization, empowerment and housing - by providing crisis intervention, comprehensive solution focused
	Executive Director					case management, counseling and assistance to people experiencing housing instability or homelessness and connecting them to housing options, resources,
						and various supportive services. They are the homelessness partner in the Coordinated Entry Initiative in the Cook County area. The total number of Arlington
						Heights residents expect to receive housing counseling and assistance during the program year is 95.

						Annual Action Plan Exhibit B
	FY 2019-2020	CDBG Requests	5-Year Consolidated	Grant Allocation	Grant	Summaries
			Plan Priority Level	2018-2019	Requests	
			for CDBG funding	Program Year	2019-2020	
			(High or Low)			
13)	Global Executive Council Services	Public Services and Economic Development	High	\$0	\$100,000	Assistance would be provided to under served Asian community members living in Arlington Heights with the public benefit systems, including food stamps, Social Security, retirement benefits, SSI, Medicaid, Medicare, KidCare/Family Care, LIHEAP, etc. The agency states that the assistance is needed due to language barriers and basic need to understand and navigate the social service systems.
	Nazneen Begum					
	CONSTRUCTION REQUESTS					
14)	Little City Foundation	Group Home Renovations	High	\$50,000	\$32,050	Little City Foundation is requesting funding funds for renovations to a group home in Arlington Heights. The work would include electrical work for lighting, renovations to a bathroom and kitchen, and painting (interior and exterior). There are 6 adults with disabilities who reside at the home.
	Shawn E. Jeffers, Executive Director					
15)	Clearbrook	Group Home Renovations	High	\$12,356	\$28,350	Clearbrook requests funds for renovations at one of its group home in Arlington Heights. The work would include replacement of exterior siding, soffits, fascia, and deteriorated exterior wood trim. The home provides housing for 8 adults with disabilities.
	Michael Dalton					
	Director of Operations					
16)	Shelter, Inc.	Group Home Renovations	High	\$0	\$16,500	Shelter Inc requests CDBG funds to replace flooring in a group home. The number of residents living in the home is 5 males ages 17-21. The residents are who would otherwise be homeless and have aged out of the child welfare system. The home provides 2-years of housing and services to help the residents transition to sustainable, healthy, and independent living.
	Patricia S. Cinquini, Grant Writer					
17)	Alexian Brothers Center for Mental Health	Renovation to	High	\$3,000	\$13,960	CDBG funds are requested to install storm water drainage system to prevent basement flooding at an apartment building that provides housing for up to eight of the agency's clients in 4 apartments.
	Mari Brzostowski, Director of Operations	Apartment Building				
18)	Journeys The Road Homes	Building for Hope	High	\$0	\$100,000	Funds are requested for partial funding of a new building on the current Journeys property. The new building would include administrative office, day center homeless services, and transitional housing. The total project cost is approximately \$8 million.
	Suzanne Ploger, Director of Development	Capital Project				
19)	Village of Arlington Heights	Single Family Rehabilitation	High	\$75,000	\$75,000	The Single Family Rehabilitation Loan Program provides low and moderate income home owners with 0% interest loans to make needed home repairs. The loans are repaid when the owners ceases to be the full-time owner/occupant of the home, which most typically happens when the home is sold. When the funds are repaid, they are rebudgeted within the Village's CDBG program.
	Charles Witherington-Perkins	Loan Program				
	Director of Planning & Community Devt.					
20)	Village of Arlington Heights	Group Residence/Transitional	High	\$68,000	\$100,000	This program would make funds available for the the purchase or renovations to group homes and transitional housing for persons with disabilities, who are at-risk of homelessness, or are transitioning to more permanent housing.
	Charles Witherington-Perkins	Rehabilitation Program				
	Director of Planning & Community Devt.					
21)	Village of Arlington Heights	Public Infrastructure and	High	\$150,000	\$225,000	This request is for Village projects that HUD defines as either public facilities of infrastructure. Possible projects include, but are not limited to, street resurfacing or other infrastructure improvements located in low/mod income areas of the Village. Possible project might also include, but are not limited to, acquisition, new construction, or renovations of facilities where services are provided to low/moderate income person (including those presumed to be low/moderate income), or for handicapped accessibility improvements.
	Charles Witherington-Perkins	Public Facilities				
	Director of Planning and Community Development					
	ADMINISTRATIVE REQUESTS					
22)	Village of Arlington Heights	CDBG Administration/	High	\$65,000	\$63,000	Funding would be used for partial funding of the Housing Planner position and for other administrative costs (e.g. audit, public notices, etc.) incurred in connection with administering the CDBG program.
	Charles Witherington-Perkins	Audit/Legal Notice Costs				
	Director of Planning & Community Devt.					
					\$847,947	

	2019-2020 CDBG Revenue and Grant Requests		Attachment C
		Actual Revenue	Estimated Revenue
		2018-2019	2019-2020
	CDBG Grant	273,974.00	269,344.00
	Carry Over of Unexpended CDBG funds	225,899.00	139,443.00
	Transfer from Capital Fund for Disposition of Teen Center	-	42,800.00
	Program income	<u>27,000.00</u>	<u>50,000.00</u>
	Total Revenue	526,873.00	501,587.00
		2018-2019	2019-2020
	<u>EXPENDITURES</u>	Expected	Grant
	Public Services (2019-2020 Cap \$44,500)	Expenditures	Requests
1	Faith Community Homes	2,500.00	3,000.00
2	District 214 Education Foundation	1,500.00	1,500.00
3	NW CASA - Sexual Assault Program	2,500.00	3,000.00
4	Children's Advocacy Center	2,500.00	3,500.00
5	WINGS	6,000.00	15,000.00
6	Resources for Community Living	5,000.00	5,000.00
7	Escorted Transportation Service/NW	3,500.00	3,750.00
8	Suburban Primary Health Care Council	7,253.00	4,337.00
9	Journeys The Road Home	4,500.00	5,000.00
10	Arlington Hts. Park District	6,947.00	30,000.00
11	Life Span	3,000.00	5,000.00
12	Northwest Compass	-	15,000.00
13	Global Executive Council Services	<u>-</u>	<u>100,000.00</u>
		45,200.00	194,087.00
	Construction (2019-2020 Cap \$394,087)		
14	Little City Foundation	Incl in 20 below	32,050.00
15	Clearbrook	Incl in 20 below	28,350.00
16	Shelter, Inc.	-	16,500.00
17	Alexian Brothers Center for Mental Health	3,000.00	13,960.00
18	Journeys The Road Home - Capital Project (public facility)	-	100,000.00
19	Single Family Rehab Loan Program	-	75,000.00
20	Group Residence/Transitional Housing Program	64,000.00	100,000.00
21	Public Infrastructure and Facilities	203,000.00	225,000.00
na	Children's Advocacy Center (project carried over from prior year)	<u>7,230.00</u>	<u>-</u>
		277,230.00	590,860.00
	Administration (2019-2020 Cap \$63,000)		
22	CDBG Administration/Salaries Audit/Legal Notice	65,000.00	63,000.00
	Totals Expected Expenditures and Grant Requests	387,430.00	847,947.00

Village of Arlington Heights

Draft 2019 Annual Action Plan

Program Year

October 1, 2019 – September 30, 2020

Contact: Nora Boyer, Housing Planner
Department of Planning and Community Development
33 S. Arlington Heights Road
Arlington Heights, IL 60005
Phone: 847-368-5214
Fax: 847-368-5988
Email: 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.

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 will hold two public hearings at different points during the development of the Annual Action Plan. The Village will also make 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 will be published via a notices in the Daily Herald newspaper and through announcements directly mailed to persons and organizations of the Village's CDBG "interested persons" mailing list.

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

The following CDBG grant applications have been received by the Village:

Faith Community homes is requesting funds to provide family counseling, including financial counseling, to Arlington Heights families enrolled in a 2-year program during which they develop plans and skills help them to become financially independent. Grant Request: \$3,000.

District 214 Education Foundation provides beginning English as a Second Language classes for students through a literacy program coordinated with the Arlington Heights Memorial Library. Grant Request: \$1,500.

Northwest Center Against Sexual Assault (CASA) is requesting funds to provide counseling and services to Arlington Heights residents who are victims of sexual assault. Grant Request: \$3,000.

Children's Advocacy Center is requesting funds to provide advocacy and counseling for the benefit of Arlington Heights children in circumstances of child sexual assault and severe physical abuse. Grant Request: \$3,500.

WINGS provides housing and social services for battered and homeless women and their children. Funds are requested for the cost of providing emergency housing and services to homeless persons, including victims of domestic violence, whose last permanent address was in Arlington Heights. Grant Request: \$15,000.

Resources for Community Living is requesting funds to work with person with disabilities to locate and maintain housing in the community. Grant Request: \$5,000.

Escorted Transportation Service is seeking funds to provide transportation to doctor appointments for Arlington Heights residents who are frail seniors and persons with disabilities. Grant Requests: \$3,750.

Suburban Primary Health Care Council provides subsidized medical care for Arlington Heights residents who are low/moderate income and who are uninsured, have unaffordable deductibles and are not eligible for publicly funded medical assistance. Grant Request: \$4,337.

Journeys The Road Home is requesting CDBG funds to provide homeless services to persons who report that their last permanent address was in Arlington Heights. Grant Request: \$5,000.

Arlington Heights Park District Children at Play program is requesting funds for subsidies for the cost of providing before and after school childcare for low/moderate income Arlington Heights families. CDBG Grant Request: \$30,000.

Lifespan provides legal services and counseling for victims of domestic violence. Grant Request: \$5,000.

Northwest Compass is seeing funds for its housing program that provides families and individuals experiencing a crisis regarding their housing with crisis intervention, housing counseling and assistance, rapid re-housing, and street outreach for homeless persons. CDBG Grant Request: \$15,000.

Global Executive Council Services provides assistance to under served Asian community members living in Suburban Cook County with the public benefit system including Food Stamps, Social Security, Retirement Benefits, SSI, Medicaid, Medicare, KidCare/Family Care, LIHEAP, etc. The agency states that the assistance is needed due to language barriers and basic need to understand and navigate the social service systems. CDBG Grant Request: \$100,000

Little City Foundation is requesting funds for renovations at the Euclid Avenue group home to include bathroom renovations, kitchen renovation, painting, and electrical work. Grant Request: \$32,050.

Clearbrook is requesting funds to replace the existing siding, fascia, soffits and deteriorated wood around windows and doors at the Kennicott Avenue group home. Grant Request: \$28,350.

Shelter, Inc. is requesting funds for renovations to its group home that provides housing for males 17 – 21 year of age who are homeless and have aged out of the child welfare system. The funds would be used to replace worn flooring throughout the home. Grant Request: \$16,500.

Alexian Brothers Center for Mental Health is requesting funds to install a storm water drainage system at its 4-unit apartment building in Arlington Heights in order to prevent storm water flooding in the basement of the building. Grant Request: \$13,960.

Journeys | The Road Home is requesting funding to assist with the demolition of its current day center and construction of a new building on the same property. The new building will include floors for administration, day services, and transitional housing. Grant Request: \$100,000

Single Family Rehabilitation Loan Program provides 0% interest, deferred loans to low/moderate income homeowners for home repairs. Grant Request: \$75,000.

Group Home and Transitional Housing Acquisition and Rehabilitation Program provides funds for renovations to groups homes and transitional housing facilities/units. Grant Request: \$100,000.

Public Infrastructure and Public Facilities programs funded through the CDBG program provide: 1) improved infrastructure (ex. street resurfacing, sidewalk replacement, handicapped accessibility or other improvements) in low/moderate income areas of the Village or for the benefit of persons (ex. persons with disabilities) who are low/moderate income or presumed to be low/moderate income; and 2) improved public facilities that may be owned by the Village or a non-profit organization where services and opportunities are made available to low/moderate income persons. Priorities and specific projects will be identified during the program year. Projects under this category in the past few years have included street resurfacing, improvements to the Village-owned Senior Center, and improvements to the Children's Advocacy Center's Main Service Center in Hoffman Estates. Funds will be used for either or both public infrastructure or public facilities projects with funding transferred as necessary between these two goals as needed according to priorities set by the Village. Grant Request: \$225,000.

CDBG Administration includes the cost of salaries and soft costs (public notices, audits, etc.) that are necessary in order to administer the Village's CDBG program. Grant Request: \$63,000.

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

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

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

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

Table 1 – Responsible Agencies

Narrative

Consolidated Plan Public Contact Information

Nora A. Boyer, Housing Planner

Village of Arlington Heights

Department of Planning & Community Development

33 S. Arlington Heights Road

Arlington Heights, IL 60005

(847) 368-5214 or nboyer@vah.com

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

1. Introduction

The Village will hold two public hearing concerning the 2019 Annual Action Plan. The draft 2019 Annual Action Plan, including the CDBG budget, will be made available for a 30-day public comment period. The public hearings and public comment period will be advertised in the local newspaper and mailings will be sent to all of the individuals and entities on the CDBG “interested persons” 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 of Arlington Heights has regular, on-going contact with the Housing Authority of Cook County, the public and assisted housing provider for the Village of Arlington Heights. Arlington Heights has its own Department of Health and Human Services that is in ongoing contact with other government health agencies such as the Cook County Department of Public Health and the Illinois Department of Public Health. Relationships are maintained with social service agencies through CDBG funding and through various group and individual professional contacts between the Village and those agencies.

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

The Village maintains communication with the homeless service providers in the area including Journeys|The Road Home, Northwest Compass and the WINGS Program, Inc. Village departments involved in this coordination are the Department of Planning and Community Development, Department of Health and Human Services Department, and the Police Department.

The Village keeps informed with respect to Continuum of Care activities through emails and minutes of AHAND (Association of Homeless Advocates in the North/Northwest District) which is a coordinating entity of the Alliance to End Homelessness in Suburban Cook County and operates in an area the includes Arlington Heights.

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 does not receive ESG funds.

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

Not applicable.

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Village of Arlington Heights
	Agency/Group/Organization Type	Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	2019 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 Department of Planning & Community Development has an ongoing dialogue with other departments of the Village with respect to community needs and with respect to services being provided by the Village and by local non-profit agencies. Village departments and commissions are also involved in submitting grant applications.
2	Agency/Group/Organization	COOK COUNTY
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	2019 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 Village joined the Cook County HOME Consortium effective October 1, 2016. The Village coordinates with Cook County on the submission of Annual Action Plans.
3	Agency/Group/Organization	Housing Authority of Cook County (HACC)
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	2019 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 Village works regularly with the Cook County Housing Authority. The Cook County Housing Authority recently completed a total renovation of the Albert Goedke Apartments in Arlington Heights.

4	Agency/Group/Organization	TOWNSHIP HIGH SCHOOL DISTRICT 214 COMMUNITY EDUCATION FOUNDATION
	Agency/Group/Organization Type	Services-Education
	What section of the Plan was addressed by Consultation?	2019 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 District 214 Education Foundation provides educational programs for community residents, some of which are targeted toward the needs of low and moderate-income residents. Communication with this agency has been on-going. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.
5	Agency/Group/Organization	Faith Community Homes
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	2019 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?	Faith Community Homes is a non-profit agency that provides housing subsidies and mentoring (financial, educational, employment, etc.) for families with children that are at risk of homelessness. Faith Community Homes has been a subrecipient agency of the Village of Arlington Heights, and communication with this agency is on-going. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.
6	Agency/Group/Organization	Northwest Center Against Sexual Assault
	Agency/Group/Organization Type	Services - Victims

	What section of the Plan was addressed by Consultation?	2019 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 Northwest Center Against Sexual Assault is a non-profit organization that provides specialized counseling, crisis intervention, and advocacy services for person who are victims of sexual assault. Northwest CASA has been a subrecipient agency of the Village of Arlington Heights. Communication with this agency has been on-going. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.
7	Agency/Group/Organization	Children's Advocacy Center
	Agency/Group/Organization Type	Services-Children Services - Victims
	What section of the Plan was addressed by Consultation?	2019 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 Children's Advocacy Center provides direct client services for child victims of sexual assault, severe physical abuse, witnesses to domestic violence, and their families. The Children's Advocacy Center has been a subrecipient agency of the Village of Arlington Heights. Communication with this agency has been on-going. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.
8	Agency/Group/Organization	WINGS
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless Services - Victims

	What section of the Plan was addressed by Consultation?	2019 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 WINGS Program, Inc. provides housing and wide variety of supportive services to victims of domestic violence and homelessness. Communication with this agency has been on-going. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.
9	Agency/Group/Organization	Resources for Community Living
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2019 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?	Resources for Community Living assists persons with disabilities in securing and maintaining private housing. The agency provides a variety of services to assist its clients in maintaining private housing and to be integrated successfully in the community. Communication with this agency has been on-going. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.
10	Agency/Group/Organization	Escorted Transportation Services - Northwest
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2019 Annual Action Plan

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This non-profit agency provides seniors with transportation by volunteers to medical appointments. Escorted Transportation Northwest has been a subrecipient agency of the Village of Arlington Heights. Communication with this agency has been on-going. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.
11	Agency/Group/Organization	Suburban Primary Health Care Council
	Agency/Group/Organization Type	Health Agency
	What section of the Plan was addressed by Consultation?	2019 Annual Action Plan
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency provides subsidies for health care for low-income persons who are uninsured or are under insured. Communication with this agency has been on-going. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.

12	Agency/Group/Organization	Journeys from PADS to HOPE
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	2019 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?	Journeys The Road Home provides a wide variety of homeless and homeless prevention programs. The agency operates and emergency shelter program (PADS), the HOPE Center (homeless day center), and five transitional housing units through its Pathway Development Institute Housing Readiness Program. Journeys has been a subrecipient agency of the Village of Arlington Heights. Communication with this agency has been ongoing. This agency has submitted two grant applications for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.
13	Agency/Group/Organization	ARLINGTON HEIGHTS PARK DISTRICT
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	2019 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 Arlington Heights Park District provides before and after school childcare for elementary school children at their own schools. Since the program was founded, the Village has provided CDBG subsidies for low and moderate-income families who use the program in order for the parents to maintain employment. The Park District has been a subrecipient agency of the Village of Arlington Heights. Communication with this agency has been on-going. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.
14	Agency/Group/Organization	Life Span
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	2019 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?	Life Span provides services to women who are survivors of domestic violence. Life Span has been a subrecipient agency of the Village of Arlington Heights. Communication with this agency has been ongoing. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.

15	Agency/Group/Organization	Northwest Compass
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	2019 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?	Northwest Compass provides emergency assistance, support, and assistance to low and moderate income person. They have an emphasis on serving youth and veterans experiencing or at risk of experiencing homelessness. In March 2019, Village staff met with representatives of Northwest Compass to discuss the services offered by the agency and their plan to submit a CDBG application for the 2019 program year. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.
16	Agency/Group/Organization	SHELTER, INC.
	Agency/Group/Organization Type	Homeless

	What section of the Plan was addressed by Consultation?	2019 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?	Shelter, Inc. provides shelter in Arlington Heights to men 17-21 years of age who are homeless and have aged out of the child welfare system. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.
17	Agency/Group/Organization	LITTLE CITY FOUNDATION
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2019 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?	Little City Foundation provides services for persons with developmental disabilities include two (CILA) homes in Arlington Heights. The agency has been a recipient of Village CDBG funds, and discussion regarding the agency's needs and the needs of its clients are ongoing. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.
18	Agency/Group/Organization	CLEARBROOK CENTER
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2019 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?	Clearbrook provides services for persons with disabilities. The agency operates group (CILA) homes in Arlington Heights. The agency has been a recipient of Village CDBG funds, and discussion regarding the agency's needs and the needs of its clients are ongoing. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.
19	Agency/Group/Organization	Alexian Brothers Center for Mental Health
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	2018/2019 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?	Alexian Brothers provides mental health services and housing for persons with disabilities in Arlington Heights. The agency has been a recipient of Village CDBG funds, and discussion regarding the agency's needs and the needs of its clients are ongoing. This agency has submitted a grant application for program year 2019 and has been invited to present its grant application and make other comments on the 2019 Annual Action Plan.

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

The Village operates an open consultation process. The Village maintains a mailing list of persons and agencies that have expressed interest in participating in the Consolidated Plan/Annual Action Plan process. The mailing list contains approximately 80 persons and agencies. Notices concerning the availability of grant applications, the two public hearings, and the 30-day public comment period on the draft Annual Action Plan are mailed to the individuals and groups on the mailing list. Some of the individuals and groups participate in the process, including those identified above. Others choose not to participate in the consultation process. No individuals or agencies are intentionally not consulted.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Alliance to End Homelessness in Suburban Cook County	The goals of the Alliance to End Homelessness in Suburban Cook County address the homeless needs identified in the Strategic Plan.
Village of Arlington Heights Comprehensive Plan	Village of Arlington Heights	The Comprehensive Plan contains a section regarding housing. The goals of the Comprehensive Plan are consistent with the goals of the Consolidated Plan.
Multi-Family Affordable Housing Toolkit	Village of Arlington Heights	The policies contained in this Toolkit explain the number of affordable housing units that the Village expects developers to provide in new or substantially modified for-sale residential developments. An option is provided whereby developers may pay a fee-in-lieu of providing affordable units, although the Village Board has expressed a preference that affordable units be provided rather than the fee-in-lieu option being selected. Funds collected are deposited in the Village's Affordable Housing Trust Fund to be used to maintain existing affordable housing units and create new affordable units.
Affordable Rental Housing Guidelines	Village of Arlington Heights	The policies contained in these Guidelines explain the number of affordable units that the Village expects developers to provide in new or substantially modified rental residential developments. An option is provided whereby developers may pay a fee-in-lieu of providing the affordable units, although the Village Board has expressed a preference that affordable units be provided rather than the fee-in-lieu option being selected.. Funds collected are deposited in the Village's Affordable Housing Trust Fund to be used to maintain existing affordable units or create new affordable units.
Arlington Heights Affordable Housing Trust Fund	Village of Arlington Heights	The Village has created an Affordable Housing Trust Fund to be used to maintain and/or create affordable housing with an emphasis on creating permanently affordable housing.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Homes for a Changing Region	Chicago Metropolitan Agency for Planning	The Homes for a Changing Region report includes data on housing needs and includes recommendations for strategies for each of the member communities of the Northwest Suburban Housing Collaborative and the 5-community area as a whole. The goals in the Strategic Plan are consistent with the needs and strategies in the Homes for a Changing Region report.
Senior Housing Needs Assessment	Northwest Suburban Housing Collaborative	The Senior Housing Needs Assessment includes and analysis of senior housing needs in each of the 5 member communities of the Northwest Suburban Housing Collaborative and the 5-community area as a whole. The goals of the Strategic Plan are consistent with the needs and recommended strategies in the Senior Housing Needs Assessment.
Go To 2040 and On to 2050	Chicago Metropolitan Agency for Planning	The goals of the Strategic Plan are consistent with the Go to 2040 and On to 2050 Regional Plans for the Chicago Metropolitan Area.
Planning for Progress	Cook County, IL	This is a strategic planning process which led to the development of the Cook County Consolidated Plan and Comprehensive Economic Development Strategy. The planning efforts included countywide and sub-regional goals and plans for the future of housing and community and economic development throughout the Cook County.
Public Housing Plan	Cook County Housing Authority	The Village reviewed the Housing Authority's Plan with respect to public housing in Arlington Heights. The Village's Strategic Plan supports the Housing Authority's plan to renovate and modernize the public housing building in Arlington Heights including increasing the number of accessible units.

Table 3 - Other local / regional / federal planning efforts

Narrative

(Optional) None

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

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

With respect to the Annual Action Plan, the Village will hold two public hearings during the program year. The draft of the Annual Action Plan will be made available for a 30-day public comment period. The Village will publish and mail notices regarding the public hearings and the availability of the draft Annual Action Plan for comment. Input from grant applicants and the Village's other partners impacts goal-setting by helping to identify priorities.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	A newspaper notice was published concerning the availability of the 2019 CDBG Grant Application and due date. Notices were also mailed to persons on the CDBG mailing list, a notice was published on the Village website, and emails were sent to all applicants that applied for CDBG funds for the 2019 CDBG program year.	21 CDBG grant applications were received.	None	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Non-targeted/broad community	On May 23, 2019, a newspaper notice was published concerning the 2019 Annual Action Plan scheduled for June 10, 2019. Notices will also mailed to persons on the CDBG mailing list, and emails were sent to Program Year 2019 applicants for CDBG funds.	CDBG grant applications will be presented. See minutes of the June 10, 2019 (when released) Committee of the Whole meeting.	To be completed	
3	Newspaper Ad	Non-targeted/broad community	A newspaper notice will be published concerning the 30-day public comment period for the 2019 Annual Action Plan. Notices will also mailed to persons on the CDBG mailing list. A notice will also posted on the Village's website.	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	Newspaper Ad	Non-targeted/broad community	A newspaper notice will be published concerning the 2019 Annual Action Plan public hearing scheduled for July 15, 2019. Notices will also mailed to persons on the CDBG mailing list and an announcement will appear on the Village's website.	To be completed.	To be completed.	
5	Public Hearing	Non-targeted/broad community	A Public Hearing is scheduled for the Village Board's Committee of the Whole on June 10, 2019.	Minutes of the meeting will be prepared and published.	To be completed.	
6	Public Hearing	Non-targeted/broad community	A Public Hearing is scheduled for July 15, 2019 at a meeting of the Village Board of Trustees.	Minutes of the meeting will be prepared and published.	To be completed.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The Village's FFY 2018 (Program year 2018 - 2019) CDBG entitlement allocation is \$269,344. Program year 2019 is the last year remaining in the 5-year Consolidated Plan (FFY 2015-2019).

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	CDBG-eligible activities	\$269,344	\$50,000	\$197,473	\$516,817	\$0	2019 is the final year of the 2015 – 2019 Consolidated Plan.

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 to leverage many sources of other funds. Sub-recipient agencies receiving CDBG funding frequently site receiving Village/CDBG support of their programs as beneficial to them when seeking other public and private funds. CDBG funds may also leverage other government funding from other federally funded programs such as the HOME program, State programs such as those administered by 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 publically owned land or property located within the jurisdiction that may be used to address the needs

identified in the plan

Discussion

At this time, no publically owned land or property located within the jurisdiction has been identified to address the needs identified in the plan.

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeowner Unit Preservation	2015	2019	Affordable Housing	Village of Arlington Heights, IL	Affordable Housing	CDBG: \$TBD	Homeowner Housing Rehabilitated: TBD Household Housing Unit
2	Rental Unit Preservation	2015	2019	Affordable Housing Public Housing	Village of Arlington Heights, IL	Affordable Housing Other Special Housing/Non-Homeless Needs	CDBG: \$TBD	Rental units rehabilitated: TBD Household Housing Unit
3	Homeless Services	2015	2019	Homeless	Village of Arlington Heights, IL	Homelessness	CDBG: \$TBD	Public service activities other than Low/Moderate Income Housing Benefit: TBD Persons Assisted
4	Public Facilities without Low/Mod Housing Benefit	2015	2017	Non-Homeless Special Needs Non-Housing Community Development	Village of Arlington Heights, IL	Homelessness Infrastructure Other Special Housing/Non-Homeless Needs Public Facilities	CDBG: \$TBD	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: TBD Persons Assisted
5	Public Services	2015	2019	Non-Housing Community Development	Village of Arlington Heights, IL	Public Service Needs	CDBG: \$TBD	Public service activities other than Low/Moderate Income Housing Benefit: TBD Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Planning and Administration	2015	2019	Planning and Administration	Village of Arlington Heights, IL	Planning & Administration	CDBG: \$ TBD	Other: 0 Other
7	Infrastructure	2015	2019	Non-Housing Community Development	Village of Arlington Heights, IL	Infrastructure	CDBG: \$ TBD	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: TBD Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Homeowner Unit Preservation
	Goal Description	To be completed.
2	Goal Name	Rental Unit Preservation
	Goal Description	To be completed.
3	Goal Name	Homeless Services
	Goal Description	To be completed.
4	Goal Name	Public Facilities without Low/Mod Housing Benefit
	Goal Description	To be completed.

5	Goal Name	Public Services
	Goal Description	To be completed.
6	Goal Name	Planning and Administration
	Goal Description	To be completed.
7	Goal Name	Infrastructure
	Goal Description	To be completed.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The Village is funding projects as described below.

#	Project Name
1	Faith Community Homes
2	District 214 Education Foundation
3	Northwest Center Against Sexual Assault
4	Childrens Advocacy Center
5	WINGS Program, Inc.
6	Resources for Community Living
7	Escorted Transportation Service Northwest
8	Suburban Primary Health Care Council Access to Care
9	Journeys The Road Home
10	Arlington Heights Park District Children at Play Program
11	Life Span
12	Northwest Compass
13	Global Executive Council Services
14	Little City Foundation
15	Clearbrook
16	Shelter, Inc.
17	Alexian Brothers Center for Mental Health
18	Journeys The Road Home – Capital Project
19	Single Family Rehabilitation Loan Program
20	Group Home and Transitional Housing Acquisition and Rehab Program
21	Public Infrastructure and Public Facilities
22	CDBG Administration

Table 7 – Project Information

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

To be completed.

AP-38 Project Summary

Project Summary Information

1	Project Name	Faith Community Homes
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$2,500
	Description	Faith Community Homes provides supportive services to low income working families with children living in Arlington heights to help them obtain stable housing and work toward financial stability. Families are assisted for 2 years during which time they work with staff and volunteer mentors to develop and implement steps to lead to financial self-sufficiency.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Families with children are provided with services through this program. The expected number of beneficiaries at the requested grant amount is 18.
	Location Description	Agency Office: 302 N. Dunton Avenue, Arlington Heights, IL 60004
2	Planned Activities	CDBG funds would be used for staff costs for direct client services to eligible Arlington Heights residents.
	Project Name	District 214 Community Education Foundation
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$1,500
	Description	Beginning English as a Second Language lessons are provided every Thursday from 12:30 - 3:00 pm for 34 weeks to eligible non-native speakers of English. This project fills the gap for beginning ESL learners who are not advanced enough in their English skills for the existing ESL programs offered at the Arlington Heights Memorial Library.
	Target Date	9/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	This program provides instruction to individuals. The expected number of beneficiaries at the requested grant amount is 40.
	Location Description	Agency Office: 2121 S. Goebbert Rd., Arlington Heights, IL 60005 ESL Lessons are provide at: Arlington Heights Memorial Library, 500 N. Dunton Ave., Arlington Heights, IL 60004
	Planned Activities	CDBG funds would be used to pay salary costs of the ESL instructor.
3	Project Name	Northwest Center Against Sexual Assault
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$3,000
	Description	This agency provides services to persons who are victims of sexual abuse and sexual assault.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 45.
	Location Description	Agency Location: 415 W Golf Rd., #47, Arlington Heights, IL 60005
	Planned Activities	CDBG funds would be used to pay salary costs of staff providing direct client services to eligible Arlington Heights residents.
4	Project Name	Childrens Advocacy Center
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$3,500
	Description	The Childrens Advocacy Center of North and Northwest Suburban Cook County provides direct client services for child victims of sexual assault and sever physical abuse, witnesses to domestic violence, and their families. Services are provided through the Center's CASA, Family Supportive Services, and Safe From the Start Programs.

	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 68.
	Location Description	Agency Location: 640 Illinois Blvd., Hoffman Estates, IL 60169
	Planned Activities	CDBG funds would be used for salary costs of staff that provide direct client services to eligible Arlington Heights residents.
5	Project Name	WINGS Program, Inc.
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Homeless Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$15,000
	Description	The WINGS Program provides housing and supportive services to persons who are victims of domestic violence or are homeless. Emergency shelter and services are provided at the agency's Safe House.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 15.
	Location Description	Safe House address is suppressed in order to protect the safety of persons receiving assistance.
	Planned Activities	CDBG funds would be used to reimburse the agency for direct client service costs for providing shelter and services to eligible Arlington Heights residents. In past years, the agency has been reimbursed on a cost per night of service basis.
6	Project Name	Resources for Community Living
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$5,000

	Description	RCL offers affordable housing and individualized support services for adults with developmental and/or physical disabilities. 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. Services provided include money management, cooking, using public transportation safely, vocational training, community involvement and other skills necessary for living on one's own. Monthly social activities, social group training, and rent subsidies are also available.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 6.
	Location Description	Agency Office: 4300 Lincoln Ave., Rolling Meadows, IL 60008
	Planned Activities	CDBG funds would be used to pay salary costs of staff that provide direct client services to eligible Arlington Heights residents.
7	Project Name	Escorted Transportation Service Northwest
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$3,750
	Description	This program provides senior citizens with transportation to medical appointments. The agency is run by a small staff, and the transportation is provided by screened and trained volunteer drivers.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 166.
	Location Description	Agency location: 1801 W Central Road, Arlington Heights, IL 60005
	Planned Activities	CDBG funds would be used to pay salary costs of staff providing direct client services to eligible Arlington Heights residents.
8	Project Name	Suburban Primary Health Care Council Access to Care
	Target Area	Village of Arlington Heights, IL

	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$4,337
	Description	The Suburban Primary Health Care Council's Access to Care program provides access to primary medical care to income eligible person who are uninsured or under insured. Covered services include office visits to a primary care physician, routine lab tests, x-rays and prescription drugs. Services are provided by local physicians and other service providers who are under contract and paid by the Suburban Primary Health Care Council at discounted rates.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 15.
	Location Description	Agency location: 2225 Enterprise Dr # 2507, Westchester, IL 60154
	Planned Activities	CDBG funds would be used to pay the per person enrollment fee for income-eligible Arlington Heights residents who are enrolled in the program.
9	Project Name	Journeys The Road Home
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Homeless Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$5,000
	Description	JOURNEYS The Road Home provides comprehensive wrap-around services for homeless and at-risk individuals from Arlington Heights and 36 neighboring communities in the north and northwest suburbs. JOURNEYS is the only emergency shelter provider in the area. The Day Center program provides vital counseling and services to the homeless and at-risk individuals. CDBG funds were used support agency salary costs of agency workers providing direct client services.
	Target Date	9/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 60.
	Location Description	Agency location: 1140 W Northwest Highway, Palatine, IL 60074
	Planned Activities	CDBG funds would be used support agency salary costs of agency workers providing direct client services to eligible Arlington Height residents.
10	Project Name	Arlington Heights Park District Children at Play Program
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$30,000
	Description	This project involves providing child care subsidies for income eligible families with children participating in the Park District's before and after school program. The amount of the scholarship for each child is determined on a sliding scale based on household income.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 21.
	Location Description	Agency Location: 410 N. Arlington Heights Rd., Arlington Heights, IL 60004 The services are provided at all Arlington Heights School District 25 schools.
	Planned Activities	CDBG funds would be used to pay all or a portion of the fees assessed by the Park District for the childcare. The amount of the scholarship for each child is determined on a sliding scale based on household income.
11	Project Name	Life Span
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs

	Funding	CDBG Request: \$5,000
	Description	Lifespan provides legal and counseling services to victims of domestic violence and their children. Arlington Heights clients will receive counseling for survivors, counseling for their children who have been exposed to domestic violence. Criminal court advocates work with clients and clients receive legal representation in order of protection law cases.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 75.
	Location Description	Agency office: Is in Des Plaines, IL but services are also provide at locations such as courthouses.
	Planned Activities	CDBG funds would be used for salary costs of staff providing direct client services to eligible Arlington Heights residents.
12	Project Name	Northwest Compass
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$15,000
	Description	Housing program including crisis intervention, housing counseling and assistance, rapid re-housing, and street outreach to the homeless.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 95.
	Location Description	Northwest Compass is located at 1300 W Northwest Highway, Mt. Prospect, IL.
	Planned Activities	CDBG would be used for costs associated with providing the housing program.
13	Project Name	Global Executive Council Services
	Target Area	Village of Arlington Heights, IL

	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$100,000
	Description	This agency provides assistance to immigrants with accessing social services.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 330.
	Location Description	2200 W Higgins Rd. Suite 110, Hoffman Estates, IL 60159
	Planned Activities	Assistance would be provided to under served Asian community members living in Suburban Cook County with the public benefit system including Food Stamps, Social Security, Retirement Benefits, SSI, Medicaid, Medicare, KidCare/Family Care, LIHEAP, etc. The agency states that the assistance is needed due to language barriers and basic need to understand and navigate the social service systems.
14	Project Name	Little City Foundation
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Facilities without Low/Mod Housing Benefit
	Needs Addressed	Public Facilities
	Funding	CDBG Request: \$32,050
	Description	This project would involve renovations to a group home.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 6 persons with disabilities.
	Location Description	Group home on Euclid Avenue.
	Planned Activities	Work would include renovations to bathrooms and kitchen as well as painting and electrical work.
15	Project Name	Clearbrook
	Target Area	Village of Arlington Heights, IL

	Goals Supported	Public Facilities without Low/Mod Housing Benefit
	Needs Addressed	Public Facilities
	Funding	CDBG Request: \$28,250
	Description	This project would involve renovations to a group home.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 8.
	Location Description	Group home on Kennicott Avnue.
	Planned Activities	Work to be done would include exterior siding, soffits, fascia and wood trim repair or replacement.
16	Project Name	Shelter, Inc.
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Facilities without Low/Mod Housing Benefit
	Needs Addressed	Public Facilities
	Funding	CDBG Request: \$16,500
	Description	Renovation to a group home for males ages 17 – 21 who would otherwise be homeless.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 9.
	Location Description	Group home on Golf Road.
	Planned Activities	Replacement of flooring throughout the home.
17	Project Name	Alexian Brothers Center for Mental Health
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Facilities without Low/Mod Housing Benefit
	Needs Addressed	Public Facilities
	Funding	CDBG Request: \$13,960
	Description	Renovation at an apartment buildings owned by the agency.

	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 8 but this number is subject to change when specific projects are identified.
	Location Description	Apartment building on Northwest Highway
	Planned Activities	Installation of storm water drainage system to prevent basement flooding.
18	Project Name	Journeys The Road Home
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Facilities without Low/Mod Housing Benefit
	Needs Addressed	Public Facilities
	Funding	CDBG Request: \$100,000
	Description	New construction of a homeless services facility
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 60 during the 2019 program year.
	Location Description	1140 E Northwest Highway, Palatine, IL
	Planned Activities	New construction of a building to house administration, services and transitional housing.
19	Project Name	Single Family Rehab Program
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Affordable Housing
	Needs Addressed	Owner Housing
	Funding	CDBG Request: \$75,000
	Description	Renovation to homes owned by low/moderate income persons.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 1.

	Location Description	To be determined
	Planned Activities	Home renovations.
20	Project Name	Group Home and Transitional Housing Acquisition and Rehab Program
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Facilities without Low/Mod Housing Benefit
	Needs Addressed	Public Facilities
	Funding	CDBG Request: \$100,000
	Description	Acquisition or renovation of group homes or transitional housing by non-profit agencies.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 30.
	Location Description	To be determined.
	Planned Activities	Group home acquisition or rehab.
21	Project Name	Public Infrastructure and Public Facilities
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Public Infrastructure and Public Facilities
	Needs Addressed	Public Infrastructure and Public Facility Needs
	Funding	CDBG Request: \$225,000

	Description	Projects to provide: 1) improved infrastructure (ex. street resurfacing, sidewalk replacement, handicapped accessibility or other improvements) in low/moderate income areas of the Village or for the benefit of persons (ex. persons with disabilities) who are low/moderate income or presumed to be low/moderate income; and 2) improved public facilities that may be owned by the Village or a non-profit organization where services and opportunities are made available to low/moderate income persons. Priorities and specific projects will be identified during the program year. Projects under this category in the past few years have included street resurfacing, improvements to the Village-owned Senior Center, and improvements to the Children's Advocacy Center's Main Service Center in Hoffman Estates. Funds will be used for either or both public infrastructure of public facilities projects with funding transferred as necessary between these two goals as needed according to priorities set by the Village.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The expected number of beneficiaries at the requested grant amount is 60 during the 2019 program year.
	Location Description	To be determined.
	Planned Activities	Public Infrastructure and Public Facility construction and renovation.
22	Project Name	CDBG Administration
	Target Area	Village of Arlington Heights, IL
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration Needs
	Funding	CDBG Request: \$63,000
	Description	Planning and administration of the CDBG program.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	NA.
	Location Description	33 S. Arlington Heights Rd., Arlington Heights, IL
	Planned Activities	Planning and administration of the CDBG program.

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

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

The Village of Arlington Heights is not allocating investments geographically.

Geographic Distribution

Target Area	Percentage of Funds
Village of Arlington Heights, IL	100%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Not applicable.

Discussion

Specific locations for projects are indicated in this Annual Action Plan if known at the time the Annual Action Plan is submitted to HUD. Some project locations will be identified during the program year such as locations of homes under the Single Family Rehabilitation Loan Program, Group Home and Transitional Housing Acquisition and Rehab Program and the Infrastructure and Public Facilities Programs.

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

Introduction

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

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

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

The Village of Arlington Heights has been very proactive in addressing affordable housing needs. The Village regularly reviews its land use controls, tax policies affecting land, zoning ordinance, building codes, fees and charges, growth limitation, and policies affecting residential return on investment. The Village has adopted Multi-Family Affordable Housing Guidelines for For-Sale and Rental Housing that call upon developers of Planned Unit Developments, or who are proposing amendments to Planned Unit Development, to explain how their projects are responsive to the Village's goal to explore and promote the creation of affordable private housing. The Village distributes a Multi-Family Affordable Housing Guidelines to inform developers with respect to the Village's expectations concerning the percentage of affordable housing units the Village expects to be included in developments. Actual numbers of affordable housing units, or fees paid in lieu of providing affordable housing units, are negotiated on a case-by-case basis due to the uniqueness of each development.

The Village is working on a Housing Needs and Trends report. Production of this report is one of the Village Board current strategic priorities.

The Village has a Housing Commission that 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 insure that the rental housing stock is well maintained and safe. Many of the non-profit agencies in the Village also work to remove barriers to affordable housing by providing financial assistance, housing counseling,

landlord-tenant counseling, and information on other housing related issues.

Discussion

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

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

Introduction

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

Actions planned to address obstacles to meeting underserved needs

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

Actions planned to foster and maintain affordable housing

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

Professionals in the Department of Planning and Community Development will continue to research and investigate alternative sources of funding to replace dwindling State and Federal funds for housing assistance and other affordable housing programs. The Housing Planner will track 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 continue to implement its inclusionary housing guidelines, as contained in the Multi-Family Affordable Housing Toolkit and Multi-Family Affordable Rental Housing Toolkit, intended to result in affordable units in new construction residential projects or contributions to 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, including at the

Backstretch at Arlington Park, to improve housing and living environments.

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

Actions planned to reduce lead-based paint hazards

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

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

Actions planned to reduce the number of poverty-level families

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

Actions planned to develop institutional structure

The Village will continue to address affordable housing and other community needs within the area by coordinating its efforts with private and non-profit agencies and organizations. The Village will also work with regional planning groups such as the 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

The Village of Arlington Heights is an entitlement jurisdiction for the CDBG program. As such information is provided below concerning program specific requirements for the CDBG program.

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

The Village has budgeted all program income that it has received as of the submission of the Consolidated Plan. No additional program income is scheduled to be received, although program income could be received from the repayment of past years' Single Family Rehabilitation Loans. It is not possible to predict whether or when such loans will be repaid. The Village does not receive any of the other types of income listed above.

No projects are expected to be funded on the basis of urgent need. 100% of CDBG funds are budgeted to be used for activities benefitting low and moderate income persons including Planning and Administration.

Attachments

To be added.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service:

Project Location: Housing and Mentoring Support for Low Income Families

CDBG Funding Request:

\$3000

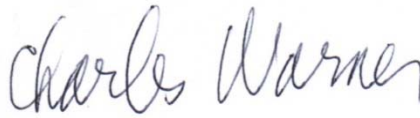
Applicant Contact Information

Organization Name: Faith Community Homes

DUNS (Dun and Bradstreet) Number: 17-879-4157
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Charles Warner, Executive Director

Signature:



(electronic signature is acceptable)

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

Mailing Address 1: 302 N. Dunton Ave.

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60004

Telephone Number: 847-342-0846

Fax Number: 847-255-3475

Email Address: Charles.warner@fchomes.org

Organization website: www.fchomes.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

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

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

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

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

We support and encourage education and training to develop improved skills for better employment. At the same time, we expect families to develop realistic plans and goals. We believe that simply providing financial assistance or low rent housing is not a long-

term answer for these families. They must improve their employability and begin earning enough income to achieve financial stability and independence.

85% of FCH families who complete our program successfully achieve financial stability, defined as the ability to pay all their bills on time. Over the past 3 years, families have increased their incomes by an average of 18% by the time they finished the two year program. In addition, 28% of the parents in the program gained new training and education to improve their employability

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

2. Previous CDBG Funding

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

YES - Arlington Heights

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

(Yes or No)

If yes, please specify how funds will be used.

No

B. Service Area

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

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

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

Yes

3. Describe any additional criteria for your program.

Families may be considered

- whose adults are full or part-time employed, (at least one full-time employed, the other at least part-time (20hr/wk) employed and
 - whose children are of high school age or younger, and
 - whose members
- are of stable mental health
- are presently not abusing alcohol
- are presently not using illicit drugs
- have no history of felony charges or chronic criminal behavior
- are not living in, or presently leaving, an abusive relationship
- are legal residents of the United States

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

All our services and programs operate in Arlington Heights

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

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

C. Program Client Statistics

1. **State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):**
Funding is requested to support the case management services we provide to low income families living in Arlington Heights which is essential for ensuring families manage their resources and increase their incomes effectively.
2. **Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):**

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	60	18	18
October 1, 2018 – present	50	9	9
October 1, 2017 – September 30, 2018	54	17	17

2018 Income Limits

Household Size

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

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

3. **How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?**
CDBG funds will support the salaries of case managers who supervise the volunteer mentors for each family as well as intervene and assist with more difficult social, emotional, legal and financial issues families encounter during the 2 years a family is in our program. The funds are used only to support case management for families in Arlington Heights.
4. **If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?**
Maintain and gradually increase the current service level.
5. **Would this program exist without CDBG funding?**
(Select one)
☒ Yes
☐ No

D. Staff for Funded Program

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

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

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

Name, Title: Charles Warner, Executive Director

Phone Number: 847-342-0846

Email Address: Charles.warner@fchomes.org

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

9 years

E. Fees and Funding Sources

1. Describe any client fees collected*:

No fees are collected from clients.

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

2. Describe how client fees are used:

N/A

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$ 33,500	\$ 10,000
Private Funds	\$ 210,325	\$ 65,000
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

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

(Select one)

☐ Yes

X No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ 246,297	\$ 188,149	\$ 3,000
Program Year 2018	\$ 240,500	\$ 184,200	\$ 2,500
Program Year 2017	\$ 208,655	\$ 150,526	\$ 2,000

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	3,000
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 3,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☒ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

1. **Mission Statement for your agency:**
Strengthen northwest suburban families to achieve financial stability and independence through mentoring, rental assistance and support services.

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

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

Project Location: Arlington Heights Memorial Library

CDBG Funding Request:

\$1,500

Applicant Contact Information

Organization Name: District 214 Educational Foundation

DUNS (Dun and Bradstreet) Number: 067471755
(A DUNS Number is required to receive federal funding)

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

Signature:



(electronic signature is acceptable)

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

Mailing Address 1: 2121 South Goebbert Road

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60005

Telephone Number: 847-718-7688

Fax Number: 847-718-7713

Email Address: erin.brooks@d214.org

Organization website: d214.org/foundation/

RECEIVED
APR 11 2019
**PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT**

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

Describe the program or project for which funds are requested. Include the purpose or the program or project and clientele to be served. Explain any new or increased levels of service that would be provided by the organization if this program/project receives CDBG funding. If the project has several components, please prioritize the key elements of the proposal.

The purpose of the program is to serve eligible non-native speakers of English who can benefit from High Beginning/Low Intermediate lessons in English as a Second Language (ESL). We will provide 46 weeks of classroom instruction at the Arlington Heights Memorial Library (AHML) every Thursday from 12:30 to 3:30pm. Classes will not be held Mar. 26, July 2, or the last two weeks of December. AHML's ESL Coordinator will provide identification and recruitment of potential students. District 214 Community Education (D214 CE) will provide assessment, instruction, evaluation of learning gains, and recordkeeping. The project will fill the gap for ESL learners whose English skills are not advanced enough for the existing ESL programs offered at AHML, but will prepare them to transition into those programs. Existing ESL services include a computer lab with various language-learning software available six days per week, the Read to Learn Adult Literacy/Volunteer tutoring program offered Tuesday mornings and Wednesday evenings, and ESL Book Discussion groups. This agency collaboration will continue to eliminate a barrier to participation in ESL services, as well as general library services, faced by the target population. Lower level English language learners can be referred to the ESL classes offered at the Forest View Education Center. The CDBG share covers 49% of the program costs from October through May 7, and the D214 CE share covers 51% of the costs from September through May 7. When CDBG funds have been exhausted for the fiscal year, D214 CE covers 100% of the costs from May through August.

2. Previous CDBG Funding

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

<u>Year</u>	<u>Amount</u>	<u>Purpose and (if applicable) Address</u>
2018-19	1,500	ESL Class at Arlington Heights Memorial Library, 500 N. Dunton Avenue, Arlington Heights, IL 60004-5910
2017-18	1,500	ESL Class at Arlington Heights Memorial Library
2016-17	1,500	ESL Class at Arlington Heights Memorial Library

2015-16	2,125 (\$1500+625 extension)	ESL Class at Arlington Heights Memorial Library
2014-15	1,500	ESL Class at Arlington Heights Memorial Library
2013-14	\$1500	ESL Class at Arlington Heights Memorial Library
2012-13	\$1165	ESL Class at Arlington Heights Memorial Library
2011-12	\$1220	ESL Class at Arlington Heights Memorial Library
2010-11	\$1500	ESL Class at Arlington Heights Memorial Library
2009-10	\$2000	ESL Class at Arlington Heights Memorial Library

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

(Yes or No)

If yes, please specify how funds will be used.

No.

B. Service Area

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

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

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

Yes..

3. Describe any additional criteria for your program.

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

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

At Forest View Educational Center in Arlington Heights, we operate the Community Education Program, which includes Adult Education & Family Literacy, Continuing Education, Cultural and Performing Arts, CE Travel, and Intergenerational and Older Adult programs. The Adult Education & Family Literacy provides bridges to 21st Century careers, citizenship services, English as a Second Language, Read to Learn volunteer-based literacy instruction, high school equivalency courses in English and Spanish, basic literacy, family literacy, workplace skills, the Catherine M. Lee Women's & Children's Center, and an Early Childhood Prevention Initiative program.

5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?
No.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):
The funding pays for English as a Second Language classes for adults at the Arlington Heights Memorial Library. 49% of 27 three-hour classes and a small amount of supplies will be paid for directly with CDBG funds. The 51% balance of the classes, 100% of an additional 19 classes, and costs for registration, assessment, and management of the program will be paid for by the Adult Education & Family Literacy Program's funds from other sources.
2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	65	40	40
October 1, 2018 – present	31	21	21
October 1, 2017 – September 30, 2018	74	37	37

2018 Income Limits

Household Size

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

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

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
The funds allow classes to be offered throughout the year at the Arlington Heights Library, and leverages the agency's state funds to provide classes for more residents.
4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
We will at least maintain the current level of service, but our goal is always to increase the number of residents served with these funds by recruiting through the library.

5. Would this program exist without CDBG funding?

(Select one)

☐ Yes

☒ No

D. Staff for Funded Program

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

- | | |
|---------------|---|
| a. Full-time | 0 |
| b. Part-time | 1 |
| c. Volunteers | 0 |

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

Name, Title: Karen L. Oswald, AEFL Manager

Phone Number: 847-718-7719

Email Address: Karen.oswald@d214.org

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

E. Fees and Funding Sources

1. Describe any client fees collected*:

None.

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

2. Describe how client fees are used:

N/A

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds, Illinois Community College Board	\$ 3,366	\$ 2,861
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	581,682	\$ 4,947	\$ 1,500
Program Year 2018	\$ 1,019,970	\$ 4,828	\$ 1,500
Program Year 2017	\$ 394,758	\$ 4,389	\$ 1,500

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 1,423
Payroll for general administration of the CDBG grant**	\$ 0
Rent**	\$ 0
Utilities**	\$ 0
Construction/Rehabilitation	\$ 0
Other administrative costs	\$ 77
Please specify: Teaching, Testing and Registration supplies	
Total CDBG Request	\$ 1,500

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☐ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☒ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☒ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: **Sexual Assault Intervention Program**

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

CDBG Funding Request:

\$3,000

Applicant Contact Information

Organization Name: Northwest Center against Sexual Assault

DUNS (Dun and Bradstreet) Number: 933788663
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Jim Huenink Executive Director

Signature: *Jim Huenink*

(electronic signature is acceptable)

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

Mailing Address 1: 415 West Golf Road

Mailing Address 2: Suite 47

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

Telephone Number: 847-806-6526

Fax Number: 847-806-6531

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

Northwest CASA requests funds to support our Sexual Assault Intervention Program which provides specialized counseling, crisis intervention and advocacy services for Arlington Heights residents who are victims of sexual abuse and sexual assault.

Northwest CASA provides Individual, Family and Group counseling to victims of sexual assault/abuse. Services are provided in English and Spanish. Counseling is provided by specially trained master's level therapists who have expertise in working with sexual assault victims of all ages. There is no charge for counseling service.

Crisis intervention is provided 24/7 through our hotline that is operated by volunteers and staff. All hotline volunteers receive 40 hours of sexual assault training prior to responding to a hotline call. All volunteers are supervised by our Volunteer Coordinator who has training and experience in crisis intervention and advocacy. All volunteers receive quarterly in-service training. Currently Northwest CASA has 35 hotline volunteers, 1 undergraduate intern and 3 graduate school interns. There is no charge for crisis intervention service.

Advocacy services include 24/7 emergency room response to 10 area hospitals (including Evanston, Northwest Community Hospital, Alexian Bros, St. Alexis, Lutheran General, St. Francis, Skokie and Glenbrook) and 24/7 criminal justice advocacy in behalf of victims who are at the police station or whose cases are being adjudicated in court. Advocacy services are provided by trained staff and volunteers. Advocacy services are provided in English and Spanish. There is no charge for medical or criminal justice advocacy services.

2. Previous CDBG Funding

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

Northwest CASA receives CDBG funds from the village of Mt. Prospect and the city of Arlington Heights.

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

(Yes or No)

If yes, please specify how funds will be used.

No.

B. Service Area

1. Describe your agency's service area, listing any municipalities served.
Northwest CASA's serves north/northwest suburban Cook County victims of sexual violence at its Arlington Heights and Evanston offices. Northwest CASA has the CARE Center in McHenry, IL. that serves victims of sexual violence in McHenry County. With respect to services in Cook County, Northwest CASA provides comprehensive sexual assault services to victims of sexual violence who live in the 30 communities of north and northwest suburban Cook County including Arlington Heights, Barrington, Bartlett, Buffalo Grove, Des Plaines, Elk Grove, 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, Winnetka.
2. Does this program serve residents of the Village of Arlington Heights?
Yes. This program serves all residents of Arlington Heights who are victims of sexual violence. We also serve their significant others who have been affected by the sexual victimization.
3. Describe any additional criteria for your program.
Northwest CASA provides services to victims of sexual violence, of all ages, and to their significant others who have been impacted by sexual violence.
4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?
Northwest CASA's main office is located in Arlington Heights. Comprehensive sexual assault services are provided from this office including, individual, group and family counseling, 24/7 crisis intervention, 24/7 medical advocacy, 24/7 court advocacy, prevention education and professional training. In some cases, Northwest CASA will provide services off site, for example, at the emergency room of a hospital or, in a child's school when confidential space is available and the child is unable to obtain transportation to our office. Northwest CASA also provides Sexual Abuse Prevention Education services in the high schools in Arlington Heights.
5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

The Children's Advocacy Center serves children who have been physically and sexually abused. Their services focus on providing forensic interview services for victims of sexual abuse but they also provide advocacy and counseling services. Because Northwest CASA provides specialized counseling for children who have been sexually abused, we receive referrals from the Children's Advocacy Center.

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):
Sexual assault intervention services which includes individual, family and group counseling; 24/7 crisis intervention through our 24/7 hotline; 24/7 medical advocacy at 8 area hospitals; criminal justice advocacy at 29 police departments and at two courthouses (Rolling Meadows and Skokie).
2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	900	50	45
October 1, 2018 – present	505	35	30
October 1, 2017 – September 30, 2018	875	93	40

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

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

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
To support the salary and benefits of counseling and advocacy staff who provide services in the sexual assault intervention program.
4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
Currently Northwest CASA receives \$2500 in CDBG funds from Arlington Heights. If Arlington Heights awards Northwest CASA a \$3,000 grant, then it would enable us to serve more survivors.
5. Would this program exist without CDBG funding?
(Select one)
☒ Yes
☐ No

D. Staff for Funded Program

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

- | | |
|---------------|----|
| a. Full-time | 8 |
| b. Part-time | 6 |
| c. Volunteers | 38 |

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

Name, Title: Jim Huenink Executive Director

Phone Number: 847-806-6526 x14

Email Address: jhuenink@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 client fees collected*:

Northwest CASA does not charge a fee for any of its services.

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

2. Describe how client fees are used:

N/A

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$ 0	\$ 0
HOME Funds	\$ 0	\$ 0
ESG Funds	\$ 0	\$ 0
HOPWA Funds	\$ 0	\$ 0
Appalachian Regional Commission	\$ 0	\$ 0
Other Federal Funds	\$ 585922	\$ 44500
State/Local Funds	\$ 245970	\$ 2,000
Private Funds	\$ 28538	\$ 7485
Program Income (client fees)	\$ 0	\$ 0
Other Funding	\$	\$
Please specify:		

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

(Select one)

☐ Yes

X ☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ 1,147,974	\$ 860,430	\$ 56,985
Program Year 2018	\$ 1,138,686	\$ 860,430	\$45,000
Program Year 2017	\$ 1,079,494	\$ 669,147	\$ 42,750

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 3,000
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 3,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ **Creating a Suitable Living Environment**

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

☐ **Providing Decent Housing**

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

☐ **Creating Economic Opportunities**

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

2. Project Outcomes

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

☒ **Availability/Accessibility**

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

☐ **Affordability**

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

☐ **Sustainability**

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

H. Other Information

1. Mission Statement for your agency:

Sexual assault destroys people's lives. Northwest Center Against Sexual Assault (Northwest CASA) is committed to ending sexual violence, promoting individual responsibility, and empowering victims/survivors. Northwest CASA accomplishes this mission by:

1. Providing crisis intervention and counseling services to victims/survivors and significant others;
2. Advocating for victims/survivors in the medical and criminal justice systems;
3. Promoting social change through education and prevention programs; and
4. Reaching out to victims/survivors in underserved groups in our community.

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

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

- ☐ Cost and Design Assistance Estimates

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Child Abuse Services

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

CDBG Funding Request:

\$3,500

Applicant Contact Information

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

DUNS (Dun and Bradstreet) Number: 60-453-6383
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Mark Parr, Executive Director

Signature:


(electronic signature is acceptable)

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

Mailing Address 1: 640 Illinois Boulevard

Mailing Address 2:

City, State, Zip: Hoffman Estates, IL 60169

Telephone Number: (847) 885-0100

Fax Number: (847) 885-0187

Email Address: info@cachelps.org

Organization website: www.cachelps.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

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

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

2. Previous CDBG Funding

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

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

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

If yes, please specify how funds will be used.

No.

B. Service Area

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

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

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

Yes.

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

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

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

None.

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

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

C. Program Client Statistics

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

The Children's Advocacy Center provides direct services for child victims of abuse, and their families, including child forensic interviews, crisis intervention (both in-person and by telephone), court preparation and advocacy, individual and family therapy, support and therapy groups for children and non-offending parents or caregivers, and case management services.

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	905	68	68
October 1, 2018 – present	610	37	37
October 1, 2017 – September 30, 2018	946	74	74

2018 Income Limits

Household Size

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

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

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

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

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

If the CAC receives CDBG funding, the agency may provide CASI Program services for 2 additional clients or provide 30 more hours of counseling services for child survivors of abuse, and their families, through the Family Support Services Program.

5. Would this program exist without CDBG funding?

(Select one)

- ☒ Yes
☐ No

D. Staff for Funded Program

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

- | | |
|---------------|----|
| a. Full-time | 11 |
| b. Part-time | 0 |
| c. Volunteers | 1 |

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

Name, Title: Mark Parr, Executive Director

Phone Number: (847) 885-0100

Email Address: mparr@cachelps.org

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

Twenty years.

E. Fees and Funding Sources

1. Describe any client fees collected*:

None, all services are provided free of charge.

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

2. Describe how client fees are used:

n/a

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$ 643,503	\$ 42,088
Private Funds	\$ 108,114	\$ 8,109
Program Income (client fees)	\$ 0	\$ 0
Other Funding	\$ 28,500	\$ 2,138
Please specify: United Way		

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ 1,529,477	\$ 783,617	\$ 58,771
Program Year 2018	\$ 1,447,433	\$ 781,189	\$ 60,933
Program Year 2017	\$ 1,275,340	\$ 644,712	\$ 49,643

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

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

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

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

G. Performance Measurement Systems

1. Project Objectives

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

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

☒ **Creating a Suitable Living Environment**

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

☐ **Providing Decent Housing**

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

☐ **Creating Economic Opportunities**

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

2. Project Outcomes

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

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

☒ **Availability/Accessibility**

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

☐ **Affordability**

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

☐ **Sustainability**

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

H. Other Information

1. Mission Statement for your agency:

Serving as the leading resource to empower and heal the abused child and prevent violence against children.

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

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

- ☐ Cost and Design Assistance Estimates

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Homeless Shelter

Project Location: Scattered Sites

CDBG Funding Request:

\$15,000

Applicant Contact Information

Organization Name: WINGS Program, Inc.

DUNS (Dun and Bradstreet) Number: 009294406
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Gabriela Arias, Government Relations Manager

Signature:



(electronic signature is acceptable)

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

Mailing Address 1: PO Box 95615

Mailing Address 2:

City, State, Zip: Palatine, IL 60095

Telephone Number: (847) 591-7820 x 232

Fax Number: (847) 591-7821

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

WINGS provides housing and supportive services to adults and their children who are homeless due to domestic violence or other causes. CDBG funded shelter includes an emergency domestic violence shelter and transitional housing. This array of shelter allows homeless people in need of housing access to an appropriate option depending on their individual circumstances. Adults and their children can stay in WINGS shelter for up to 24 months. (Individuals and their children can stay in the emergency shelter for up to three months, but can move to transitional shelter if needed for up to 24 months.) Participants in transitional and emergency shelter work on agreed-upon service plans that include moving to more permanent housing from their first day with WINGS.

2. Previous CDBG Funding

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

WINGS has received CDBG funds from Arlington Heights, Cook County, Schaumburg, Palatine, Skokie, Mount Prospect, Des Plaines and Chicago in the past.

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

(Yes or No)

If yes, please specify how funds will be used.

Funds will not be utilized for research and development.

B. Service Area

1. **Describe your agency's service area, listing any municipalities served.**
WINGS has shelters located throughout the north and northwest suburbs and an emergency shelter in Chicago. Individuals come from throughout the state, but primarily from the north and northwest suburbs.
2. **Does this program serve residents of the Village of Arlington Heights?**
WINGS serves residents of the Village of Arlington Heights.
3. **Describe any additional criteria for your program.**
Adults and their children who receive housing through WINGS' continuum of shelter are homeless. Individuals who are sheltered at the Safe House emergency shelter are also victims of domestic violence.
4. **What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?**
WINGS has staff who office out of Northwest Community Hospital and WINGS also operates a resale store on Rand Road in Arlington Heights.
5. **Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?**
Although Northwest Compass, Fellowship Housing, Connections for the Homeless and Center of Concern all provide transitional housing, only WINGS has a continuum of housing ranging from emergency shelter through permanent supportive housing that allows homeless individuals to have a housing solution to meet their individual needs. Because of this housing array, WINGS can accommodate people who are fleeing domestic violence, adults who are unemployed or underemployed, and adults who have a son older than 12 years old. Other programs cannot accommodate such a broad range of people in need.

C. Program Client Statistics

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	500 people/40,000 nights	20 people/2,500 nights	15
October 1, 2018 – present	307 people/28,337 nights	3 people/368 nights	1
October 1, 2017 – September 30, 2018	502 people/58,660 nights	22 people/2,337 nights	12

2018 Income Limits

Household Size

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

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

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
Shelter will be provided to homeless adults and their children through WINGS Safe House emergency shelter and/or WINGS transitional housing.
4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
One night of emergency shelter costs \$90 and one night of transitional shelter costs \$59. The number of nights provided to Arlington Heights residents depends on need, family size and open beds.
5. Would this program exist without CDBG funding?
(Select one)
☒ Yes
☐ No

D. Staff for Funded Program

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

- a. Full-time 65 (agency wide)
- b. Part-time 21 (agency wide)
- c. Volunteers 350

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

Name, Title: Gabriela Arias, Government Relations Manager

Phone Number: 847-519-7820 x232

Email Address: garias@wingsprogram.com

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

E. Fees and Funding Sources

1. Describe any client fees collected*:

There is no cost for any of WINGS supportive services. Individuals in emergency shelter and shared transitional housing do not pay anything toward costs. Participants who live in a transitional apartment contribute 30% of their adjusted gross income toward expenses.

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

2. Describe how client fees are used:

Not applicable.

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$ 66,431	\$ 1,200
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$ 670,795	\$ 15,221
State/Local Funds	\$ 225,093	\$ 7,593
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$ 218,625	\$ 45,514
Please specify: Foundations, In-Kind Donations, United Way, etc.		

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ Not Yet Available	\$ Not Yet Available	\$ 15,000
Program Year 2018	\$ 7,285,456	\$ 2,112,113	\$ 6,000
Program Year 2017	\$ 6,352,026	\$ 2,231,757	\$6,000

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Nights of Shelter Service	\$ 15,000
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Please specify: \$90 per night of emergency shelter, \$59 per night of transitional housing shelter (Please see attached formula.)	
Total CDBG Request	\$ 15,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☐ *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:**

The mission of WINGS Program, Inc. is to provide housing, integrated services, education and advocacy to end domestic violence.

Our Vision:

WINGS Program, Inc. will help create a society in which every domestic violence survivor has a voice and the resources to break the cycle of domestic violence.

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

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

- ☐ Cost and Design Assistance Estimates

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

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

Project Location: Village of Arlington Heights

CDBG Funding Request:

\$5,000

Applicant Contact Information

Organization Name: Resources for Community Living

DUNS (Dun and Bradstreet) Number: 884297607
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Frederick Stupen, Executive Director

Signature:



(electronic signature is acceptable)

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

Mailing Address 1: 4300 Lincoln Ave., Suite K

Mailing Address 2:

City, State, Zip: Rolling Meadows, IL 60008

Telephone Number: 847-701-1554

Fax Number: 847-701-1560

Email Address: info@rescoliv.org

Organization website: www.rescoliv.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

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

2. Previous CDBG Funding

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

Yes we have received CDBG funding from the Village of Mount Prospect and Schaumburg.

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

If yes, please specify how funds will be used.

No

B. Service Area

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

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

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

Yes

3. Describe any additional criteria for your program.

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

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

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

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

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

C. Program Client Statistics

1. State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):
Services provided to clients augment those provided by the Village. These may include referrals, assessments, rent subsidies, family and home provider support, employment assistance, monitoring, community education, vocational training. (see also Mission/Services attachment #1). This program year we are offering financial coaching, literacy and a matched saving program.
2. Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	200	6	6
October 1, 2018 – present	94	5	5
October 1, 2017 – September 30, 2018	196	5	5

2018 Income Limits

Household Size

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

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

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
CDBG funds would be used to supplement the salary of support personnel.
4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
We could serve more residents.
5. Would this program exist without CDBG funding?
(Select one)
☐ Yes
☒ No

D. Staff for Funded Program

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

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

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

Name, Title: Frederick Stupen, Executive Director

Phone Number: 847-701-1555

Email Address: fstupen@rescoliv.org

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

E. Fees and Funding Sources

1. Describe any client fees collected*:

N/A

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

2. Describe how client fees are used:

N/A

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
2019-2020 VAH CDBG Grant Request	5,000	5,000
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$ 83120	5000
Private Funds	\$ 12000	\$
Program Income (client fees)	\$	\$
Other Funding	\$ 230140	\$
Please specify: Annual Gala – \$70,000; Building rents - \$65,140; Donations - \$50,000, Special events \$20,000, grants \$25,000		

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ 315901	315901	5000
Program Year 2018	\$ 243809	243809	4730
Program Year 2017	259832	259832	4000

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 48,412.36
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 5,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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

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

☐ *Creating a Suitable Living Environment*

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

☒ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

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

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

☐ *Availability/Accessibility*

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

☒ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

1. Mission Statement for your agency:

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

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

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

- ☐ Cost and Design Assistance Estimates

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

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

Project Location: Northwest Suburbs—concentrated in Arlington Heights

CDBG Funding Request:

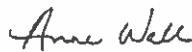
\$3,750

Applicant Contact Information

Organization Name: Escorted Transportation Service Northwest

DUNS (Dun and Bradstreet) Number: 80-681-4997
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Anne Wall, Associate Executive Director

Signature: 
(electronic signature is acceptable)

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

Mailing Address 1: 1801 W. Central Rd.

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60005

Telephone Number: (847) 222-9331

Fax Number: (847) 890-6243

Email Address: annewall@etsnw.org

Organization website: etsnw.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

ETS is dedicated to helping the frail elderly residents age in place independently with the peace of mind that they can take care of their medical needs. We do this by providing one-on-one transportation to and from their crucial medical and dental appointments. While anyone 60 years old or older can apply for our service, our average passenger is 85 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.

Our drivers are trained volunteers who pick their passenger up at their home, stay with them during their appointment, and return them home. If needed, they can also stop at a pharmacy on the way home. As many passengers have hearing, vision and/or memory loss, they rely on our drivers to help them navigate the medical facilities to their doctor's office. Our drivers selflessly donate their time, use their personal vehicles and many pay for their own gas. They treat their passengers like family, having them sit in the front seat. They also show the passengers caring, compassion and companionship.

Our passengers tell us all the time how important our service is to them:

"Service wonderful in all ways. I've taken advantage of service over 5 years. Very pleased—thank you for this necessary service for us old timers."

"Having a limited support system, I now feel relieved and grateful to have the service of ETS. Everyone has been kind and friendly. I have only admiration for all the volunteers. What a great group of people. Thank you so much".

Between Oct. 1, 2017 and Sept. 30, 2018, our drivers gave 151 Arlington Heights residents a total of 1,973 one-way rides. They also made 405 trips into Arlington Heights with clients from the other 13 municipalities we serve.

As mentioned, the average age of our passengers is 85. This population is projected to triple by 2040, which has been and will continue to impact the demand for our services. Our goal is to be true to our mission and expand our capacity so we can meet the growing demand for

our services. We are working diligently to expand our volunteer base and our funding so we can accommodate all those seeking rides. We have developed a new marketing plan with the goal of recruiting more drivers. The plan includes an even greater community outreach effort, speaking at more local events, advertising, newspaper articles in local papers and on their websites along with the other outreach efforts we have done in the past, such as participating in Senior Fairs and Senior Health Fairs.

2. Previous CDBG Funding

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

Yes, only from Arlington Heights.

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

(Yes or No)

If yes, please specify how funds will be used.

X No

B. Service Area

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

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

Our service area includes 4 Townships: Wheeling, Elk Grove, Palatine and Schaumburg and 5 major medical centers (marked on the map below).



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

Yes

3. Describe any additional criteria for your program.

Our clients must live within our service area, be at least 60 years old and can get in and out of a car unassisted. They must fill out an application. A \$6 per one-way ride donation is requested of our clients. However, those who are unable to make all or part of the donation are never turned away. Therefore, our program is available to all qualified Arlington Heights residents, regardless of income.

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

ETS/NW's office is located in Arlington Heights in the Senior Center. 46% of our riders are Arlington Heights residents. In addition, we bring frail elderly residents from the 13 other municipalities in our service area to doctors, dentists and medical facilities in Arlington Heights, including Northwest Community Hospital and NCH Healthcare facilities.

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

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

C. Program Client Statistics

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

Transportation of the frail elderly to and from their medical and dental appointments.

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	364	166	166
October 1, 2018 – present (3/31/19)	252	105	105
October 1, 2017 – September 30, 2018	331	151	151

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

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

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

All of the CDBG funds would go toward helping us serve our expanding passenger base. Our passengers are not charged a fee, rather they are asked for a \$6 donation for each one-way ride, which is an amount that is affordable to our passengers, most of whom are on fixed incomes. The total value of the 2,050 rides we project we will give Arlington Heights residents in 2018-2019 (Oct. 1, 2018-Sept. 30, 2019) is \$53,400. Of that, our passenger donations will only cover \$12,300, which is less than 25% of the actual cost per ride. CDBG funds will go toward closing this gap.

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

The population of seniors who no longer drive and of those 85 years old and older continues to expand in Arlington Heights and the surrounding communities. CDBG funding will be used to help us serve more Arlington Heights residents.

5. Would this program exist without CDBG funding?

(Select one)

☒ **Yes**

☐ **No**

D. Staff for Funded Program

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

- a. Full-time 1
- b. Part-time 2
- c. Volunteers 116: 71 Active Drivers monthly, 100 total drivers, 8 Board Members,
3 Office and Administrative, 3 Community Outreach, 2 Pro Bono

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

Name, Title: Dallas Tomlin, Executive Director

Phone Number: (847) 222-9331

Email Address: dallast@etsnw.org

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

E. Fees and Funding Sources

1. Describe any client fees collected*:

We are a 501(c)3 and do not charge our clients any fees. To keep it as affordable as possible for the frail elderly, who are typically on fixed incomes, we ask them to make a donation of \$6 for each one-way ride. Our clients donate as much as they are able to, but no one is turned away due to an inability to donate all or part of the \$6.

One of our passengers summed up the impact of her fixed income:

"I wish it (her donation) could be more for the volunteers. They are wonderful people. My soc. sec. (social security) check is so limited I just about make it for household bill and food. Thank you so much."

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

2. Describe how client fees are used:

As mentioned above, we do not charge our passengers any fees. Rather, we ask for a \$6 donation per one-way ride. This \$6 amount fits into the budget of most of our passengers, most of whom are on fixed incomes. All of their donations go directly to covering the actual cost a one-way ride which is \$26.04.

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$ 0	\$ 0
HOME Funds	\$ 0	\$ 0
ESG Funds	\$ 0	\$ 0
HOPWA Funds	\$ 0	\$ 0
Appalachian Regional Commission	\$ 0	\$ 0
Other Federal Funds (NOT INCLUDING CDBG)	\$ 0	\$ 0
State/Local Funds	\$ 24,500	\$ 11,270
Private Funds	\$ 23,600	\$ 10,860
Program Income (client fees)	\$ 26,700	\$ 12,280
Other Funding	\$ 45,000	\$ 20,700

Please specify: Annual Appeal, Churches, Businesses, Donations that aren't part of the Annual Appeal, Fundraising

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ 157,000*	\$ 157,000*	\$ 3,750
Program Year 2018	\$ 116,200	\$ 116,200	\$ 3,500
Program Year 2017	\$ 109,000	\$ 109,000	\$ 3,500

** In 2019, we received one-time only restricted funding of \$33,000 for capacity building.*

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 3,750
Payroll for general administration of the CDBG grant**	\$ 0
Rent**	\$ 0
Utilities**	\$ 0
Construction/Rehabilitation	\$ 0
Other administrative costs	\$ 0
Please specify:	
Total CDBG Request	\$ 3,750

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ **Creating a Suitable Living Environment**

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

☐ **Providing Decent Housing**

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

☐ **Creating Economic Opportunities**

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

2. Project Outcomes

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

☒ **Availability/Accessibility**

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

☐ **Affordability**

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

☐ **Sustainability**

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

H. Other Information

1. Mission Statement for your agency:

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

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

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

- ☐ Cost and Design Assistance Estimates

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

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

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:

\$4,337

Applicant Contact Information

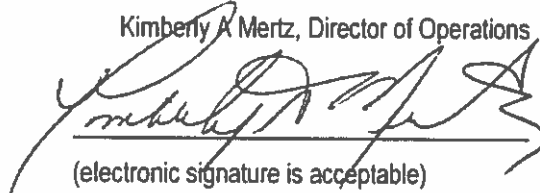
Organization Name: Suburban Primary Health Care Council

DUNS (Dun and Bradstreet) Number: 195775390

(A DUNS Number is required to receive federal funding)

Contact Name, Title: Kimberly A Mertz, Director of Operations

Signature:



(electronic signature is acceptable)

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

Mailing Address 1: 2225 Enterprise Drive

Mailing Address 2: Suite #2507

City, State, Zip: Westchester, IL 60154

Telephone Number: 708.531.0680

Fax Number: 708.531.0686

Email Address: kimberlym@sphcc.org

Organization website: www.accesstocare.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

Access to Care provides access to primary medical care to low income residents of suburban Cook County and NW Chicago. Members of Access to Care may have an unlimited number of physician office visits to their Access to Care primary care provider, routine lab tests and x-rays for \$5 co-payments per visit. Members pay a \$15-\$40 co-payment for prescription medications. In 2017 Access to Care launched a Behavioral Health Pilot. Behavioral Health Services became a permanent part of the Access to Care program and an extension of Primary health care in January 2019. Up to eight counseling sessions are available through a Clinical Psychologist for a \$5 co-payment per session. Additional sessions are available on a sliding scale fee. In February 2019 Access to Care added an Opioid Risk Management program. Real time analysis is done at the point of sale where the dosage or duration of therapy may be excessive. Addiction/Substance abuse medications were also added to program coverage to help prevent withdrawal symptoms caused by stopping opioid drug usage. This included the addition of NARCAN. Access to Care pharmacy benefits had been exclusively available at Walgreens for 30 years. In February 2019 changes were made so that Access to Care patients are able to fill their prescription at all major chains and the majority of local and independent pharmacies. In addition; Flu and Pneumonia vaccines were added to the list of covered medications and made available at a zero co-payment.

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 Arlington Heights since 2009. In addition; CDBG funding is received from Village of Schaumburg as well as the Village of Mount Prospect.

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

(Yes or No)

If yes, please specify how funds will be used.

no

B. Service Area

- 1. Describe your agency's service area, listing any municipalities served.**
Access to Care serves residents in all municipalities of Suburban Cook County and the NW side of Chicago.
- 2. Does this program serve residents of the Village of Arlington Heights?**
yes
- 3. Describe any additional criteria for your program.**
Access to Care serves low income (below 300% of the federal poverty level) who are uninsured (or who have a \$1,500 or greater per person annual medical insurance deductible) and are not eligible for public programs such as Medicaid.
- 4. What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?**
Physicians, radiology/laboratory services and participating pharmacies are located throughout the suburban Cook County suburbs. Three primary care physicians are located within the Village of Arlington Heights. Quest Diagnostics, ACL Laboratories and LabCorp are also located within the Village of Arlington Heights. Various CVS, Walgreens, Osco Drug, Target and other pharmacies participating in the ATC program are accessible throughout the Village of Arlington Heights.
- 5. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?**
no

C. Program Client Statistics

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	5011	85	15
October 1, 2018 – present (1 st qrt #'s)	4656	81	5
October 1, 2017 – September 30, 2018	5419	93	24

2018 Income Limits

Household Size

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

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

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
CDBG funds would be used to cover direct provider service costs for 15 residents of Arlington Heights.
4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
Enrollment in Access to Care is active for one year. After that time members are re-evaluated for eligibility to determine reenrollment. Funds would be used to cover direct provider service costs for 15 residents for a 12-month period.
5. Would this program exist without CDBG funding?
(Select one)
☒ Yes
☐ No

D. Staff for Funded Program

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

- a. Full-time 10
- b. Part-time 2
- c. Volunteers Council Board Members and Auxiliary Board Members volunteer their time. The Council also utilizes student interns for special projects.

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

Name, Title: Kimberly A Mertz

Phone Number: 708.531.0680 x227

Email Address: Kimberlym@sphcc.org

3. How long has the staff member identified above been with the agency?
29

E. Fees and Funding Sources

1. Describe any client fees collected*:

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

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

2. Describe how client fees are used:

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

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$ 1,620,000	\$ 27,540
Private Funds	\$ 760,000	\$ 12,920
Program Income (client fees)	\$ 15,000	\$ 255
Other Funding	635,000	\$ 10,795
Please specify: Other = Individual donations, service contracts, investment results and reserves		

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$3030000	\$ 3030000	\$ 4337
Program Year 2018	\$ 3240000	\$ 3240000	\$ 7253
Program Year 2017	\$ 3734000	\$ 3734000	\$ 7922

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 0
Payroll for general administration of the CDBG grant**	\$ 0
Rent**	\$ 0
Utilities**	\$ 0
Construction/Rehabilitation	\$ 0
Other administrative costs	\$ 0
Please specify: CDBG funds would be used to cover direct provider service costs (Physicians, Clinical Psychologists, laboratory, radiology and pharmacy) for 15 residents of Arlington Heights.	
Total CDBG Request	\$ 4337

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☐ *Availability/Accessibility*

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

☒ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

1. Mission Statement for your agency:
2. The following documents must be included with your application:

All Applications:

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

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

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

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

- ☐ Cost and Design Assistance Estimates

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

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

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:

\$5,000

Applicant Contact Information

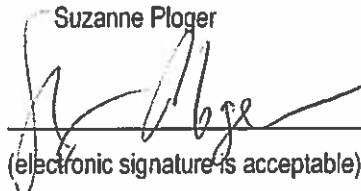
Organization Name: JOURNEYS | The Road Home

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

(A DUNS Number is required to receive federal funding)

Contact Name, Title: Suzanne Ploger

Signature:


(electronic signature is acceptable)

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

Mailing Address 1: 1140 E. Northwest Highway

Mailing Address 2:

City, State, Zip: Palatine, IL 60074

Telephone Number: 847-963-9163

Fax Number: 847-963-9120

Email Address: s.ploger@journeystheroadhome.org

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

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

The Jerry O'Brien Homeless Day Center (The HOPE Center) operates Monday-Friday from 7:30 AM to 4:00 PM year round with the exception of major holidays. The purpose of the HOPE Center is to provide wrap-around social services to homeless and at-risk individuals residing within our service area which encompasses 36 villages in north and northwest Cook County. Our services are open to anyone who is homeless or at-risk of becoming homeless and who resides within our service area. Our goals are to help our clients find and keep permanent housing, obtain and keep employment, or obtain access to earned employment benefits. On the individual level, each client is assigned a case-manager who works with each client on client centered short and long term goals. Clients who are job ready work with the vocational counselor, clients presenting acute mental health needs work with a mental health counselor. Client progress, goals, case notes and services are tracked through the Homeless Management Information System (HMIS) database. As an agency we have a proactive, client centered philosophy. Through the HOPE Center clients have access to approximately 60 services including clothing, food pantry, housing counseling, vocational counseling, transportation, mental health counseling, financial assistance and more. In response to the needs of our clients we have expanded our vocational counseling program to also include on-site job fairs where clients can meet with representatives of job agencies at our HOPE Center. The HOPE Center works in partnership with JOURNEYS other service programs: our seasonal and summer PADS shelter program and an independent housing program.

2. Previous CDBG Funding

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

Yes, we receive funding from Arlington Heights, Mount Prospect, Palatine and Schaumburg

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

(Yes or No)

If yes, please specify how funds will be used.

No funding received from the Village of Arlington Heights will be used for research or development.

B. Service Area

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

Our service area is north/northwest Cook County. We serve residents from Arlington Heights, Barrington, Barrington Hills, Bartlett, Bensenville, Buffalo Grove, Deerfield, Deer Park, Des Plaines, East Dundee, Elk Grove Village, Glencoe, Glenview, Golf, Hanover Park, Hoffman Estates, Inverness, Kenilworth, Lincolnwood, Morton Grove, Mount Prospect, Niles, Northbrook, Northfield, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Roselle, Rosemont, Schaumburg, South Barrington, Skokie, Wheeling, Wilmette and Winnetka.

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

Yes

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

Clients must have their place of last residency within our service area.

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

- 5. Seven out of our eighteen seasonal PADS shelter sites are located in Arlington Heights, they are: First United Methodist Church, Christus Victor Lutheran Church, First Presbyterian Church, Our Lady of the Wayside, St. James Catholic Church, Congregational United Church of Christ and Our Saviour's Lutheran Church. From May through September Church of the Incarnation in Arlington Heights is one of five summer PADS site.**

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

- 7. JOURNEYS is unique in being the only provider in the area to offer year round shelter, a comprehensive day center program and a housing program all designed to provide a comprehensive continuum of care.**

C. Program Client Statistics

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	950	110	60
October 1, 2018 – present	576	62	39
October 1, 2017 – September 30, 2018	878	99	53

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

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

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

D. Staff for Funded Program

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

- a. Full-time 6
- b. Part-time 1
- c. Volunteers 2,500 including our PADS shelter program

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

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

Phone Number: Suzanne: 847-963-9163 (ext 120); Shaina: 847-963-9163 (ext 122)

Email Address: s.ploger@journeystheroadhome.org / s.makani@journeystheroadhome.org

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

Suzanne has worked for JOURNEYS for 4 years, Shaina has worked for JOURNEYS for 6 years.

E. Fees and Funding Sources

1. Describe any client fees collected*:

No fee is ever collected for any service. All services are free.

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

2. Describe how client fees are used:

Not applicable

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$ 30,000	\$ 3,300
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$ 95,000	\$ 10,450
Private Funds	\$ 655,000	\$ 72,050
Program Income (client fees)	\$	\$
Other Funding	\$ 160,000	\$ 17,600
Please specify: <i>Event Income</i>		

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ 1,059,203	\$ 616,319	\$ 5,000
Program Year 2018	\$ 1,059,203	\$ 560,290	\$ 4,500
Program Year 2017	\$ 970,417	\$ 509,355	\$ 4,500

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

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

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☒ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

1. Mission Statement for your agency:

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

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

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

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

- ☐ Cost and Design Assistance Estimates

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Arlington Heights Park District- CAP Before & After School Program

Project Location: Arlington Heights, IL

CDBG Funding Request:

\$30,000

Applicant Contact Information

Organization Name: Arlington Heights Park District

DUNS (Dun and Bradstreet) Number: 068472794
(A DUNS Number is required to receive federal funding)

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

Signature:

Katie Waszak

(electronic signature is acceptable)

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

Mailing Address 1: 410 N Arlington Heights Rd.

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60004

Telephone Number: 847-506-7871

Fax Number: 847-506-2735

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

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

2. Previous CDBG Funding

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

<u>Year</u>	<u>Amount</u>	<u>Purpose</u>
2018	\$5,250	CAP program
2017	\$5,520	CAP program
2016	\$9,550	CAP program
2015	\$4,875	CAP program
2014	\$4,980	CAP program
2013	\$5,000	CAP program
2012	\$5,000	CAP program
2011	\$5,000	CAP program
2010	\$5,000	CAP program
2009	\$5,000	CAP program
2008	\$1,700	CAP program

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

(Yes or No)

If yes, please specify how funds will be used.

No

B. Service Area

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

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

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

Yes.

3. Describe any additional criteria for your program.

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

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

All locations of the CAP program are located within Arlington Heights

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

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

C. Program Client Statistics

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	1200	1150	21
October 1, 2018 – present	1189	1144	21
October 1, 2017 – September 30, 2018	1133	1071	23

2018 Income Limits

Household Size

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

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

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
The funds would help children and families in Arlington Heights with before and after school childcare.
4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
The funding could serve around 20-30 total participants in the program; which would be an addition of up to 10 new students depending on which child care options they were enrolled in.
5. Would this program exist without CDBG funding?
(Select one)
☒ Yes
☐ No

D. Staff for Funded Program

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

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

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

Name, Title: Katie Waszak, CAP Supervisor- for all daily operations &
 Connie Phillips, Registration Clerk- for submitting invoices/reporting

Phone Number: 847-506-7871 (Katie) & 847-506-7138 (Connie)

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

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

E. Fees and Funding Sources

1. Describe any client fees collected*:

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

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

2. Describe how client fees are used:

Client fees help support the direct cost of the program.

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$	\$
Private Funds	\$	\$
Program Income (client fees)	\$2,204,970	\$ 2,204,970
Other Funding	\$	\$
Please specify:		

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ 1,749,867	\$ 1,397,520	\$ 0
Program Year 2018	\$ 1,444,614	\$ 1,117,410	\$ 0
Program Year 2017	\$ 1,337,830	\$ 1,031,470	\$ 0

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 1,017,890
Payroll for general administration of the CDBG grant**	\$ 109,180
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$
Other administrative costs	\$ 88,199
Please specify:	
Total CDBG Request	\$ 30,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☐ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☒ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☐ *Availability/Accessibility*

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

☒ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

1. Mission Statement for your agency:

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

We do this by:

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

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

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

- ☐ Cost and Design Assistance Estimates

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: **Services to Victims of Domestic Violence and Sexual Assault**

Project Location: Des Plaines, IL

CDBG Funding Request: \$5,000

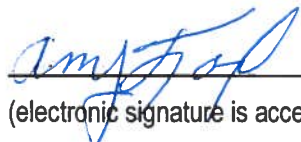
Applicant Contact Information

Organization Name: Life Span

DUNS (Dun and Bradstreet) Number: 057400087
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Amy Fox, Deputy Executive Director

Signature:


(electronic signature is acceptable)

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

Mailing Address 1: 701 Lee Street

Mailing Address 2: Suite 700

City, State, Zip: Des Plaines, IL 60016

Telephone Number: 847-824-0382

Fax Number: 847-824-5311

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

Life Span is requesting general operating support to fund agency programming provided in the north and northwest suburbs of Chicago, specifically the residents of the Village of Arlington Heights who fall under presumed LMI category, such as abused children and battered spouses. In our application last year, we stated that we would be expanding our legal and counseling services, as a result of Victims of Crimes Act (VOCA) funding. The purpose of this expansion was to improve our service levels to underserved populations in the north and northwest suburbs. The north and northwest suburbs, and its immigrant populations, have been historically underserved by both legal services agencies and by comprehensive organizations like our own. Our program's implementation is complete and we are now fully staffed with four attorneys in Des Plaines, including one for immigration. For the first time ever, we hired a paralegal for the Des Plaines office. We have also added a family counselor and a resource counselor to our Des Plaines office, totaling the number to six.

2. Previous CDBG Funding

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

Yes. Chicago, Schaumburg and Arlington Heights.

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

(Yes or No)

If yes, please specify how funds will be used.

No.

B. Service Area

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

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

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

Yes.

3. Describe any additional criteria for your program.

Life Span's services are available to victims of domestic and sexual violence. There are no income restrictions. Our services are designed to provide a comprehensive solution to domestic violence by combining counseling, support and information, with legal advocacy and representation. Our Village of Arlington Heights clients receive: counseling for survivors; counseling for children who are exposed to domestic violence; outreach, education and counseling for teens who are from violent homes and /or who self-identify as being in violent relationships. Criminal court advocates work with our clients; our clients receive legal representation in order of protection and family law cases; immigration assistance for undocumented battered women; and outreach, education and training for service providers.

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

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

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

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

C. Program Client Statistics

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

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

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	5025	225	75
October 1, 2018 – present	3869	171	59
October 1, 2017 – September 30, 2018	5025	224	77

2018 Income Limits

Household Size

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

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

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

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

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

We expect to maintain the current service levels.

5. Would this program exist without CDBG funding?

(Select one)

- ☒ Yes
☐ No

D. Staff for Funded Program

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

- | | |
|---------------|----|
| a. Full-time | 37 |
| b. Part-time | 1 |
| c. Volunteers | 19 |

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

Name, Title: Amy Fox

Phone Number: 847-824-0382

Email Address: afox@life-span.org

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

21 years.

E. Fees and Funding Sources

1. Describe any client fees collected*:

Life Span does not charge fees for any of our services. We are funded through government grants—federal, state and municipal—as well as foundation and corporate grants, and individual donations. Please refer to attached budget for breakdown.

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

2. Describe how client fees are used:

N/A

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$ 1,740,415	\$ 40,000
State/Local Funds	\$ 743,077	\$ 17,000
Private Funds	\$ 706,210	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

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

(Select one)

☒ Yes

☐ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ 3,189,702	\$ 2,838,835	\$ 62,000
Program Year 2018	\$ 3,130,879	\$ 2,856,034	\$ 58,374
Program Year 2017	\$ 2,073,073	\$ 1,865,765	\$ 45,000

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

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	\$
Please specify:	
Total CDBG Request	\$ 5,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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

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

☒ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

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

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

☒ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

1. Mission Statement for your agency:

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

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

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

- ☐ Cost and Design Assistance Estimates

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: **Housing Counseling & Assistance**

Project Location: 1300 W Northwest Highway, Mt. Prospect, IL. 60056

CDBG Funding Request:

\$15,000

Applicant Contact Information

Organization Name: Northwest Compass

DUNS (Dun and Bradstreet) Number: 792036956
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Sonia Ivanov, Executive Director

Signature:



(electronic signature is acceptable)

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

Mailing Address 1: 1300 W. Northwest Highway

Mailing Address 2:

City, State, Zip: Mount Prospect

Telephone Number: 847-392-2344

Fax Number: 847-305-3972

Email Address: SIvanov@northwestcompass.org

Organization website: www.northwestcompass.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

Northwest Compass offers programs in three major categories – Stabilization, Empowerment and Housing by providing crisis intervention, comprehensive solution focused case management, counseling and assistance to people experiencing housing instability or homelessness and connecting them to housing options, resources and various supportive services.

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

Northwest Compass is the Lead Agency in the North and a Walk -In Center for anyone in the Suburban Cook County area including residents of Village of Arlington Height who are in need of housing or housing assistance. Our program is the only one that provides individual housing counseling, assistance and education for a clientele experiencing homelessness as a partner in the Coordinated Entry Initiative in the Cook County area.

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

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

The program aids families and individuals through:

- **Crisis Intervention** – Timely and comprehensive screening and assessment of the clients' current situation, access to internal and external on-going support and linkage to additional services striving to assist people going through crisis and connect them to programs and/or services that best meets their needs.
- **Housing counseling and assistance** – helping to stabilize a family's current housing situation, as well as provide individual counseling and assistance for a variety of circumstances to prevent homelessness and help them secure stable housing.
- **Rapid Re-Housing** –Rapid Re-Housing connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. The services includes housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into

permanent housing and achieve stability in that housing. The main goal is to make homelessness rare, brief and a one-time experience.

- **Street Outreach** - strives to prevent the exploitation of our population's most vulnerable by identifying unaccompanied youth and homeless in our service area and providing them with linkages to services that help them leave the streets.

Currently, Northwest Compass has 3 (three) apartments located in the Village of Arlington Heights that are part of a Permanent Supportive Housing ("PSH") - a program serving family and individuals who are chronically homeless and have a disabling condition. PSH embraces 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 and to several other PSH households in the Northwest Suburbs is that they can be confident that there is a web of support for them. They are not alone, a caseworker is available to listen, support and guide our participants as they face and move through life's challenges.

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

The program also include 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.

In the last calendar year, we received requests for housing assistance from 99 households though the Call Center (One of the access points for the Coordinated Entry), additional requests from 182 households through our Intake and Referral Services and we provided extensive housing counseling and assistance to 87 residents of Arlington Heights, 8 households received direct client assistance towards their rent in the last three months, as well as we engaged and provided case management and assistance to 24 literally homeless individuals even though we have not been awarded funding from the Village of Arlington Heights since 2016.

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

Northwest Compass participated in a panel presentation titled "Understanding Homelessness" on November 13th, 2018 at the Arlington Heights Library to highlight National Homeless Awareness Week. Over 30 community members attended the program to learn more about the existence of homelessness in the suburbs. Northwest Compass was glad to share that we have been providing safety-net programs, which include street outreach, life-skills training, advocacy housing and rent assistance if available to the sometimes-invisible homeless population in our area. We have been working with families living in their cars or doubling up, people seeking shelter in the forest preserve, at-risk youth who are couch-surfing, folks working full time or multiple jobs, but still unable to afford housing; we serve all of these individuals with respect, for all it takes is one major unexpected expense to put households out on the street. The community members had many questions and voiced a willingness to support their neighbors. Conversation lasted for more than the allotted program time, which speaks to the compassionate community that we have that wants to provide support.

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

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

Northwest Compass is working closely with Village of Arlington Heights staff and is receiving referrals and also referring clients to obtain services, as well as participating in various networking activities.

2. Previous CDBG Funding

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

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

The last time we have received funding from the Village of Arlington Heights was for the grant cycle ended on 9/30/2016.

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

(Yes or No) If yes, please specify how funds will be used.

No

B. Service Area

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

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

A few years ago as a result of the addition of the Legacy Corps program for veterans, programs are also offered in the counties of Lake, McHenry, Boone, Winnebago, Ogle, DeKalb, DuPage, and Will. Since October 2018 Legacy Corp Program is no longer a program of Northwest Compass, so the services in those area had been suspended.

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

Yes

3. Describe any additional criteria for your program.

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

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

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

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

Northwest Compass is the Lead Agency and the only Walk-In Center in the North – one of 4 (Four) Walk-Ins Center total in the Suburban Cook County area) for the Coordinated Entry – a HUD mandate initiative to coordinated housing and supportive services resources in the Suburban Cook area. As such, all social services organizations receiving HUD and State funding are required to refer clients experiencing homelessness and housing crisis to an agency as ours to

coordinated housing options and access to housing programs. We also are the only agency that provides street outreach to people experiencing homelessness.

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

NWC works with Journeys the Road Home, PADS, Wings, The Harbor, Catholic Charities, Center of Concern, Faith Community Homes, and other providers in the Northern Suburbs of Cook County. All of these agencies provide limited housing counseling and often restrict their service to those who are qualified to receive their services by criteria such as literally homeless, length of being homeless, gender, age, or other various limitations.

Northwest Compass has no restrictions.

For additional comparison please see the chart at the end of this document.

C. Program Client Statistics

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

- Information and referrals
- Solution focused case management and brief crisis intervention
- Free individual housing counseling, homelessness diversion and navigation.
- Connection to available housing options and available resources and care coordination.
- Limited homeless prevention financial assistance toward rent, mortgage, moving cost, etc. if available
- Education, advocacy, and Legal aid for clients facing eviction, foreclosure, or housing relocation
- Street Outreach for people experiencing homelessness
- Education for prospective homebuyers on the different aspects of home ownership, including information for down payment assistance programs
- Money Management counseling, education, and practical information and tools to help clients understand their finances
- Career Coaching and support to clients to help prepare them
- Access to Food pantry and connection to mainstream benefits
- Various Lifeskills group and additional support depending on the client's need

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	750	180	95
October 1, 2018 – present	347	50	0
October 1, 2017 – September 30, 2018	685	106	0

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

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

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

CDBG funds allows Northwest Compass to expand services and assistance to residents of Arlington Heights experiencing housing instability and homelessness. It also allow us to expand our already active network of service providers through which our services are regularly used. As a Walk-in center in the North region we receive a large number of clients that have been referred to us through a county wide system. Northwest Compass actively participates in numerous fairs and events in the area to raise visibility of the services we provide and we work with the Village of Arlington Heights staff to serves clients timely and effectively.

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

If we receive additional CDBG funding we will be able to offer increased capacity in order to provide those services necessary to serve more people and achieve the four core outcomes: stable housing, permanent connections, education and employment, and social-emotional well-being to the residents of Arlington Heights.

5. Would this program exist without CDBG funding?

(Select one)

- ☒ Yes
☐ No

D. Staff for Funded Program

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

- a. Full-time = 3
- b. Part-time = 2
- c. Volunteers = 2 student interns

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

Name, Title: Sonia Ivanov, Executive Director

Phone Number: 847 392 2344

Email Address: sivanov@northwestcompass.org

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

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

Anna Klimkowicz has been with NWC for over eight ears.

Rose Gomez has been with NWC for over eight years.

E. Fees and Funding Sources

1. Describe any client fees collected*:

No client fees are collected.

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

2. Describe how client fees are used:

All services are provided to clients free of charge. There are no existing client fees.

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$ 46,895.00	\$ 2,000.00
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$ 75,500	\$ 3,500.00
State/Local Funds	\$	\$
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ 1,002,709.00	\$ 167,385.00	\$ 15,000.00
Program Year 2018	\$ 1,004,969.00	\$ 137,395.00	\$ 0
Program Year 2017	\$ 1,030,564.00	\$ 137,995.00	\$ 0

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 13,500.00
Payroll for general administration of the CDBG grant**	\$ 0
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$ 0
Other administrative costs	\$1,500.00
Please specify:	
Total CDBG Request	\$ 15,000.00

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ **Creating a Suitable Living Environment**

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

☐ **Providing Decent Housing**

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

☐ **Creating Economic Opportunities**

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

2. Project Outcomes

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

☐ **Availability/Accessibility**

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

☐ **Affordability**

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

businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☒ **Sustainability**

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

H. Other Information

1. Mission Statement for your agency:

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

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

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

- ☐ Cost and Design Assistance Estimates

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Public Services & Economic Development

Project Location: Hoffman Estate

CDBG Funding Request:

\$100,000

Applicant Contact Information

Organization Name: Global Executive Council Services

DUNS (Dun and Bradstreet) Number: 081237723

(A DUNS Number is required to receive federal funding)

Contact Name, Title: Nazneen Begum

Signature: Nazneen Begum

(electronic signature is acceptable)

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

Mailing Address 1: 5766 N Lincoln Ave

Mailing Address 2: Suite 4s

City, State, Zip: Chicago, IL, 60645

Telephone Number: 872.806.2066

Fax Number: 312.896.1529

Email Address: nazneen@gecnfp.com

Organization website: www.gecnfp.com

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

Global Executive Council Services (GECS) is applying for the Community Development Block Grant to assist the under- served Asian community living in Suburban Cook County with various public benefit programs including Food Stamps, Social Security, Retirement Benefit, SSI, Medicaid, Medicare, KidCare/Family Care, LIHEAP – Energy Assistance Program, Senior Ride Program, ESL Program, Immigration and Citizenship Assistance Program, Disability Benefits, Subsidized Housing Resources, Health Insurance offered by Affordable Care Act and Job Training Programs. All of these services are in demand due to an overwhelming need for assistance because of language barrier and basic understanding and knowledge in navigating social systems and governmental rules and regulations. GECS is presently serving over 72 cases in Suburban Cook County. That number has increased 50% over the past three years. The number of unduplicated people directly served by this project will be 30.

2. Previous CDBG Funding

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

No

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

(Yes or No)

If yes, please specify how funds will be used.

No

B. Service Area

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

The geographic service area is entire Suburban Cook County. We presently have locations at 2200 W. Higgins Road, Suite 110, Suite 4S, Hoffman Estates, IL – 60169.

Municipalities served includes – Arlington Heights, Rolling Meadows, Schaumburg, Hanover Township, Hoffman Estates, and Palatine.

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

3. Yes

4. Describe any additional criteria for your program.

The problem of low-income population is huge. GEC is fully equipped to use all its internal and external resources to help these people so that they can meet the social, economic, and financial challenges to fight back their real problems and become productive citizens. The specific steps which GEC plan to take to address the community need through this Project are as under:

- Immigration help- we help seniors understand the process through providing proper information, counseling and referrals.
- Medicaid, Public Aid or SSI assistance- we help seniors understand these programs and eligibility requirements; we inform them about the documentation they need to provide for each of these programs; we provide escort service and interpret them.
- Computer and job training: Short courses and technical training programs including computer literacy, will be arranged for seniors which will help improve their knowledge.

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

GEC has its facility located at 2200 W Higgins Road, Suite 110, Hoffman Estates, IL – 60169. Through our partnership with Islamic Society of Northwest Suburbs, located at 3950 Industrial Ave, Rolling Meadows, IL – 6008. We are actively working and serving ethnic Asian immigrant community of Arlington Heights.

Some of the services offered to the residents are –

- Public Benefits
- Senior Benefit program
- Immigration Services
- Job training and Placement.

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

Although World Relief is accepting refugees and immigrants from Nepal, Nigeria, Ethiopia, Bhutan and Burma, these services are minimal. GEC is uniquely positioned to assist these at-risk population to access the services they need to live a more productive and higher quality life at home and within the community they know and trust.

GEC has grown over years of operations is delivering social service programs and serving the community with well esteem programs. Its mission is to provide comprehensive and integrated services with a commitment to assist and empower immigrants to become productive members of American society.

GEC has regularly collaborated with other agencies with bridging program goals to deliver services to Asians population in Arlington Heights. Those partners include:

- Illinois Dept. Of Human Services for medicate, food stamps and cash benefit program.
- Social Security Administration to SSI, Medicare and retirement benefit program.
- U.S. Citizenship and Immigration Services to provide immigration services including green card renewal and citizenship assistance.
- We partner with Community Network to provide health insurance for low income families.

B. Program Client Statistics

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

GEC is applying for the Community Development Block grant to assist the underserved Asian community living in Arlington Heights with public benefit programs which are in demand due to an overwhelming need for assistance due to language barrier and basic understanding and knowledge in navigating social systems and governmental rules and regulations. GEC is serving over 76 cases in Suburban Cook County, an increase of 50% over the past 1 year.

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	350	330	100 percent
October 1, 2018 – present	76	20	NA
October 1, 2017 – September 30, 2018	34	12	NA

2018 Income Limits

Household Size

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

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

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

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

GEC has a capacity to complete the proposed project of providing social services in the targeted population of Southeast Asia based on its experience of serving for past 3 years in different areas and communities.

It is estimated that this project will enable GEC to provide services to approximately 350 targeted population of Southeast Asian. We will meet this goal with full-time personnel and other resources as needed.

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

With the proposed funding we will provide an opportunity to help the underserved Asian community living in Arlington Heights to access various public benefit programs, providing education/information to enable and empower them to navigate the available resources to become self-sufficient and self-reliant. We will certainly serve more resident and provide our services to all the eligible individual.

5. Would this program exist without CDBG funding?

(Select one)

☐ Yes

☒ No

D. Staff for Funded Program

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

- | | |
|---------------|---|
| a. Full-time | 1 |
| b. Part-time | 2 |
| c. Volunteers | 4 |

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

Name, Title: Nazneen Begum

Phone Number: 773-766-0767

Email Address: nazneen@gecnfp.com

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

Staff member is a Nazneen Begum, she will be monitoring and working towards the success of the grant. She is also the founder and CEO of the agency. Ms. Begum has ample experience, she is serving the community since 2016.

E. Fees and Funding Sources

1. **Describe any client fees collected*:**

As most of our services are self-funded or running with little support community. We charge sliding fees to apply and help people with benefits.

SENIOR BENEFIT PROGRAMS SERVICES

Medicare Prescription Drug Plan - \$0

Medicare Prescription Extra Help - \$25

Medicaid | Food Stamps - \$25

Retirement | Cash Benefit - \$25

Cash Benefit Assistance - \$25

Free Bus pass, License Plate Discount - \$25

Senior Housing | Section 8 Assistance - \$25

PUBLIC BENEFITS ASSISTANCE

All Kids and WIC - \$35

Medicaid – \$25

Job Training and Placement Assistance - \$75

Senior Computer Classes - \$0

2. **Describe how client fees are used:**

Most of the funds collected are used for the business operation and management of the staff.

3. **List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:**

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$	\$
Private Funds	\$ 10,000	\$ 10,000
Program Income (client fees)	\$ 7,000	\$ 7,000
Other Funding	\$ 10,000	\$ 10,000
Please specify:		

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ 106,999	\$ 150,000	\$ 106,999
Program Year 2018	\$ 0	\$ 0	\$ 0
Program Year 2017	\$	\$	\$

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 60,000
Payroll for general administration of the CDBG grant**	\$ 25,000
Rent**	\$ 12,000
Utilities**	\$ 4,999
Construction/Rehabilitation	\$
Other administrative costs	\$ 5,000
Please specify:	
Total CDBG Request	\$ 106,999

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☐ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☒ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☒ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

1. **Mission Statement for your agency:**

Global Executive Council Services is a non-profit organization which exists to create a vibrant community through social justice, education and empowerment.

It is in our mission to support women, minorities, refugees and immigrants to excel in life by educating, inspiring and empowering them to reach to their full potentials and achieve their dreams.

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule*.

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

- ☒ Cost and Design Assistance Estimates

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

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

Project Location: ~~4000~~ W. Euclid Avenue, Arlington Heights

CDBG Funding Request:

\$32,050 (Lowest Bid)

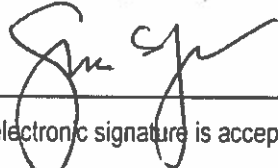
Applicant Contact Information

Organization Name: Little City Foundation

DUNS (Dun and Bradstreet) Number: 069962314
(A DUNS Number is required to receive federal funding)

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

Signature:


(electronic signature is acceptable)

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

Mailing Address 1: Little City Foundation
Mailing Address 2: 1760 W. Algonquin Road
City, State, Zip: Palatine, IL 60067
Telephone Number: 847-358-5510
Fax Number: 847-303-0015
Email Address: sjeffers@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 program for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

The home, located at 1314 W. Euclid Avenue, is a Community Integrated Living Arrangement (CILA) home that is owned and operated by Little City. CILA homes provide individuals with disabilities the opportunity to live in residential communities and be supported by Little City staff 24 hours a day, seven days a week. The individuals learn to live as independently as possible in a home environment. Staff assist residents with cooking, household cleaning, daily living activities, and transport them to community outings, medical appointments and employment. Little City also provides clinical and behavioral (therapeutic) services and recreational programming. Currently, 1314 W. Euclid Avenue is home to six women who have been diagnosed with intellectual and developmental disabilities. They are between the ages of 49 and 67 and 100% are of low-moderate income.

The proposed project will:

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

2. Previous CDBG Funding

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

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

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

(Yes or No)

If yes, please specify how funds will be used.

No

B. Service Area

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

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

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

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

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

Not applicable.

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

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

Euclid CILA home: [REDACTED] W. Euclid Avenue, Arlington Heights

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

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

C. Program Client Statistics

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

This project is a capital improvement/rehab project for the home at 1234 W. Euclid Avenue.

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	6	6	6
October 1, 2018 – present	6	6	6
October 1, 2017 – September 30, 2018	6	6	6

2018 Income Limits

Household Size

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

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

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

The funding will allow for ADA compliant and accessible features and appliances for the home that are currently not present. Additionally, the funding will allow for rehab of existing features that require upgrading.

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

Maintain the current service level.

5. Would this program exist without CDBG funding?

(Select one)

☒ Yes

☐ No

D. Staff for Funded Program

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

- a. Full-time 3
- b. Part-time 1
- c. Volunteers As needed

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

Name, Title: Bev Saiz, Director of Foundation and Government Relations

Phone Number: 847-221-7814

Email Address: bsaiz@littlecitcity.org

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

8 years

E. Fees and Funding Sources

1. Describe any client fees collected*:

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

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

2. Describe how client fees are used:

Not applicable.

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$ 0	\$ 0
HOME Funds	\$ 0	\$ 0
ESG Funds	\$ 0	\$ 0
HOPWA Funds	\$ 0	\$ 0
Appalachian Regional Commission	\$ 0	\$ 0
Other Federal Funds	\$ 0	\$ 0
State/Local Funds	\$ 346,809	\$ 346,809
Private Funds	\$ 0	\$ 0
Program Income (client fees)	\$ 0	\$ 0
Other Funding	\$ 1,753	\$ 1,753
Please specify: Facilities Team Staff Time/Salary to oversee project (1%).		

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ 34,244,068	\$ 32,050	\$ 32,050
Program Year 2018	\$ 30,731,048	\$ 63,398	\$ 63,398
Program Year 2017	\$ 33,818,991	\$ 0	\$ 0

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 0
Payroll for general administration of the CDBG grant**	\$ 0
Rent**	\$ 0
Utilities**	\$ 0
Construction/Rehabilitation	\$ 32,050
Other administrative costs	\$ 0
Please specify: Not applicable	
Total CDBG Request	\$ 32,050

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☒ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

1. Mission Statement for your agency:

Little City is dedicated to serving children and adults with intellectual and developmental disabilities by providing the best options and opportunities to live safely, learn continuously, explore creatively and work productively throughout their lifetime. By inspiring, advocating and pursuing success with passion and purpose, lives are changed through hope, happiness and optimism.

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule*.

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

- ☐ Cost and Design Assistance Estimates

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service:

Project Location:  S. Kennicott

CDBG Funding Request:

\$28,350

Applicant Contact Information

Organization Name: Clearbrook

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

Contact Name, Title: Michael Dalton, Director of Operations

Signature:



(electronic signature is acceptable)

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

Mailing Address 1: 1835 West Central Road

Mailing Address 2:

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

Telephone Number: 847-385-5017

Fax Number: 547870-7741

Email Address: midalton@clearbrook.org

Organization website: clearbrook.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

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

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

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

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

2. Previous CDBG Funding

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

Arlington Heights

Year	Amount	Purpose and (if applicable) Address
2015	\$13,000	Replace roof at 715 Kennicott Ave.
2016	\$8,000	Replace driveway at 201 N. Dwyer
2017	\$13,000	Remodel bathroom ADA at 1023 S. Princeton
2018	\$12,836	Replaced HAC at 435 Kennicott Ave.

Schaumburg

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

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

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

(Yes or No)

If yes, please specify how funds will be used.

No

B. Service Area

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

Clearbrook's footprint extends to fifteen counties, the majority of which are served through supports provided in family homes to infants, toddlers, children and adults. The organization owns/operates facilities in Cook, Lake, McHenry and DuPage counties in the following communities*: Addison, Arlington Heights, Bensenville, Berkeley, Buffalo Grove, Carpentersville, Chicago, Crystal Lake, Deerfield, Downers Grove, Elk Grove Village, Evanston, Gages Lake, Glenview, Gurnee, Hanover Park, Hoffman Estates, Lake Bluff, Mt. Prospect, Mettawa, Northbrook, Northfield, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Schaumburg, Skokie, Waukegan, Wheeling, Wilmette.

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

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

3. Describe any additional criteria for your program.

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

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

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

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

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

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

C. Program Client Statistics

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	8070	316	8
October 1, 2018 – present	8077	317	8
October 1, 2017 – September 30, 2018	8093	338	6

2018 Income Limits

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

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

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
Enhancement and energy efficiency of current residential housing property.
4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
Maintain current service level for 8 individual with developmental disabilities.
5. Would this program exist without CDBG funding?
(Select one)
☒ Yes
☐ No

D. Staff for Funded Program

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

- | | |
|---------------|---|
| a. Full-time | 5 |
| b. Part-time | 1 |
| c. Volunteers | 0 |

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

Name, Title: Michael Dalton, Director of operations

Phone Number: 847385-5017

Email Address: midalton@clearbrook.org

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

E. Fees and Funding Sources

1. Describe any client fees collected*:

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

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

2. Describe how client fees are used:

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

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$ 89,489	\$ 89,489
State/Local Funds	\$ 356,865	\$ 356,865
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify:		

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

(Select one)

☒ Yes

☐ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ 28,350.00	\$ 2,835.00	\$ 25,515.00
Program Year 2018	\$ 13,750.00	\$ 1,375.00	\$ 12,836.00
Program Year 2017	\$ 13,000.00	\$ 1,300.00	\$ 12,000.00

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$ 28,350.00
Other administrative costs	\$
Please specify: Clearbrook will contribute 10% of cost \$2,835	
Total CDBG Request	\$ 28,350.00

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

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

G. Performance Measurement Systems

1. Project Objectives

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

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

☐ **Creating a Suitable Living Environment**

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

☐ **Providing Decent Housing**

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

☐ **Creating Economic Opportunities**

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

2. Project Outcomes

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

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

☒ **Availability/Accessibility**

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

☐ **Affordability**

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

☐ **Sustainability**

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

H. Other Information

1. **Mission Statement for your agency:**

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

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

- ☐ Proposed construction/rehabilitation schedule*.

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

- ☐ Cost and Design Assistance Estimates

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

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

Project Location: ~~400~~ W. Golf Rd. Arlington Heights

CDBG Funding Request:

\$16,500

Applicant Contact Information

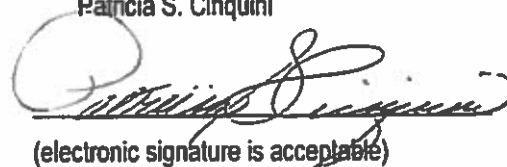
Organization Name: Shelter, Inc.

DUNS (Dun and Bradstreet) Number: 114535941

(A DUNS Number is required to receive federal funding)

Contact Name, Title: Patricia S. Cinquini

Signature:



(electronic signature is acceptable)

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

Mailing Address 1: 1616 N. Arlington Heights Rd.

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60004

Telephone Number: 847-595-0134

Fax Number: 847-595-0149

Email Address: shelter@shelter-inc.org

Organization website: shelter-inc.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

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

2. Previous CDBG Funding

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

No

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

If yes, please specify how funds will be used.

No

B. Service Area

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

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

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

Yes

3. Describe any additional criteria for your program.

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

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

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

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

There are no other TLP programs for males in the area.

C. Program Client Statistics

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

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

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	9	9	
October 1, 2018 – present	6	6	
October 1, 2017 – September 30, 2018	6	6	

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

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

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

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

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

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

5. Would this program exist without CDBG funding?

(Select one)

- ☒ Yes
☐ No

D. Staff for Funded Program

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

- a. Full-time 6
- b. Part-time 2 and 3 subs
- c. Volunteers 0

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

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

Name, Title: Patricia Cinquini

Phone Number: 847-595-0174

Email Address: pcinquini@shelter-inc.org

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

E. Fees and Funding Sources

1. Describe any client fees collected*:

No client fees are collected.

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

2. Describe how client fees are used:

Not applicable

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$ 434,132	\$ 434,132
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify: DCFS Funding		

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)		\$	\$
Program Year 2018	\$ 2,705,096	\$ 369,620	\$
Program Year 2017	\$ 2,290,500	\$ 425,725	\$

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$ 16,500
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 16,500

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ **Creating a Suitable Living Environment**

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

☐ **Providing Decent Housing**

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

☐ **Creating Economic Opportunities**

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

2. Project Outcomes

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

☒ **Availability/Accessibility**

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

☐ **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:

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

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

All Applications:

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

- ☐ Proposed agency budget for the next fiscal year, including proposed funding sources*
- ☒ Current agency budget, including proposed funding sources*
- ☒ Most recent audit (one hard copy only)*
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☐ Other (please describe)

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

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule*.

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

- ☒ Cost and Design Assistance Estimates

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Storm Drain System

Project Location: 1208 E. Northwest Highway

CDBG Funding Request:

\$13,960

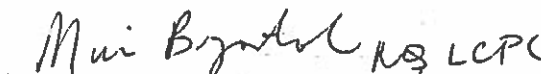
Applicant Contact Information

Organization Name: Alexian Brothers Center for Mental Health

DUNS (Dun and Bradstreet) Number: 037580008
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Mari Brzostowski, Director of Operations

Signature:

 NS LCPC

(electronic signature is acceptable)

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

Mailing Address 1: 3436 N. Kennicott Ave

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60004

Telephone Number: 847-952-7475

Fax Number: 847-222-1754

Email Address: mari.brzostowski@amitahealth.org

Organization website: <https://www.amitahealth.org/services/behavioral-medicine/center-for-mental-health>

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

This is a 2 flat apartment building that we own. It is a Community Integrated Living Arrangement (CILA) group home that serves disabled adults with 24-hour care. We get water in the basement several times a year when it rains or after significant snowfall melting. After some additional improvements i.e. new gutters and downspouts, it was determined that the building needed a new storm drainage system to prevent additional water and foundation damage. Scope of work includes:

- excavate and install two 12" area drains along the east side and tie into a new manhole precast structure
- install a duplex pump system to eject water into the alley way
- install power from existing panel to the new pit
- 10ft extensions will be installed on the existing gutters to direct water away from building
- All areas of excavation will be backfilled with spoils to rough grade

Project will be planned to be completed by end of calendar year 2019.

2. Previous CDBG Funding

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

Yes. We received a 2018-2019 CDBG Grant from the Village of Arlington Heights for Gutter/Downspout Re-Routing.

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

(Yes or No)

If yes, please specify how funds will be used.

No

B. Service Area

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

Our center provides comprehensive mental health treatment primarily to residents of Palatine and Wheeling Townships

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

Yes

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

No additional criteria

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

Our Center for Mental Health has operated in Arlington Height for 57 years. For the past 26 years we have operated an additional 2 residential programs in the Village as well.

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

No

C. Program Client Statistics

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	8	8	8
October 1, 2018 – present	8	8	8
October 1, 2017 – September 30, 2018	8	8	8

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

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

3. How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?
Would be used directly to make needed improvements on the facility where these 8 clients reside and where they are provided with on-site mental health treatment
4. If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?
No additional residents will be served, the maximum capacity for a CILA program per state guidelines is 8 residents
5. Would this program exist without CDBG funding?
(Select one)
☒ Yes
☐ No

D. Staff for Funded Program

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

- | | |
|---------------|---|
| a. Full-time | 4 |
| b. Part-time | 6 |
| c. Volunteers | 0 |

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

Name, Title: Mari Brzostowski, Director of Operations

Phone Number: 847-952-7475

Email Address: mari.brzostowski@amitahealth.org

3. How long has the staff member identified above been with the agency? 13 years

E. Fees and Funding Sources

1. Describe any client fees collected*:

None

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

2. Describe how client fees are used:

N/A

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$	\$
Private Funds	\$	\$
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify: None		

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$6,504,216	\$364,147	\$ 13,960
Program Year 2018	\$6,271,281	\$359,246	\$ 2,999
Program Year 2017	\$6,462,686	\$357,674	\$0

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$ 13,960.00
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 13,960.00

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ **Creating a Suitable Living Environment**

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

☐ **Providing Decent Housing**

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

☐ **Creating Economic Opportunities**

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

2. Project Outcomes

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

☐ **Availability/Accessibility**

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

☐ **Affordability**

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

☒ **Sustainability**

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

H. Other Information

1. Mission Statement for your agency:

AMITA Health Alexian Brothers Center for Mental Health carries out the healing ministry of Jesus by identifying and developing effective responses to the health needs of those we are called to serve.

We envision a future in which all impacted by mental illness have access to comprehensive, community-based treatment that celebrates recovery as an expectation not an exception. We strive to partner with our clients and community through fostering health, enrichment and empowerment.

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

All Applications:

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

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

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule*.

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

- ☒ Cost and Design Assistance Estimates

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

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

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Building for HOPE

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

CDBG Funding Request:

\$100,000

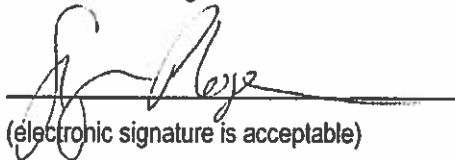
Applicant Contact Information

Organization Name: JOURNEYS | The Road Home

DUNS (Dun and Bradstreet) Number: 03-610-0993
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Suzanne Ploger

Signature:



(electronic signature is acceptable)

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

Mailing Address 1: 1140 E. Northwest Highway

Mailing Address 2:

City, State, Zip: Palatine, IL 60074

Telephone Number: 847-963-9163

Fax Number: 847-963-9120

Email Address: s.ploger@journeystheroadhome.org

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

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

JOURNEYS | the Road Home has a long term, positive track record, and reputation for strengthening communities by: reducing strain on and being a resource for the community, offsetting costs, meeting community development goals, streamlining services, and working with other non-profits, faith locations, corporations and local government. To better serve the community, JOURNEYS is embarking on a capital building project that will expand our capacity to serve our community and result in a fully comprehensive, one-stop shop with contained support services, shelter and affordable housing.

The new facility will include a floor devoted to supportive services, a year-round fixed shelter site with separate accommodations for families and 11 permanent affordable housing apartment units. The entire project is anticipated to cost \$8 million.

As the only provider of comprehensive services for these communities in north/northwest suburban Cook County, we are launching a capital campaign that will result in a new and improved facility to serve these communities. JOURNEYS has a strong community presence, a stellar reputation and is considered the expert in providing services and housing to this very fragile population in the northwest suburbs of Cook County for 30 years.

JOURNEYS prides itself in celebrating the strength of the northwest suburbs while working diligently to address some of the typical challenges found in any one of the 37 northwest suburban communities we serve. JOURNEYS is committed to serving the homeless population from our area in addition to residents that struggle with being able to find and maintain housing and jobs adequate to afford living in this area.

We are undertaking this project at this time for a number of reasons. We are currently consistently welcoming record numbers of special populations in our PADS shelters whom exceed volunteer capability. Clients with involved cases and/or profound disabilities need access to hands-on clinical attention beyond current agency hours.

Our overall program and goals will remain the same. This project will allow JOURNEYS to provide the services we currently provide to those who are homeless or near-homeless within our service area in a more effective setting. We serve approximately 1,000 individuals per year almost 20% of whom are children. Our goals are to help our clients find and keep permanent housing, obtain and keep employment or obtain access to employment benefits. Services are available for as long as a client is in need.

To serve our clients we operate the PADS program and the Jerry O'Brien Homeless Day Center (The HOPE Center). Through our PADS program we oversee 21 shelter sites. From October through April sites are open seven days a week. Within the last two years in response to the needs of our clients we expanded our shelter program to include summer shelter. This year, sites will be open five nights a year during the summer months.

Through the HOPE Center clients have access to over 60 social services including clothes, food pantry, housing counseling, vocational counseling, mental health counseling, transportation, financial assistance and school advocacy. In response to the needs of our clients we have expanded our vocational counseling program to include on-site job fairs where clients can interview with representatives of job agencies at our HOPE Center.

On the individual level, each client is assigned a case-manager who works with them on short and long term goals that the client wants to work towards. Clients who are job ready work with the vocational counselor, clients presenting acute mental health needs work with a mental health counselor. Client progress, goals, case notes and services are tracked through the Homeless Management Information System (HMIS) database.

With record-high numbers of people utilizing our emergency shelter sites and with record-high numbers of people housed through our efforts, we know that the need for compassion and assistance runs deeply and desperately throughout the communities we serve.

JOURNEYS' commitment to secure justice and dignity for these increasing populations of vulnerable people exposed to housing crises has motivated our agency's leadership to reassess how best we can serve and support the suburban poor—whom, according to the Brookings Institute, now outnumber the population of those living below the poverty line in the entire city of Chicago. As both the image of homelessness and its mark of intensity have changed, so, too, has our agency pledged to expand and evolve in the effort to continue to effectively meet the basic needs of these struggling men, women and children.

To do this, we have committed to expanding our current single-story, 8,000 square foot facility and parking lot at 1140 E. Northwest Highway in Palatine to become a three-story, year-round fixed shelter site, clinical service day center and affordable housing purveyor for the homeless.

Engineering a comprehensive single structure where critical services are co-located and strategically designed to support special populations will reduce foot traffic and potential emergency service intervention. By reconstructing a self-contained "one-stop-shop" for homeless services, our goal is to obtain better outcomes and more rapid stabilization for clients while facilitating greater client accountability enabled by 24-hour access to clinical professionals.

2. Previous CDBG Funding

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

Yes, we receive funding from Arlington Heights, Mount Prospect, Palatine and Schaumburg

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

(Yes or No)

If yes, please specify how funds will be used.

N/A

B. Service Area

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

Our service area is north/northwest Cook County. We serve residents from Arlington Heights, Barrington, Barrington Hills, Bartlett, Bensenville, Buffalo Grove, Deerfield, Deer Park, Des Plaines, East Dundee, Elk Grove Village, Glencoe, Glenview, Golf, Hanover Park, Hoffman Estates, Inverness, Kenilworth, Lincolnwood, Morton Grove, Mount Prospect, Niles, Northbrook, Northfield, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Roselle, Rosemont, Schaumburg, South Barrington, Skokie, Wheeling, Wilmette and Winnetka.

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

Yes

3. Describe any additional criteria for your program.

Clients must have their place of last residency within our service area.

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

5. Seven out of our eighteen seasonal PADS shelter sites are located in Arlington Heights, they are: First United Methodist Church, Christus Victor Lutheran Church, First Presbyterian Church, Our Lady of the Wayside, St. James Catholic Church, Congregational United Church of Christ and Our Saviour's Lutheran Church. From May through September Church of the Incarnation in Arlington Heights is one of five summer PADS site.

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

7. JOURNEYS is unique in being the only provider in the area to offer year round shelter, a comprehensive day center program and a housing program all designed to provide a comprehensive continuum of care.

C. Program Client Statistics

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	950	110	60
October 1, 2018 – present	576	62	39
October 1, 2017 – September 30, 2018	878	99	53

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

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

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

D. Staff for Funded Program

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

- a. Full-time 15
- b. Part-time 4
- c. Volunteers 2,500 including our PADS shelter program

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

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

Phone Number: Suzanne: 847-963-9163 (ext 120); Shaina: 847-963-9163 (ext 122)

Email Address: s.ploger@journeystheroadhome.org / s.makani@journeystheroadhome.org

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

Suzanne has worked for JOURNEYS for 4 years, Shaina has worked for JOURNEYS for 6 years.

E. Fees and Funding Sources

1. Describe any client fees collected*:

No fee is ever collected for any service. All services are free.

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

2. Describe how client fees are used:

Not applicable

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
HOME Funds	\$	\$
ESG Funds	\$	\$
HOPWA Funds	\$	\$
Appalachian Regional Commission	\$	\$
Other Federal Funds	\$	\$
State/Local Funds	\$	\$
Private Funds	\$ 3,992,670	\$ 439,194
Program Income (client fees)	\$	\$
Other Funding	\$	\$
Please specify: We are in the funding stages of the project. Other requests have been submitted and we are waiting on the amounts of those request.		

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

(Select one)

☐ Yes

☒ No

F. Budgeted Expenses

1. Please complete the following table:

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	\$ 1,059,203	\$ 8,000,000	\$ 100,000
Program Year 2018	\$ 1,059,203	\$ 0	\$ 0
Program Year 2017	\$ 970,417	\$ 0	\$ 0

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Payroll for general administration of the CDBG grant**	\$
Rent**	\$
Utilities**	\$
Construction/Rehabilitation	\$ 100,000
Other administrative costs	\$
Please specify:	
Total CDBG Request	\$ 100,000

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

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☒ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

1. **Mission Statement for your agency:**

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

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

Construction/Rehabilitation Applications Only:

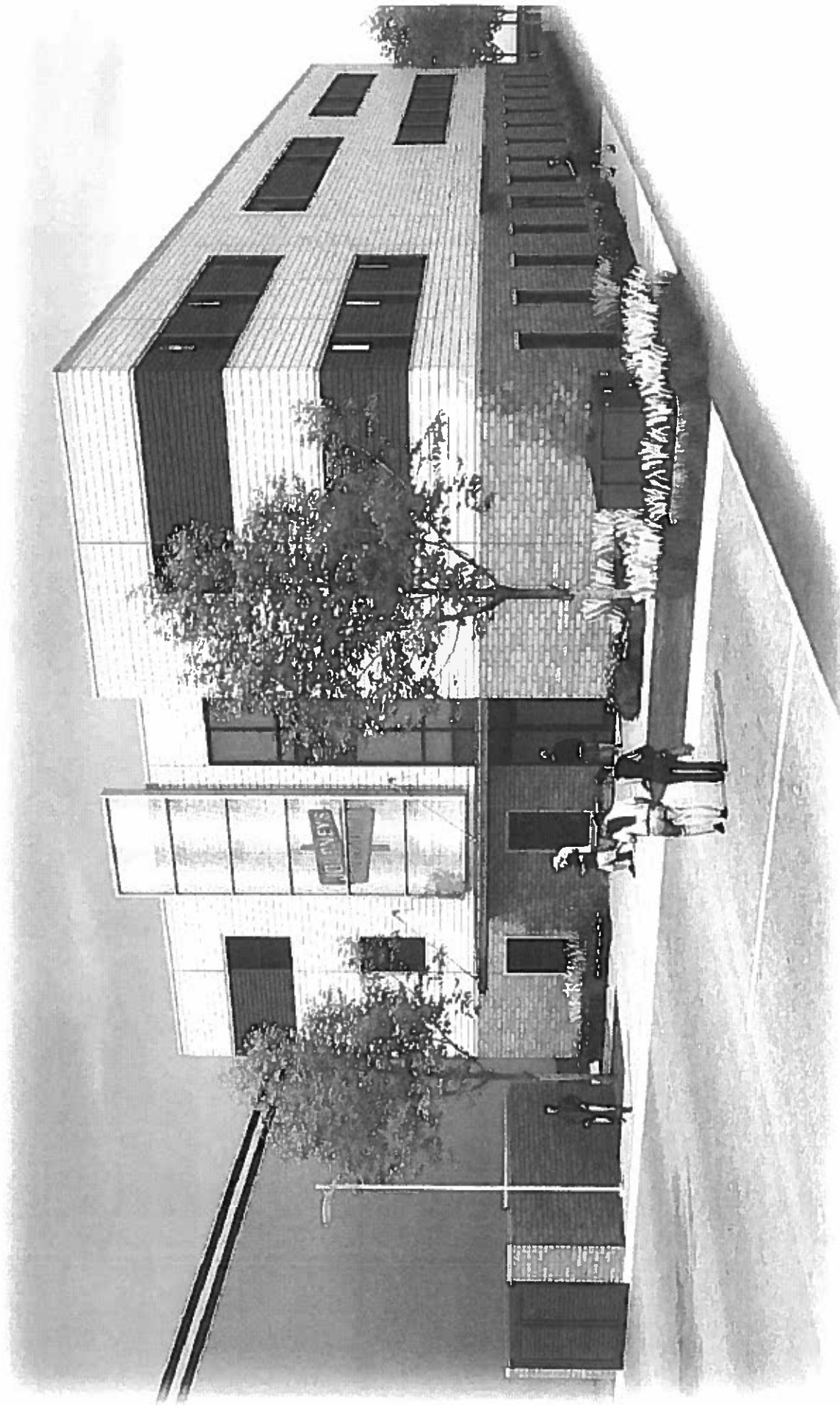
- ☒ Proposed construction/rehabilitation schedule*.

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

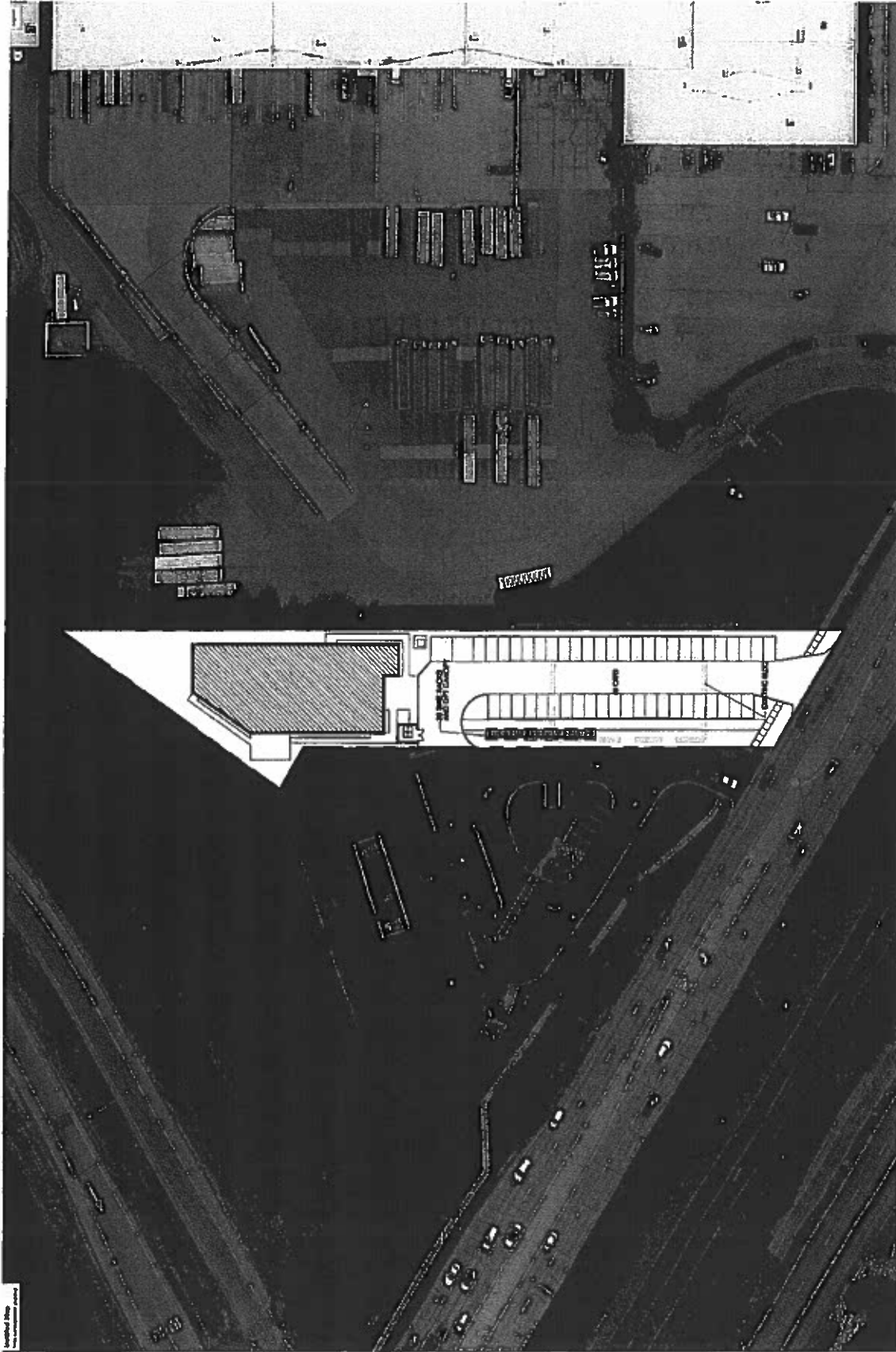
- ☒ Cost and Design Assistance Estimates

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

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



Entry East



North

Aerial Site Plan

43 South Vail Avenue
 Arlington Heights, Illinois 60005
 © 2018
 March 16, 2018 ARCHITECTS P.A.





Building for Hope

Expansion Project Timeline

2017	Recruit key community stakeholders
January 2018	Create an Ad Hoc Capital Campaign/ Capacity Building committee
February 2018	Create Sub-Committee Structure • Fundraising/budget/grants • Design/location/program structure/capacity & target • Marketing/education Revise architectural plans/bids
April 2018	Start of Soft phase of campaign Meeting with and securing lead donors
Winter 2018	50% of construction funding in place
February 2019	Start of 2nd Phase of Soft campaign Meeting with and securing mid-tier donors
August 2019	Target date for public campaign kick-off 75% of construction funding in place
Fall 2019	Construction begins
July 2020	Project complete



Building *for* Hope

Expansion Project Budget

Demolition	\$30,000
Concrete	\$1,720,000
Masonry, Metal & Carpentry	\$440,000
Siding, Roofing & Internal Fixtures	\$1,600,000
Plumbing, Electricity, & HVAC	\$2,250,000
Residential, Clinical & Shelter Appliances	\$145,000
Fire Protection	\$160,000
Signage	\$25,000
Parking & Landscaping	\$1,000,000
Other Fees & Allowances	\$630,000

Estimated Total	\$8,000,000
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Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

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

Project Location: Village of Arlington Heights

Amount of CDBG Funds Requested: \$75,000 (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: CDBG funds would be used to rehab homes of low and moderate income homeowners

Contact Information

Organization Name: Village of Arlington Heights – Housing Commission

DUNS (Dun and Bradstreet) Number: 072318629
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Nora Boyer, Housing Planner

Signature: _____ Nora Boyer

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

Mailing Address 1: 33 S Arlington Heights Road

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60005

Telephone Number: 847-368-5214

Fax Number: 847-368-5988

Email Address: nboyer@vah.com

Organization website: www.vah.com

Application

Arlington Heights' Community Development Block Grant (CDBG) Program

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

A. Program or Project

1. Project Description

Describe the program or project for which funds are requested. Include the purpose or the program or project and clientele to be served. Explain any new or increased levels of service that would be provided by the organization if this program/project receives CDBG funding. If the project has several components, please prioritize the key elements of the proposal.

Since 1978, the Village has operated the Single Family Rehab Program to provide 0% interest, deferred loans to low/moderate income homeowners. Loans are provided for basic home renovations (ex. roofs, furnaces, windows, etc.). The total amount lent by the Village as of May 31, 2019 was \$5,035,659. The total number of loans to date is 481. The amount of the loans not yet repaid is \$2,038,576.

2. Previous CDBG Funding

Has your organization received CDBG funds from the Village of Arlington Heights in any of the past 10 years? If yes, list the year(s), amount(s) and purposes of the funding. Include the project address if funds were used for the purchase or rehab of property or structures.

<u>Year</u>	<u>Amount</u>	<u>Purpose and (if applicable) Address</u>
2018/2019	\$75,000	\$0 spent as of May 31, 2019
2017/18	\$24,367	Single Family Rehab Program loans
2016/17	\$20,483	Single Family Rehab Program loans
2015/16	\$92,628	Single Family Rehab Program loans
2014/15	\$33,209	Single Family Rehab Program loans
2013/14	\$42,433	Single Family Rehab Program loans
2012/13	\$37,947	Single Family Rehab Program loans
2011/12	\$58,199	Single Family Rehab Program loans
2010/11	\$65,305	Single Family Rehab Program loans
2009/10	\$112,993	Single Family Rehab Program loans
2008/09	\$54,435	Single Family Rehab Program loans
2007/08	\$68,952	Single Family Rehab Program loans

B. Service Area

1. Provide a brief description your agency's service area.

Homes in Arlington Heights owned by low/moderate income homeowners are eligible.

2. Describe any additional criteria for the program or project.

Owners must meet income guidelines, have 85% equity after the project have lived in their home for a minimum of 2 years, and must resolve any debt with the Village before participation. Other CDBG regulations apply.

3. What facilities, services, or programs does the agency operate in Arlington Heights?

The Village provides the full range of municipal services. The Community Development Block Grant program is administered by the Department of Planning and Community Development.

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

No.

C. Program/Project and Client Statistics

1. Complete the following table for persons assisted by the specific program or project for which the agency is applying for CDBG funds. If the agency administers one type of service, complete the table for all persons assisted by the agency.

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served with CDBG Funds
October 1, 2017 – September 30, 2018	2 households	2 households	2 households
October 1, 2018 – September 30, 2019 to date as of May 31, 2019	0 households	0 households	0 households
October 1, 2019 – September 30, 2020 (anticipated)	2 households	2 households	2 households

Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$44,250	50,600	56,900	63,200	68,300	73,350	78,400	83,450

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

2. If your agency receives the CDBG funds for which you are applying, how many new or additional Arlington Heights residents could you serve in the 2018-2019 program year?
Approximately 2 homes.

3. Would this program exist without CDBG funding?

(Select one)

- ☐ Yes
☒ No

D. Staff for Funded Program

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

- a. Full-time 2
- b. Part-time
- c. Volunteers

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

Name, Title: Nora Boyer, Housing Planner

Phone Number: 847-368-5214

Email Address: nboyer@vah.com

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

23 years

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

NA

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

F. Estimated Program/Project Budget for the Program Year

1. Resources: Show all of the anticipated revenue (including the requested Village CDBG funds) that the agency anticipates using for this specific program or project during the 2018-2019 program year:

Anticipated Resource	Total Anticipated Program/Project Recourses
2018-2019 VAH CDBG Grant Request	\$75,000
Section 108 Loan Guarantee	\$
HOME Funds	\$
ESG Funds	\$
HOPWA Funds	\$
Appalachian Regional Commission	\$
Other Federal Funds	\$
State Funds	\$
Other Local Funds	\$0
Private Funds	\$
Program Income (client fees)	\$
Other Funding Please Specify:	\$
Total Anticipated Revenue for Program/Project	\$ 75,000

Village of Arlington Heights
2019-2020 CDBG Grant Application

2. Expenses. Indicate how CDBG funds are proposed to be used for the specific program or project during the 2018-2019 program year:

Use of CDBG Funds	Total Program or Project Expenses (Column a.)	Anticipated Amounts to be Spent for the Benefit of Arlington Heights Residents (Column b.)	Anticipated Amounts of Village CDBG funds to be Spent for the Benefit Low and Moderate Income Arlington Height Residents (Column c.)
Payroll costs for direct client service hours	\$	\$	\$ *
All other payroll cost	\$	\$	\$0*
Other (non-payroll) direct client service costs Explain:	\$ 75,000	\$ 75,000	\$75,000
Other administrative and indirect client service costs Explain:	\$	\$	\$0*
If the agency expects that it would invoice the Village for CDBG funds on a per unit basis (per night of service, per enrollment fee, etc.), provide the totals on this line.	\$	\$	\$ **
Totals (Columns a, b & c)	\$ 75,000	\$ 75,000	\$ 75,000***

* Village CDBG funds may only be used for payroll costs for the hours that employees provided direct client services to CDBG-eligible low and moderate income Arlington Heights residents and for other direct benefits to CDBG-eligible low and moderate income Arlington Heights residents. Time sheets documenting staff hours and pay rates for direct client services hours and receipts will be required.

** Explain the per unit costs here:

*** This amount should total be the same as the 2018-2019 Village CDBG grant request.

Will any funds be used for research and development?

(Select one)

- ☐ Yes
☒ No

- 3.

If so, please specify how funds will be used.

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

(Select one)

- ☒ Yes
☐ No

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify the specific objective of the program or project for which CDBG funds are being requested.

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

☐ *Creating a Suitable Living Environment*

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

☒ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

Please check one of the following for the outcome of the specific program or project for which CDBG funds are being requested.

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

☐ *Availability/Accessibility*

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

☒ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

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

All Applications:

- ☒ Copy of your organization's submitted 2017 Illinois Charitable Organization Annual Report Form AG990-IL *
(This is a two-page document. Please do not submit the federal form.) **NA**
- ☒ The agency's current overall budget. **See www.vah.com**
- ☒ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects. **See www.vah.com**
- ☒ Agency's most recent completed audit (electronic copy only is required) **See www.vah.com**
- ☒ Proof of non-profit determination **NA**
- ☒ Organizational chart **See www.vah.com**

Other documents such as program brochures may be provided at the option of the applicant.

Construction/Rehabilitation, Applications Only:

- ☒ Proposed construction/rehabilitation schedule. Please note that construction/rehabilitation projects should be completed by August 1, 2020, if possible. Funding availability may be extended to September 30, 2020 due to weather or other unavoidable delays.

Projects would be put out for bid or costs would be estimated in the fall of 2019 with projects completed by August 2020.

- ☐ Cost and Design Assistance Estimates: Please provide a cost estimate for the project.

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

Projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. Applicants are encourage to submit at least one cost estimate from a knowledgeable contractor with the application. Three cost estimates are encouraged. Ask the contractors to make recommendations to provide additional short-term construction and/or long-term maintenance cost savings. Review the estimates, select a project cost, add a minimum 10% contingency, and then add that amount to the total project cost on the Application Summary Sheet. An official Request for Proposals may be required for each grantee prior to grant award.

Public Service, Applications Only, if applicable:

- ☐ If applicable, provide a copy of the program or project fee scholarship or schedule (ex. sliding scale schedule that determines the amount of CDBG-funded assistance received based on the client's income).

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: VAH Group Home and Transitional Housing Rehab and Acquisition

Project Location: Village of Arlington Heights

Amount of CDBG Funds Requested: \$100,000 (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: CDBG funds would be used for the renovation of group homes and transitional housing in Arlington Heights or for the the purchase of additional group homes or transitional units in Arlington Heights

Contact Information

Organization Name: Village of Arlington Heights – Housing Commission

DUNS (Dun and Bradstreet) Number: 072318629
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Nora Boyer, Housing Planner

Signature: Nora Boyer

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

Mailing Address 1: 33 S Arlington Heights Road

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60005

Telephone Number: 847-368-5214

Fax Number: 847-368-5988

Email Address: nboyer@vah.com

Organization website: www.vah.com

Application

Arlington Heights' Community Development Block Grant (CDBG) Program

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

A. Program or Project

1. Project Description

Describe the program or project for which funds are requested. Include the purpose or the program or project and clientele to be served. Explain any new or increased levels of service that would be provided by the organization if this program/project receives CDBG funding. If the project has several components, please prioritize the key elements of the proposal.

For several years, CDBG funds have been allocated for the renovation of group homes and transitional housing in Arlington Heights. There continues to be a need for such renovations. At this time, the Housing Commission recommends to the Village Board that the program be expanded to allow funds to be used toward the purchase of additional group homes in Arlington Heights. The Housing Commission approved this recommendation and request for \$68,000 for the "Group Home and Transitional Housing Rehab and Acquisition Program" on April 17, 2018.

2. Previous CDBG Funding

Has your organization received CDBG funds from the Village of Arlington Heights in any of the past 10 years? If yes, list the year(s), amount(s) and purposes of the funding. Include the project address if funds were used for the purchase or rehab of property or structures.

<u>Year</u>	<u>Amount</u>	<u>Purpose and (if applicable) Address</u>
2018/2019	68,000	Allocation
2017/18	\$54,700	Group Home rehab projects
2016/2017	\$79,015	Group home rehab projects
2015/16	\$36,900	Group home rehab projects
2014/15	\$23,910	Group home rehab projects

B. Service Area

1. Provide a brief description your agency's service area.

Funds would be used to renovate or purchase group homes or transitional housing units within the corporate limits of the Village of Arlington Heights.

2. Describe any additional criteria for the program or project.

Locations approved for funding must be in compliance with the Village Zoning Code and all other applicable Village laws.

3. What facilities, services, or programs does the agency operate in Arlington Heights?

Full range of municipal services.

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

Several non-profit agencies own and run group homes or transitional housing in Arlington Heights. When CDBG funding becomes available, all of the agencies are notified of the funding opportunity and are invited to submit grant applications. This may occur during the regular Annual Action Plan/CDBG budget process or through separate funding rounds.

C. Program/Project and Client Statistics

1. Complete the following table for persons assisted by the specific program or project for which the agency is applying for CDBG funds. If the agency administers one type of service, complete the table for all persons assisted by the agency.

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served with CDBG Funds
October 1, 2018 – September 30, 2019	4 group homes with an average of 7 residents each	4 group homes with an average of 7 residents each	4 group homes with an average of 7 residents each
October 1, 2019 – September 30, 2020 (anticipated)	2 group homes with an average of 7 residents each	2 group homes with an average of 7 residents each	2 group homes with an average of 7 residents each

Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$44,250	50,600	56,900	63,200	68,300	73,350	78,400	83,450

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

2. If your agency receives the CDBG funds for which you are applying, how many new or additional Arlington Heights residents could you serve in the 2018-2019 program year?

NA

3. Would this program exist without CDBG funding?

(Select one)

☐ Yes

☒ No

D. Staff for Funded Program

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

- a. Full-time 2
- b. Part-time
- c. Volunteers

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

Name, Title: Nora Boyer, Housing Planner

Phone Number: 847-368-5214

Email Address: nboyer@vah.com

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

23 years

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

NA

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

F. Estimated Program/Project Budget for the Program Year

1. Resources: Show all of the anticipated revenue (including the requested Village CDBG funds) that the agency anticipates using for this specific program or project during the 2018-2019 program year:

Anticipated Resource	Total Anticipated Program/Project Recourses
2018-2019 VAH CDBG Grant Request	\$ 100,000
Section 108 Loan Guarantee	\$
HOME Funds	\$
ESG Funds	\$
HOPWA Funds	\$
Appalachian Regional Commission	\$
Other Federal Funds	\$
State Funds	\$
Other Local Funds	\$0
Private Funds	\$
Program Income (client fees)	\$
Other Funding Please Specify:	\$
Total Anticipated Revenue for Program/Project	\$ 100,000

Village of Arlington Heights
2019-2020 CDBG Grant Application

2. Expenses. Indicate how CDBG funds are proposed to be used for the specific program or project during the 2018-2019 program year:

Use of CDBG Funds	Total Program or Project Expenses (Column a.)	Anticipated Amounts to be Spent for the Benefit of Arlington Heights Residents (Column b.)	Anticipated Amounts of Village CDBG funds to be Spent for the Benefit Low and Moderate Income Arlington Height Residents (Column c.)
Payroll costs for direct client service hours	\$	\$	\$ *
All other payroll cost	\$	\$	\$0*
Other (non-payroll) direct client service costs Explain: <u>Construction or real estate purchase costs</u>	\$ 100,000	\$ 100,000	\$100,000
Other administrative and indirect client serve costs Explain:	\$	\$	\$0*
If the agency expects that it would invoice the Village for CDBG funds on a per unit basis (per night of service, per enrollment fee, etc.), provide the totals on this line.	\$	\$	\$ **
Totals (Columns a, b & c)	\$ 100,000	\$ 100,000	\$ 100,000***

* Village CDBG funds may only be used for payroll costs for the hours that employees provided direct client services to CDBG-eligible low and moderate income Arlington Heights residents and for other direct benefits to CDBG-eligible low and moderate income Arlington Heights residents. Time sheets documenting staff hours and pay rates for direct client services hours and receipts will be required.

** Explain the per unit costs here:

*** This amount should total be the same as the 2018-2019 Village CDBG grant request.

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

(Select one)

- ☐ Yes
☒ No

If so, please specify how funds will be used.

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

(Select one)

- ☒ Yes
☐ No

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify the specific objective of the program or project for which CDBG funds are being requested.

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

☐ *Creating a Suitable Living Environment*

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

☒ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

Please check one of the following for the outcome of the specific program or project for which CDBG funds are being requested.

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

☐ *Availability/Accessibility*

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

☒ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

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

All Applications:

- ☒ Copy of your organization's submitted 2017 Illinois Charitable Organization Annual Report Form AG990-IL *
(This is a two-page document. Please do not submit the federal form.) **NA**
- ☒ The agency's current overall budget. **See www.vah.com**
- ☒ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects. **See www.vah.com**
- ☒ Agency's most recent completed audit (electronic copy only is required) **See www.vah.com**
- ☒ Proof of non-profit determination **NA**
- ☒ Organizational chart **See www.vah.com**

Other documents such as program brochures may be provided at the option of the applicant.

Construction/Rehabilitation, Applications Only:

- ☒ Proposed construction/rehabilitation schedule. Please note that construction/rehabilitation projects should be completed by August 1, 2020, if possible. Funding availability may be extended to September 30, 2020 due to weather or other unavoidable delays.

Projects would be put out for bid or costs would be estimated in the fall of 2019 with projects completed by August 2020.

- ☐ Cost and Design Assistance Estimates: Please provide a cost estimate for the project.

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

Projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. Applicants are encourage to submit at least one cost estimate from a knowledgeable contractor with the application. Three cost estimates are encouraged. Ask the contractors to make recommendations to provide additional short-term construction and/or long-term maintenance cost savings. Review the estimates, select a project cost, add a minimum 10% contingency, and then add that amount to the total project cost on the Application Summary Sheet. An official Request for Proposals may be required for each grantee prior to grant award.

Public Service, Applications Only, if applicable:

- ☐ If applicable, provide a copy of the program or project fee scholarship or schedule (ex. sliding scale schedule that determines the amount of CDBG-funded assistance received based on the client's income).

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service:	VAH Public Infrastructure and Facilities Program
Project Location:	Village of Arlington Heights
Amount of CDBG Funds Requested: amount)	\$225,000 (For construction/rehab requests, include a 10% contingency
Brief Description of Program or Project:	Public Infrastructure and Public Facility Improvements

Contact Information

Organization Name:	Village of Arlington Heights
DUNS (Dun and Bradstreet) Number:	072318629 (A DUNS Number is required to receive federal funding)
Contact Name, Title:	Nora Boyer, Housing Planner

Signature: _____ Nora A. Boyer

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

Mailing Address 1:	33 S Arlington Heights Road
Mailing Address 2:	
City, State, Zip:	Arlington Heights, IL 60005
Telephone Number:	847-368-5214
Fax Number:	847-368-5988
Email Address:	nboyer@vah.com
Organization website:	www.vah.com

Application

Arlington Heights' Community Development Block Grant (CDBG) Program

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

A. Program or Project

1. Project Description

Describe the program or project for which funds are requested. Include the purpose or the program or project and clientele to be served. Explain any new or increased levels of service that would be provided by the organization if this program/project receives CDBG funding. If the project has several components, please prioritize the key elements of the proposal.

Under this program, the Village will undertake public improvement and/or public facilities projects. Projects may include, but are not limited to those indicated below. Staff will recommend an order of priority and funding levels to the Village Board for projects under this program.

- Improvements at the Arlington Heights Senior Center such as a climate control unit for the entry foyer
- Street resurfacing or other infrastructure improvements in low/moderate income areas (partially funding; approximately \$200,000 could be used for this purpose)
- Project to put electric door openers on the north garage to improve accessibility (est. \$12,000)

The Village reserves the option to undertake other public infrastructure or public facilities projects that meet the requirements of the federal CDBG program.

2. Previous CDBG Funding

Has your organization received CDBG funds from the Village of Arlington Heights in any of the past 10 years? If yes, list the year(s), amount(s) and purposes of the funding. Include the project address if funds were used for the purchase or rehab of property or structures.

<u>Year</u>	<u>Amount</u>	<u>Purpose and (if applicable) Address</u>
2018/2019	\$150,000 \$51,000	Street resurfacing Senior Center video system and panic button system
2017/18	\$150,000 \$22,300	Street Resurfacing – Portions of Windsor, Prindle, and Gibbons; and Security cameras and electric opening bathroom doors at Senior Center
1997 to 2011/6	\$3,050,000	Partial funding for the purchase and renovation of the Senior Center

B. Service Area

1. Provide a brief description your agency's service area.

The service area is the Village of Arlington Heights.

2. Describe any additional criteria for the program or project.

CDBG funding must be used for the benefit of low and moderate income persons. Public infrastructure projects will be done in low/moderate income areas or for the benefit of persons presumed under HUD regulations to be low/moderate income. Public facilities projects will also comply with the objective of the CDBG program to benefit low and moderate income persons.

3. What facilities, services, or programs does the agency operate in Arlington Heights?

Full range of municipal services.

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

No.

C. Program/Project and Client Statistics

1. Complete the following table for persons assisted by the specific program or project for which the agency is applying for CDBG funds. If the agency administers one type of service, complete the table for all persons assisted by the agency.

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served with CDBG Funds
October 1, 2017 – September 30, 2018	Residents in area of street resurfacing: 2,020 Senior Center: 11,070	Residents in area of street resurfacing: 2,020 Senior Center: 11,070	Residents in area of street resurfacing: 2,020 Senior Center: 11,070
October 1, 2018 – September 30, 2019	Est. 3,500 in the areas of street resurfacing. Senior Center: 10,000	Est. 3,500 in the areas of street resurfacing. Senior Center: 10,000	Est. 3,500 in the areas of street resurfacing. Senior Center: 10,000
October 1, 2019 – September 30, 2020	TBD	TBD	TBD

Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$44,250	50,600	56,900	63,200	68,300	73,350	78,400	83,450

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

2. If your agency receives the CDBG funds for which you are applying, how many new or additional Arlington Heights residents could you serve in the 2018-2019 program year?

TBD when the specific projects to be funded are identified.

3. Would this program exist without CDBG funding?

(Select one)

☐ Yes

☒ No

D. Staff for Funded Program

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

- a. Full-time 2
- b. Part-time
- c. Volunteers

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

Name, Title: Nora Boyer, Housing Planner

Phone Number: 847-368-5214

Email Address: nboyer@vah.com

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

23 years

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

\$0

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

F. Estimated Program/Project Budget for the Program Year

1. Resources: Show all of the anticipated revenue (including the requested Village CDBG funds) that the agency anticipates using for this specific program or project during the 2018-2019 program year:

Anticipated Resource	Total Anticipated Program/Project Recourses
2018-2019 VAH CDBG Grant Request	\$ 225,000
Section 108 Loan Guarantee	\$
HOME Funds	\$
ESG Funds	\$
HOPWA Funds	\$
Appalachian Regional Commission	\$
Other Federal Funds	\$
State Funds	\$
Other Local Funds	\$
Private Funds	\$
Program Income (client fees)	\$
Other Funding Please Specify:	\$
Total Anticipated Revenue for Program/Project	\$ 225,000

Village of Arlington Heights
2019-2020 CDBG Grant Application

2. Expenses. Indicate how CDBG funds are proposed to be used for the specific program or project during the 2018-2019 program year:

Use of CDBG Funds	Total Program or Project Expenses (Column a.)	Anticipated Amounts to be Spent for the Benefit of Arlington Heights Residents (Column b.)	Anticipated Amounts of Village CDBG funds to be Spent for the Benefit Low and Moderate Income Arlington Height Residents (Column c.)
Payroll costs for direct client service hours	\$	\$	\$ *
All other payroll cost	\$	\$	\$0*
Other (non-payroll) direct client service costs Explain: <u>Primarily construction costs</u>	\$ 225,000	\$ 225,000	\$225,000
Other administrative and indirect client service costs Explain:	\$	\$	\$0*
If the agency expects that it would invoice the Village for CDBG funds on a per unit basis (per night of service, per enrollment fee, etc.), provide the totals on this line.	\$	\$	\$ **
Totals (Columns a, b & c)	\$ 225,000	\$ 225,000	\$ 225,000***

* Village CDBG funds may only be used for payroll costs for the hours that employees provided direct client services to CDBG-eligible low and moderate income Arlington Heights residents and for other direct benefits to CDBG-eligible low and moderate income Arlington Heights residents. Time sheets documenting staff hours and pay rates for direct client services hours and receipts will be required.

** Explain the per unit costs here:

*** This amount should total be the same as the 2018-2019 Village CDBG grant request.

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

(Select one)

- ☐ Yes
☒ No

If so, please specify how funds will be used.

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

(Select one)

- ☒ Yes
☐ No

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify the specific objective of the program or project for which CDBG funds are being requested.

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

☒ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

Please check one of the following for the outcome of the specific program or project for which CDBG funds are being requested.

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

☐ *Availability/Accessibility*

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

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☒ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. The following documents must be included with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 Illinois Charitable Organization Annual Report Form AG990-IL *
(This is a two-page document. Please do not submit the federal form.) **NA**
- ☒ The agency's current overall budget. **See www.vah.com**
- ☒ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects. **See www.vah.com**
- ☒ Agency's most recent completed audit (electronic copy only is required) **See www.vah.com**
- ☒ Proof of non-profit determination **NA**
- ☒ Organizational chart **See www.vah.com**

Other documents such as program brochures may be provided at the option of the applicant.

Construction/Rehabilitation, Applications Only:

- ☒ Proposed construction/rehabilitation schedule. Please note that construction/rehabilitation projects should be completed by August 1, 2020, if possible. Funding availability may be extended to September 30, 2020 due to weather or other unavoidable delays.

Public Improvements would be put out for bid in the fall of 2019 or early spring 2020 and completed by late August 2020.

- ☐ Cost and Design Assistance Estimates: Please provide a cost estimate for the project.

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. Applicants are encourage to submit at least one cost estimate from a knowledgeable contractor with the application. Three cost estimates are encouraged. Ask the contractors to make recommendations to provide additional short-term construction and/or long-term maintenance cost savings. Review the estimates, select a project cost, add a minimum 10% contingency, and then add that amount to the total project cost on the Application Summary Sheet. An official Request for Proposals may be required for each grantee prior to grant award.

Public Service, Applications Only, if applicable:

- ☐ If applicable, provide a copy of the program or project fee scholarship or schedule (ex. sliding scale schedule that determines the amount of CDBG-funded assistance received based on the client's income).

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: VAH CDBG Program Administration

Project Location: Village of Arlington Heights

Amount of CDBG Funds Requested: \$63,000 (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: CDBG funds would be used to manage and operate the CDBG program

Contact Information

Organization Name: Village of Arlington Heights – Housing Commission

DUNS (Dun and Bradstreet) Number: 072318629
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Nora Boyer, Housing Planner

Signature: Nora Boyer

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 33 S Arlington Heights Road

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60005

Telephone Number: 847-368-5214

Fax Number: 847-368-5988

Email Address: nboyer@vah.com

Organization website: www.vah.com

Application

Arlington Heights' Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program or Project

1. Project Description

Describe the program or project for which funds are requested. Include the purpose or the program or project and clientele to be served. Explain any new or increased levels of service that would be provided by the organization if this program/project receives CDBG funding. If the project has several components, please prioritize the key elements of the proposal.

Funding would be used for the costs associated with administering the CDBG program. This includes salary costs for complying with federal application and reporting requirements of the program. It also includes staff hours for managing grants to subrecipients and the implementation of projects undertaken by the Village. Other "soft costs" such as audit costs, the costs of public notifications, etc. are also included under this request.

2. Previous CDBG Funding

Has your organization received CDBG funds from the Village of Arlington Heights in any of the past 10 years? If yes, list the year(s), amount(s) and purposes of the funding. Include the project address if funds were used for the purchase or rehab of property or structures.

The past 10 years allocations were as follows:

<u>Year</u>	<u>Amount</u>	<u>Purpose and (if applicable) Address</u>
2018/2019	\$65,000	Administration of the CDBG Program
2017/18	\$65,000	Administration of the CDBG Program
2016/17	\$60,000	Administration of the CDBG Program
2015/16	\$58,000	Administration of the CDBG Program
2014/15	\$58,500	Administration of the CDBG Program
2013/14	\$58,500	Administration of the CDBG Program
2012/13	\$58,545	Administration of the CDBG Program
2011/12	\$67,200	Administration of the CDBG Program
2010/11	\$67,200	Administration of the CDBG Program
2009/10	\$67,100	Administration of the CDBG Program
2008/09	\$67,100	Administration of the CDBG Program

**Village of Arlington Heights
2019-2020 CDBG Grant Application**

The maximum cap for administrative costs is 20% of the CDBG grant amount in the given year plus the program income received (from the repayment of Single Family Rehab Loan) during that year.

B. Service Area

1. Provide a brief description your agency's service area.

Village of Arlington Heights

2. Describe any additional criteria for the program or project.

The use of funds and CDBG program must comply with the federal laws and regulations.

3. What facilities, services, or programs does the agency operate in Arlington Heights?

Full range of municipal services.

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?

No.

C. Program/Project and Client Statistics

1. Complete the following table for persons assisted by the specific program or project for which the agency is applying for CDBG funds. If the agency administers one type of service, complete the table for all persons assisted by the agency.

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served with CDBG Funds
October 1, 2017 – September 30, 2018	Na	Na	Na
October 1, 2018 – September 30, 2019	Na	Na	Na
October 1, 2019 – September 30, 2020 (anticipated)	Na	Na	Na

Income Limits

Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	\$44,250	50,600	56,900	63,200	68,300	73,350	78,400	83,450

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

2. If your agency receives the CDBG funds for which you are applying, how many new or additional Arlington Heights residents could you serve in the 2018-2019 program year?
Na

3. Would this program exist without CDBG funding?

(Select one)

- ☐ Yes
☒ No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program:

- a. Full-time 2
- b. Part-time
- c. Volunteers

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):

Name, Title: Nora Boyer, Housing Planner

Phone Number: 847-368-5214

Email Address: nboyer@vah.com

3. How long has the staff member identified above been with the agency?

23 years

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

NA

* Any client fees collected must be used for program costs.

F. Estimated Program/Project Budget for the Program Year

1. Resources: Show all of the anticipated revenue (including the requested Village CDBG funds) that the agency anticipates using for this specific program or project during the 2018-2019 program year:

Anticipated Resource	Total Anticipated Program/Project Recourses
2018-2019 VAH CDBG Grant Request	\$ 63,000
Section 108 Loan Guarantee	\$
HOME Funds	\$
ESG Funds	\$
HOPWA Funds	\$
Appalachian Regional Commission	\$
Other Federal Funds	\$
State Funds	\$
Other Local Funds	\$
Private Funds	\$
Program Income (client fees)	\$
Other Funding Please Specify:	\$
Total Anticipated Revenue for Program/Project	\$ 63,000

Village of Arlington Heights
2019-2020 CDBG Grant Application

2. Expenses. Indicate how CDBG funds are proposed to be used for the specific program or project during the 2018-2019 program year:

Use of CDBG Funds	Total Program or Project Expenses (Column a.)	Anticipated Amounts to be Spent for the Benefit of Arlington Heights Residents (Column b.)	Anticipated Amounts of Village CDBG funds to be Spent for the Benefit Low and Moderate Income Arlington Height Residents (Column c.)
CDBG Administrative salary and other costs	\$63,000	\$63,000	\$63,000
Payroll costs for direct client service hours	\$	\$	\$ *
All other payroll cost	\$	\$	\$
Other (non-payroll) direct client service costs Explain:	\$	\$	\$
Other administrative and indirect client serve costs Explain:	\$	\$	\$
If the agency expects that it would invoice the Village for CDBG funds on a per unit basis (per night of service, per enrollment fee, etc.), provide the totals on this line.	\$	\$	\$
Totals (Columns a, b & c)	\$ 63,000	\$ 63,000	\$ 63,000

** Explain the per unit costs here:

*** This amount should total be the same as the 2018-2019 Village CDBG grant request.

3. Will any funds be used for research and development?

(Select one)

- ☐ Yes
☒ No

If so, please specify how funds will be used.

4. Does your agency receive more than \$750,000 in federal funds?

(Select one)

- ☒ Yes
☐ No

G. Performance Measurement Systems - NA

1. Project Objectives

Please check one of the following to identify the specific objective of the program or project for which CDBG funds are being requested.

(The selection should reflect the purpose of your agency's proposed program.)

☐ *Creating a Suitable Living Environment*

This objective relates to activities that are intended to address a wide range of issues faced by low/moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*

This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*

This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following for the outcome of the specific program or project for which CDBG funds are being requested.

(The selection should reflect the result your agency would like to accomplish.)

☐ *Availability/Accessibility*

This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*

This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. The following documents must be included with your application:

All Applications:

- ☒ Copy of your organization's submitted 2017 Illinois Charitable Organization Annual Report Form AG990-IL *
(This is a two-page document. Please do not submit the federal form.) **NA**
- ☒ The agency's current overall budget. **See www.vah.com**
- ☒ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects. **See www.vah.com**
- ☒ Agency's most recent completed audit (electronic copy only is required) **See www.vah.com**
- ☒ Proof of non-profit determination **NA**
- ☒ Organizational chart **See www.vah.com**

Other documents such as program brochures may be provided at the option of the applicant.

Construction/Rehabilitation, Applications Only:

- ☐ Proposed construction/rehabilitation schedule. Please note that construction/rehabilitation projects should be completed by August 1, 2020, if possible. Funding availability may be extended to September 30, 2020 due to weather or other unavoidable delays.

Projects would be put out for bid or costs would be estimated in the fall of 2019 with projects completed by July 2020.

- ☐ Cost and Design Assistance Estimates: Please provide a cost estimate for the project.

All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

Projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. Applicants are encourage to submit at least one cost estimate from a knowledgeable contractor with the application. Three cost estimates are encouraged. Ask the contractors to make recommendations to provide additional short-term construction and/or long-term maintenance cost savings. Review the estimates, select a project cost, add a minimum 10% contingency, and then add that amount to the total project cost on the Application Summary Sheet. An official Request for Proposals may be required for each grantee prior to grant award.

Public Service, Applications Only, if applicable:

- ☐ If applicable, provide a copy of the program or project fee scholarship or schedule (ex. sliding scale schedule that determines the amount of CDBG-funded assistance received based on the client's income).