



AGENDA

President and Board of Trustees

Village of Arlington Heights

Committee-of-the-Whole

Board Room

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

May 14, 2018

7:30 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

IV. NEW BUSINESS

- A. Federal FFY 2018 Annual Action Plan/CDBG Budget

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.



Item: Federal FFY 2018 Annual Action Plan/CDBG Budget

Department: Planning & Community Development

BACKGROUND

Federal Regulations require that the Village undergo a public hearing process with respect to the development of its Annual Action Plan which includes the proposed Community Development Block Grant (CDBG) budget.

The public participation process for the Annual Action Plan includes:

Public Hearing #1: May 14, 2018 (Committee of the Whole Meeting)

30-day public comment period: May 16, 2018 – June 15, 2018

Public Hearing #2: June 18, 2018 (Village Board Meeting)

The CDBG grant applicants will make presentations for the Federal FY 2018 Annual Action Plan (program year October 1, 2018 – September 30, 2019) grant applications at the public hearing on May 14, 2018.

FEDERAL FY 2018 ANNUAL ACTION PLAN

The Federal FY 2018 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, 2018 – September 30, 2019. The 2018 Annual Action Plan includes the Village's CDBG budget for the program year.

For the period covered by the Federal FY 2018 Annual Action Plan, the Village has received 20 CDBG grant requests totaling \$570,290 of which an estimated \$450,028 can be funded. A summary of the grant applications is provided as **Exhibit A**.

The total estimated 2018-2019 CDBG fund is estimated to be the sum of the following sources:

Federal 2017 Entitlement Grant:	\$273,974
Previous Year Carry-Over:	\$126,054
Projected Program Income (estimate):	<u>\$ 50,000</u>
TOTAL:	\$450,028

While the Village has the authority to fund programs totaling an estimated \$450,028, there are some HUD restrictions of which the Committee of the Whole should be aware. **Exhibit B** 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 2018 CDBG Entitlement Grant and the prior year's (2017-2018) program income: **\$45,200.**
- **Administrative Services Cap** - The maximum funding for administrative services is 20% of the sum of the 2018 Federal CDBG Entitlement Grant and anticipated FY 2018-2019 program income: **\$65,000.**
- **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 2018-2019 less the amounts of the two caps: **\$339,828.**
- **Low and Moderate Income Benefit** - A minimum of 70% of the total CDBG funds for 2017-2018 must benefit low and moderate income persons: **\$315,019.**

A copy of the draft Federal FY 2018 Annual Action Plan is provided at **Exhibit C**. Copies of the narrative portions of the CDBG applications are provided as **Exhibit D**. Supporting documentation submitted by the grant applicants in connection with their applications (i.e. audits, 501(c)(3) letters, etc.) were examined by staff and are available to the Village Board upon request.

RECOMMENDATION

Following consideration of public comments, the CDBG funding requests, and staff's recommendations on the funding requests, it is recommended that the draft Federal FY 2018 Annual Action Plan (including the draft CDBG budget) be made available for the 30-day public comment period.

ATTACHMENTS:

Description	Type
Summary of CDBG Grant Application	Exhibits
CDBG Budget	Exhibits
2018-2019 Draft Annual Action Plan	Exhibits
CDBG Grant Applications	Exhibits

						Annual Action Plan Exhibit A
	FY 2018-2019	CDBG Requests	5-Year Consolidated	12-Month Allocation	Requests	Summaries
			Plan Priority Level	2017-2018	2018-2019	
			for CDBG funding			
			(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 30.
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 CD would cover 51% of the cost of the program
						offered from September 2017 - May 2018. When the CDBG funds are exhausted for the program year, D214 CE will cover 100% of the costs from June
						2018 - August 2018. The total number of Arlington Heights beneficiaries is expected to be 30.
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 47 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 and on-going support, and linkages medical evaluations and follow-up services. The expected number of Arlington Heights
						beneficiaries of the requested CDBG funds is 50.
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					funded shelter includes emergency domestic violence shelter and transitional housing. This array of shelter allows homeless people in need of housing
	Government Grant Writer - Government Relations					access to an appropriate option depending on their individual circumstances. Adults and their children can stay in WINGS shelter 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. The expected number of Arlington Heights beneficiaries is 10.
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 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

						Annual Action Plan Exhibit A
	FY 2018-2019	CDBG Requests	5-Year Consolidated	12-Month Allocation	Requests	Summaries
			Plan Priority Level	2017-2018	2018-2019	
			for CDBG funding			
			(High or Low)			
						other skills necessary for living on one's own. The number of Arlington Heights beneficiaries is estimated at 6.
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 their medical, dental, therapy, lab, dialysis,
	Dallas Tomlin, Executive Director &	Services Northwest				x-ray and chemotherapy appointments; any medical appointment related to a senior's health and well being. Passengers are picked up at their
	Anne Wall, Associate Executive Director					homes and driven to their appointment by a thoroughly screened and trained volunteer driver. The volunteer stays with the 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 170.
8)	Suburban Primary Health Care	Access to Care	High	\$10,000	\$7,253	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-payment 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 20.
9)	JOURNEYS The Road Home	Homeless Services	High	\$4,500	\$10,000	Funding is requested to support JOURNEYS' 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 55.
10)	Arlington Heights Park District	Children at Play Program	High	\$5,250	\$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
	Alisa Kapusinski			in CDBG		venture between the Arlington Heights Park District, School Districts 21, 25 and 59 and the Village of Arlington Heights. This recreation
	Superintendent of Recreation Programs			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 2017		determined on a sliding scale basis. The expected number of Arlington Height beneficiaries is 20 - 30 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 counseling for survivors; counseling for children who are exposed to domestic violence; and outreach, education and counseling
		Assault				for teens who are from violent homes and/or who self-identify as being in violent relationships. Criminal court advocates work with clients, clients
						receive legal representation in order of protection and family law cases, etc. The requested funding would be used to assist approximately 45 clients
12)	Center for Enriched Living	Healthy Lifestyles Initiative Program	High	\$0	\$1,500	The Center for Enriched Living is proposing toprovide a wide array of program for Arlington Heights residents with intellectual and developmental disabilities,
	Karen Fay, Grants Manager					including the REACH adult day program; summer camp; dances and excursions; afternoon programs; and evening and weekend programs. Healthy Lifestyles
						Initiative Program curricula are integrated into the structure of current programs and focuses on Physical Health and Mental/Social Health Programs.

						Annual Action Plan Exhibit A
	FY 2018-2019	CDBG Requests	5-Year Consolidated	12-Month Allocation	Requests	Summaries
			Plan Priority Level	2017-2018	2018-2019	
			for CDBG funding			
			(High or Low)			
						The expected number of Arlington Heights residents who would be served is 24 Center for Enriched Living members and their families.
13)	Northwest Compass	Housing Counseling and	High	\$0	\$6,000	Northwest Compass is requesting funds to provide housing counseling and assistance to low and moderate income Arlington Heights residents.
	Susan Tybon, Executive Director	Assistance				Most of the households counseled under this program are experiencing some form of housing crisis caused by loss of employment or illness.
						The agency offers solution-focused case management, one-on-one assessment to evaluate the current crisis and need, education for the client on
						options, and help to the client to determine for themselves a solution. A specific focus is on addressing youth and veteran homeless.
						The total number of Arlington Heights residents expect to receive housing counseling and assistance during the program year is 176
	CONSTRUCTION REQUESTS					
14)	Little City Foundation	Purchase of a Home	High	\$9,800	\$50,000	Little City Foundation is requesting funding for a portion of the cost to purchase a home in Arlington Heights that would operate as a CILA (group home) for 6 adults
	Shawn E. Jeffers, Executive Director	to be used as a Group Home		currently being considered		with intellectual and developmental disabilities. The total project cost is \$320,000.
		(partial funding of the purchase is requested)		for a round 2 grant of \$13,398		
15)	Clearbrook	CILA (group home)	High	\$13,000	\$13,750	Clearbrook requests funds for the replacement of the furnace and air conditioning system at on of its Community Integrated Living Arrangement (CILA) group home
	Michael Dalton	replacement of furnace and a/c system		currently being considered		This residence provides housing for 8 adults with disabilities.
	Director of Operations			for a round 2 grant of \$11,700		
16)	Alexian Brothers Center for Mental Health	Renovation to	High	\$0	\$4,037	CDBG funds are requested to replace and gutters and downspouts in orrder to solve issues related to water coming into the basement. This building is a has been
	Rick Germann, Associate Vice President	Apartment Building				owned and operated by the agency for 25 year and provides housing with supportive services to 8 of the agency's clients.
17)	Village of Arlington Heights	Single Family Rehabilitation	High	\$82,399	\$75,000	The Single Family Rehabilitation Loan Program provides low and moderate income home owners with funds needed to make necessary home repairs.
	Charles Witherington-Perkins	Loan Program				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
	Director of Planning & Community Devt.					When the funds are repaid, they are rebudgeted within the Village's CDBG program. In 2018-2019, the program will be combined with the Village's Overhead
						Sewer Rebate Program. The SFR program will provide a loan for the homeowner's share (non-rebated amount) of the sewer work.
18)	Village of Arlington Heights	Group Residence/Transitional	High	\$54,700	\$68,000	This program would make funds available for the the purchase or renovations to group homes and transitional housing for persons with disabilities or who are
	Charles Witherington-Perkins	Rehabilitation Program				at-risk of homelessness, and are transitioning to more permanent housing.
	Director of Planning & Community Devt.					
19)	Village of Arlington Heights	Public Infrastructure and	High	\$150,000	\$200,000	This request is for Village projects that HUD defines as ether pubic facilities of infrastructure. Possible projects exceed the \$200,000 being requested, and staff will
	Charles Witherington-Perkins	Public Facilities				present the list in order of priority (with allocation amounts) prior to the adoption of the Annual Action Plan. Possible project include: 1) street resurfacing
	Director of Planning and Community Development					200,000 could be spent for this purpose during the program year); 2) Electronic doors (for greater accessibility at the North Parking Garage (est. \$12,000);
						3) replacement of flooring in the common areas at the Senior Center (ext. \$130,000); 4) tuckpointing/brick work on the exterior walls of the Senior Center
						(est. \$20,000); and 5) completion or full camera security system at the Senior Center for the safety of patrons (ext. \$30,500).
	ADMINISTRATIVE REQUESTS					
20)	Village of Arlington Heights	CDBG Administration/	High	\$65,000	\$65,000	Funding would be used for partial funding of the Housing Planner position and for other administrative costs (e.g. audit, public notices, etc.) incurred
	Charles Witherington-Perkins	Audit/Legal Notice Costs				in connection with administering the CDBG program.
	Director of Planning & Community Devt.					
					\$570,290	

	2018-2019 CDBG Revenue and Grant Requests		
		Revenue	Revenue
		2017-2018	2018-2019
	CDBG Grant	246,901.00	273,974.00
	Carry Over from unexpended funds	267,466.91	126,054.00
	Program income (expected May 15th)	27,335.00	50,000.00
	Total Revenue	541,702.91	450,028.00
		2017-2018	2018-2019
	EXPENDITURES	Expected	Grant
	Public Services (2018-2019 Cap \$45,200)	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 Center	10,000.00	7,253.00
9	Journeys The Road Home	4,500.00	10,000.00
10	Arlington Hts. Park District	5,250.00	30,000.00
11	Lifespan	3,000.00	5,000.00
12	Center for Enriched Living	-	1,500.00
13	Northwest Compass	-	6,000.00
		46,250.00	94,503.00
	Construction/Econ. Development (2018-2019 Cap \$339,828)		
14	Little City Foundation	Incl in 19 below	50,000.00
15	Clearbrook	Incl in 19 below	13,750.00
16	Alexian Brothers Center for Mental Health	-	4,037.00
	Children's Advocacy Center	20,000.00	-
17	Single Family Rehab Loan Program	62,399.00	75,000.00
18	Group Residence/Transitional Housing Rehab Program	49,700.00	68,000.00
	Senior Center	22,300.00	-
19	Public Infrastructure and Facilities	150,000.00	200,000.00
		304,399.00	410,787.00
	Administration (2018-2019 Cap \$65,000)		
20	CDBG Administration/Salaries Audit/Legal Notice	65,000.00	65,000.00
	Total Est Expenditures	415,649.00	570,290.00
	Anticipated Carryover to 2018-2019	126,053.91	
	Public Services Cap: 273,974 + 27,355 x .15 = \$45,200		
	Admin Cap: 273,974 + 50,000 x .2 = 64,794		

	Construction: $450,028 - 45,200 - 65,000 = 339,828$		
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Village of Arlington Heights

Federal Fiscal Year 2018

DRAFT Annual Action Plan

Program Year

October 1, 2018 – September 30, 2019

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, homeless services, public facilities without housing benefits, 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. Since the beginning of the program, the Village has utilized over \$13.5 million in CDBG funds to meet the needs of residents of the Village, particularly its low and moderate-income residents. The Village has effectively worked with the US Department of Housing and Urban Development over the 40 years of the programs existence and has consistently complied with all of the federal requirements of the program.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Village will held two public hearings at different points in 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. The public will be notified of the public hearings and the availability of the draft Annual Action Plan through a notice in the Daily Herald newspaper and through announcements directly mailed to persons and organizations of the CDBG 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.

Agencies have submitted CDBG grant applications and will present their applications at the public hearing to be held on May 14, 2018. A summary of comments received during the public during the 30-day public comment period will be included in this Annual Action Plan. The updated Annual Action Plan will be the subject of a second public hearing on June 18, 2018.

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

To be completed.

7. Summary

During the FFY 2018 Annual Action Plan Year (October 1, 2018 - September 30, 2019), the Village of Arlington Heights will carry out a variety of programs and projects for the benefit of low and moderate income individuals and households.

The Village has received the following requests for CDBG grants. This Annual Action Plan will be updated before submission to HUD to contain the actual allocation amounts:

Faith Community homes which provide family counseling, including financial counseling, to 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 which provides beginning English as a Second Language classes. Grant Request: \$1,500.

Northwest Center Against Sexual Assault which provides counseling and services to victims of sexual assault. Grant Request: \$3,000.

Children's Advocacy Center which provides advocacy and counseling in circumstances of child sexual assault and severe physical abuse. Grant Request: \$3,500.

WINGS which provides housing and social services for battered and homeless women and their children. Grant Request: \$15,000.

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

Escorted Transportation Service which provides transportation for frail seniors and persons with disabilities to doctor appointments. Grant Request: \$3,750.

Suburban Primary Health Care Council which provides subsidized medical care for low/moderate income people. Grant Request: \$7,253.

Journeys The Road Home which provides homeless services. Grant Request: \$10,000.

Arlington Heights Park District Children at Play program which provides before and after school childcare for low/moderate income families. Grant Request: \$30,000.

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

Center for Enriched Living which provides services to persons with disabilities. Grant Request: \$1,500

Northwest Compass for costs related to providing housing counseling. Grant Request: \$6,000

Other Projects:

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

Group Home and Transitional Housing Program which provides funds for renovations to groups homes and transitional housing facilities/units. Grant Request: \$68,000.

Public Infrastructure and Public Facilities benefit low/moderate income persons or improvements in census tracts. Grant Request: \$200,000.

Little City Foundation to be used to purchase a home to be used as a group home in Arlington Heights. Grant Request: \$50,000.

Clearbrook to replace the HVAC system in a group home for persons with disabilities. Grant Request: \$13,750.

Alexian Brothers Center for Mental Health to reroute the gutter system on an apartment building in order to alleviate water problems in the basement. Grant Request: \$4,037.

Administration:

Administration of the CDBG program. Grant Allocation: \$65,000.

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

On May 14, 2018, the Village will held a public hearing to which members of the community will be invited to provide input on the Annual Action Plan. The draft Annual Action Plan will then made available for a 30-day public comment period. A second public hearing was held on June 18, 2018. 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 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 public and assisted housing providers and governmental health, mental health and service agencies. As part of the development of the 2018 Annual Action Plan, local agencies and organizations were invited to submit proposals for CDBG funds for eligible activities. The organizations that submitted applications have been invited to give presentations concerning their requests at a public hearing held before the Village Board's Committee of the Whole on May 14, 2018. The members of the Village's Housing Commission are regularly updated on housing development activity in the Village. Developers of new multi-family housing are required to explain how their proposals address the Village's affordable housing needs. The developers are also asked to include affordable housing in their developments or make payments in lieu of providing affordable units into the Village's Affordable Housing Trust Fund. Many agencies have receive funding for public services through the Village's CDBG program.

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 Village's main homeless assistance agency, Journeys|The Road Home through is Planning and Community Development, Health, and Police Departments.

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.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	ARLINGTON HEIGHTS
	Agency/Group/Organization Type	Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	All
	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 services being provided 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?	All
	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 will coordinate with Cook County on the submission of the 2018 Annual Action Plan. The Village is also working with Cook County on the proposed joint funding of a public facility project.
3	Agency/Group/Organization	Housing Authority of Cook County (HACC)
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Village continues to work with the Housing Authority of Cook County on the renovation of the Goedke Apartments in Arlington Heights. This renovation project was approved for \$73,000 in FY 2015 CDBG funds. The project carried over to the 2016 program year. The Planning Department and Department of Building and Health Services have been engaged with the Housing Authority with respect to the project and communication between the Housing Authority and the Village has been heightened as a result of the work on this building within the Village boundaries.
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?	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?	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. The agency provided input into the Annual Action Plan through public hearing testimony and through its application for CDBG funding. The District 214 Education Foundation has been a subrecipient agency of the Village of Arlington Heights, and therefore, communication with this agency has been on-going.
5	Agency/Group/Organization	Faith Community Homes
	Agency/Group/Organization Type	Services - Housing
	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?	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. The agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding. Faith Community Homes has been a subrecipient agency of the Village of Arlington Heights, and therefore, communication with this agency is on-going.
6	Agency/Group/Organization	Northwest Center Against Sexual Assault
	Agency/Group/Organization Type	Services - Victims
	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?	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. The agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding. Northwest CASA has been a subrecipient agency of the Village of Arlington Heights, and therefore, communication with this agency has been on-going.
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?	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?	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 agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding. The Children's Advocacy Center was a subrecipient agency of the Village of Arlington Heights, and therefore, communication with this agency has been on-going.
8	Agency/Group/Organization	WINGS (WOMEN IN NEED GROWING STRONGER)
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless Services - Victims
	What section of the Plan was addressed by Consultation?	2018/2019 Annual Acton 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. The agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding. WINGS Program, Inc. has been a subrecipient agency of the Village of Arlington Heights, and therefore, communication with this agency has been on-going.
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?	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?	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. The agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding. Resources for Community Living has been a subrecipient agency of the Village of Arlington Heights, and therefore, communication with this agency has been on-going.
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?	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?	This non-profit agency provides seniors with transportation by volunteers to medical appointments. The agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding. Escorted Transportation Northwest has been a subrecipient agency of the Village of Arlington Heights, and therefore, communication with this agency has been on-going.
11	Agency/Group/Organization	Suburban Primary Health Care Council
	Agency/Group/Organization Type	Health Agency
	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?	This agency provides subsidies for health care for low-income persons who are uninsured or are under insured. The agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding. The Suburban Primary Health Care Council has been a subrecipient agency of the Village of Arlington Heights, and therefore, communication with this agency has been on-going.
12	Agency/Group/Organization	JOURNEYS-THE ROAD HOME
	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?	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?	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. The agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding. Journeys has been a subrecipient agency of the Village of Arlington Heights, and therefore, communication with this agency has been on-going.
13	Agency/Group/Organization	ARLINGTON HEIGHTS PARK DISTRICT
	Agency/Group/Organization Type	Services-Children
	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?	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 agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding. The Park District has been a subrecipient agency of the Village of Arlington Heights, and therefore, communication with this agency has been on-going.
14	Agency/Group/Organization	LifeSpan
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services - Victims
	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?	Life Span provides services to women who are survivors of domestic violence. The agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding. Life Span has been a subrecipient agency of the Village of Arlington Heights, and therefore, communication with this agency has been on-going.
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?	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?	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. The agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding.

16	Agency/Group/Organization	CENTER FOR ENRICHED LIVING
	Agency/Group/Organization Type	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?	The Center for Enriched Living provides programs for persons with physical and developmental disabilities. The agency has been invited to provide testimony at a public hearing about its grant application for funding. The agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding.
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?	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?	Little City Foundation provides services for persons with developmental disabilities. The agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding.
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?	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?	Clearbrook provides services for persons with disabilities. The agency operates group (CILA) homes in Arlington Heights. The agency will participate in the development of the 2018 Annual Action Plan as an applicant for CDBG funding.
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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 were 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. 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.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Affordable Housing Rental 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. 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.
Homes for a Changing Region	Chicago Metropolitan Planning Council	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	Village of Arlington Heights	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	Chicago Metropolitan Planning Council	The goals of the Strategic Plan are consistent with the Go to 2040 Comprehensive Plan for the Chicago Metropolitan Area, particularly applicable is the Go to 2040 chapter concerning livable communities.
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.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Public Housing Plan	Housing Authority of Cook County	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

The Village of Arlington Heights works closely and is in regular contact with the other CDBG entitlement communities in the northwest suburbs of Chicago. These communities consult with each other regarding common needs and resources and with respect to the implementation of their Consolidated Plans. These municipalities often provide CDBG funds to some of the same subrecipients. In 2016 and 2017, a plan was developed for the entitlement communities to jointly fund the renovation of a public facility at which services are provided to residents from all of the potential CDBG entitlement jurisdictions.

Since its founding in 2011, the Village of Arlington Heights has been the lead municipality for the Northwest Suburban Housing Collaborative (NWSHC). The NWSHC is a group of municipalities that was formed by an inter-governmental agreement to study and address common housing needs and issues in the 5-community area that includes the Village of Arlington Heights, Village of Buffalo Grove, Village of Mount Prospect, Village of Palatine, and City of Rolling Meadows. These 5 communities meet on a monthly basis and have received financial support from the Chicago Community Trust, area financial institutions, and Cook County. The group also receives technical support from the Metropolitan Mayors Caucus (MMC), the Metropolitan Planning Council (MPC), and the Chicago Metropolitan Agency for Planning (CMAP).

The Village works regularly with the government of Cook County. The Village participated in Cook County's strategic planning process "Planning for Progress" that led to the development of the Cook County Consolidated Plan and Comprehensive Economic Development Strategy. Beginning on October 1, 2016, the Village became a member of the Cook County HOME Consortium.

The Village of Arlington Heights works with the State of Illinois' housing finance agency, the Illinois Housing Development Authority (IHDA). The Village is a past recipient of Federal HOME funds for the operation of a first-time homebuyer program. The Village discontinued this program in 2006, but the Village continues to work with IHDA by referring residents to homebuyer and other programs that are offered directly by IHDA.

The Village has on-going communication with the Housing Authority of Cook County (HACC). Most recently, the HACC contacted the Village regarding its plans to undertake a \$5 million renovation of the Albert Goedke House Apartments in Arlington Heights.

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 affected goal-setting

With respect to this Annual Action Plan, two public hearings will be held at different stages during the development of the Annual Action Plan. A draft of the Annual Action Plan will be made available for public comment. The Village publishes notices regarding the public hearings and the availability of the draft Annual Action Plan for public comment. The Village also mails notices regarding the public hearings and the availability of the draft Annual Action Plan for public comment to the approximately 80 persons and agencies on the Village's Consolidated Plan mailing list. 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, Mailing & Emails	Non-targeted/broad community	A newspaper ad was published concerning the availability of the 2018-2019 CDBG Grant Application and due date. Notices were also mailed to persons on the CDBG mailing list, and emails were sent to all applicants that applied for CDBG funds for the 2016 and 2017 CDBG program years.	21 CDBG grant applications were received.	NA	

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, Mailing & Emails	Non-targeted/broad community	A newspaper ad was published concerning the 2018 Annual Action Plan public hearing scheduled for May 14, 2018. Notices were also mailed to persons on the CDBG mailing list, and emails were sent to Program Year 2018 applicants for CDBG funds.			
3	Newspaper Ad, Mailing & Emails	Non-targeted/broad community	A newspaper ad was published concerning the 30-day public comment period for the 2018 Annual Action Plan. Notices were also mailed to persons on the CDBG mailing list.			

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, Mailing & Emails	Non-targeted/broad community	A newspaper ad was published concerning the 2018 Annual Action Plan public hearing scheduled for June 18, 2018. Notices were also mailed to persons on the CDBG mailing list.			

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The Village has not been notified of the amount of its FFY 2018 (Program year 2018 - 2019) CDBG entitlement allocation. The Village estimates that the allocation will be \$250,000. The expected amount available over the 5-year period of the Consolidated Plan is \$250,000 per year in CDBG allocations plus \$100,000 per year in program income for a total of \$350,000 per year or \$1,400,000 over the four-year period. During the time periods during which the Annual Action Plans are developed, the CDBG grant allocations for the year covered by the Annual Action Plan have often not been published yet by HUD. When the CDBG allocation is not known during the Development of the Annual Action Plan, the Village uses the prior year's grant amount as the estimate for the Annual Action Plan year. When the actual grant amount becomes known, the amounts allocated for public services are adjusted proportionally with the change in the actual grant amount, with the exception that no public service grant amount shall be below \$1,500. With respect to construction projects, allocations for specifically identified projects are not changed, but allocations to programs that do not have specified addresses are adjusted proportionally so that the total budget equals total

funds available.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	250,000 (est.)	75,000	93,191	418,191	350,000	FFY 2018 is the fourth year of the Consolidated Plan. The amount of program income (\$75,000) is estimated. For the remainder of the Con Plan, \$350,000 is estimated for each year (\$250,000 annual allocation + \$100,000 program income).

Table 5 - Expected Resources – Priority Table

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

The Village does not anticipate receiving any Federal funds that have matching requirements. CDBG funds will be 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

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

Discussion

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 Other Special Housing/Non-Homeless Needs	CDBG Allocation Request: \$75,000	Homeowner Housing Rehabilitated: TBD
2	Rental Unit Preservation	2015	2019	Affordable Housing	Village of Arlington Heights, IL	Other Special Housing/Non-Homeless Needs Public Facilities	CDBG Allocation Request: \$4,037	Multi-Family Housing Rehabilitated: TBD
3	Homeless Services	2015	2019	Homeless	Village of Arlington Heights, IL	Homelessness	CDBG Allocation Request: \$10,000	Public service activities other than Low/Moderate Income Housing Benefit: TBD
4	Public Facilities without Low/Mod Housing Benefit	2015	2017	Non-Homeless Special Needs Non-Housing Community Development	Village of Arlington Heights, IL	Other Special Housing/Non-Homeless Needs Public Facilities	CDBG Allocation Request: \$410,787	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: TBD
5	Public Services	2015	2019	Non-Housing Community Development	Village of Arlington Heights, IL	Public Service Needs	CDBG Allocation Requested: \$94,503	Public service activities other than Low/Moderate Income Housing Benefit: TBD

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 Allocation Request: \$60,000	Other: 0 Other
7	Infrastructure	2015	2019	Non-Housing Community Development		Infrastructure	CDBG Allocation Request: Included in 4 above	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: TBD

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Homeowner Unit Preservation
	Goal Description	The Village proposes continued operation of its 0% interest, deferred loan program for the rehab of owner-occupied homes. Low and moderate-income homeowners receive loans for basic home repairs. The Village has offered this program since 1978. The Village may consider using a portion of the funds allocated to this program for a handyman program or program to provide improvements for safety and accessibility in the homes of senior citizens or persons with disabilities.
3	Goal Name	Homeless Services
	Goal Description	The Village has received grant application and will consider funding services in Program Year 2018 provided by Journeys The Road Home and WINGS Program, Inc.

4	Goal Name	Public Facilities without Low/Mod Housing Benefit
	Goal Description	Funds may be used for the purchase and/or renovation of housing for special needs populations and Village public facilities.
5	Goal Name	Public Services
	Goal Description	Public services will be considered for funding that provided housing counseling, literacy education, sexual abuse counseling and advocacy, disabilities services, transportation, health care, domestic violence and/or child care.
6	Goal Name	Planning and Administration
	Goal Description	NA
7	Goal Name	Infrastructure
	Goal Description	The Village will discuss allocating funds for public infrastructure projects that may include, but is not limited to, street repaving, sidewalk replacements, accessibility improvements to public buildings, etc.

AP-35 Projects - 91.420, 91.220(d)

Introduction

Proposed Projects

#	Project Name
1	Faith Community Homes
2	District 214 Education Foundation
3	Northwest Center Against Sexual Assault - Northwest
4	Childrens Advocacy Center
5	WINGS
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
11	Lifespan
12	Center for Enriched Living
13	Northwest Compass
14	Little City Foundation
15	Clearbrook
16	
16	Single Family Rehabilitation Loan Program
17	Group Home and Transitional Housing Program
18	Public Infrastructure and Facilities
19	CDBG Administration

Table 7 – Project Information

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

AP-38 Project Summary
Project Summary Information

1	Project Name	Faith Community Homes
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$3,000
	Description	Faith Community Homes provides supportive housing services to low income working families with children living in Arlington Heights. They provide some limited financial help with rent, but the major part of their program is 2 years of mentoring designed to help families develop realistic budgets, goals, and actions. The objective of the program is to bring families to financial stability and independence.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	39 persons in families with children.
	Location Description	NA
	Planned Activities	Housing, financial counseling, and mentoring.
2	Project Name	District 214 Education Foundation
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$1,500
	Description	This program serves non-native speakers of English who can benefit from beginning lessons in English Language Acquisition (ELA). They receive classroom instruction at the Arlington Heights Memorial Library (AHML) every Thursday from 12:30 - 3:30 pm for 31 weeks. The program fills the gap for beginning ELA learners who are not advanced enough in their English skills for the other existing ELA programs offered at the AHML. The number of Arlington Heights residents to be assisted during the grant year is estimated at 28. CDBG funds are used for the salary costs of the instructor.
	Target Date	9/30/2019

	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 30 persons will be assisted. These persons are presumed to be low income because they are in need of literacy services.
	Location Description	Class are offered at the Arlington Heights Memorial Library at 500 N. Dunton, Arlington Heights, IL
	Planned Activities	
3	Project Name	Northwest Center Against Sexual Assault - Northwest
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$3,000
	Description	Northwest CASA is requested funds to support their specialized counseling, crisis intervention, and advocacy program for Arlington Heights residents who are victims of sexual abuse and sexual assault. The number of Arlington Heights residents expected to be assisted during the program year with Village CDBG funds is 39. CDBG funds are used for salary costs for direct client services to Arlington Heights low/moderate income residents.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	50 very low, low or moderate-income individuals.
	Location Description	415 W. Golf Rd., Unit 47, Arlington Heights, IL
	Planned Activities	Northwest CASA provides specialized counseling, crisis intervention, and advocacy programs for Arlington Heights residents who are victims of sexual abuse or sexual assault. Counseling is provided by specially trained master's level therapists who have expertise in working with sexual assault victims of all ages. Crisis intervention is provided 24/7 through a hotline operated by volunteers and staff. Advocacy services are also provided 24/7 in emergency rooms at 7 area hospitals, and 24/7 criminal justice advocacy is provided in behalf of victims who are at the police station or whose cases are being adjudicated in court. CDBG funds are used for salary costs for direct client services to Arlington Heights low/moderate income residents.

4	Project Name	Childrens Advocacy Center
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs Public Facilities
	Funding	CDBG Request: \$3,500
	Description	The Children's Advocacy Center provides direct services for child victims of sexual assault and/or severe physical abuse, and witnesses to domestic violence, and their non-offending family members. CAC provides support and crisis intervention following reports of abuse or family violence, specialized child interviews, court advocacy, trauma focused counseling and support groups, and linkages to medical services. CDBG funds are allocated for direct client service costs (\$2,500 for public services) and for improvements to the agencies main service center (\$20,000 for public facility improvements). The number of Arlington Heights residents expected to be assisted during the program year is 35. CDBG funds are used to pay salary costs for direct client services to low/moderate income Arlington Heights residents.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	58 child victims of sexual assault or severe physical abuse and the main service center will be improved. These victims are presumed to be low income.
	Location Description	640 Illinois Blvd., Hoffman Estates, IL
5	Planned Activities	The services provided include the Center's Coordination, Advocacy and Sensitive Interviewing Program (CASI), Family Support Services Program, and Safe From the Start Program. The CASI Program coordinates the abuse investigation and provides expert child interviews and access to medical exams, court advocacy, crisis intervention and on-going support groups for child survivors of abuse and their parents. Safe From the Start provides specialized assessments and counseling for young children (0 - 5) exposed to violence, and their families.
	Project Name	WINGS
	Target Area	

	Goals Supported	Homeless Services
	Needs Addressed	Homelessness Public Service Needs
	Funding	CDBG Request: \$15,000
	Description	WINGS Safe House provides housing and supportive services to women and their children who are homeless due to domestic violence or other causes. Women in transitional other causes. CDBG funded shelter includes an emergency domestic violence shelter and transitional housing. Women in transitional and emergency shelter work on agreed-upon service plans that include moving to more permanent housing. The expected number of Arlington Heights beneficiaries during the program year is 9. CDBG funds are used to pay costs per night of service.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	10 Individuals who are expected to be low or very low income although they may have incomes up to the moderate level.
	Location Description	The location of the emergency domestic violence shelter is not publicly disclosed.
	Planned Activities	WINGS provides safe, decent housing to women who find themselves homeless due to domestic violence or other reasons. Through an array of housing ranging from emergency shelter through transitional housing, and permanent supportive housing, WINGS assists women based on their needs.
6	Project Name	Resources for Community Living
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$5,000

	Description	Resources for Community Living offers affordable housing options and individualized support services for adults with developmental and/or physical disabilities. The purpose of the services is to allow persons with disabilities to live independently in homes or apartments throughout the community, reducing potential homelessness and unnecessary institutionalization. On April 28, 2016, RCL launched its Financial Independence Center, which will provide financial coaching services to disabled individuals and their families. The expected number of Arlington Heights beneficiaries during the program year is 6. CDBG funds are used for salary costs for direct service to Arlington Heights residents.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 6 low and very low-income individuals with disabilities will be assisted.
	Location Description	NA
	Planned Activities	Resources for Community Living assists people with developmental and/or physical disabilities to locate affordable housing (homes and apartments) in the community, rather than in institutionalized setting. The agency provides individualized support services such as instruction in money management, cooking, using public transportation, safety, vocations, community involvement, and other skills necessary for living on one's own.
7	Project Name	Escorted Transportation Service - Northwest
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$3,750
	Description	Staff costs to operate a program that provides transportation for elderly and disabled to medical appointments.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is expected that 170 elderly persons will be assisted who are presumed to be moderate income.

	Location Description	The agency location is in the Senior Center at 1801 W Central Rd., Arlington Heights, IL
	Planned Activities	ETS/NW provides reliable, volunteer-based transportation for the community's frail, elderly adults requiring assistance to their medical appointments. Passengers are picked up at their homes and driven to their appointment by a thorough screened and trained volunteer driver. The volunteer stays with the senior for the duration of the appointment, and then drives him/her home.
8	Project Name	Suburban Primary Health Care Council - Access to Care
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$7,253
	Description	Access to Care enables low income, uninsured or under-insured residents of Arlington Heights to receive primary health care services, including physician office visits, prescription drugs, laboratory, and radiology services. Members are generally enrolled for a year and may re-enroll at the end of the year if they are still eligible. The goal of the Access to Care program is to enroll as many eligible clients as funding will allow in order to make primary care accessible and affordable. Enrollees pay \$5 copays for primary care office visits as well as lab tests and x-rays. Prescriptions under the Access to Care program are \$15, \$30, or \$40. A grant of \$10,000 would fund 13 Arlington Heights residents. CDBG funds are used to pay enrollment fees for low/moderate income Arlington Heights residents.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 22 low to moderate income individuals will be assisted.
	Location Description	NA

	Planned Activities	Access to Care provides access to primary care to income-eligible enrollees. Covered services include office visits to a personal 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 Access to Care program at discounted rates. Clients pay nominal co-payments to providers for services including \$5 for a physician office visit, \$5 for lab or x-ray, and \$15 - \$40 for prescription drugs.
9	Project Name	Journeys The Road Home
	Target Area	
	Goals Supported	Homeless Services Public Services
	Needs Addressed	Homelessness Public Service Needs
	Funding	CDBG Request: \$10,000
	Description	Journeys The Road Home services include an emergency shelter program, the HOPE Center for drop-in services such as case management, access to food pantry, clothing closet, health care, mental health counseling, vocational training and housing coordination. Clients who are housing-ready are provided with housing through the Pathway Housing Readiness Program. The purpose of these programs is to get homeless people off the street and prevent people from becoming homeless. The number of expected Arlington Heights beneficiaries during the program year is 80.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	55 individuals who are expected to be primarily low and extremely low income.
	Location Description	1140 E Northwest Highway, Palatine, IL
	Planned Activities	Homeless and homeless prevention services.
10	Project Name	Arlington Heights Park District - Children at Play
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs

	Funding	CDBG Request: \$30,000
	Description	The CAP before and after school program provides a safe, recreational program at 10 elementary schools within Arlington Heights. It is a cooperative venture between the Arlington Heights Park District, School Districts 21, 25 and 59 and the Village of Arlington Heights. This recreational based program provides students in grades K-5 with the opportunity to participate at their school in a supervised program that provides a variety of activities centered around theme weeks including arts and craft, sports, large group games, homework/quiet time, passive games, snack and socialization with peers. The amount of assistance provided is determined by a sliding scale. The number of Arlington Heights children expected to benefit from this program is 30 depending on the plan they choose and level of subsidy. CDBG funds are used to pay the enrollment fees for children of low/moderate income Arlington Heights families.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 20-30 children from extremely low, low and moderate-income families will be assisted.
	Location Description	School District 214 elementary schools in Arlington Heights
	Planned Activities	The CAP program is a cooperative arrangement between the Arlington Height Park District, School Districts 25, 21, and 59, and the Village of Arlington Heights. This recreational based program provides grades K - 5 children with the opportunity to participate at their school in a supervised program that provides a variety of activities centered on theme weeks including arts and crafts, sports, large group games, homework/quiet time, passive games, snack, and socialization with peers. CDBG funding is used to subsidize the cost of the program for children of working, income-eligible parents.
11	Project Name	Lifespan
	Target Area	
	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. The total number of Arlington Heights residents expected to be served during the year is 45.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	45 individuals who are presumed to be low income because they are in the presumed benefit category of abused spouses.
	Location Description	NA
	Planned Activities	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. The total number of Arlington Heights residents expected to be served during the year is TBD. The Goal Outcome Indicator below will be revised in the final Annual Action Plan to reflect the number of persons be assisted with the amount of funds provided.
12	Project Name	Center for Enriched Living
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$1,500
	Description	This agency serves people with intellectual and developmental disabilities. Funding is requested to support the Healthy Lifestyles Initiative Program which is integrated into the structure of the agencies programs and focuses on Physical Health and Mental/Social Health Programs.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	30 individuals who are presumed to be low income because they are in the presumed benefit category of disabled persons.
	Location Description	NA

	Planned Activities	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. The total number of Arlington Heights residents expected to be served during the year is TBD. The Goal Outcome Indicator below will be revised in the final Annual Action Plan to reflect the number of persons be assisted with the amount of funds provided.
13	Project Name	Northwest Compass
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Service Needs
	Funding	CDBG Request: \$6,000
	Description	The agency is requesting funds for housing counseling and assistance.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	176 low/moderate-income individuals.
	Location Description	NA
	Planned Activities	Housing counseling assistance through case management, one-on-one assessments to assess the current crisis and needs, and education with respect to client options. There is an emphasis on assisting homeless youth and veterans.
14	Project Name	Little City Foundation
	Target Area	
	Goals Supported	Public Facilities without Low/Mod Housing Benefit
	Needs Addressed	Other Special Housing/Non-Homeless Needs
	Funding	CDBG Request: \$50,000

	Description	Little City Foundation is requesting \$50,000 to allow Little City to purchase a home in Arlington Heights that will serve as the residence for 6 adults with intellectual and developmental disabilities. The home will provide for their daily needs as well as provide them with room, board and round-the-clock supervision and support for their daily needs provided by trained Little City staff. These CILA homes provide safe and secure environments for individuals with disabilities to live as independently as they are able while benefitting from living in a home with their peers.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	6 individuals with disabilities would live in the home.
	Location Description	NA
	Planned Activities	Acquisition of a residence in Arlington Heights to be used as a CILA group home.
15	Project Name	Clearbrook
	Target Area	
	Goals Supported	Public Facilities without Low/Mod Housing Benefit
	Needs Addressed	Other Special Housing/Non-Homeless Needs
	Funding	CDBG Request: \$13,750
	Description	Clearbrook is applying for funds to replace the HVAC system in a group home for persons with disabilities.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	6 individuals with disabilities.
	Location Description	Not publicly disclosed.
	Planned Activities	Rehabilitation by replacing HVAC system.
16	Project Name	Alexian Brothers Center for Mental Health
	Target Area	
	Goals Supported	Rental Housing Preservation

	Needs Addressed	Other Special Housing/Non-Homeless Needs
	Funding	CDBG Request: \$4,037
	Description	This program would make funds available for the physical improvement of an apartment building that provides housing and supportive services to persons with disabilities.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	To be determined.
	Planned Activities	Renovation of an apartment building. Specifically, the gutters would be replaced in order to address the water issue in the basement.
17	Project Name	Single Family Rehabilitation Loan Program
	Target Area	Village of Arlington Heights
	Goals Supported	Homeowner Unit Preservation
	Needs Addressed	Affordable Housing
	Funding	CDBG Request: \$75,000
	Description	0% interest, deferred loans for home rehab. Village retains the option target or focus funds and set terms for funds provided to beneficiaries provided they are consistent with the federal CDBG program.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	4 households
	Location Description	Village-wide
	Planned Activities	Homeowner home rehab.
16	Project Name	Group Homes and Transitional Housing Rehab and Acquisition Program
	Target Area	Village-Wide
	Goals Supported	Public Facilities without Low/Mod Housing Benefit
	Needs Addressed	Supportive and transitional

	Funding	CDBG Request: \$68,888
	Description	Grants or loans for the purchase and acquisition of supportive and/or transitional housing
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	3 homes
	Location Description	TBD
	Planned Activities	Grants or loans for the purchase and acquisition of supportive and/or transitional housing
16	Project Name	Public Infrastructure and Facilities Program
	Target Area	Village-wide
	Goals Supported	Infrastructure and Public Facilities
	Needs Addressed	Infrastructure and Public Facilities
	Funding	CDBG Request: \$200,000
	Description	Improvements to public infrastructure and public facilities
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	Village-wide
	Planned Activities	Improvements to public infrastructure and public facilities
	Project Name	CDBG Administration
	Target Area	NA
	Goals Supported	Planning and Administration
	Needs Addressed	Planning & Administration
	Funding	CDBG Request: \$65,000
	Description	Administrative costs for the CDBG program.

	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.

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 shown in this Annual Action Plan if known at the time the Annual Action Plan is submitted. Some location projects will be identified during the program year such as locations of homes under the Single Family Rehabilitation Loan Program, Group Home and Transitional Housing Program and the Infrastructure/Public Facilities Program.

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

Introduction

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

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

The 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. The Village has policies seeking to include affordable units in multi-family developments. The impacts of the land uses, zoning requirements, etc. are evaluated on a case-by-case basis when seeking to include the affordable units.

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 zoning policies, as contained in the Multi-Family Affordable Housing Toolkit and Affordable Rental Housing Guidelines, intended to result in affordable units in new construction residential projects.

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 zoning policies, as contained in the Multi-Family Affordable Housing Toolkit and Affordable Rental Housing Guidelines, intended to result in affordable units in new construction residential projects.

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.

Actions planned to develop institutional structure

Actions the Village will take to develop institutional structure includes:

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 Metropolis 2020, 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%

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

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

Project Location: **Arlington Heights**

Amount of CDBG Funds Requested: **\$3,000**

Brief Description of Program or Project:

Our Mission is to strengthen northwest suburban families to achieve financial stability and independence through mentoring, rental assistance and support services. To do this, we provide 2 years of financial support in the form of rent support along with mentoring and case management assistance to help families budget their resources and to especially increase their incomes.

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:



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 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.

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.

At FCH, 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, 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. 90% of families who complete our program leave with an increased level of income, some by as much as 50%. In addition, many of our program participants have earned degrees, certificates, and training to help secure better employment opportunities; have improved their job performance and earned promotions and raises; and have experienced a renewed sense of hope and an improved home life.

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.

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>
2011	\$410	Support Case Management
2012	\$400	Support Case Management
2013	\$1,000	Support Case Management
2014	\$1,500	Support Case Management
2015	\$1,960	Support Case Management
2016	\$820	Support Case Management
2016	\$2,500	Support Case Management
2017	\$2,500	Support Case Management

B. Service Area

1. Provide a brief description your agency's service area.

Arlington Heights and Palatine

2. Describe any additional criteria for the program or project.

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 presently homeless
- are not living in, or presently leaving, an abusive relationship
- are legal residents of the United States

3. What facilities, services, or programs does the agency operate in Arlington Heights?

All of our services and program operate in Arlington Heights

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

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/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, 2016 – September 30, 2017 (proposed)	69	39	39
October 1, 2017 – present	54	30	30

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?

Probably an additional 3 families, which would often be around 8-12 people.

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 | 1 |
| b. Part-time | 3 |
| c. Volunteers | 50 |

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

Phone Number: 847-342-0846

Email Address: charles.warner@fchomes.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 and how they are used.*:

We do not charge families any fees for this program

** 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	\$ 3,000
Section 108 Loan Guarantee	\$
HOME Funds	\$
ESG Funds	\$
HOPWA Funds	\$
Appalachian Regional Commission	\$
Other Federal Funds	\$
State Funds	\$
Other Local Funds (Townships)	\$32,500
Private Funds	\$ 204,500
Program Income (client fees)	\$
Other Funding Please Specify:	\$
Total Anticipated Revenue for Program/Project	\$ 240,000

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	\$ 77,500	\$ 38,750	\$ 3,000*
All other payroll cost	\$ 8,335	\$ 4,167	\$0*
Other (non-payroll) direct client service costs Explain: Unemployment / Workers Comp Ins.	\$ 1,500	\$ 750	\$0
Other administrative and indirect client serve costs Explain: rent subsidies, other family assistance	\$ 99,523	\$ 49,761	\$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)	\$ 186,858	\$ 93,429	\$ 3000***

* 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

X 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

X 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:

- X Copy of your organization's submitted 2015 Illinois Charitable Organization Annual Report Form AG990-IL*
(This is a two-page document. Please do not submit the federal form.)
- X The agency's current overall budget.
- X The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects).
- X Agency's most recent completed audit (electronic copy only is required)
- X Proof of non-profit determination
- X Organizational chart

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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please _____, on your calendar to facilitate a smooth scheduling process.

- ☐ 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: Beginning English as a Second Language Instruction

Project Location: Arlington Heights Memorial Library

Amount of CDBG Funds Requested: \$1,500 (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: The program will provide English as a Second Language (ESL) classroom instruction and computer lap access to non-native English speakers at the Arlington Heights Memorial Library (AHML). The program addresses a need in the community by serving adults who are at lower levels of proficiency than required for existing ESL programs offered at AHML.

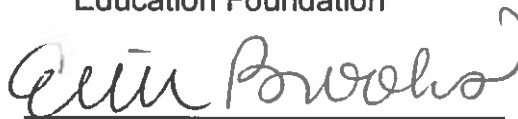
Contact Information

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:



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/

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.

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. 28, July 4, 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 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 September through April. The D214 CE share covers 51% of the costs from September through April. 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 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>
2017-18	1,500	ESL Class at Arlington Heights Memorial Library, 500 N. Dunton Avenue, Arlington Heights, IL 60004-5910
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

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2018-2019 CDBG Grant Application**

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
2008-09	\$1800	ESL Class at Arlington Heights Memorial Library

B. Service Area

1. **Provide a brief description your agency's service area.**
District 214 serves Arlington Heights, Buffalo Grove, Elk Grove Village, Mt. Prospect, Prospect Heights, Rolling Meadows, and Wheeling
2. **Describe any additional criteria for the program or project.**
 - 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.
3. **What facilities, services, or programs does the agency operate in Arlington Heights?**
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.
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, 2016 – September 30, 2017	53	30	30
October 1, 2017 – present	27	13	13

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?

17

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 | 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?

1 month. Karen Oswald will be taking over for Adult Education and Family Literacy Manager Rhonda Serafin following her retirement at the end of June.

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

None.

* 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	\$ 1,500
Section 108 Loan Guarantee	\$
HOME Funds	\$
ESG Funds	\$
HOPWA Funds	\$
Appalachian Regional Commission	\$
Other Federal Funds	\$
State Funds, ICCB	\$ 3,337
Other Local Funds	\$
Private Funds	\$
Program Income (client fees)	\$
Other Funding Please Specify:	\$
Total Anticipated Revenue for Program/Project	\$ 4,837

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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	\$	\$	\$ 1,500*
All other payroll cost	\$	\$	\$0*
Other (non-payroll) direct client service costs Explain:	\$	\$	\$
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)	\$	\$	\$ 1,500***

* 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 2015 Illinois Charitable Organization Annual Report Form AG990-IL* (This is a two-page document. Please do not submit the federal form.)
- ☒ The agency's current overall budget.
- ☒ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects).
- ☒ Agency's most recent completed audit (electronic copy only is required)
- ☒ Proof of non-profit determination
- ☒ Organizational chart

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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please _____, on your calendar to facilitate a smooth scheduling process.

- ☐ 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: **Sexual Assault Intervention Program**

Project Location: **Arlington Heights**

Amount of CDBG Funds Requested: **\$3,000** (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: **Northwest Center Against Sexual Assault (Northwest CASA) requests funds to support our 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.**

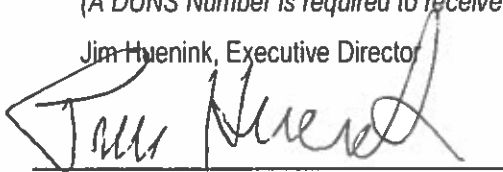
Contact Information

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:



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: **jhuenink@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 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.

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 50 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. There is no charge for medical or criminal justice advocacy service.

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>
2017	2500	Sexual assault intervention program
2016	2780	Sexual assault intervention program

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2018-2019 CDBG Grant Application**

2015	1500
2014	950
2013	400
2012	410

B. Service Area

1. **Provide a brief description your agency's service area.**
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 Crystal Lake 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. **Describe any additional criteria for the program or project.**
Northwest CASA provides services to victims of sexual violence, of all ages, and to their significant others who have been impacted by sexual violence.
3. **What facilities, services, or programs does the agency operate in Arlington Heights?**
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.
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?**
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/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, 2016 – September 30, 2017	782	53	50
October 1, 2017 – present (2/28/18)	424	35	32

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?

50

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 | 8 |
| b. Part-time | 5 |
| c. Volunteers | 41 |

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

Email Address: jhuenink@nwcasa.org

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

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

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

* 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	\$ 3,000
Section 108 Loan Guarantee	\$ 0
HOME Funds	\$ 0
ESG Funds	\$ 0
HOPWA Funds	\$ 0
Appalachian Regional Commission	\$ 0
Other Federal Funds	\$ 493,061
State Funds	\$ 106,437
Other Local Funds	89,093
Private Funds	\$ 35,618
Program Income (client fees)	\$ 0
Other Funding Please Specify:	\$ 4500
Total Anticipated Revenue for Program/Project	\$ 731,709

Village of Arlington Heights
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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: counseling, advocacy and crisis intervention.	\$ 616,540	\$ 24,360	\$ 3,000*
All other payroll cost: administrative and prevention staff.	\$ 232,044	\$	\$0*
Other (non-payroll) direct client service costs Explain: Portion of occupancy, telephone, contractual, travel, supply expenses	\$ 115,169	\$	\$0
Other administrative and indirect client serve costs Explain: portion of occupancy, telephone, contractual, travel, supply expenses for administrative and prevention staff.	\$ 52,860	\$	\$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.	\$ 81.20	\$	\$ 0**
Totals (Columns a, b & c)	\$ 1,016,613	\$ 24,360	\$ 3,000***

* 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: Total costs of Counseling, Advocacy and Crisis Intervention programs divided by total number of direct service hours provided by these programs.

*** 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 2015 Illinois Charitable Organization Annual Report Form AG990-IL* (This is a two-page document. Please do not submit the federal form.)
- ☒ The agency's current overall budget.
- ☒ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects.
- ☒ Agency's most recent completed audit (electronic copy only is required)
- ☒ Proof of non-profit determination
- ☒ Organizational chart

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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please _____, on your calendar to facilitate a smooth scheduling process.

- ☐ 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: **Child Abuse Services**

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

Amount of CDBG Funds Requested: \$3,500 (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: The Children's Advocacy Center of North and Northwest Cook County (CAC) assists child victims of sexual abuse, severe physical abuse or witnesses to violence and their non-offending family members during the investigation of the alleged abuse through expert child interviews, medical evaluations and crisis intervention services. Following the completion of the investigation, the CAC provides on-going advocacy, case management, court support and trauma-focused counseling and other follow-up services to help the child and her/his family to heal from their abuse experiences. Services are available 24 hours a day and are offered to children and families free of charge.

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:



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 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.

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

The CAC serves children ages 3 through 17 who are suspected victims of abuse, and their non-offending parents and family members. Services provided include coordination of the professionals involved in the multidisciplinary investigation of child abuse, expert child interviews, court preparation and advocacy 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 counseling, 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, 365 days a year, in order to respond to emergencies involving the safety of child victims of abuse. While the average case remains open and active for eight months, each child and family situation is unique. In cases where a criminal trial 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 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>
2017-2018	\$20,000	Building renovation at 640 Illinois Boulevard, Hoffman Estates, IL 60169
2017-2018	\$2,500	Services for child victims of sexual or physical abuse and witnesses to violence.
2016-2017	\$2,500	Services for child victims of sexual or physical abuse and witnesses to violence.

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2015-2016	\$1,960	Services for child victims of sexual or physical abuse or witnesses to violence.
2014-2015	\$1,995	Services for child victims of sexual or physical abuse or witnesses to violence.
2013-2014	\$2,000	Services for child victims of sexual or physical abuse and witnesses to violence.
2012-2013	\$1,165	Services for child victims of sexual or physical abuse and witnesses to violence.
2011-2012	\$1,220	Services for child victims of sexual or physical abuse and witnesses to violence.
2010-2011	\$1,500	Services for child victims of sexual or physical abuse and witnesses to violence.
2009-2010	\$1,000	Services for child victims of sexual or physical abuse and witnesses to violence.
2008-2009	\$2,000	Services for child victims of sexual or physical abuse and witnesses to violence.

B. Service Area

1. Provide a brief description your agency's service area.

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. Describe any additional criteria for the program or project.

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.

3. What facilities, services, or programs does the agency operate in Arlington Heights?

None

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?

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 trauma-informed counseling 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/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, 2016 – September 30, 2017	783	58	58
October 1, 2017 – present	545	50	50

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?

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.

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 | 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 x 226

Email Address: mparr@cachelps.org

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

Nineteen years.

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

None, all services are provided free of charge.

** 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	\$
Section 108 Loan Guarantee	\$
HOME Funds	\$
ESG Funds	\$
HOPWA Funds	\$
Appalachian Regional Commission	\$
Other Federal Funds	\$ 7,000
State Funds	\$ 551,967
Other Local Funds	\$56,550
Private Funds	\$ 116,776
Program Income (client fees)	\$ 0
Other Funding Please Specify: United Way	\$ 28,500
Total Anticipated Revenue for Program/Project	\$ 760,793

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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	\$ 589,759	\$ 44,822	\$ 3,500*
All other payroll cost	\$ 52,994	\$ 4,028	\$0*
Other (non-payroll) direct client service costs Explain:	\$ 101,000	\$ 7,676	\$0
Other administrative and indirect client serve costs Explain:	\$ 17,040	\$ 1,295	\$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.	\$	\$	\$ 0**
Totals (Columns a, b & c)	\$ 760,793	\$ 57,821	\$ 3,500***

* 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 2015 Illinois Charitable Organization Annual Report Form AG990-IL (This is a two-page document. Please do not submit the federal form.)
- ☒ The agency's current overall budget.
- ☒ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects).
- ☒ Agency's most recent completed audit (electronic copy only is required)
- ☒ Proof of non-profit determination
- ☒ Organizational chart

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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please _____, on your calendar to facilitate a smooth scheduling process.

- ☐ 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 encouraged 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: Homeless Shelter

Project Location: Scattered Sites

Amount of CDBG Funds Requested: \$15,000 (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: WINGS provides housing, integrated services, education, and advocacy to end domestic violence.

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 Grant Writer - Government

Relations

Signature:



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 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.

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 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>
2017-18	\$6,000	Emergency Shelter
2016-17	\$6,000	Emergency Shelter
2015-16	\$2,935	Housing and Services
2014-15	\$2,690	Housing and Services
2012-13	\$1,560	Housing and Services
2011-12	\$1,640	Housing and Services
2010-11	\$2,000	Housing and Services

B. Service Area

- 1. Provide a brief description your agency's service area.**

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. Describe any additional criteria for the program or project.**

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.

- 3. What facilities, services, or programs does the agency operate in Arlington Heights?**

WINGS has staff who office out of Northwest Community Hospital and WINGS also operates a resale store on Rand Road in Arlington Heights.

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

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/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 (proposed)	500 people/40,000 nights	15 people/1,698 nights	10
October 1, 2017 – present (February 28, 2018)	288 people/23,994 night	19 people/1,039 nights	13
October 1, 2016- September 30, 2017	582 people/54,307 nights	13 people/2,339 nights	7

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?
One night of emergency shelter costs \$86 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.
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 | 62 |
| b. Part-time | 14 |
| 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, Grant Writer – Government Relations

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 one year.

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

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.

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	\$
Section 108 Loan Guarantee	\$
HOME Funds	\$
ESG Funds	\$ 66,000
HOPWA Funds	\$
Appalachian Regional Commission	\$
Other Federal Funds	\$ 631,549
State Funds & Local Funds	\$ 255,500
Other Local Funds	
Private Funds	\$
Program Income (client fees)	\$
Other Funding Please Specify:	\$ 467,030
Total Anticipated Revenue for Program/Project	\$ Foundations, In-Kind Donations, United Way, etc.

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:	\$ 1,034,843	\$ 15,000	\$15,000
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)	\$ 1,034,843	\$ 15,000	\$ 15,000***

* 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: \$86 per night of emergency shelter, \$59 per night of transitional housing shelter (Please see attached formula.)

*** 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

2.

If so, please specify how funds will be used.
Funds will be utilized for nights of shelter.

3. **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 2015 Illinois Charitable Organization Annual Report Form AG990-IL* (This is a two-page document. Please do not submit the federal form.)
- ☒ The agency's current overall budget.
- ☒ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects).
- ☒ Agency's most recent completed audit (electronic copy only is required)
- ☒ Proof of non-profit determination
- ☒ Organizational chart

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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please _____, on your calendar to facilitate a smooth scheduling process.

- ☐ 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:

- ☐ Not 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: Affordable housing options and support services

Project Location: Village of Arlington Heights

Amount of CDBG Funds Requested: \$5,000 (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: Resources for Community Living (RCL) offers affordable housing options and individualized support services for adults with developmental and/or physical disabilities. The purpose of the services is to allow persons with disabilities to live independently in homes or apartments throughout the community, reducing potential homelessness and unnecessary institutionalization.

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:



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 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.

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 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>
2008	\$2,500	Affordable housing options and support services
2009	\$1,400	Affordable housing options and support services
2010	\$1,500	Affordable housing options and support services
2011	\$1,220	Affordable housing options and support services
2012	\$1,165	Affordable housing options and support services
2013	\$2,000	Affordable housing options and support services
2014	\$2,195	Affordable housing options and support services
2015	\$2,935	Affordable housing options and support services
2016	\$4,160	Affordable housing options and support services
2017	\$5,000	Affordable housing options and support services

B. Service Area

1. **Provide a brief description your agency's service area.**
North/Northwest Suburban Cook County, Mt. Prospect, Niles, Hanover Park, Buffalo Grove, Lake Zurich, Rolling Meadows, Park Ridge, Palatine, Hoffman Estates, Schaumburg, Inverness, Norridge, Libertyville, Skokie and Evanston.

2. **Describe any additional criteria for the program or project.**
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.

3. **What facilities, services, or programs does the agency operate in Arlington Heights?**
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.

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?**
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/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 (proposed)	200	6	6
October 1, 2017 – present	83	5	5

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?

1

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 2
- c. Volunteers 20-30

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

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

N/A

* 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	\$ 5,000
Section 108 Loan Guarantee	\$
HOME Funds	\$
ESG Funds	\$
HOPWA Funds	\$
Appalachian Regional Commission	\$
Other Federal Funds	\$
State Funds	\$ 4,978
Other Local Funds	\$56,000
Private Funds	\$ 35,000
Program Income (client fees)	\$
Other Funding Annual Gala – 80,000; Social Group - 4,020; Donations - 66,685, Special events 15,000 Please Specify: In Kind \$4,317	\$ 165,705
Total Anticipated Revenue for Program/Project	\$ 271,000

Village of Arlington Heights
2018-2019 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	\$ 77,216	\$ 9,266	\$ 5,000*
All other payroll cost	\$	\$	\$0*
Other (non-payroll) direct client service costs Explain:	\$	\$	\$
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)	\$ 77,216	\$ 9,266	5,000

* 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 2015 Illinois Charitable Organization Annual Report Form AG990-IL *
(This is a two-page document. Please do not submit the federal form.)
- ☒ The agency's current overall budget.
- ☒ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects. **SAME AS ABOVE**)
- ☒ Agency's most recent completed audit (electronic copy only is required)
- ☒ Proof of non-profit determination
- ☒ Organizational chart

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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please _____, on your calendar to facilitate a smooth scheduling process.

- ☐ 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 encouraged 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).

7

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: **Escorted Transportation Service (ETS)**

Project Location: Northwest Suburban Chicago—Concentrated in Arlington Heights

Amount of CDBG Funds Requested: \$3,750 (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: Escorted Transportation Service provides a service that allows local frail elderly residents to age in place while being assured their health care needs are taken care of. We do this by driving the frail elderly to their medical and dental appointments. All our drivers are screened and trained volunteers. They pick up our clients at their homes, take them to their appointment, stay with them during the appointment, and take the client back home. If the client needs a prescription filled, the driver will also stop at a pharmacy on the way home.

Contact Information

Organization Name: Escorted Transportation Service, Northwest (ETS/NW)

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: 

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 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.

Many of Arlington Heights' **frail elderly residents**, who are typically on fixed incomes, want to maintain their independence by aging in place while also being able to care for their health needs. At the same time, they are no longer able to drive nor are they able to use other available transportation services. ETS/NW provides a solution to their transportation needs by having **trained volunteer drivers pick these residents up at their homes and take them to their medical appointments. ETS/NW is unique because our drivers stay with our clients throughout their appointment.** This is particularly important as many of our clients have hearing, vision or memory loss which makes negotiating the distances and complexities of hospitals and medical facilities difficult.

While any resident over 60 qualifies for our services, **our average client is 85 years old.** The U.S. Census predicts that the population of 85+ year olds will triple by 2040. Corresponding to this, we are seeing an **ever-increasing demand for our services.** The growth in demand is highlighted by comparing 2016 to 2017:

	2017	2016	Number Change	Percent Change
Number of Arlington Heights Residents Served	172	150	+22	15%
Number of Rides Given to Arlington Heights Residents	1,149	1,018	+131	13%

In 2017, our drivers also made 398 trips into Arlington Heights with clients from the other 13 municipalities we serve and 4,806 total rides across our entire footprint. Given this, we anticipate the increased demand will continue. Across our footprint in 2017, we saw an increase of 111% in requests for applications from new passengers. We also saw an average increase of 7% in requests for rides on any given day. Our goal is to be true to our mission and expand our capacity so we can meet the growing demand for our services.

We cover 14 municipalities, including Arlington Heights, 4 Townships and 5 major medical centers. A key benefit of the size of our territory is that it allows the frail elderly passengers from Arlington Heights to go medical and dental appointments that cross municipality boundaries. Many of our clients have longstanding relationships with doctors outside their municipality that they want to continue to see. Similarly, our drivers take clients from other municipalities to doctors and dentists in Arlington Heights.

Our 100+ volunteer drivers are neither reimbursed for their gas nor their time by ETS/NW. While ETS/NW asks each passenger for an affordable \$6 donation per one-way ride, our actual cost per one-way rides is \$21.33. No passenger is ever turned away for an inability to contribute towards the cost of their rides.

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.

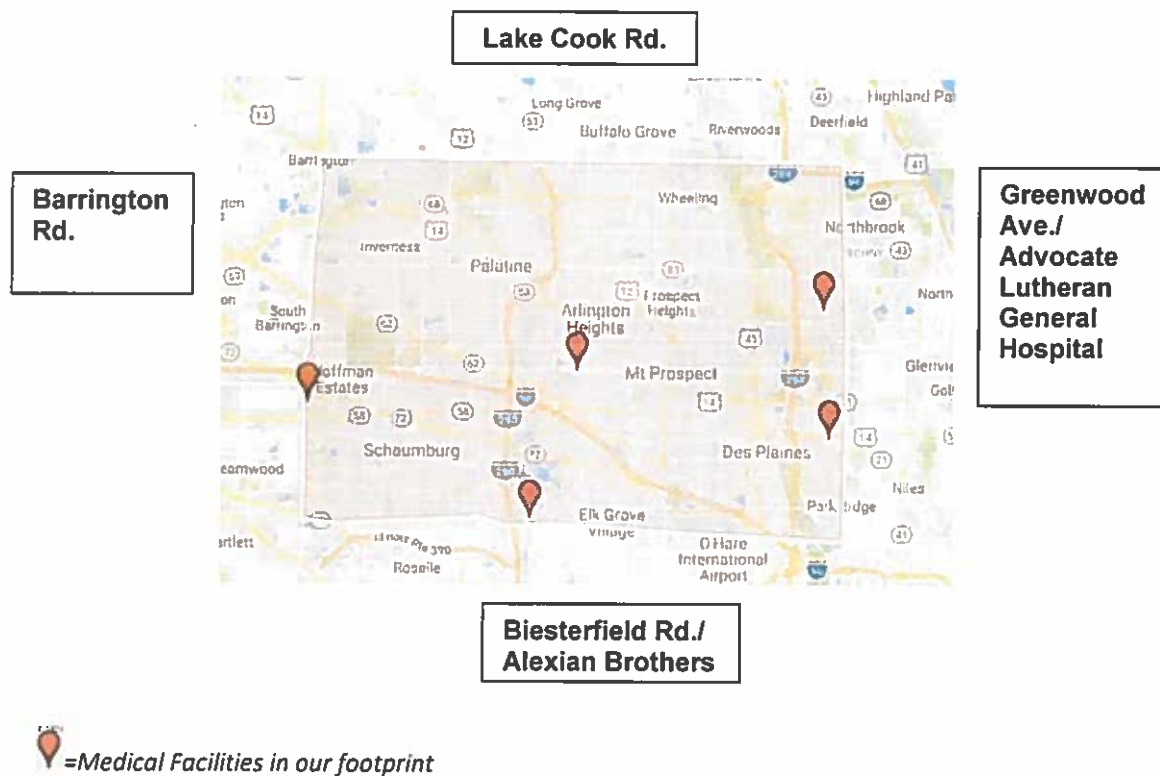
<u>Year</u>	<u>Amount</u>	<u>Purpose and (if applicable) Address</u>
2008	\$250	Transportation of frail elderly to medical and dental appointments
2009	\$750	Transportation of frail elderly to medical and dental appointments
2010	\$1,975	Transportation of frail elderly to medical and dental appointments
2011	\$1,220	Transportation of frail elderly to medical and dental appointments
2012	\$1,165	Transportation of frail elderly to medical and dental appointments
2013	\$2,000	Transportation of frail elderly to medical and dental appointments
2014	\$2,195	Transportation of frail elderly to medical and dental appointments
2015	\$2,935	Transportation of frail elderly to medical and dental appointments
2016	\$3,500	Transportation of frail elderly to medical and dental appointments
2017	\$3,500	Transportation of frail elderly to medical and dental appointments

B. Service Area

1. Provide a brief description your agency's service area.

ETS/NW's footprint is a 160 square mile area within the northwest suburbs (see map below). We cover 14 municipalities, including Arlington Heights, 4 Townships and 5 major medical centers (Northwest Community Hospital, Advocate/Lutheran General Hospital, NorthShore Glenbrook, Amita/St. Alexius, Amita/Alexian Brothers).

A key benefit of the size of our territory is that it allows the frail elderly passengers from Arlington Heights to go medical and dental appointments that cross municipality boundaries. Consequently, clients who have longstanding relationships with doctors outside their municipality can continue to see them. Similarly, our drivers take clients from other municipalities to doctors and dentists in Arlington Heights.



2. Describe any additional criteria for the program or project.

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 that includes contact information, an emergency contact and a client liability release. Clients must schedule rides at least 7 days in advance. 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. Our program is available to all qualified Arlington Heights residents, regardless of income.

3. What facilities, services, or programs does the agency operate in Arlington Heights?

ETS/NW's office is located in Arlington Heights. 49% 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.

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. 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, in 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/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, 2016 – September 30, 2017	351	171	171
October 1, 2017 – March 31, 2018	254	119	119

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 25 residents. Twenty-five is 15% more than the 22 new passengers we had in 2017. We anticipate that the growth in demand for our services will continue.

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 1
- b. Part-time 2
- c. Volunteers 71 Active Drivers—at any point in time—100 total, 9 Board Members,
6 Office and Administrative, 4 Community Outreach, 2 Pro Bono, 1 Skills Based

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?
1 Year

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

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, to use our service, 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.

Our actual cost per ride is \$21.33. All client donations go toward covering program costs. These costs include the insurance needed to cover the drivers, and the program support needed to schedule rides, and recruit and train drivers.

** 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	\$ 3,750
Section 108 Loan Guarantee	\$ 0
HOME Funds	\$ 0
ESG Funds	\$ 0
HOPWA Funds	\$ 0
Appalachian Regional Commission	\$ 0
Other Federal Funds	\$ 0
State Funds	\$ 0
Other Local Funds	\$24,000
Private Funds	\$17,000
Program Income (client fees)	\$ 26,700
Other Funding Please Specify: Foundations, Local Organizations, Fundraising	\$ 45,000
Total Anticipated Revenue for Program/Project	\$ 116,450

Village of Arlington Heights
2018-2019 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	\$ 46,500	\$ 22,800	\$ 3,750
All other payroll cost <i>(Includes Payroll Taxes)</i>	\$ 33,200	\$ 16,300	\$ 0
Other (non-payroll) direct client service costs Explain: Volunteer Expenses, Ride Scheduling Software License, Enrollment Costs	\$ 14,000	\$ 6,900	\$ 0
Other administrative and indirect client serve costs Explain: Insurance, Office Supplies, Phone, Outside Services, Rent, Meeting/Travel	\$ 22,500	\$ 11,000	\$ 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.	\$ N/A	\$ N/A	\$ N/A
Totals (Columns a, b & c)	\$ 116,200	\$ 57,000	\$ 3,750

* 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

X 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

X 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.)

X *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

Please check one of the following 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.)

X *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

H. Other Information

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

All Applications:

- X Copy of your organization's submitted 2015 Illinois Charitable Organization Annual Report Form AG990-IL*
(This is a two-page document. Please do not submit the federal form.)
- X The agency's current overall budget.
- X The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects.
- X Agency's most recent completed audit (electronic copy only is required)
- X Proof of non-profit determination
- X Organizational chart

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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please _____, on your calendar to facilitate a smooth scheduling process.

- ☐ 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: **Access to Care**

Project Location: **Village of Arlington Heights**

Amount of CDBG Funds Requested: **\$7253** (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: **Primary Health Care Program**

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:



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 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.

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 July 2017 the Access to Care program launched a Behavioral Health Pilot. Two thousand random clients were selected throughout our service area to participate in this pilot program. We are very excited to extend support services and offer non-emergency outpatient care from a psychologist, social worker or clinical therapist. After the first year the program will be re-assessed to determine its value to Access to Care clients.

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>
2017	\$10,000	Primary Health Care Services
2016	\$10,000	Primary Health Care Services
2016	\$ 3,960	(extended grant amount)
2015	\$ 9,500	Primary Health Care Services
2014	\$ 9,115	Primary Health Care Services
2013	\$ 8,800	Primary Health Care Services
2012	\$ 7,725	Primary Health Care Services
2011	\$ 8,300	Primary Health Care Services
2010	\$11,000	Primary Health Care Services
2009	\$12,000	Primary Health Care Services

B. Service Area

1. **Provide a brief description your agency's service area.**
Access to Care serves residents in all municipalities of Suburban Cook County and the NW side of Chicago.

2. **Describe any additional criteria for the program or project.**
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.

3. **What facilities, services, or programs does the agency operate in Arlington Heights?**
Physicians, radiology/laboratory services and Walgreens pharmacies are located throughout the suburban Cook County suburbs. Three (3) primary care physicians are located in the Village of Arlington Heights. Quest Diagnostics is located on Central in Arlington Heights, ACL Laboratories is located on Arlington Heights Road in Arlington Heights and LabCorp is located on Central in Arlington Heights for laboratory services. At least five (5) Walgreens pharmacies are located in Arlington Heights for prescription benefits.

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, 2016 – September 30, 2017	5665	78	22
October 1, 2017 – present (3/31/18)	4787	68	8

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?
\$7253 will cover the direct services costs needed to provide 22 Village of Arlington Heights residents with unlimited primary health care services for one year.

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 10

b. Part-time 2

c. Volunteers Board members volunteer their time and council 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, Director of Operations

Phone Number: 708.531.0680 x227

Email Address: kimberlym@sphcc.org

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

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used. *:

There is a \$20 enrollment fee per person for first time enrollee's with a \$50 cap for a family. \$5 co-payments are given to physicians per office visit 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.

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	\$7,253
Section 108 Loan Guarantee	\$
HOME Funds	\$
ESG Funds	\$
HOPWA Funds	\$
Appalachian Regional Commission	\$
Other Federal Funds	\$
State Funds	\$
Other Local Funds	\$ 1,612,747
Private Funds	\$ 750,000
Program Income (client fees)	\$ 20,000
Other Funding Please Specify:	\$ 850,000
Total Anticipated Revenue for Program/Project	\$ 3,240,000

Village of Arlington Heights
2018-2019 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	\$ 221,548	\$ 3,544	\$ 974* (estimate – will not request reimbursement)
All other payroll cost	\$ 775,190	\$ 12,403	\$0*
Other (non-payroll) direct client service costs Explain: Providers	\$ 1,648,537	\$ 26,376	\$7,253
Other administrative and indirect client serve costs Explain: Operating Expense Benefits, taxes	\$ 594,725	\$ 9,515	\$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.	\$ n/a	\$ n/a	\$ n/a**
Totals (Columns a, b & c)	\$ 3,240,000	\$ 51,838	\$ 7,253***

* 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 2016 Illinois Charitable Organization Annual Report Form AG990-IL*
(This is a two-page document. Please do not submit the federal form.)
- ☒ The agency's current overall budget.
- ☒ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects).
- ☒ Agency's most recent completed audit (electronic copy only is required)
- ☒ Proof of non-profit determination
- ☒ Organizational chart

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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please _____, on your calendar to facilitate a smooth scheduling process.

- ☐ 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: **Homeless Services**

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

Amount of CDBG Funds Requested: \$10,000.00 (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: JOURNEYS | The Road Home is homeless service provider offering year-round emergency and non-emergency shelter, wrap around social services and housing to the homeless and near homeless in the north and northwest suburbs of Cook County.

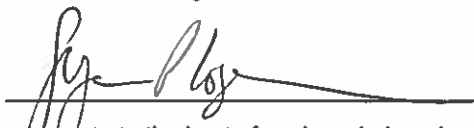
Contact Information

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:



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: www.journeystheroadhome.org

RECEIVED
APR 13 2018
**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 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.

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 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>
2017-2018	\$4,500.00	Homeless Services
2016-2017	\$4,500.00	Homeless Services
2015-2016	\$1,645.00	Gap Year Homeless Services
2015-2016	\$3,900.00	Homeless Services
2014-2015	\$3,190.00	Homeless Services
2013-2014	\$3,000.00	Homeless Services

**Village of Arlington Heights
2018-2019 CDBG Grant Application**

2012-2013	\$1,740.00	Homeless Services
2011-2012	\$1,830.00	Homeless Services
2010-2011	\$2,500.00	Homeless Services

B. Service Area

1. Provide a brief description your agency's service area.

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. Describe any additional criteria for the program or project.

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

3. What facilities, services, or programs does the agency operate in Arlington Heights?

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.

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?

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/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, 2016 – September 30, 2017	943	119	55
October 1, 2017 – present	677	84	39

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?

20

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 | 6 |
| b. Part-time | 1 |
| c. Volunteers | 100 |

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

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

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

4. Suzanne has worked for JOURNEYS for three years, Shaina has worked for JOURNEYS for five years.

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

No fee is charged to any client. .

** 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	\$10,000.00
Section 108 Loan Guarantee	\$ 0.00
HOME Funds	\$ 0.00
ESG Funds	\$ 9,000.00
HOPWA Funds	\$ 0.00
Appalachian Regional Commission	\$ 0.00
Other Federal Funds	0.00
State Funds	\$ 19,410.00
Other Local Funds	\$25,988.00
Private Funds	\$ 209,373.00
Program Income (client fees)	\$ 0.00
Other Funding Please Specify: Events	\$60,528.00
Total Anticipated Revenue for Program/Project	\$334,299.00

Village of Arlington Heights
2018-2019 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:	\$	\$	\$
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.	\$ 353,324.75	\$ 45,932.25	\$ 10,000.00**
Totals (Columns a, b & c)	\$353,324.75	\$ 45,932.25	\$ 10,000.00***

* 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: Direct client services are billed at two rates. Basic services (food, clothing, material goods, Rx) are billed at a cost of \$31.00 per hour. All other services including case management is billed at \$66.00 per hour.

*** 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.

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**

Amount of CDBG Funds Requested: **\$30,000**

Brief Description of Program or Project: **CAP (Children at Play), is a before & after school program offering child care within the local schools. Funding will provide a subsidized tuition to low-income families to participate in the CAP program.**

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: **Alisa Kapusinski, Superintendent of Recreation Programs**

Signature:



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: **847-506-7131**

Fax Number: **847-506-2735**

Email Address: **akapusinski@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 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.

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 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 one off site location, 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 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>
2017	\$5,250	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

B. Service Area

- 1. Provide a brief description your agency's service area.**

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

- 2. Describe any additional criteria for the program or project.**

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 or Windsor School. These schools all fall within the Village of Arlington Heights boundaries.

- 3. What facilities, services, or programs does the agency operate in Arlington Heights?**

All locations of the CAP program are located within Arlington Heights.

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

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/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, 2016 – September 30, 2017	1069	990	17
October 1, 2017 – present (March, 2018)	1133	1062	19

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?
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 option they were enrolled in.
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 | 100 |
| 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?
4 years (Katie)

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

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.*

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	\$ 30,000
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)	\$ 2,027,394
Other Funding Please Specify:	
Total Anticipated Revenue for Program/Project	\$ 2,057,394

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	\$ 817,141	\$ 0	\$ 0*
All other payroll cost	\$ 215,584	\$ 0	\$0*
Other (non-payroll) direct client service costs Explain: program supplies – snacks, crafts & equipment, enrichment, bus rental, staff apparel	\$ 300,275	\$ 0	\$0
Other administrative and indirect client serve costs Explain: training, phones, office supplies, vehicle	\$ 99,346	\$ 0	\$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.	\$ --	\$ 30,000	\$ 30,000**
Totals (Columns a, b & c)	\$ 1,432,346	\$ 30,000	\$ 30,000***

* 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: For children that attend full time (5 days/week), the daily cost is \$6.25 for morning care & \$7.75 for afternoon care. For children that attend part time (3 days/week), the daily cost is \$6.95 for morning care & \$8.60 for afternoon care.

*** 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: See attached document

- ☐ Copy of your organization's submitted 2015 Illinois Charitable Organization Annual Report Form AG990-IL* (This is a two-page document. Please do not submit the federal form.)
- ☐ The agency's current overall budget.
- ☐ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects).
- ☐ Agency's most recent completed audit (electronic copy only is required)
- ☐ Proof of non-profit determination
- ☐ Organizational chart

Other documents such as program brochures may be provided at the option of the applicant.

Construction/Rehabilitation, Applications Only:

N/A

- ☐ Proposed construction/rehabilitation schedule. Please note that construction/rehabilitation projects should be completed by August 1, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please _____, on your calendar to facilitate a smooth scheduling process.

- ☐ 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:

N/A

- ☐ 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: **Services to Victims of Domestic Violence and Sexual Assault**

Project Location: Des Plaines, IL

Amount of CDBG Funds Requested: \$5,000 (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: Life Span was founded in 1978 by a coalition of women community organizers in the north and northwest suburbs of Chicago to address the urgent need to assist battered women.

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

Counseling for survivors;

Counseling for children exposed to domestic violence;

Outreach, education & counseling for adolescents regarding teen dating violence;

Criminal court advocacy;

Legal representation in order of protection and family law cases;

Civil legal remedies for sexual assault;

Immigration representation for domestic and sexual abuse victims; and

Outreach, education and training for service providers.

Services are offered in English, Spanish, Polish, Russian, Arabic, Hindi, Urdu and Telugu

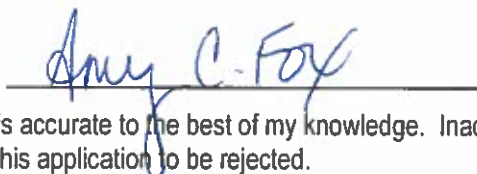
Contact Information

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:



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 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.

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. Thanks to newly obtained Victims Of Crime Act (VOCA) money, Life Span will be expanding our legal and counseling services benefitting Arlington Heights. This improvement in assistance to battered women, immigrants and children whose parents are clients of Life Span means that we are adding two family law and one immigration attorney to our Des Plaines office. This brings the total number of attorneys there to four. We are also adding two more counselors to our Des Plaines office, totaling five.

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>
FY16	\$3,000	Direct client services to persons who are victims of spousal domestic violence
FY17	\$3,000	Direct client services to persons who are victims of spousal domestic violence

B. Service Area

1. Provide a brief description your agency's service area.

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

2. Describe any additional criteria for the program or project.

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.

3. What facilities, services, or programs does the agency operate in Arlington Heights?

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.

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?

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/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.

Village of Arlington Heights
2018-2019 CDBG Grant Application

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served with CDBG Funds
October 1, 2018 – September 30, 2019 (proposed)	4,630	220	45
October 1, 2017 – present (February)	3,085	166	32

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?

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 | 37 |
| b. Part-time | 0 |
| c. Volunteers | 22 |

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, Deputy Executive Director

Phone Number: 847-824-0382

Email Address: afox@life-span.org

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

20 years.

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

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.*

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	\$ 5000
Section 108 Loan Guarantee	\$
HOME Funds	\$
ESG Funds	\$
HOPWA Funds	\$
Appalachian Regional Commission	\$
Other Federal Funds	\$ 1665971
State Funds	\$ 513543
Other Local Funds	\$135,750
Private Funds	\$ 754844
Program Income (client fees)	\$
Other Funding Please Specify:	\$
Total Anticipated Revenue for Program/Project	\$ 3,075,108

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	\$ 1,751,258.52	\$ 38,503	\$ *
All other payroll cost	\$ 304,209.23	\$1,608	\$0*
Other (non-payroll) direct client service costs Explain: Consultants, Occupancy, Utilities, Insurance, Supplies, Client Litigation costs, Travel, Direct Client Assistance, Furn. & Equip. Maint. & Purch., Communications, Postage, Printing, Staff Development & Meetings, Subscriptions & Dues,	\$ 2,671,798	\$ 15,345	\$5,000
Other administrative and indirect client serve costs Explain: Consultants, Accounting and Audit, Occupancy, Utilities, Insurance, Supplies, Travel, Furn. & Equip. Maint. & Purch., Communications, Postage, Printing, Depreciation, Staff Development & Meetings, Subscriptions & Dues, Special Events	\$ 459,082	\$2,918	\$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)	\$ 3,130,879	\$ 58,374	\$ 5,000***

* 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.

N/A

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 2015 Illinois Charitable Organization Annual Report Form AG990-IL*
(This is a two-page document. Please do not submit the federal form.)
- ☐ The agency's current overall budget.
- ☐ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects).
- ☐ Agency's most recent completed audit (electronic copy only is required)
- ☐ Proof of non-profit determination
- ☐ Organizational chart

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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please _____, on your calendar to facilitate a smooth scheduling process.

- ☐ 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: Healthy Lifestyles Initiative Program

Project Location: Center for Enriched Living – 280 Saunders Road, Riverwoods, IL 60015

Amount of CDBG Funds Requested: \$1,500 (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project:

We are targeting our 400 members who attend programs at CEL on a weekly basis. Including 24 CEL members and their families who reside in Arlington Heights with intellectual and developmental disabilities. Our Arlington Heights members participated in a wide array of programming at CEL, including the REACH adult day programs; our summer camp; dances and excursions; afternoon programs; and in our evening and weekend programs. Healthy Lifestyles Initiative Program curricula are integrated into the structure of our current programs and focuses on Physical Health and Mental/Social Health Programs.

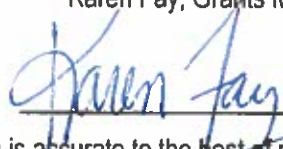
Contact Information

Organization Name: Center for Enriched Living

DUNS (Dun and Bradstreet) Number: 607406162
(A DUNS Number is required to receive federal funding)

Contact Name, Title: Karen Fay, Grants Manager

Signature:



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: 280 Saunders Road

Mailing Address 2:

City, State, Zip: Riverwoods, IL 60015

Telephone Number: 847-315-9918

Fax Number: 847-948-7621

Email Address: Karen@CenterForEnrichedLiving.org

Organization website: www.centerforenrichedliving.org

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.

Healthy Lifestyles Initiative Program curricula are integrated into the structure of our current programs and focuses on Physical Health and Mental/Social Health Programs.

Physical Health Program

- Increase awareness of the problem of obesity and accompanying health issues, and assists individuals in learning and implementing what they can do to foster a more active lifestyle.
- CEL staff lead discussions on choosing healthy foods; reading nutrition labels; and understanding food safety.
- Education and exposure to fitness practices are our primary tools for gross motor skills, as well as focusing on fine-motor skills
- Members go to community farmer's markets and grocery stores to introduce them to healthy choices. Members help select healthy recipes and prepare their dishes in CEL's Kitchen.

Mental/Social Health Program

Mental/Social Health is a balanced, healthy way of interacting with others and the ability to appropriately respond to our own emotions. Our members are more likely to be bullied and harassed, have a limited number of friends, and engage in fewer extracurricular activities than their peers.

CEL Mental/Social Health Programs help foster and teach about how to thrive independently in the community and how we can help alleviate the social isolation and loneliness our members often experience. CEL's Mental/Social Health Programs include:

- A highly successful relationship building class with a certified Licensed Clinical Professional Counselor (LCPC) as well as a Self-Advocacy Class with CEL staff.
- Volunteering – Volunteering is an activity that fosters relationship-building and teamwork, it is a great way for our members to form social connections which, like all of programs, in return can eliminate loneliness and isolation.
- Sensory Class: CEL Members often have difficulties in processing sensory information. This is one of the causes for behaviors such as spinning, pacing, and rocking. Sensory activities help our members calm down to better learn.
- Art Program: CEL's Art Program helps our members communicate and explore different aspects of their own personalities through different mediums (painting, drawing, sculpture, etc.).
- Women's Club/Men's Club offers a peer to peer support.

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>
N/A	N/A	N/A

B. Service Area

1. Provide a brief description your agency's service area.

CEL does not have any geographic boundaries. We currently have members who attend programming from 49 different communities, including: Arlington Heights, Bannockburn, Bloomingdale, Bridgeview, Buffalo Grove, Chicago, Deerfield, Des Plaines, Elk Grove Village, Evanston, Glencoe, Glenview, Gurnee, Highland Park, Hoffman Estates, Inverness, Itasca, Lake Bluff, Lake Forest, Lake Villa, Lake Zurich, Libertyville, Lincolnshire, Lincolnwood, Long Grove, Morton Grove, Mount Prospect, Mundelein, Northbrook, Palatine, Park Ridge, Prospect Heights, Riverwoods, Rolling Meadows, Round Lake, Round Lake Beach, Round Lake Park, Schaumburg, Skokie, Vernon Hills, Villa Park, Waukegan, Wheeling, Wilmette, and Winnetka.

2. Describe any additional criteria for the program or project.

We have no eligibility requirements, beyond that the member have a developmental disability. This is an umbrella term that describes individuals with physical, intellectual, or sensory difficulties (in isolation or in any combination) that present before age 22. Examples of the developmental disabilities we serve include Autism, Cerebral Palsy, Prader-Willi, Fragile X, Down Syndrome, Rett Syndrome, and visual/hearing impairments. While all of our members have a developmental disability, many also have physical issues as part of their disability or resulting from it. Approximately 30% of members use wheelchairs or other mobility aids, and about 5% need 1:1 or 1:2 aides to assist with feeding, toileting, and/or behavioral issues. Eighty percent (80%) of our members are adults, aged 22-90. We continue to serve elderly individuals with developmental disabilities. It's also important to note that our members age more quickly than the general public: research estimates that people with developmental disabilities physically experience the age-related declines at 40 that most people don't experience until age 70.

3. What facilities, services, or programs does the agency operate in Arlington Heights?

The majority of CEL's programs operate in our Riverwoods or Hoffman Estates locations. In addition, we provide a program called Center on Wheels to a group home in Arlington Heights. The vast majority of our members (60%) live in group residences. CEL began a program for these members who have severe behavioral or physical needs which preclude them from venturing into the community. Our Center on Wheels program brings CEL activities and staff to these members. For two hours each week, CEL staff work with group home members on light cooking, such as making hummus or fruit smoothies; art projects, including drawings with pipe cleaners and cupcake liners; and indoor games, such as bowling. The Center on Wheels program is a wonderful opportunity for friends and roommates to connect at the end of a long day.

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?

There are other programs that serve individuals with intellectual/developmental disabilities (IDD). However, for 50 years, CEL has been providing skill-building and educational programming which provides choices to our members as well as build peer-to-peer relationships. Research indicates that people with developmental disabilities are twice as likely to report feeling lonely or isolated than the general population. A study conducted by the Council on Quality and Leadership (CQL) proves the importance of friends to the quality of life of people with IDD. The study found that having friends increases the likelihood of every area of quality of life being present. For example, people with IDD with friends are 2 times more likely to realize personal goals compared to those without friends. People with disabilities with friends are 6 times more likely to perform different social roles compared to those without friends. Compared to those without friends, people are 7 times more likely to participate in the life of the community.

As friendship can improve every area of one's life, it is crucial CEL support people with IDD to develop, maintain, and grow their friendships.

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, 2016 – September 30, 2017	400	22	N/A
October 1, 2017 – present	365	24	N/A

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?

If CEL receives funding, we hope to serve an additional 5 members from Arlington Heights in 2018-2019.

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 | 31 |
| b. Part-time | 40 |
| c. Volunteers | 445 |

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 Fay

Phone Number: 847-315-9918

Email Address: Karen@CenterForEnrichedLiving.org

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

Karen has been with CEL since 2016.

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

Ensuring that our programming remain affordable for members is vital to our mission. We provide scholarships to those who cannot afford even the nominal fee. Last year, we provided a total of \$78,000 in financial assistance to 176 individuals. We continue to see an increased need for this program. For FY18, we have increased our scholarship budget to \$102,000.

Our program fees do not reflect the actual cost of running our programs. Only 33% of our over \$3.4 million FY18 annual budget is earned from client fees and, since *CEL receives no federal or state funding, we depend on financial support from the community for the remainder of our budget*. CEL membership fees cover direct expenses, and programs' indirect expenses are met through our fundraising strategy. In order to raise the funds needed to sustain the annual budget, CEL has maintained its' diversified fundraising strategy comprised of: the annual fund (which involves individual and direct mail solicitation); foundation and corporate grants; townships; major gifts; and special events.

** 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	\$ 1,500
Section 108 Loan Guarantee	\$ 0
HOME Funds	\$ 0
ESG Funds	\$ 0
HOPWA Funds	\$ 0
Appalachian Regional Commission	\$ 0
Other Federal Funds	\$0
State Funds	\$0
Other Local Funds – Membership Fees	\$63,622
Private Funds – Grants	\$32,750
Program Income (client fees)	\$131,300
Other Funding Please Specify: special events	\$56,850
Total Anticipated Revenue for Program/Project	\$286,022

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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	\$208,526	\$12,500	\$1,500*
All other payroll cost	\$45,000	\$2,700	\$0*
Other (non-payroll) direct client service costs Explain:	\$0	\$0	\$0
Other administrative and indirect client serve costs Explain:	\$32,496	\$1,950	\$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.	\$0	\$0	\$0**
Totals (Columns a, b & c)	\$286,022	\$17,150	\$1,500***

* 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: N/A

*** 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

If so, please specify how funds will be used.

N/A

3. 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 2015 Illinois Charitable Organization Annual Report Form AG990-IL*
(This is a two-page document. Please do not submit the federal form.)
- ☒ The agency's current overall budget.
- ☒ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects).
- ☒ Agency's most recent completed audit (electronic copy only is required)
- ☒ Proof of non-profit determination
- ☒ Organizational chart

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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please _____, on your calendar to facilitate a smooth scheduling process.

- ☐ 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: **Housing Counseling and Assistance**

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

Amount of CDBG Funds Requested: \$6,000 (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: The program provides counseling and education for a clientele of low to moderate income levels.

Contact Information

Organization Name: Northwest Compass, Inc.

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

Contact Name, Title: Susan Tybon, M.A. Executive Director

Signature:



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, Illinois 60056

Telephone Number: 224 324 3235

Fax Number: (847) 305-3972

Email Address: stybon@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 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.

The program provides counseling and education for a clientele of low to moderate income levels. Most of the households that Northwest Compass serves are experiencing some form of housing crisis caused by loss of employment or illness. Through solution focused case management, case managers complete one-on-one assessment to evaluate the current crisis and need, educate the client on options and help the client to determine for themselves a solution. Two years ago, Northwest compass added a specific focus on addressing the homelessness of youth and veterans. To further enhance the work done with unaccompanied youth, starting with those who are in high school and upwards to 24 years of age, Northwest Compass started the Suburban Youth Networking Coalition (SYNC). This coalition exists to support and empower youth through a coordinated effort to increase access to services. In addition, last year, the Alliance to End Homelessness named Northwest Compass the lead organization in the North West region for coordinated entry – Cook County wide system to coordinated housing and supportive services resources.

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	0	N/A	
2017	0	N/A	
2016 09/30/2016	26208	Child Care Assistance	Note: The amount reflects 05/1/2015 –
2015			See the note above.
2014	17675	Child Care Assistance	
2013	17300	Child Care Assistance & LifeSkills Education	
2012	15135	Child Care Assistance & LifeSkills Education	

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2011	16280	Child Care Assistance & LifeSkills Education
2010	20800	Child Care Assistance & LifeSkills Education
-		
2009	21000	Child Care Assistance & LifeSkills Education

B. Service Area

1. Provide a brief description your agency's service area.

Northwest Compass has provided services to all the communities 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 now offered in the counties of Lake, McHenry, Boone, Winnebago, Ogle, DeKalb, Kane, DuPage, and Will.

2. Describe any additional criteria for the program or project.

There are no criteria for persons seeking counseling services. Funding assistance depends on the requirements of specific funding sources.

3. What facilities, services, or programs does the agency operate in Arlington Heights?

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

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?

Yes, Agencies such as Wings, Journey, Shelter, Catholic Charities, and Faith Community Homes provide limited housing counseling and education but most often restrict their services to those who are qualified to receive their services by criteria such as length of stay, sex, age, number of occupants, or similar limitations. Northwest Compass has no restrictions.

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 (proposed)	930	429	176
October 1, 2017 – present	669	304	0

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?
Unknown.

3. Would this program exist without CDBG funding?

(Select one)

x ☐ Yes

☐ No

D. Staff for Funded Program

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

- a. Full-time 8 including support staff
- b. Part-time 2
- c. Volunteers 4 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 will be coordinating monitoring visits, Anna Klimkowiz will be submitting invoices and reports

Phone Number: (847) 392-2344

Email Address: sivanov@northwestcompass.org

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

Sonia has been with Northwest Compass for over ten years.

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:
There are no fees for any programs offered at Northwest Compass.
* 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	\$ 6,000
Section 108 Loan Guarantee	\$ 0
HOME Funds	\$ 0
ESG Funds	\$
HOPWA Funds	\$ 0
Appalachian Regional Commission	\$ 0
Other Federal Funds	\$
State Funds	\$3,000
Other Local Funds	
Private Funds	
Program Income (client fees)	\$
Other Funding Please Specify:	\$
Total Anticipated Revenue for Program/Project	\$ 9,000

Village of Arlington Heights
2018-2019 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	\$	\$ 5,000	\$ 5,000*
All other payroll cost	\$	\$ 1,000	\$1,000
Other (non-payroll) direct client service costs Explain:	\$	\$	\$
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)	\$	\$ 6,000	\$ 6,000***

* 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

x ☒ 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

x 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.)
- ☒ The agency's current overall budget.
- ☐ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects. *N/A*)
- ☒ Agency's most recent completed audit (electronic copy only is required)
- ☒ Proof of non-profit determination
- ☒ Organizational chart

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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

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

- ☐ Cost of Design Assistance: Please provide a cost estimate for the project, if applicable.

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: **Arlington Heights CILA Project**

Project Location: **Specific location – TBD; Arlington Heights, IL**

Amount of CDBG Funds Requested: **\$50,000** (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: Little City Foundation is requesting funding through the CDBG program to purchase a home in the Village of Arlington Heights that will be a CILA (Community Integrated Living Arrangement) for six adults with intellectual and developmental disabilities. Attached to this application are sample listings of homes we would consider as possible CILA homes. Staff from Little City are excited about the prospect of moving its residents to Arlington Heights where they will be welcome and live in a community that will afford them the opportunity to integrate more fully into the "mainstream of life". The timeline for this project's completion is 2019.

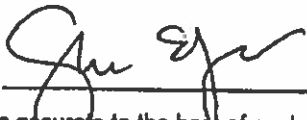
Contact Information

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**
Bev Saiz, Director of Foundation and Government Relations

Signature:



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

Mailing Address 1: **Little City Foundation**
Mailing Address 2: **1760 W. Algonquin Road**
City, State, Zip: **Palatine, IL 60067**
Telephone Number: **847-358-5510**
Fax Number: **847-303-0015**
Email Address: **sjeffers@littlecitcity.org**
Organization website: **www.littlecitcity.org**

Application

Arlington Heights' Community Development Block Grant (CDBG) Program

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

A. Program 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.

The Arlington Heights CILA Project will allow Little City to purchase a home in the Village of Arlington Heights that will serve as a residence for six adults with intellectual and developmental disabilities. The home will provide for their daily needs as well as provide them with room, board and round-the-clock supervision and support provided by trained Little City staff. CILA homes provide safe and secure environments for individuals with disabilities to live as independently as they are able while benefiting from living in a home with their peers.

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.

Year Amount Purpose and (if applicable) Address- *Please note: All grants supported rehab projects for 1314 W. Euclid or 2634 N. Raleigh (Arlington Heights).*

2007	20,000	See note above
2013	10,043	See note above
2013	7,812.06	See note above
2015	23,730	See note above
2016	10,130	See note above
2018	16,510	See note above

Service Area

1. Provide a brief description your agency's service area.

Little City Foundation 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. Little City serves approximately 1200 adults and youth who reside in Cook, DuPage or Lake Counties (IL).

2. Describe any additional criteria for the program or project.

Adults with intellectual and developmental disabilities who are served by Little City Foundation will reside in the proposed CILA home. Selection of the individuals will focus on their specific needs as well as the goals and objectives outlined in each of their Individual Service Plans.

3. What facilities, services, or programs does the agency operate in Arlington Heights?

Little City owns and operates two CILA homes in Arlington Heights, located at 1314 W. Euclid and 2634 N. Raleigh.

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?

Both Glenkirk and Clearbrook provide similar services for individuals with intellectual and developmental disabilities in the Arlington Heights area.

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, 2016 – September 30, 2017	N/A	N/A	N/A
October 1, 2017 – present*	N/A	N/A	N/A
<i>*The proposed CILA home will serve, once purchased, six Arlington Heights residents.</i>			

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?

6

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 | 378 |
| b. Part-time | 142 |
| c. Volunteers | 1600 |

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 or Carrie Seida

Phone Number: 847-358-5510

Email Address: bsaiz@littlecity.org; cseida@littlecity.org

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

Bev Saiz – 6 ½ years; Carrie Seida – 3 ½ years

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

Not applicable to this project.

** 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	\$ 50,000
Section 108 Loan Guarantee	\$ 0
HOME Funds	\$ 0
ESG Funds	\$ 0
HOPWA Funds	\$ 0
Appalachian Regional Commission	\$ 0
Other Federal Funds	\$ 0
State Funds	\$ 0
Other Local Funds	
Private Funds* (Sale of Palatine CILA home)	\$ 200,000
Program Income (client fees)	\$ 0
Other Funding Please Specify: Source to be determined	\$ 70,000
Total Anticipated Revenue for Program/Project	\$ 320,000

Village of Arlington Heights
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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	\$ 0	\$ 0	\$ 0*
All other payroll cost	\$ 0	\$ 0	\$0*
Other (non-payroll) direct client service costs Explain:	\$ 50,000	\$ 50,000	\$50,000
Other administrative and indirect client service costs Explain:	\$ 0	\$ 0	\$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.	\$ 0	\$ 0	\$ 0**
Totals (Columns a, b & c)	\$ 50,000	\$ 50,000	\$ 50,000***

* 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: Not applicable to this project.

*** 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.

Not applicable to this project.

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.)
- ☒ The agency's current overall budget.
- ☐ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects. *It is expected that the cost of purchasing a new CILA home will be \$300,000-\$320,000. A budget delineating each expense has not yet been prepared.*
- ☒ Agency's most recent completed audit (electronic copy only is required)
- ☒ Proof of non-profit determination
- ☒ Organizational chart

Other documents such as program brochures may be provided at the option of the applicant.

Construction/Rehabilitation, Applications Only: Not applicable to this project.

- ☐ Proposed construction/rehabilitation schedule. Please note that construction/rehabilitation projects should be completed by August 1, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please _____, on your calendar to facilitate a smooth scheduling process.

- ☐ 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: Not applicable to this project.

- ☐ 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).

Little City Foundation serves individuals who have autism or other intellectual and developmental disabilities. The vast majority are of low-moderate income and 1/3 of our program participants and residents are considered “wards of the state”, with very few resources. We serve approximately 1,200 adults and youth, 60% of whom are over 55 years of age. Many of these individuals are already experiencing physical changes and/or significant memory loss. Little City provides comprehensive programming in DuPage, Lake and Cook Counties and offers the opportunity for individuals to live on-site at Little City’s main campus in Palatine or in a CILA (Community Integrated Living Arrangement) home. Beginning in the summer of 2018, Little City will offer three models of CILA living: 1) 24-Hour CILA’s; 2) A Host Family CILA; and 3) Two Intermittent CILA’s. Each model enables individuals to reside in communities with supervision and support that matches their specific needs and abilities to live independently. Little City has 16 CILA’s currently; two of which are located in Arlington Heights.

Answering the need and desire to expand Little City’s CILA program, in 1991 Little City purchased a home in Palatine that would provide eight adults with a home to call their own. For the past 27 years they have succeeded in learning the daily living skills that would help them function independently, have been introduced to job training and employment, participated in day programs offered on Little City’s main campus and actively participated in community events, utilized neighborhood services and attended community recreation and social events. The CILA (Community Integrated Living Arrangement) Program provides a safe and secure environment for individuals with intellectual and developmental disabilities to live as independently as they are able while benefiting from living in a home with their peers. Programs and activities that take place in CILA’s are individual-focused and community-oriented.

The majority of the individuals who have called 619 E. Palatine Road (Palatine) “home” are now seniors. The two-story house is no longer a safe and secure environment for them and traffic on Palatine Road has increased significantly in the last two decades. To ensure the best possible living arrangement for our residents, Little City has made the decision to sell the Palatine home and move the residents to a home environment that makes it possible for them to “age in place” and receive services tailored more specifically to their physical and intellectual needs. Studies and experience has shown that individuals with intellectual and developmental disabilities (in particular those with Down syndrome), age at a more rapid pace, experiencing physical and intellectual decreases at an earlier age.

For two decades, Little City has enjoyed a mutually-beneficial partnership with community members of the Village of Arlington Heights. Beginning in 2007, Little City received and implemented both CDBG and weatherization grants administered by the Village of Arlington Heights. Since purchasing two homes in the village, Little City staff and residents have always received a warm welcome from city officials and neighbors. Making the decision to close and sell the property in Palatine was difficult. Making the decision to purchase a home in Arlington Heights was not.

Little City Foundation is requesting funding through the CDBG program and other available sources to pair with the proceeds of the sale of the Palatine property. Attached to this application are sample listings of homes we would consider as possible CILA homes. It is expected that the purchase of the home will cost approximately \$300,000-\$320,000. Operating a six person CILA costs approximately \$424,500. Costs associated with the operations are covered by state, local and private sources. Staff from Little City are excited about the prospect of moving its residents to Arlington Heights where they will be welcome and live in a community that will afford them the opportunity to integrate more fully into the “mainstream of life”. The timeline for this project’s completion is 2019.

**2928 S Briarwood Dr West**

Arlington Heights, IL 60005

Active | \$299,000

4 bedrooms
2 full / 0 half baths
2138 sqft
Built in 1972
Detached Single
Split Level w/ Sub
MLS# 09888573

[View Details](#)[Comments](#)[Additional Info](#) Virtual Tour**1337 N Wilke Rd**

Arlington Heights, IL 60004

Active | \$300,000

4 bedrooms
2 full / 0 half baths
1491 sqft
Built in 1955
Detached Single
Split Level w/ Sub
MLS# 09899440

[View Details](#)[Comments](#)[Additional Info](#) Virtual Tour**1111 W Noyes St**

Arlington Heights, IL 60005

Active | \$327,500

5+1 bsmt bedrooms

2 full / 1 half baths

2296 sqft

Built in 1971

Detached Single

2 Stories

MLS# 09779237

[View Details](#)[Comments](#)[Additional Info](#) Virtual Tour**31 E Berkley Dr**

Arlington Heights, IL 60004

Active | \$344,900

4 bedrooms

2 full / 0 half baths

4/6/2018

Bev Saiz | connectMLS

2000 sqft
Built in 1969
Detached Single
1.5 Story
MLS# 09852441

View Details

Comments

Additional Info



Copyright 2018 MRED LLC - The accuracy of all information, regardless of source, including but not limited to square footages and lot sizes, is deemed reliable but not guaranteed and should be personally verified through personal inspection by and/or with the appropriate professionals.
NOTICE: Many homes contain recording devices, and buyers should be aware that they may be recorded during a showing.

Prepared By: Coldwell Banker Residential | 04/06/2018 01:54 PM

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: HVAC Upgrade to High Efficiency: Clearbrook Kennicott

Project Location: 235 S. Kennicott Ave.

Amount of CDBG Funds Requested: \$13,750.00 (For construction/rehab requests, include a 10% contingency amount) Clearbrook will match 10% of total cost of project.

Brief Description of Program or Project: Remove existing HVAC system and install new high efficiency HVAC system.

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:



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: 847-870-7741

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 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.

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.

Village of Arlington Heights
2018-2019 CDBG Grant Application

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>
2015	\$13,000	Replace roof at 235 Kennicott Ave.
2016	\$8,000	Replace driveway at 214 N. Dwyer
2017	\$13,000	Remodel bathroom ADA at 1623 S. Princeton

B. Service Area

1. Provide a brief description your agency's service area.

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 (opening later this year), 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. Describe any additional criteria for the program or project.

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).

3. What facilities, services, or programs does the agency operate in Arlington Heights?

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).

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?

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/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 (proposed)	8077	317	8
October 1, 2017 – present	8093	338	6

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?

0*

*This is based upon the licensed capacity of the Eastman CILA capacity of 8. Through attrition, this number would increase over time.

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 | 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: 847-385-5017

Email Address: midalton@clearbrook.org

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

20 Years

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:
DHS 60 D CILA Funding and SS

* 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	\$
Section 108 Loan Guarantee	\$
HOME Funds	\$
ESG Funds	\$
HOPWA Funds	\$
Appalachian Regional Commission	\$
Other Federal Funds	\$ 84,954
State Funds	\$ 333,389
Other Local Funds	
Private Funds	\$
Program Income (client fees)	\$
Other Funding Please Specify:	\$
Total Anticipated Revenue for Program/Project	\$

Village of Arlington Heights
2018-2019 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: HVAC Installation	\$ 13,750	\$ 13,750	\$13,750
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)	\$ 13,750	\$ 13,750	\$ 13,750***

* 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.)
- ☒ The agency's current overall budget.
- ☐ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects).
- ☒ Agency's most recent completed audit (electronic copy only is required)
- ☒ Proof of non-profit determination
- ☒ Organizational chart

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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.
Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.
- ☐ Cost of Design Assistance: Please provide a cost estimate for the project, if applicable.

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: **Gutter/Downspout Re-Routing**

Project Location: **1208 E. Northwest Hwy**

Amount of CDBG Funds Requested: **\$4,037** (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: This location is a group home for disabled adults that has been run by the Alexian Brothers Center for Mental Health for 25 years in our community. We are experiencing water in the basement of the building every time it rains. It has been determined that the main cause of this issue is related to gutters and downspouts that need to be replaced.

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: **Rick Germann, Associate Vice President**

Signature:



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: **847-952-7471**

Fax Number: **847-222-1754**

Email Address: rick.germann@amitahealth.org

Organization website: alexiancenter.org

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.

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 of the building every time it rains. It was determined that we need new gutters and downspouts. Scope of work includes:

- Cut existing downspouts approximately 4 feet from ground level.
- Fabricate and install new downspout to extend to the front of the building. New downspout to have a pitch of approximately 6" per 10'-0", approximately 90 feet total.
- Install new straps every 4'-0" on center.
- Apply sealant for a watertight installation.
- Clean area of all construction related debris.

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.

No.

<u>Year</u>	<u>Amount</u>	<u>Purpose and (if applicable) Address</u>
-------------	---------------	--

Service Area

1. **Provide a brief description your agency's service area.**
Our Center provides comprehensive mental health treatment to residents of Palatine and Wheeling Townships.
2. **Describe any additional criteria for the program or project.**
No additional criteria.
3. **What facilities, services, or programs does the agency operate in Arlington Heights?**
Our Center for Mental Health has operated in Arlington Heights for 56 years. For the past 25 years we have operated 2 residential programs in the Village as well.
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, 2016 – September 30, 2017	8	8	8
October 1, 2017 – present	8	8	8

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?
No additional residents served, the maximum capacity for such a program per state guidelines is 8 residents.

3. Would this program exist without CDBG funding?

(Select one)

X ☐

Yes

☐ No

D. Staff for Funded Program

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

- | | |
|---------------|---|
| 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: Rick Germann

Phone Number: 847-952-7471

Email Address: rick.germann@amitahealth.org

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

18 years

E. Fees and Funding Sources

1. Describe any client fees collected and how they are used.*:

None

* 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	\$ 4,037
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	\$4,037

Village of Arlington Heights
2018-2019 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	\$ 0	\$ 0	\$ 0*
All other payroll cost	\$ 0	\$ 0	\$0*
Other (non-payroll) direct client service costs Explain:	\$ 4,037	\$ 4,037	\$4,037
Other administrative and indirect client serve costs Explain:	\$ 0	\$ 0	\$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.	\$ 0	\$ 0	\$ 0 **
Totals (Columns a, b & c)	\$ 4,037	\$ 4,037	\$ 4,037***

* 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: NA

*** 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 X

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 X

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 2015 Illinois Charitable Organization Annual Report Form AG990-IL*
(This is a two-page document. Please do not submit the federal form.)
- ☒ The agency's current overall budget.
- ☒ The current budget for the program project for which CDBG funds are being requested (no applicable for new programs of projects). *IN THE PROJECT PROPOSAL*
- ☒ Agency's most recent completed audit (electronic copy only is required)
- ☒ Proof of non-profit determination
- ☒ Organizational chart

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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project. Please _____, on your calendar to facilitate a smooth scheduling process.

- ☒ 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 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

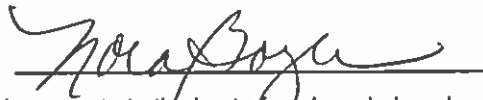
Contact Information

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:



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 1, 2018 was \$5,035,659. The total number of loans to date is 481. The amount of the loans not yet repaid is \$2,043,488.

In 2018-2019, the Single Family Rehab Program will be combined with the Village's Overhead Sewer Rebate Program. Loans will be provided through the Single Family Rehab Program to low and moderate income homeowners to cover the costs of project not covered by the rebate amount. Through the combined program, these homeowners will also not be required to pay out of pocket for the full cost of the work and then be reimbursed, which is a barrier to low and moderate income homeowners participating in the program. Instead, the Single Family Rehab Program will pay for the approved work and the fund will then be reimbursed the rebate amount.

Other focuses for this funding for improvements to owner-occupied homes may be developed and funded. The Village reserves the right to change the terms under which funds are provided so long as those terms comply with the federal law and regulations governing CDBG funds.

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>
2017/18	\$24,367	Spent year to date as of May 8, 2018.
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

**Village of Arlington Heights
2018-2019 CDBG Grant Application**

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?

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	2 homes	2 homes	2 homes
October 1, 2018 – September 30, 2019 (anticipated)	4 homes	4 homes	4 homes

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
2018-2019 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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Projects would be put out for bid or costs would be estimated in the fall of 2018 with projects completed by July 2019.

- ☐ 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 Rehab and Acquisition

Project Location: Village of Arlington Heights

Amount of CDBG Funds Requested: \$68,000 (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:



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>
2017/18	\$54,700	Allocation for the Group Home Rehab Program in 2017/2018. \$22,800 in grants have been approved to date for 2 projects. Two other group home projects (totaling \$26,398) are under reviewed by the Housing Commission.
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, 2017 – September 30, 2018	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, 2018 – September 30, 2019 (anticipated)	3 group homes with an average of 7 residents each	3 group homes with an average of 7 residents each	3 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	\$ 68,000
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	\$ 68,000

Village of Arlington Heights
2018-2019 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>	\$ 68,000	\$ 68,000	\$68,000
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)	\$ 68,000	\$ 68,000	\$ 68,000***

* 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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Projects would be put out for bid or costs would be estimated in the fall of 2018 with projects completed by July 2019.

- ☐ 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: \$200,000 (For construction/rehab requests, include a 10% contingency amount)

Brief Description of Program or Project: Public Infrastructure and Public Facility Improvements

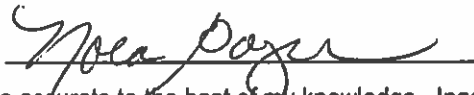
Contact Information

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:



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 installing additional security cameras (est. \$30,500) and renovations to the facility such as the replacement of flooring (est. \$130,000) or repairs to the exterior brick walls (est. \$20,000)
- Street resurfacing or other infrastructure improvements in low/moderate income areas (partially funding; \$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 improvement 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>
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 2016	\$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	TBD	TBD	TBD
October 1, 2018 – September 30, 2019	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	\$ 200,000
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	\$ 200,000

Village of Arlington Heights
2018-2019 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>	\$ 200,000	\$ 200,000	\$200,000
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)	\$ 200,000	\$ 200,000	\$ 200,000***

* 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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Public Improvements would be put out for bid in the early spring 2019 and completed by late July 2019.

- ☐ 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: \$65,000 (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:



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>
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

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 (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 1
- 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	\$ 65,000
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	\$ 65,000

Village of Arlington Heights
2018-2019 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	\$65,000	\$65,000	\$65,000
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)	\$ 65,000	\$ 65,000	\$ 65,000

** 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, 2019, if possible. Funding availability may be extended to September 30, 2019 due to weather or other unavoidable delays.

Projects would be put out for bid or costs would be estimated in the fall of 2018 with projects completed by July 2019.

- ☐ 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).