



AGENDA
HOUSING COMMISSION
Commissions Room, 2nd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
Arlington Heights IL 60005
November 20, 2024
7:00 PM

- I. CALL TO ORDER
 - II. ROLL CALL OF MEMBERS
 - III. APPROVAL OF MINUTES
 - A. September 18, 2024
 - IV. REPORTS
 - A. Status Update on Inclusionary Affordable Housing Projects
 - V. OLD BUSINESS
 - A. Single Family Rehab Program
 - B. Arlington Heights Affordable Housing Trust Fund
 - C. Village Owned Properties and a Proposed Development Strategy
 - D. Update on Joint Meeting with Senior Center Commission
 - VI. NEW BUSINESS
 - A. 3310 & 3255 N. Old Arlington Heights Road Townhomes - Affordable Housing Plan Review
 - B. Program Year 2024-2025 CDBG Applications to the Group Home Rehabilitation Grant Program from Clearbrook, Little City Foundation, and Shelter, Inc.
 - VII. OTHER BUSINESS
 - A. Next Meeting Date & Agenda
 - VIII. PUBLIC COMMENT
- Anyone wishing to speak on a subject not on the Agenda may speak at this time. Please limit your comments to three minutes.
- IX. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact Erin Mercado, at 33 S. Arlington Heights Road, Arlington Heights, IL 60005, emercado@vah.com or 847/368-5793.

DRAFT

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS September 18, 2024

IN ATTENDANCE:

Commissioners
Present: David Miller Dave LoSavio Gabriel Nagy
Janice Krinsky

Commissioners
Absent: Ken Kiefer William Delea

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

Others Present: Fred Vogt Senior Citizens Commission
Keith Moens Village Resident

I. CALL TO ORDER

A motion was made by Commissioner Miller, seconded by Commissioner Nagy to select Commissioner Krinsky to chair the meeting in the absence of Chairman Kiefer. The motion was approved unanimously by voice vote.

The meeting was called to order at 7:05 pm by Acting Chairman Krinsky.

II. ROLL CALL

Present: J. Krinsky, D. LoSavio, D. Miller, & G. Nagy

Absent: K. Kiefer and W. Delea

III. APPROVAL OF MINUTES

A motion was made by Commissioner Miller, seconded by Commissioner LoSavio to approve the minutes of the August 21, 2024 meeting. The motion was approved unanimously by voice vote.

IV. REPORTS

Ms. Boyer stated that she had no updates on the multi-family residential projects that are subject to the Inclusionary Affordable Housing ordinance.

V. NEW BUSINESS

The Shelter Inc. CDBG funding request was moved up on the agenda. Ms. Boyer stated that Shelter Inc. was previously approved for a CDBG grant of \$38,340 for a fire alarm system and sprinkler system at its group home on E Valley Lane. This project was put out for bid and the minimum of three bids were received. The resulting cost exceeds the approved grant amount \$4,992 for a total of \$43,332. This is the bid amount from the low bidder on the project. There is sufficient funding in the 2023/2024 CDBG budget and in the 2024 Village budget to cover the additional \$4,992. Staff recommends approval.

Commission Miller asked if the fire safety systems are required by the Village. Ms. Boyer confirmed that they are required.

A motion was made by Commissioner Miller, seconded by Commissioner LoSavio, to approve the increase of \$4,992 in the CDBG grant to Shelter Inc. for a fire alarm system and sprinkler system at the E Valley Lane home bringing the total grant amount from \$38,340 to \$43,332. The motion was approved unanimously by voice vote.

VI. OLD BUSINESS

A. Single-Family Rehab Program

Ms. Boyer reported that there have been no changes since last month.

B. Arlington Heights Affordable Housing Trust Fund

Ms. Boyer said that staff sent letters to the respondents to the Request for Letters of interest asking if any of them would be interested using trust fund monies for a rental preservation program rather than new construction. Respondents were asked to reply by September 20, 2024. One respondent had responded with interest to date and a telephone call is being scheduled with that respondent. Ms. Boyer said that if she only hears back from the one respondent, she may re-send the email asking about interest in rental preservation.

Commissioner Nagy asked if the Village has worked with the respondents before or if they have been vetted. Ms. Boyer said that she had worked with or heard of most of the respondents before. If the Village were to engage in a project with one of the respondents, the Village would further vet them before entering into a commitment. At this point, the Village is only gathering information.

Commissioner Miller clarified that the Request for Letters of Interest process was done at the direction of the Village Board to explore potential uses of the trust fund and further the Village's discussion of options and priorities.

VI. NEW BUSINESS CONTINUED

The Housing Commissioner resumed addressing the New Business agenda items.

A. Inclusionary Housing Ordinance Review

Ms. Boyer provided a brief review of the Inclusionary Housing Ordinance and the Inclusionary Housing Guidelines, in particular the percentages of total units within developments that are required to be affordable and the fee-in-lieu options. The percentages and fee amount vary depending on the location of the development and whether there is any public assistance.

Commissioner Nagy asked if the Arlington Heights requirements are in-line with the requirements of other communities in the area. Ms. Boyer said that there are inclusionary housing requirements in other municipalities in the Chicago area, but none of the municipalities in Arlington Heights' immediate area have inclusionary requirements. She said that the percentage requirements in Arlington Heights are on the lower side compared to the requirements other communities' ordinances. However, but sometimes communities have higher percentages but grant variations resulting in lower actual production. Arlington Heights also requires that the affordable units be affordable in-perpetuity while other communities have affordability requirements such as for 30 years. Evanston is considering making changes in their requirements.

Commissioner Nagy commented that reducing restrictions on developments could make it more feasible for developers to produce affordable housing, for which there is a market, but the complex processes and requirements discourage developers from involving themselves in the affordable housing market even though it could be profitable. Commissioner Nagy commented on the limited numbers of units that inclusionary requirements tend to produce. While these units are helpful, we need to look at ways to encourage larger numbers of affordable units in areas where families are.

B. Village Owned Property

Information was provided on the two vacant Village-owned properties that could be suitable for housing. Maps were provided. One of the locations is in a single-family (R-3) neighborhood and the other is adjacent to multi-family. Commissioner Miller suggested that if the adjacent multi-family property is rental, it may be worth asking the owner about potentially developing the Village-owned property for rental. Commissioner LoSavio asked about the small, multi-family properties to the south of downtown Arlington Heights. Ms. Boyer responded that there are a couple of areas where the zoning permits duplexes and smaller multi-family buildings. Commissioner Nagy said that he may do some exploring of these properties but was thinking in terms of something bigger to take advantage of economies of scale.

C. Illinois Affordable Housing Planning and Appeal Act

Ms. Boyer provided information on this State Act that sets 10% as the minimum level of affordable housing in order for municipalities to be exempt from the other requirements of the Act. This 10% is often cited as an affordable housing goal, but it is a minimum threshold. Links were provided to documents on the Illinois Housing Development Authority (IHDA) website. Commissioner Krinsky commented on the wide range of percentages of affordable housing in municipalities across the State. She further commented that some municipalities have little to no affordable housing and are not doing their share in addressing the need.

D. Discussion of Request for Joint Meeting with the Senior Citizens Commission

The Housing Commission is receptive to having a joint meeting. An agenda would need to be developed focusing on sharing information and in order to ensure that the meeting is productive. Commissioner Miller commented that affordable housing for seniors has been identified priority. Ms. Boyer commented that older existing rental housing tends to not be accessible due to the lack of elevators making only the first floor units appropriate for some people.

Mr. Vogt said the Senior Commission recently met and directed their staff liaison, Tracey Colagrossi, to work with Ms. Boyer on the agenda. He said that the Senior Commission is interested in emphasizing "aging-in-place" by assisting current senior residents in maintaining their homes and making improvements that would enable them to remain in their homes safely.

Commissioner Miller commented that aging-in-place programs may have the potential for impacting a large number of residents at a reasonable by making changes like accessibility improvements. Commissioner Miller asked about potential funding sources. He said that it would be good to identify potential funding from existing sources before the proposed joint meeting. Ms. Boyer commented that the Northwest Housing Partnership has funding for accessibility improvements and their program offers forgivable loans. Mr. Vogt said that the Senior Commission is interested in asking what options are feasible.

Some potential dates for a joint meeting were discussed. Ms. Boyer said that she would work with Ms. Colagrossi with regard to the joint meeting. Commissioner LoSavio suggested inviting a representative of the Northwest Housing Partnership to the joint meeting.

Ms. Boyer clarified that the joint meeting would be subject to the Open Meetings Act. Commissioner Krinsky commented that nothing would be voted on at the proposed joint meeting.

VII. OTHER BUSINESS

A. October 16, 2024 Meeting Agenda

Ms. Boyer had indicated to the commissioners that she is not available on the regular October meeting date of October 16th. It was suggested that waiting until a November date for the joint meeting with the Senior Commission may be better and it could serve as a combined October and November meeting for the Housing Commission. October 28, 2024 was also suggested as a possibility.

VIII. Public Comment

Mr. Keith Moens commented that the quickest way to get more affordable units would be to increase the percentages of affordable units, linkage fees, and the fees-in-lieu required under the Inclusionary Housing Ordinance. He said that the 10% requirement is too low. He commented that the development on Algonquin is getting \$18 million in TIF funds and is guaranteed a 12% internal rate of return. He said that getting 30 affordable units (10%) is not a good deal for the Village. This could be discussed at a Housing Commission at a meeting in the future when more members are present, but Commissioner Miller commented that we need to think about how to use our political capital to make the biggest impact. He said that we should look at what kind of increase in the number of affordable units would occur if there were an increase in the percentages compared to focusing attention on other potential initiatives.

Mr. Moens also commented that the 10% minimum in the State Act was presented by the opposition to the Grace Terrace development as the State's affordable housing goal, and it was used repeatedly to argue that Arlington Heights does not need more affordable housing since the State's current calculation for the level of affordable housing is Arlington Heights is close to 20%. Mr. Moen's said that the assumptions in the Act for owned housing units results in an overstatement in the number of owned units that are affordable. He said that education, including providing information to the Village Board, is needed about what the Act means and the assumptions used in the calculations.

IX. ADJOURNMENT

A motion was made by Commissioner Miller, seconded by Commissioner LoSavio to adjourn the meeting at 8:10 pm. The motion was approved by voice vote.

Next Meeting: To be determined.

SINGLE-FAMILY REHAB PROGRAM STATUS REPORT – October 1, 2024 to September 30, 2025

FILE # SUFFIX	APPLICATION SUBMITTED	OUT TO BID	SCOPE OF WORK SUMMARY	STAFF COST ESIMATE	PROJ COST	CHANGE ORDERS	TOTAL PROJECT COST	PAID TO DATE	STATUS
24-02 HE408	3/26/2024	By Owner	Replace pipes in basement	\$10,000	\$9,600		\$9,600		Work is under contract

SFR LOAN PROGRAM - FINANCIAL SUMMARY

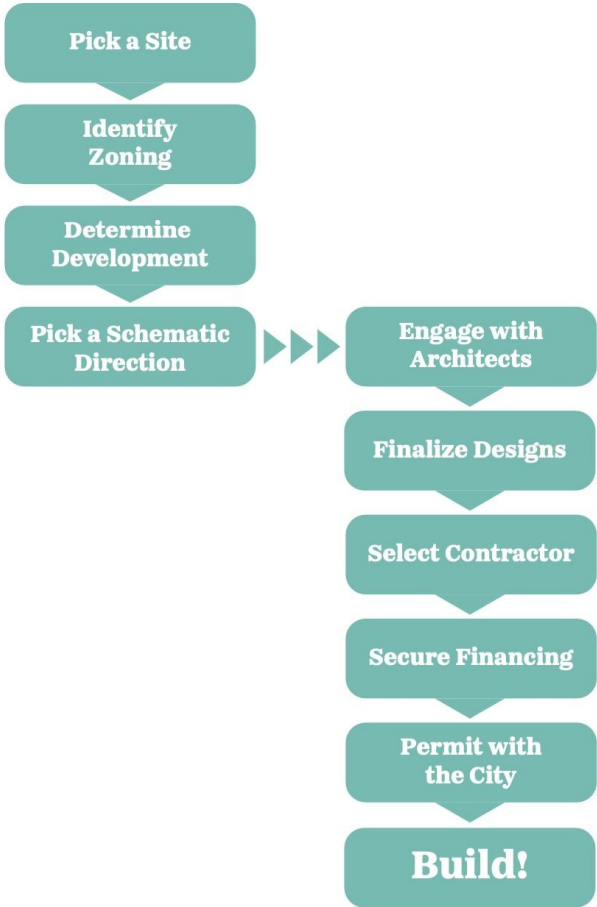
2024/2025 CDBG allocation:	\$62,688.00
SFR Case 24-02	- \$9,600.00
Estimated balance	\$53,088.00

Loans Repaid CDBG Fiscal Year To Date: 10/1/24 – 9/30/25

Case #	Date Paid	Yrs to Repayment	Amount	Reason sold (if known)

11-20-2024

V.C. Village Owned Properties and a Proposed Development Strategy - Commissioner Nagy



MARKET HOUSING EQUATION

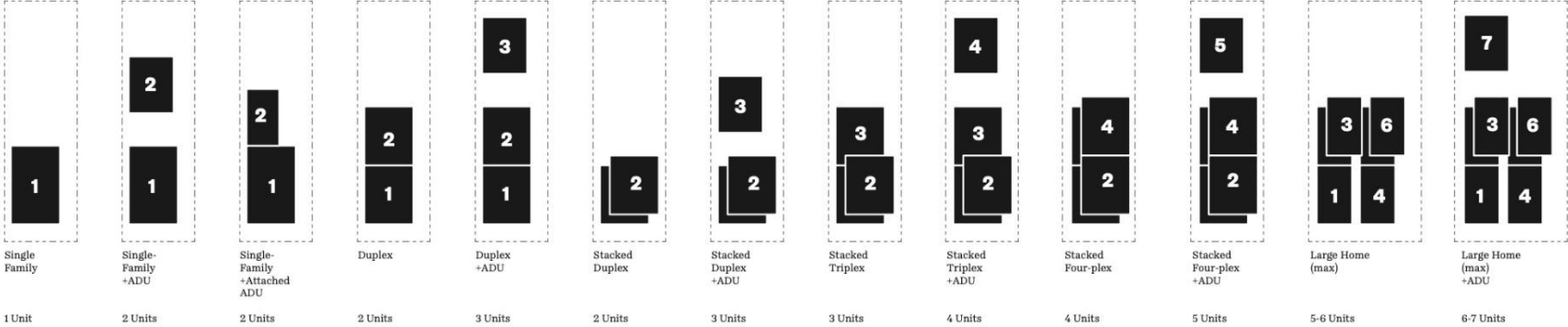
$$\begin{matrix} L & + & C & + & M & = & P \\ \text{land cost} & & \text{construction cost} & & \text{margin} & & \text{sale price} \end{matrix}$$

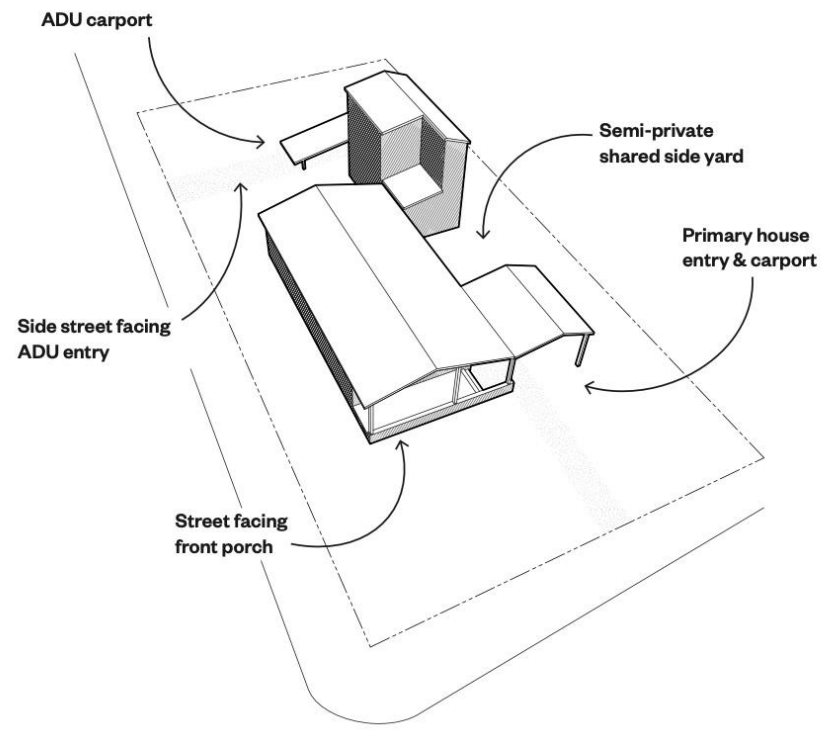
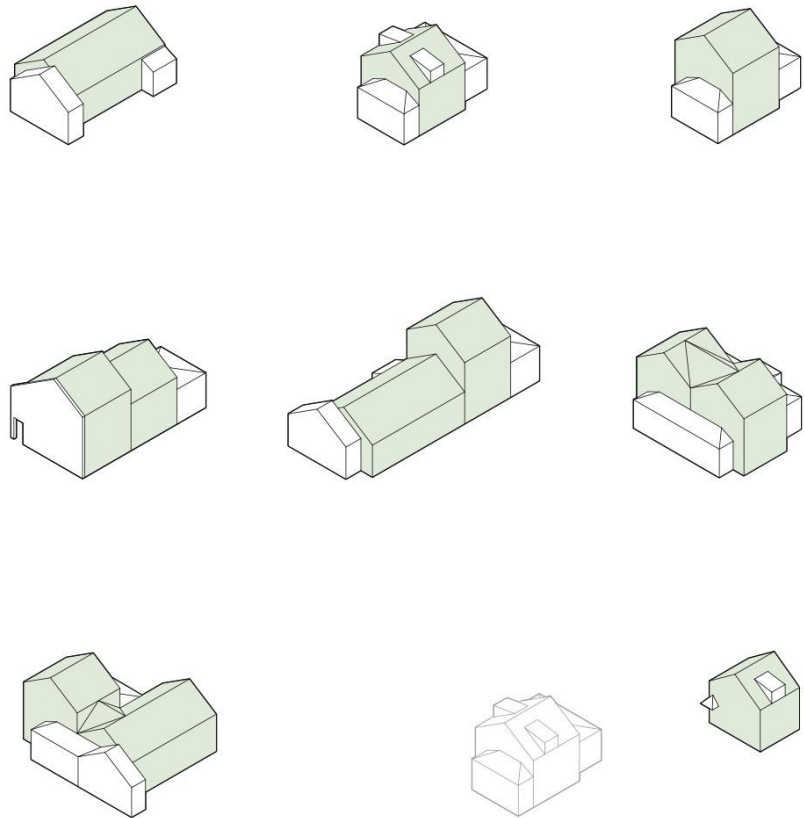
AFFORDABLE-HOUSING EQUATION

Reduce price by reducing construction cost through smaller sizes and standardized systems

$$\begin{matrix} \text{typical lot} & + & \text{construction cost} & + & \text{margin} & = & \text{sale price} \end{matrix}$$

Office of Housing Strategies







VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

11/20/2024

Item: 3310 & 3255 N. Old Arlington Heights Road Townhomes -
Affordable Housing Plan Review

Department: Planning & Community Development

Item Description:

ATTACHMENTS:

1. Staff Report 3310 & 3255 N Old AH Road Townhomes



Village of Arlington Heights

Housing Commission

Staff Report

3310 & 3255 N Old Arlington Heights Road

To: Housing Commission
Prepared by: Nora Boyer, Housing Planner
Meeting Date: November 20, 2024
Date Prepared: October 23, 2024

Project: 3310 & 3255 N Old Arlington Heights
 Road, Arlington Heights, IL

Inclusionary Housing Ordinance Project
Affordable Housing Plan Review



Background

The Village of Arlington Heights Inclusionary Housing Ordinance calls for the inclusion of affordable units in certain multi-family residential development projects. The number of affordable units to be included in the development are based on a percentage of the total number of units, and these percentages vary depending on the zoning district in which the project is located and whether the project benefits from public financing. In some certain areas a fee-in-lieu of affordable units is permitted. However, the preference is that permanent affordable dwelling units be constructed on-site. Any cash payments received pursuant to the Ordinance are deposited into the Village's Affordable Housing Trust Fund.

Old Arlington Row (3310 & 3255 N Old Arlington Heights Road) is a proposed rental, multi-dwelling unit, townhome development. The property is currently zoned M-1 (manufacturing). The petitioner is requesting a rezoning to R-6 (multi-dwelling unit). Based on the requested B-5 zoning, the Inclusionary Housing Ordinance requires that 5% of the total number of units in the development be affordable. Therefore, the affordability requirement is 1.2 units ($24 \times .05 = 1.2$).

Old Arlington Row Affordable Housing Unit Count Summary

Total Dwelling Units:	24
Market Rate Units:	23
Inclusionary/Affordable Units (5%):	1
Fee-in-Lieu Units:	.2

The applicant has agreed to all of the conditions of the Inclusionary Housing Ordinance and associated Guidelines. This includes providing 1 on-site affordable unit and paying .2 units as a fee-in-lieu. See the attached checklist for the comparison of the proposed development to the inclusionary housing requirements.

Recommendation

It is recommended that the affordable housing plan for the Old Arlington Row (3310 & 3255 N Old Arlington Heights Rd) be approved as meeting the requirements of the Inclusionary Housing Ordinance under the following conditions:

The Applicant is responsible to ensure that the Planned Development is and remains in full compliance with the requirements of Article XVII of Chapter 7 of Village Code, being the Village's Inclusionary Housing Ordinance, and the Village's Inclusionary Housing Guidelines, including, without limitations, the following:

- a. Providing, at a minimum 5% of the total units in the Planned Development as affordable (1 actual on-site unit and .2 units as a fee-in-lieu of actual units) in compliance with Section 7-1707(b)(2) of the Village Code and the Village's Inclusionary Housing Guidelines.
- b. Ensuring compliance with all other provision of the Inclusionary Housing Ordinance and the Inclusionary Housing Guidelines as applicable.

INCLUSIONARY AFFORDABLE HOUSING CHECKLIST

Proposed Development: Old Arlington Row – 3310 N Old Arlington Heights Road

Zoning District: M-1 Manufacturing District, Requested Zoning R-6 Multiple Dwelling

Rental or Ownership: Rental

Public Funding (Y/N): No

Total Residential Units: 24

Requirements	Proposed Project	Inclusionary Housing Ordinance/Guidelines Requirements	In compliance
Actual Affordable Units	1	5% of total units 24 units x .05 = 1.2 units. 1 unit and .2 as fee-in-lieu	Yes
Fee in Lieu of Affordable Units	.2	.2 x fee amount at the time of permit, amount is currently (to be adjusted) \$87,900 .2 x \$87,900 = \$17,580	Yes
Parking Spaces	2 garage spaces, no parking fee	Parking to be included equivalent to market rate units, any fee adjusted by same percentage as the rent	Yes
Affordability period	In-perpetuity	In-perpetuity	Yes
Income Eligibility	60% Area Median Income (AMI)	60% Area Median income (AMI) as per Inclusionary Housing Guidelines	Yes
Maximum Rents	Affordable at 60% AMI	Affordable at 60% AMI as per Inclusionary Housing Guidelines	Yes
Unit Mix	3-bedroom unit. Affordable unit to have same floor plan and sq footage as market rate units.	To be same bedroom mix as market rate units. All units are 3-bedroom.	Yes
Exterior appearance	Identical to market rate	All units including the affordable unit to have the same exterior appearance	Yes
Interior finishes	Energy efficiency factors (HVAC, insulation, etc. are the same as market	Affordable unit interior finished may differ from market rate finishes but must be a minimum of	Yes

	rate units. Other interior finishes for the affordable unit differ as listed in the Affordable Housing Plan.	contractor grade. Energy efficiency factors must be the same as the affordable units.	
Preferences	Error in narrative that agree to comply with Village of Northbrook's preferences	VAH preferences are for person with disabilities, veterans, current Village residents & current Village employees	Yes
Reporting	Will comply with Village requirements	Annual reporting or otherwise requested by the Village	Yes
Tenant Selection & Marketing Plan	Will work with the Village and will market units online.	Tenant Selection & Marketing Plan must be consistent with Inclusionary Housing Ordinance and Guidelines	Yes

OLD ARLINGTON ROW
AFFORDABLE HOUSING PLAN

GENERAL DESCRIPTION

Developer SFP Properties, LLC is the contract purchaser of the 1.84 acre site located at the northwest corner of Old Arlington Heights Rd. and East Country Lane. Through the use of a PUD substantially in accordance with the R6 zoning district, we are proposing to rezone the property from its current M-1 District for the purpose of constructing a 24-unit rental townhome community. We believe the proposed use and density fits in well with the existing neighborhood context and will help meet the growing demand for attached built-for-rent housing.

In accordance with the Inclusionary Housing Ordinance, we intend to comply with a combination of onsite affordable units with a fee in lieu for the additional fractional unit. Per the Ordinance, 5% of the units are required to be set aside as affordable, which equates to 1.2 units. Therefore, we are proposing to include one on-site affordable unit that will remain rent-restricted in accordance with the Inclusionary Housing Guidelines in perpetuity.

For the remaining fractional 0.2 unit, we intend to pay the proposed cash fee-in-lieu which would equate to \$17,580 (\$87,900 x 0.2). Since it's a fractional unit less than one half,

Identical in floor plan to the market rate units, the affordable unit will be 3 bedrooms, 2.5 baths with approximately 1925 square feet of living space and contain its own attached 2-car garage. The unit will be located in one of the four identical 6-unit buildings. The affordable unit will likely be contained in either the 3rd or 4th building constructed.

Since it will be a 3-bedroom unit, the maximum gross rent shall be affordable to households with annual incomes at 60% of the area median income as devoting no more than 30 percent of their gross income to monthly housing expenses which equates to \$1,749.00 for 2024, to be adjusted annually. Since the unit will have its own attached 2-car garage, parking will be included in the gross rent. All utilities will be included in monthly rent and no application fees will be charged to the tenants of the affordable units. However, standard pet fees for dogs and cats will be applicable.

UNIT BREAKDOWN

MARKET RATE UNITS

23

AFFORDABLE UNITS

1

TOTAL NUMBER OF UNITS

24

NUMBER OF BEDROOMS – MARKET RATE

3 + Den

UNIT SQUARE FOOTAGE – MARKET RATE

1923

NUMBER OF BEDROOMS – AFFORDABLE

3 + Den

UNIT SQUARE FOOTAGE - AFFORDABLE

1923

AVERAGE MARKET RATE UNIT RENTS BREAKDOWN:

<u>Unit #</u>	<u># of Bedrooms</u>	<u>Square Footage</u>	<u>Rental Rate</u>
End Units	3	1923	\$4,225/month
Center Units	3	1923	\$3,975/month

AFFORDABLE UNIT RENT BREAKDOWN:

<u>Unit #</u>	<u># of Bedrooms</u>	<u>Square Footage</u>	<u>Income Tier</u>	<u>Rental Rate</u>
	3	1923	60% AMI	\$1,749/month

DIFFERENCES BETWEEN MARKET AND AFFORDABLE UNITS

The affordable units are the same size and feature identical floorplans, room sizes and garage parking as the rest of the units in the project. To the greatest extent practicable, the affordable units will be finished nearly identically to the market rate units.

Exterior: In order to maintain a consistent, first-class rental community, there are no differences to the exterior materials or appearance between market and affordable units.

Interior: The following is a list of interior features and specifications that will be consistent between both the market rate and affordable units:

- Frost free concrete foundation and garage slab
- R31 insulation
- Fully insulated vinyl or aluminum windows with low E glass
- Garage door opener with LED light
- 200 amp electrical service
- Electric Tankless Water Heater
- GFA HVAC System
- 5/8" drywall
- Wide Plank Solid Core Luxury Vinyl Tile Flooring
- Easy Clean Stain Resistant Carpet in Bedrooms
- Solid Core Doors with Quickset Matte Black Lever Handles

- Solid core frameless cabinetry
- undermount sink with single handle faucet
- Appliance Package including Dishwasher, Range, Microwave Hood & Refrigerator
- Stackable Washer/Dryer
- Chrome pendant light fixtures at kitchen island
- All -in-one vanities with single handle faucet
- Bluetooth Stereo Speaker Bathroom Exhaust Fan with LED Light & Remote
- Keyless entry locks

The following interior finishes may differ between affordable and market rate units.

MARKET RATE

AFFORDABLE

1 1/3" Quartz Kitchen Countertops

¾" or Thinscape Kitchen countertops

Porcelain Tile Bathrooms

Ceramic tile bathrooms

Frameless glass shower doors in Primary Bath

Sliding glass shower doors

Stainless Steel Appliance Package

Black Appliance Package

Ceramic tile tub/shower surrounds

Engineered tub/shower surrounds

INTERIOR AND EXTERIOR APPEARANCES

Exterior: The exterior will be a combination of manufactured stone veneer and fiber cement siding. Doors, windows, railings and trim will be black aluminum as depicted in the architectural elevations and 3D renderings provided.

Interior: The interior will feature the finishes detailed above in the comparison between market and be designed in accordance with modern, comparably located first class suburban multifamily properties.

AFFORDABLE UNIT MARKETING PLAN

Due to the project's pre-approval status, we do not yet have marketing materials for either the market rate or affordable units.

The marketing plan includes, but will not be limited to the following:

- Work closely with the Village of Arlington Heights and, if possible, the Community Partners for Affordable Housing (CPAH) to educate prospective tenants and manage the waiting list. Developer will provide the Village with all relevant marketing materials and information about the project.
- Clear and qualify prospective tenants
- Show affordable unit to qualified tenants
- Online marketing campaign including the following:
 - Single purpose property website with "Affordable" tab

- www.affordablehousingonline.com
 - www.apartments.com
 - www.apartmentfinder.com
- Local newspapers
 - www.reflejos.com
 - www.hplandmark.com

All leasing and management staff will be provided instructions regarding how to qualify prospective tenants in accordance with Village procedures.

Specific efforts will be made through targeted marketing, advertising and direct cooperation with village staff to market the affordable unit according to the preferences as listed in the Village of Arlington Heights Inclusionary Housing Guidelines and preferences for the affordable dwelling unit are to be given by the developer to qualified households who meet one or more of the following unranked qualifications:

- Veterans
- Persons with disabilities
- Arlington Heights residents who have resided in Arlington Heights for at least the past two years
- People who are employees of Arlington Heights businesses or organizations

AGREEMENT TO COMPLY

SFP Properties and/or its nominees, assignees and successors will comply with any and all requirements guidelines set forth in the Village of Arlington Heights' Inclusionary Housing Ordinance in perpetuity.

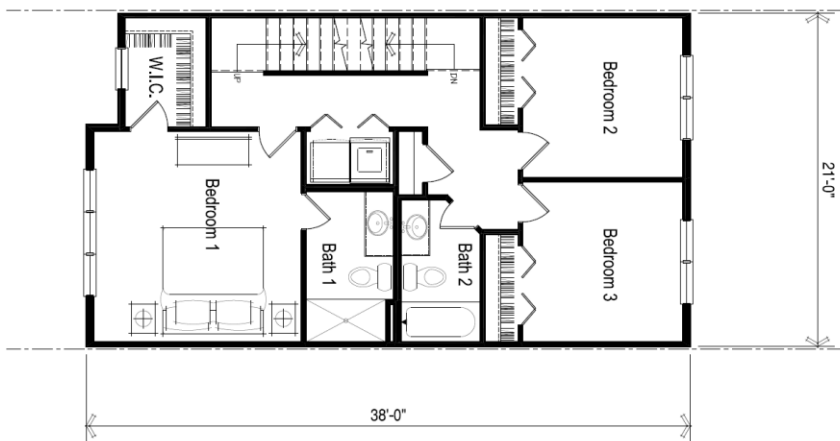
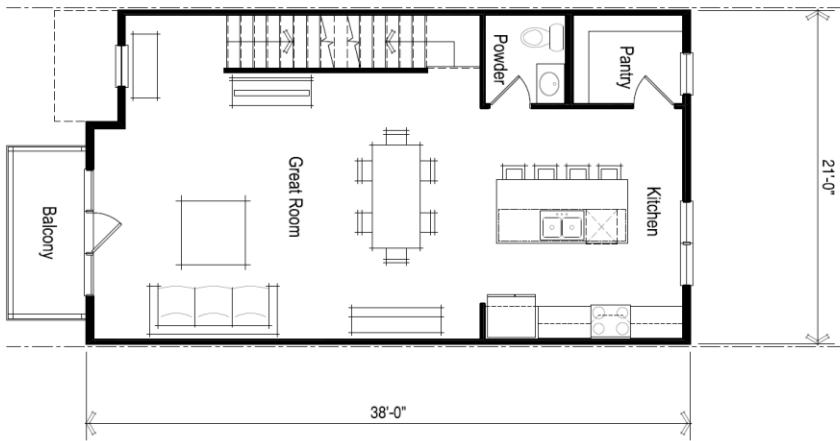
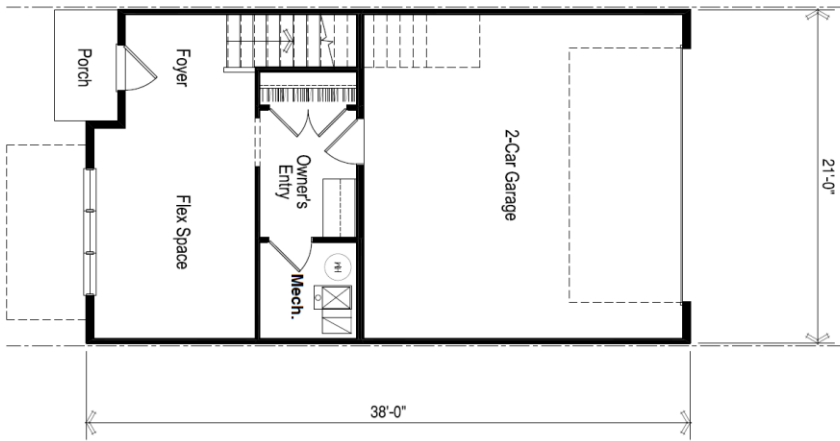
In the event of a sale, deed restrictions will be put in place ensuring compliance from any future owners of the property.

As Agreed:

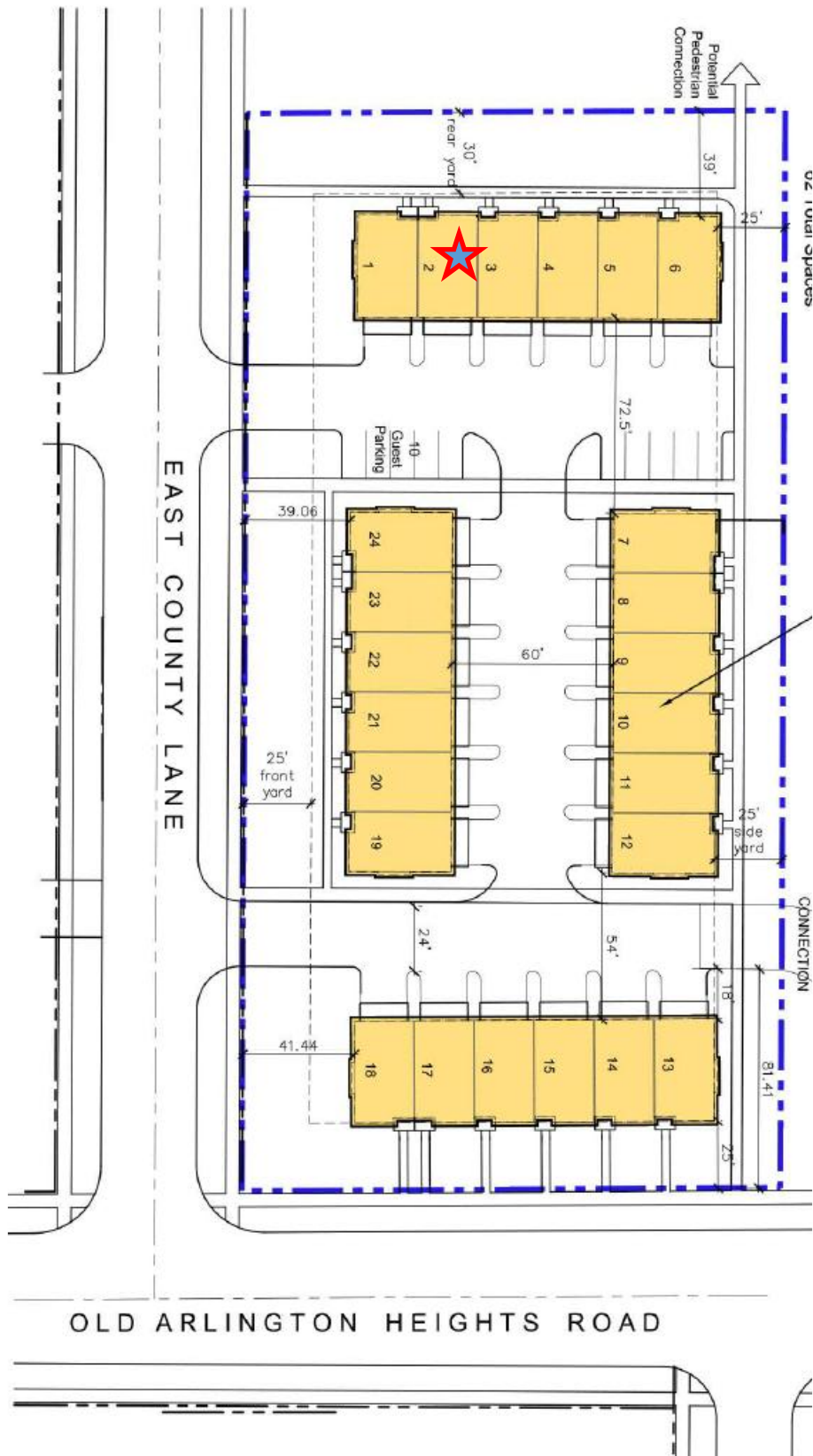


David Schwartz
Principal, SFP Properties

Affordable Unit Floorplans



AFFORDABLE UNIT MAP





VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

11/20/2024

Item: Program Year 2024-2025 CDBG Applications to the Group Home Rehabilitation Grant Program from Clearbrook, Little City Foundation, and Shelter, Inc.

Department: Planning & Community Development

Item Description:

ATTACHMENTS:

1. Staff Report 2024-2025 CDBG Group Home Rehab Grant Program Applications



VILLAGE OF ARLINGTON HEIGHTS

INC. 1887

Date: November 5, 2024

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

Subject: Program Year 2024/2025 Applications to the CDBG-Funded Group Home Rehabilitation Grant program

Attachments: 2024/2025 CDBG Grant Applications – Clearbrook, Little City Foundation, & Shelter, Inc.

Background

On July 15, 2024, the Village Board approved an allocation of \$90,000 in Community Development Block Grant (CDBG) funds for the Group Home Rehabilitation Grant Program. The Village has three pending applications to this program for these funds.

The current applications for group home renovation projects are:

Clearbrook Center

CDBG Grant Request: \$41,656

Group home (Community Integrated Living Arrangement – CILA) for adults with disabilities. The proposed project is a kitchen renovation to improve the functionality and safety of the kitchen for the residents. Installation of a concrete ramp and remodeling of kitchen.

Concrete ramp:	\$13,250.00
Kitchen remodeling:	+\$28,406.00
Estimated total project cost:	\$41,656.00

Little City Foundation

CDBG Grant Request: \$29,048.36

Group Home (Community Integrated Living Arrangement – CILA) for adults with disabilities. The proposed work is installation of a 5' rear yard fence, tree trimming and bush removal to facilitation fence installation, fence sealing/waterproofing, and installation of a sport court with basketball hoop.

Fence including shrub removal, etc.	\$16,116.00
Sport court	+\$16,932.36
Contingency	+\$ 1,000.00
Less Little City Foundation's contribution	-\$ 5,000.00
Estimated project cost:	\$29,048.36

Shelter, Inc.

CDBG Grant Request: \$5,250.00

Transitional Living Program home for young men (age 17-21) who have aged-out of the child welfare system and are participating in a 2-year residential and services program to support them in transitioning to independent living.

Exterior repair and tuckpointing of brick	\$5,250.00
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Funds Available and Total Requests

2024/2025 CDBG Allocation to Group Home Rehab Grant Program:	\$90,000.00
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Total of Clearbrook, Little City Foundation and Shelter, Inc. grant requests:	\$75,954.36
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The above grant requests are made based on single estimates. A competitive bidding process would be required for each project.

Recommendation

It is recommended that the Housing Commission approve the 2024-2025 CDBG applications for funding under the Group Home Rehab Grant Program at estimated costs of \$41,656 for the Clearbrook project (concrete ramp and kitchen renovation), \$29,048.36 for the Little City Foundation project (fencing and sport court), and \$5,250 for the Shelter, Inc. project (brick repair and tuckpointing). The balance of any uncommitted funds remaining shall be available for project contingencies.

2024 Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Miner CILA Rehabilitation Project

Project Location: E. Miner Street, Arlington Heights, IL 60005

CDBG Funding Request: \$41,656

Applicant Contact Information

Organization Name Clearbrook

Federal Unique Entity Identifier (UEI) Number Y6FBTKA2DMM3

Head of the Organization (ex. Executive Director)
Name: Jessica Smart

Title: President & CEO

Email: JSmart@clearbrook.org

Signature of person authorized to submit this application:



Signature Date: April 29, 2024

Printed name: Jessica Smart

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.

Name of person to contact regarding this application: Don Frick

Title: Vice President of Operations

Mailing Address: Clearbrook, 1835 W. Central Road

City/State/Zip Code: Arlington Heights, IL 60005-2410

Telephone Number: 847-870-7711

Email Address: DFrick@clearbrook.org

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

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

The Miner CILA Rehabilitation Project focuses on improving accessibility for the home's residents. The project will allow for the home's kitchen to be fully rehabilitated and for a ramp to be built on the east side of the home. The ramp will allow a resident who is 100% dependent on wheelchair use to access the home's back patio and the outdoors.

Part One: Installation of Concrete Ramp - activities will include: Forming and pouring a 4 x 4 stoop level with the side door threshold. Contractor will pour a new sidewalk/ramp from the stoop and connect it with the public sidewalk and then from the stoop to the back patio. For the project, the contractor will custom fabricate and install approximately 30 LF of ADA compliant handrails for the side walkway/ramp.

Part Two: The existing kitchen will have the following activities completed such that it can be utilized by all of the residents, including those who use mobility devices: The HVAC system will be properly vented over the new range/microwave (purchased by Clearbrook) and out to the roof. The sink drain will be lowered to accommodate a deeper sink. The water lines and shutoff valves for the faucet and dishwasher will be moved. A shutoff valve for the refrigerator will be added as will a new water supply line. The existing cooktop gas line to accommodate the new freestanding oven/range will be reconfigured. The electrical circuits for all of the appliances in the kitchen will be pulled according to code. An outlet that will allow the dishwasher to be physically disconnected will be added.

New drywall will be installed where necessary for the cabinet installation. New cabinets, countertops and backsplash will be installed. The kitchen will be completely painted as well. LVP flooring will be installed as well as new baseboard.

The home on Miner Street is a one story house with four bedrooms, two full bathrooms and is 1,550 square feet. Four women live in the home. They are of extremely low income (<30% AMI), Caucasian, and the age range is 35-72. Two of the residents have problems walking – one uses a wheelchair and another has problems with an abnormal gait. She will hold onto the wall, furniture and sometimes other residents or staff to maintain her balance.

2. Previous CDBG Funding

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

Clearbrook has worked with Arlington Heights, Schaumburg, Hoffman Estates, McHenry, Lake and Cook Counties on projects funded through the use of CDBG funds.

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

- ☐ Yes
- ☒ No

If so, please specify how funds will be used.

Not applicable.

B. Service Area

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

Clearbrook provides programs and services to individuals who have intellectual, developmental, and physical disabilities and those with a serious mental illness. The organization serves residents of 16 counties in northern Illinois. In the Chicago Metropolitan Area, the municipalities served by Clearbrook's programs include: Addison, Arlington Heights, Aurora, Bensenville, Berkeley, Broadview, Buffalo Grove, Carpentersville, Chicago, Crystal Lake, Deerfield, Downers Grove, Elk Grove Village, Evanston, Gages Lake, Glenview, Gurnee, Hanover Park, Hoffman Estates, Kankakee, Lake Bluff, Lisle, Maywood, Mt. Prospect, Mettawa, Naperville, Northbrook, Northfield, Oak Park, Palatine, Park Ridge, Plainfield, Prospect Heights, Rolling Meadows, Romeoville, Schaumburg, Skokie, Waukegan, Wheeling and Wilmette.

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

☒ Yes
☐ No

3. Describe any additional criteria for your program.

As people with Intellectual and Developmental Disabilities (I/DD) live longer, appropriate housing becomes an even more crucial issue. In addition to physical challenges, disproportionately higher rates of Alzheimer's or dementia have shown to be a unique challenge for individuals with I/DD. The lack of affordable housing in Illinois is of great concern and need. State, county and local strategic and consolidated plans have been developed with this in mind. The long waitlist of those seeking 24/7 residential care and services along with the increasing number of individuals who are homeless, indicates that housing needs for adults with disabilities and those with extremely low incomes are unmet and underfunded. Accompanying this need is a shortage of more specialized housing (e.g., permanent supportive housing, institutional care and subsidized housing) for those residents with extremely low-income, have a diagnosis of Intellectual and Developmental Disabilities (I/DD), and those with a Serious Mental Illness (SMI). As those with I/DD live longer, appropriate and adapted housing becomes even more crucial. Adults with I/DD face a housing crisis with many contributing factors: a serious lack of safe, affordable, accessible and integrated housing and significant housing-related discrimination. Recognition and agreement with the proposition that people with disabilities belong in the community has led to a growing demand for community-based housing. Unfortunately, individuals with disabilities are often among the nation's poorest citizens, posing major barriers to community living and placing many people with I/DD at risk of institutionalization and/or homelessness. CILA residents remain in their home for as long as they wish or are able to do so safely.

Most stay in the same home as originally placed. Friendships develop and bonds between residents form. If they should require medical care or enhanced services, whether it be for a short duration or long stay, they may move from their CILA home into an Intermediate Care Facility at Clearbrook. The primary objective for those who live in a CILA is one of self- advocacy.

4. What facilities, services, or programs are operated in Arlington Heights?

Clearbrook has several CILA homes, a Community Day Services program that focuses activities on helping individuals prepare for community employment. The agency's main office also operates out of Arlington Heights.

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

Little City Foundation owns and operates CILA homes in the Village of Arlington Heights. Glenkirk and Shelter, Inc. also provide residential services in this area. Despite having multiple providers, the number of individuals seeking services far outnumber the opportunities for placement.

C. Program Client Statistics

1. List services provided to clients (meals served, shelter, counseling, day care, etc.):

Clearbrook’s Community Living/Residential Services Program focuses on the operation of Community Integrated Living Arrangement (CILA), homes (also referred to as group homes), and Intermittent CILA homes. Through the Intermittent CILA Program, the homes are designed to operate with less than the standard 24/7 staff support. This environment is offered to residents who are able to function with greater independence. Program staff provide the level of support residents need. For some, this can mean help with hygiene or other daily living tasks. Others may need help cooking, and some may only need support with managing finances and transportation. Clearbrook supports individuals to live self-directed lives to the greatest extent possible, including participation and involvement in their communities. Direct Support Professional (DSP) staff provide personal care to each resident. All adult residents have Implementation Strategies (i.e., a plan) that details how their lives can be best enhanced per the individual’s strengths and sense of meaning. DSPs orient their work around each resident’s ISP. The strategies concentrate on specific activities and knowledge including: 1) Independence in Daily Living; 2) Community Integration; 3) Economic Self-Sufficiency; and 4) Self-Administration of Medicine.

Clearbrook’s residential services are available to adults with a diagnosis of I/DD and who are 18 years or older. 98% of the individuals Clearbrook serves are Medicaid-eligible (i.e., extremely low income). The Illinois Department of Human Services financially supports most of the residents’ needs, but the rate of reimbursement is insufficient to fully fund program services and/or capital improvement projects. Thus, funding from other public and private sources is necessary to provide for essential services. Once an adult moves into a Clearbrook residence they typically live there the rest of their lives.

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2024 – September 30, 2025 (proposed)	4	4	4
October 1, 2023 – present (6 months – October through March)	4	4	4
October 1, 2022 – September 30, 2023	4	4	4

3. Please state anticipated cost per client per service for the 2024-25 program year.

Please see attached FY’24 budget for the operations of the Miner CILA home.

2023 Income Limits

Household Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
Max. Annual Low/Moderate Household Income (80% Area Median Income)	\$61,800	\$70,600	79,450	\$88,250	\$95,350	\$102,400	\$109,450	\$115,500

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

4. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents (i.e., households with annual incomes at or below the amounts above)?

The CDBG funds will be used to provide the residents of the Miner CILA with a safe and supportive environment that is ADA accessible.

5. If you receive CDBG funds, will they be used to serve Arlington Heights residents that have not been previously served using CDBG funds?

Yes, this project serves the residents of the Miner CILA home. Previously, the projects have worked to address capital infrastructure needs at other CILA homes in Arlington Heights.

6. Would this program exist without CDBG funding?

(Select one)

- ☒ Yes
☐ No

D. Staff for Funded Program

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

- a. Full-time 6
- b. Part-time 0
- c. Volunteers As needed

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

Name, Title: Don Frick

Phone Number: 847-870-7711

Email Address: DFrick@clearbrook.org

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

Don Frick has been with Clearbrook for over 30 years.

E. Fees and Funding Sources

1. Describe any client fees collected*.

The majority of the individuals served by Clearbrook are of extremely low income and are Medicaid eligible. If they are not eligible or choose to not receive Medicaid, Clearbrook has discounted fees for participation in Community Day Services and transportation if needed to participate. A copy of Clearbrook's Contract for Community Day Services is attached to this application.

2. Describe how client fees are used (if applicable):

Client fees would not be used for this project. The project will focus on rehabilitation of the kitchen and adding an exterior ramp to the home.

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

3. List all other funding sources received for this program and portion allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$ 0	\$ 0
ESG Funds	\$ 0	\$ 0
HOME Funds	\$ 0	\$ 0
HOPWA Funds	\$ 0	\$ 0

Other Funds

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Other Federal Funds	\$ 0	\$ 0
State/Local Funds (FY'25 estimated program support, services and minor capital improvements)	\$ 655,405	\$ 655,405
Private Funds	\$ 0	\$ 0
Program Income (FY'25 estimated program support and services)	\$ 80,985	\$ 80,985
Other Funding	\$ 0	\$ 0

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

(Select one)

- ☒ Yes
☐ No

F. Budget**1. Please complete the following table:**

Program Fiscal Year	Organization Total Budget	Overall Program Budget	Arlington Heights CDBG Portion of Budget
Organization or agency's next fiscal year, if available	Not yet available	Not yet available	Not yet available
Organization or agency's current fiscal year	\$ 68,054,943	\$438,644.57	\$438,644.57
Organization or agency's last fiscal year	\$ 68,978,949	\$444,600.20	\$444,600.20

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 0
Other direct client service costs (ex. Enrollment fee, fee per night of service, etc.)	\$ 0
Construction/Rehabilitation	\$ 41,656
Other	\$ 0
Please specify: Not applicable	
Total CDBG Request	\$ 41,656

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

G. Performance Measurement Systems

1. Project Objectives

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

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

2. Project Outcomes

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

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

H. Other Information

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

For more than six decades, Clearbrook has been providing top-quality programming and services to children and adults with a variety of disabilities. We offer personalized children's, adult day, employment, residential, and clinical services at more than 80 locations throughout northern Illinois. In addition, Clearbrook is the largest provider of home-based services in the state of Illinois.

2. Required Attachments. Provide explanations if any of the required attachments are not applicable to the organization or are not available at this time.

- ☒ Copy of your organization's most recent submitted Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☐ Proposed organization budget for the next fiscal year, including proposed funding sources. ***The FY'25 budget is not yet available. A copy will be provided when it has been approved by Clearbrook's Board of Directors.***
- ☒ Current organization budget, including proposed funding sources
- ☒ Most recent audit (one hard copy, electronic copy or web address where the audit can be found only)
- ☒ Most recent A-133 audit, if an A-133 audit has been required
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☒ List of Board of Directors
- ☒ Fee schedules for the program for which grant funds are requested, if applicable (ex. client fee schedule, enrollment fee schedule, scholarship sliding scale chart, etc.).
- ☒ The applicant may provide other attachments at the organization's option (ex. organization or program brochure). Other (please describe) Contract for Community Day Services, Photos of areas of home needing rehabilitation, professional estimates to complete the work contained in the project description.

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule by month*.

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

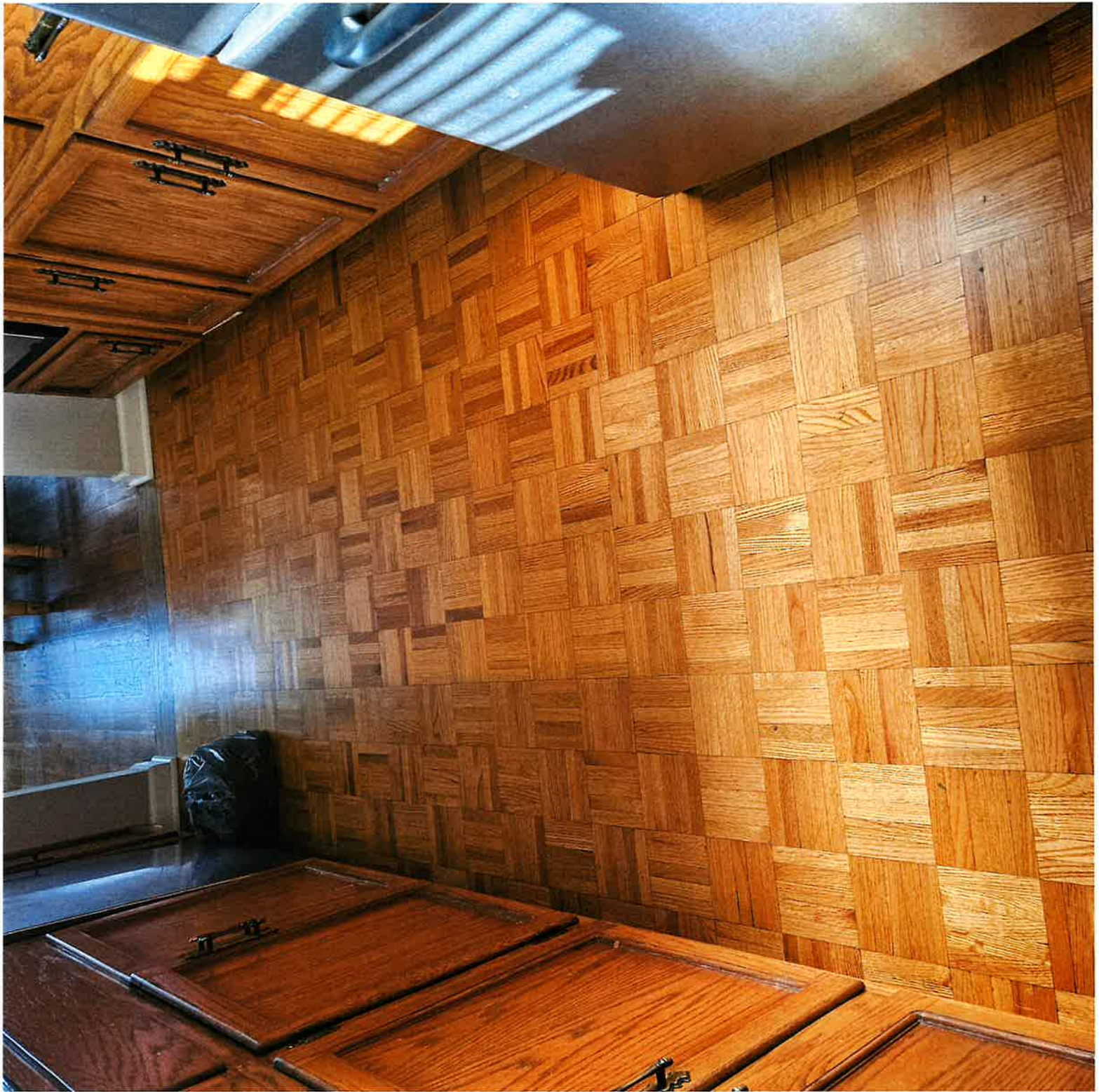
- ☒ Cost and Design Assistance Estimates

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

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

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

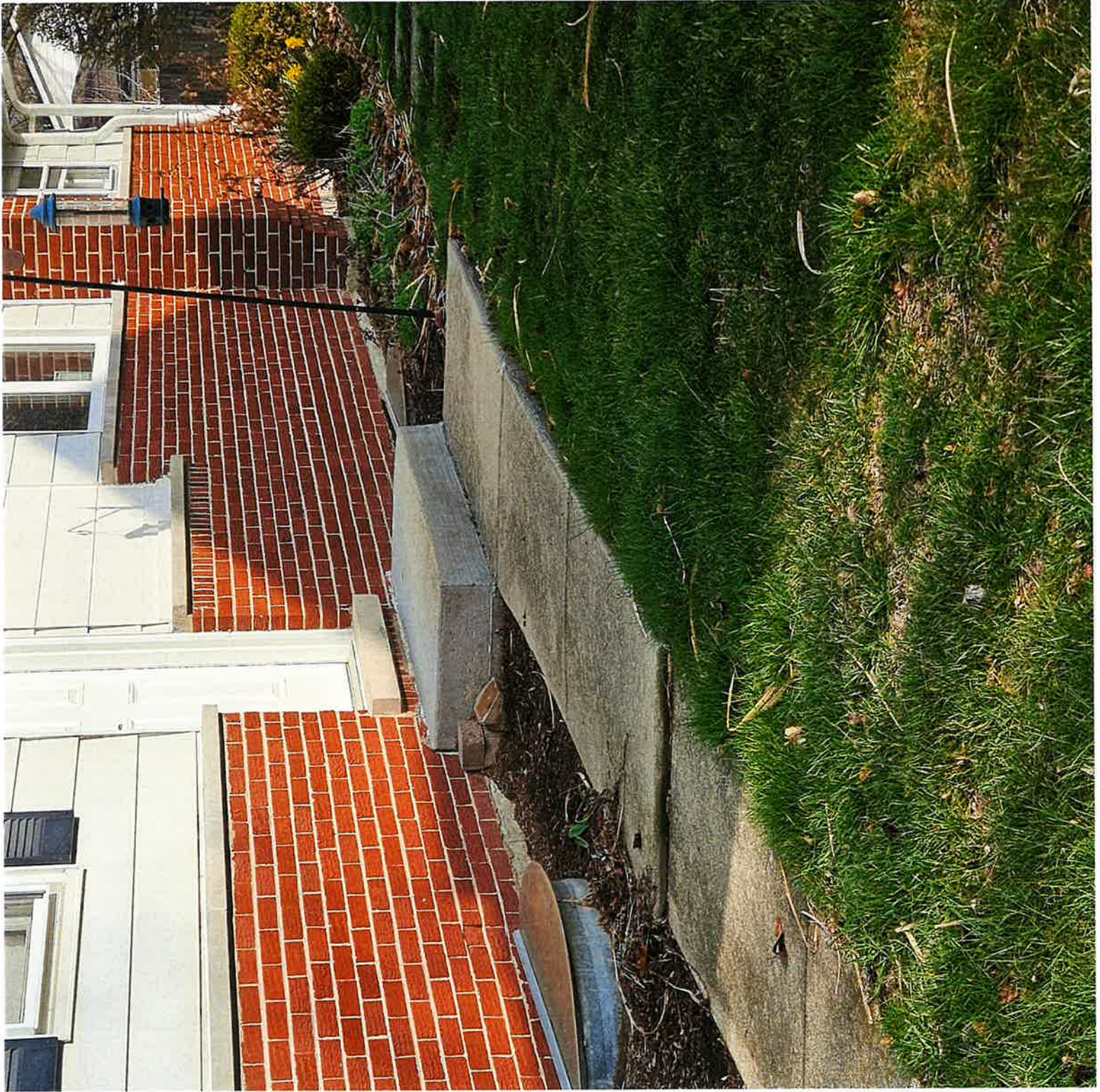












2024 Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service:
Little City Foundation Euclid CILA Renovations

Project Location: West Euclid Avenue, Arlington Heights, IL

CDBG Funding Request: \$29,048.06

Applicant Contact Information

Organization Name Little City Foundation

Federal Unique Entity Identifier (UEI) Number 36-2434562

Head of the Organization (ex. Executive Director)
Name: Rich Bobby

Title: CEO

Email: rbobby@littlecity.org

Signature of person authorized to submit this application:

Signature Date: April 30, 2024

Printed name: Paul Cusimano



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.

Name of person to contact regarding this application: Paul Cusimano

Title: Director of Grants Management

Mailing Address: 1610 Colonial Parkway

City/State/Zip Code: Inverness, IL 60067

Telephone Number: 847-221-7713

Email Address: pcusimano@littlecity.org

Organization website: www.littlecity.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

Little City Foundation respectfully requests \$29,048.36 towards the total capital budget of \$34,048.36 to perform renovations on the Community Integrated Living Arrangement (CILA) group home at West Euclid Avenue, Arlington Heights. Little City will also provide staffing and project management costs in support of the project. The Euclid CILA is home to five women with moderate to severe intellectual and developmental disabilities. These residents of Arlington Heights receive 24-hour support from Little City. The main goal of the project is to improve the outdoor environment and safety of the home and increase recreational activities, focusing on exterior renovations:

- 5' Cedar Exterior Fence installation
- Tree trimming and bush removal to facilitate fence installation
- Fence permit fees
- Fence Sealing/Weatherproofing
- Sport Court/Basketball Hoop Installation

The women who live in the Euclid home have a potentially amazing backyard space that is underutilized for safety reasons. As the CILA is on a very busy, four-lane street, enclosing the space will allow them to feel a sense of privacy and empower them to use nature and physical activities to self-regulate and support each other. We all crave an outdoor space—particularly as the springtime comes to the area—and the therapeutic benefits to those with I/DD can be substantial. It will also provide a space for improved interaction and communication among peers and staff, helping residents to grow social skills safely.

Additionally, Little City would like to install a sport court with a basketball hoop structure in the backyard. For residents of the Euclid home, this would be especially exciting: one of the residents is a member of the Team Little City Special Olympics Basketball, which competes throughout the year at the state level. Aside from benefiting this one individual, all residents and guests of the CILA home would benefit; people with I/DD are up to four times less likely to meet physical activity guidelines, usually suffer from lower cardiovascular and muscular fitness, and often do not have access to specialized workout equipment. Yet, like you and me, people with I/DD are often motivated by the ability to do things on their own—and the ability to play basketball at their own home can be an exciting new part of their life.

Sports and recreation have long been programs at Little City that have helped develop confidence, grow skills & abilities, and provide opportunities for people with disabilities to experience joy and friendship. It is our hope that the city of Arlington Heights can help foster this through a gift that will help our Little City clients develop their social skills, grow their confidence, increase their sense of self-purpose, and challenge their limits.

2. Previous CDBG Funding

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

Yes, Little City has received CDBG funding in the past. Little City has worked with Schaumburg, Arlington Heights, Grayslake, Hanover Park, Palatine, and Waukegan. 2019 funding from Arlington Heights allowed for interior renovations to the Euclid CILA. Arlington Heights invested in the Euclid CILA in 2019/2020 for interior renovations.

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

☐ Yes
☒ No

If so, please specify how funds will be used.
n/a

B. Service Area

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

Little City Foundation serves 1000 individuals each day, along with their families, in northeastern Illinois, predominantly in Cook, DuPage, Lake, McHenry, and Will Counties. Residents from across the state are welcome at Little City. At the core is our 56-acre campus in Palatine that includes choices of housing, education, and training opportunities such as a new Horticulture Center and the Center for the Arts. Additional residential and program facilities throughout Chicagoland include 15 Community Integrated Living Arrangements (CILAs), a living arrangement for adults with developmental disabilities in a group home. Two of these CILAs, the Euclid Home and the Ralieggh Home, are in Arlington Heights; others are located in Palatine, Streamwood, Roselle, Hoffman Estates, Schaumburg, Streamwood, and Hanover Park. Two additional day service facilities are in Schaumburg and Grayslake. Little City Foster Care & Adoption placement offices are in Chicago, Matteson, and Joliet. Executive offices are in Inverness.

Clients served include residents of these communities as well as Algonquin, Antioch, Aurora, Barrington, Bartlett, Beach park, Berkeley, Bloomingdale, Bolingbrook, Bridgeview, Buffalo Grove, Calumet City, Calumet Park, Carol Stream, Carpentersville, Cary, Chicago, Country Hills, Crystal Lake, Des Plaines, Elgin, Elk Grove, Elmhurst, Fox River Grove, Gurnee, Highland Park, Lake Forest, Lake Villa, Lake Zurich, Libertyville, Lombard, Long Grove, McHenry, Mount Prospect, Mundelein, Park Ridge, Prospect Heights, Rolling Meadows, Round Lake Beach, Streamwood, Vernon Hills, Wauconda, and Waukegan.

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

☒ Yes
☐ No

3. Describe any additional criteria for your program.

Little City's service population will, by definition, require lifelong medical, social, and behavioral care. While the needs of individuals we serve vary, all require support to live

safely and thrive within the community. Our residential, home-based, and community day services often are the only resource families can rely upon to support their loved ones. Our school, recreational, and day programs provide learning experiences for children and adults tailored to the individual, and our employment training programs provide workers for local employers while helping our participants to become more self-sufficient, gaining a sense of positive self-worth.

How one treats and acts around people with I/DD is an important gauge of our willingness and ability to be inclusive and compassionate members of our society. Traditionally, those struggling with I/DD have been isolated and, for many, these individuals have been seen as an embarrassment. Little City knows those with I/DD are, in fact, people just like you and me—with skills, goals, and dreams that make our community the diverse and exciting place it can be. We also know that many without I/DD don't understand how to interact with those who are different than they are.

By maintaining CILAs for adults and elderly with I/DD and providing supportive, 24-hour services, participants can live, thrive, and age in place as active and contributing members of their community.

4. What facilities, services, or programs are operated in Arlington Heights?

Two Little City CILAs are located Arlington Heights: the Ralieggh Home, North Ralieggh, and the Euclid Home, West Euclid. Both provide a safe, therapeutic group home environment where adults with I/DD can thrive within the community. Each group home has Little City staff 24/7 supporting residents who also benefit from daily transportation to Little City Day service sites and for educational and social activities.

The successes of the programming at Little City CILAs is best told by a client story: Katie came to Little City in May of 2023 after aging out of her previous program when she turned 22. The transition from children to adult day programming can be overwhelming and intimidating for people with autism and other disabilities, especially when it means going to a new place with all new people. That was the case for Katie.

"When I first met Katie she was one of the most shy people I had worked with," said Judy Martinez, Katie's case worker. "She would whisper so softly you couldn't understand her. And because she felt she wasn't being heard, she would run out of rooms and hide and get upset."

But where she felt overwhelmed at first, at a Little City CILA, she became quick friends with the women who were closer in age and active in many Little City programs. Katie and her housemates quickly bonded, in part through using one of Little City's lesser-known programs that has the mental health coordinator lead weekly group talks in the home.

Judy said Katie's comfort at home – especially with her friend Ola –helped her make major strides. Today, Katie not only is comfortable around others and participating in events, but she is also actively advocating for herself and speaking up about the activities and interests she wants to pursue.

For individuals like Katie, an autism diagnosis can challenge and limit their way of life, but because of Little City's support of Katie, she is thriving and working her way towards great achievement – helping her and so many others to unlock their full potential and find a fit for a lifetime.

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

Similar agencies in the northwest suburbs with whom Little City partners include Clearbrook, located in Arlington Heights; Ray Graham Association, based in Lisle; Trinity Services, based in New Lenox; and Misericordia, based in Chicago. Each serve a similar population with slightly different strengths. For example, Little City has children's group homes on campus in Palatine while Trinity, Misericordia, and Ray Graham focus primarily on adults. As there are far more clients than available services across the area, Little City works with these partners on referrals to ensure as many participants can benefit as possible without duplication of services. In transportation of clients from homes to services, Little City is also working with Clearbrook and the Regional Transportation Authority (RTA) to ensure there is not duplication of transportation efforts, and each client reaches the site that can best meet their needs.

C. Program Client Statistics

1. List services provided to clients (meals served, shelter, counseling, day care, etc.):

Services to those living at the Euclid Home aim to provide active, purposeful, quality programs and services for individuals with autism and intellectual and developmental disabilities (IDD) across all stages of life, in the life domains of: 1) community living; 2) daily living and employment; 3) social and spiritual growth; 4) healthy living; 5) safety and security; and 6) citizenship and advocacy through the provision of services and supports to support the whole person and maximize quality of life. Residents at CILA homes are grouped according to commonalities such as age and level of independent living skills, while minimizing the need for residents to move between CILAs and otherwise supporting the needs of aging residents. Little City ensures CILA homes incorporate universal design components and the highest possible degree of ADA compliance to arrange residential placements with sensitivity to the needs of the residents served. Residents safely age in place with 24/7 staff support, meals, and transportation to Little City service centers including those the Little City campus and other Little City service sites, and to community resources.

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2024 – September 30, 2025 (proposed)	5	5	5
October 1, 2023 – present (6 months – October through March)	5	5	0
October 1, 2022 – September 30, 2023	6	6	0

3. Please state anticipated cost per client per service for the 2024-25 program year.

Little City's FY25 Budget, July 1, 2024-June 30, 2025, is currently in development. Little City anticipates a similar budget to FY24, when the average cost per client at the Euclid CILA is \$109,630.

2023 Income Limits

Household Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
Max. Annual Low/Moderate Household Income (80% Area Median Income)	\$61,800	\$70,600	79,450	\$88,250	\$95,350	\$102,400	\$109,450	\$115,500

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

4. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents (i.e., households with annual incomes at or below the amounts above)?

All of the Little City Euclid Arlington Heights residents are low-income. Without Little City, they would have no place to spend their days that can meet their unique and individual needs and would not have the safe and therapeutic CILA living arrangement. Recreational options such as the basketball court—supported by creating a safe environment through fencing and site preparation—is a critical component in helping to meet the needs of Little City's participants. Funds would further enhance the Euclid CILA for now and in the future.

Little City will support the CDBG request with \$5,000 in capital funds and will cover all staff and project management costs for the work.

5. If you receive CDBG funds, will they be used to serve Arlington Heights residents that have not been previously served using CDBG funds?

Residents of the Euclid CILA were also supported by previous CDBG funds in 2019 for internal renovations. With this project, current and future residents would have a new resource in the backyard. In constructing the fence and providing tree and bush trimming, the entire community would also benefit from increased beautification of lot.

6. Would this program exist without CDBG funding?

(Select one)

☒ Yes

☐ No

The Euclid home would still exist; however, the project we propose to both beautify the Euclid CILA and provide therapeutic and independent benefits from having free access to a previously underutilized space will not happen.

D. Staff for Funded Program

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

a. Full-time 8

- b. Part-time 3
- c. Volunteers 3

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: Paul Cusimano, Director of Grant Management

Phone Number: 847-221-7713

Email Address: pcusimano@littlecity.org

3. How long has the staff member identified above been with the organization?
Two months.

E. Fees and Funding Sources

1. Describe any client fees collected*.

No client fees are collected.

2. Describe how client fees are used (if applicable):

n/a

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

4. List all other funding sources received for this program and portion allocated for Arlington Heights residents:

These figures represent the Euclid operating budget without new CDBG funds:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$ 0	0
ESG Funds	0	0
HOME Funds	0	0
HOPWA Funds	0	0

Other Funds

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Other Federal Funds	\$ 62,881	\$ 62,881

State/Local Funds	\$ 540,317	\$ 540,317
Private Funds	\$ 0	0
Program Income	\$ 0	0
Other Funding Cost Recovery	\$ 12	\$ 12

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

(Select one)

☐ Yes

☒ No

F. Budget

1. Please complete the following table:

Program Fiscal Year	Organization Total Budget	Overall Program Budget	Arlington Heights CDBG Portion of Budget
Organization or agency's next fiscal year, if available	\$ n/a	n/a	n/a
Organization or agency's current fiscal year	\$ 50,537,938	\$ 548,150	\$ 24,221
Organization or agency's last fiscal year	\$ 46,299,127	\$ 572,371	\$ 0

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$ 0
Other direct client service costs (ex. Enrollment fee, fee per night of service, etc.)	\$ 0
Construction/Rehabilitation	\$ 27,648.36
Other	\$ 1,400.00
Please specify: Fence Permit Fees and Contingency	
Total CDBG Request	\$ 29,048.36

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

A breakout of the \$32,048.36 for construction costs is as follows:

Euclid CILA	Descriptions	Cost
	5' Cedar Fence 378'	\$12,466.00
	Trimming and bush removal	\$1,750.00
	Basketball Court 20-25	\$16,932.36
	Fence Permit	\$400.00
	Sealing	\$1,500.00
Contingency		\$1,000.00
	Total	\$34,048.36

G. Performance Measurement Systems

1. Project Objectives

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

☒ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

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

☒ *Availability/Accessibility*

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

☐ *Affordability*

This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service

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

☐ **Sustainability**

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

H. Other Information

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

Little City's mission is to serve children and adults with intellectual and developmental disabilities (I/DD) by providing the best options and opportunities to live safely, learn continuously, explore creatively, and work productively throughout their lifetime.

2. Required Attachments. Provide explanations if any of the required attachments are not applicable to the organization or are not available at this time.

- X Copy of your organization's most recent submitted Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☐ Proposed organization budget for the next fiscal year, including proposed funding sources:
FY25, July 1, 2024 through June 30, 2025, is current in development and can be provided when it is available and approved by the Board of Directors.
- X Current organization budget, including proposed funding sources
- X Most recent audit (one hard copy, electronic copy or web address where the audit can be found only) FY23 Preliminary Audit is available
- ☐ Most recent A-133 audit, if an A-133 audit has been required
No A-1343 Audit is required
- X Proof of non-profit determination
- X Organizational chart
- X List of Board of Directors
- ☐ Fee schedules for the program for which grant funds are requested, if applicable (ex. client fee schedule, enrollment fee schedule, scholarship sliding scale chart, etc.).
There are no fees for this program.
- X The applicant may provide other attachments at the organization's option (ex. organization or program brochure). Other (please describe)
Recent Organization Impact Report

Construction/Rehabilitation Applications Only:

- X Proposed construction/rehabilitation schedule by month*.

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

X Cost and Design Assistance Estimates

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

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

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

Phone: (773) 775-0510
(773) 775-0531
Fax: (773) 775-7512

Jens K. Doe

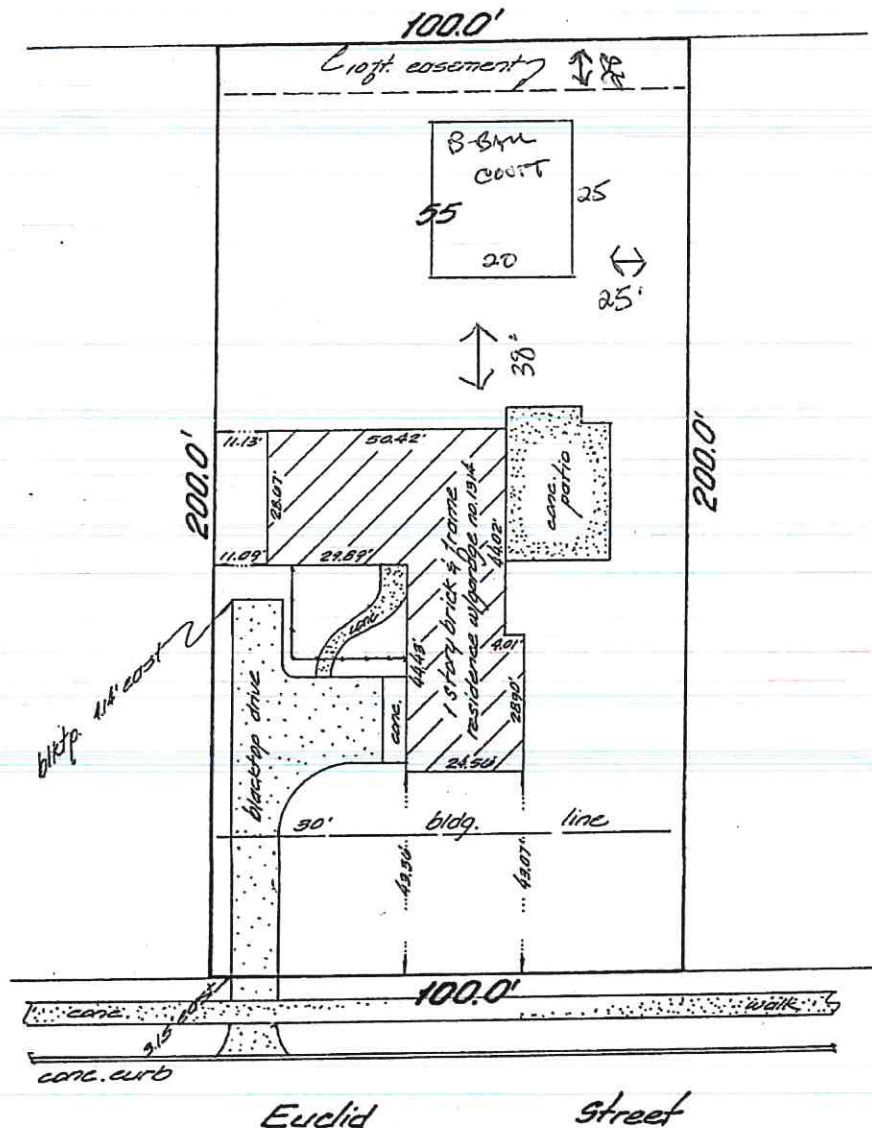
SURVEY SERVICE, INC.
Registered Land Surveyors

ORDER NO.
981283

PLAT OF SURVEY

of

LOT 55 IN ARLINGDALE BEING HARRY J. ECKHARDT SUBDIVISION OF THE WEST 2,346 FEET OF THE NORTH HALF OF SECTION 30, TOWNSHIP 42 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTH OF CHICAGO AND NORTHWESTERN RAILROAD, IN COOK COUNTY, ILLINOIS.



State of Illinois } ss.
County of Cook }

JENS K. DOE SURVEY SERVICE, INC. does hereby certify that a survey has been made under its direction, by a Registered Land Surveyor of the property described hereon and that the map is a correct representation of said survey.

Chicago, Illinois Dated 11th day of August

JENS K. DOE SURVEY SERVICE, INC. *John M. Hendrickson*
JOHN M. HENDRICKSON
(Illinois Registered Land Surveyor No. 2668)

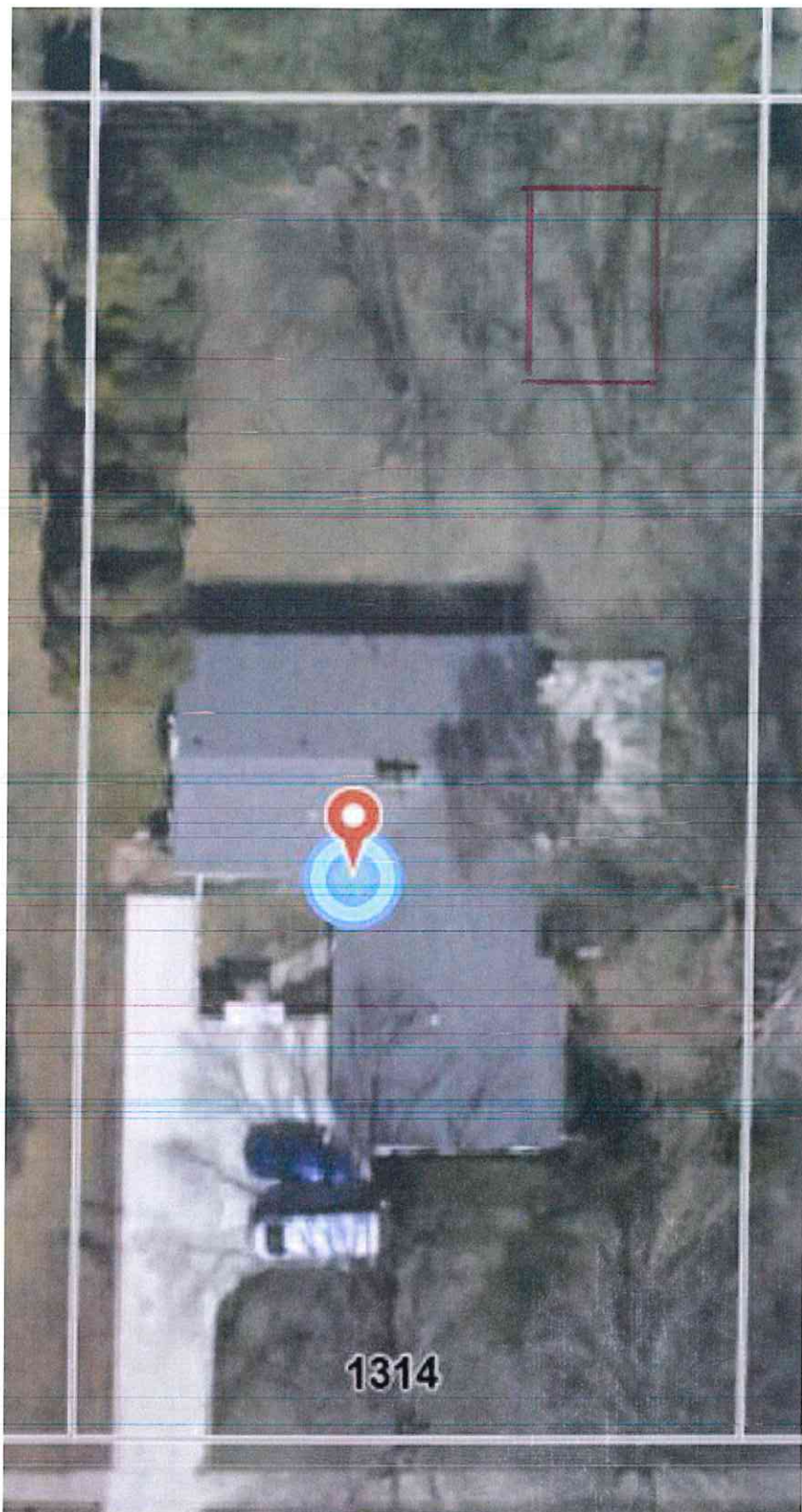
NOTE

Dimensions are not to be assumed or scaled

The legal Description noted on this plat is a copy of the order and for accuracy MUST be compared with Deed. For building restrictions refer to your Abstract, Deed or Contract







2024 Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: TLP Home Tuckpointing

Project Location: East Valley Lane Arlington Heights, IL 60004

CDBG Funding Request: \$5,250

Applicant Contact Information

Organization Name Shelter, Inc.

Federal Unique Entity Identifier (UEI) Number 23-7399596

Head of the Organization (ex. Executive Director)

Name: Carina Santa Maria

Title: Executive Director

Email: Csantamaria@shelter-inc.org

Signature of person authorized to submit this application:



Signature Date: 4/25/2024

Printed name: Carina H. Santa Maria

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.

Name of person to contact regarding this application: Xochitl Soto

Title: Grants Manager

Mailing Address: 1616 N Arlington Heights Rd., Suite 203

City/State/Zip Code: Arlington Heights, IL 60004

Telephone Number: (847) 595-0174

Email Address: xsoto@shelterinc.org

Organization website: shelter-inc.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

For male youth ages 17 – 21 who are homeless and aging out of the child welfare system, our Transitional Living Program (TLP) offers the support and sanctuary necessary for a transition to successful, sustainable, and healthy independent adulthood. Youth often come to TLP lacking the basic life skills that we take for granted like budgeting, applying for jobs, work ethics, grocery shopping, cooking, or even how to do laundry. TLP teaches these and other vital foundational lessons. TLP residents are expected to meet certain personal responsibility milestones on the road to independence. Shelter's qualified and state-accredited staff closely monitors all participants and provides support services and guidance over goal attainment. Support services target secondary and post-secondary education, job training, stable employment, permanent connections, and social and emotional well-being. Additionally, youth are provided with mental and behavioral health services important for breaking cycles of adversities and building the self-esteem necessary for independence. TLP residents are part of the fabric of the community. They attend local schools and are active members of the workforce as servers, store clerks, grocery workers, and more. TLP is effective in part because of strong accountability and personal responsibility measures. Case workers assist youth with obtaining and sustaining benefits including SSI, SSDI, and TANF. In most cases, this is the last opportunity for these young adults to learn healthy choices, resist gangs, crime, and drugs while living off the streets, and to build productive lives with promising futures.

Our TLP is licensed through the Illinois Department of Children and Family Services and is one of only 23 programs of its kind in the state but the only program of its kind in our area. This residence is a home-like setting to foster a home-like and family environment. Currently, three bedrooms accommodate two beds in each room. This home is a duplex located at 207-209 East Valley Lane in Arlington Heights.

Since 2022 this property has successfully undergone many improvements to ensure the safety and integrity of the building. This year we are grateful for the opportunity to request funding to support the tuckpointing necessary to repair the brick and mortar above the garage and below the roof at the front of the property that is currently deteriorating, cracked, and split. The estimated costs to replace the damage with new brick is \$5,250. A quote from Olsen Tuckpointing Company is attached.

All work is estimated to be completed within 5-6 business days upon grant and project approval. Representatives of the Village of Arlington Heights are invited and encouraged to make an appointment to tour the property.

2. Previous CDBG Funding

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

Yes. Shelter has been involved with Arlington Heights CDBG and Palatine CDBG.

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

- ☐ Yes
☒ No

If so, please specify how funds will be used.

B. Service Area

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

Shelter services the counties of Cook, Lake, McHenry, and DuPage. The municipalities included in this area are:

Arlington Heights
Barrington
Barrington Hills
Bartlett
Buffalo Grove
Carpentersville
Des Plaines
Elgin
Elk Grove Village
Glenview
Half Day
Hanover Park
Indian Creek
Inverness

Lake Barrington
Lake Forest
Lincolnshire
Long Grove
Mettawa
Morton Grove
Mount Prospect
Mundelein
Niles
North Barrington
Northbrook
Palatine
Park Ridge
Prairie View

Prospect Heights
Riverwoods
Rolling Meadows
Roselle
Rosemont
Schaumburg
South Barrington
Streamwood
Tower Lakes
Vernon Hills
Wheeling
Chicago

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

☒ Yes
☐ No

3. Describe any additional criteria for your program.

All residents must be in the care of the Illinois Department of Children and Family Services (DCFS) Foster Care.

4. What facilities, services, or programs are operated in Arlington Heights?

The Transitional Living Program (TLP) residence is located in Arlington Heights.

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

No. There are no other agencies in the same service area that provide the same service.

C. Program Client Statistics

1. List services provided to clients (meals served, shelter, counseling, day care, etc.):

Shelter
Counseling
Case management

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

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2024 – September 30, 2025 (proposed)	12*	12*	12*
October 1, 2023 – present (6 months – October through March)	8	8	8
October 1, 2022 – September 30, 2023	8	8	8

*Pending approval of revised *Special Use Permit* by VAH Board of trustees

3. Please state anticipated cost per client per service for the 2024-25 program year.

\$673.25

2023 Income Limits

Household Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
Max. Annual Low/Moderate Household Income (80% Area Median Income)	\$61,800	\$70,600	79,450	\$88,250	\$95,350	\$102,400	\$109,450	\$115,500

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

4. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents (i.e., households with annual incomes at or below the amounts above)?

CDBG funds will be used to make repairs to meet safety standards, Arlington Heights code requirements, and maintain the structural integrity of the home, ensuring Shelter upholds our mission of providing a safe, healthy, and nurturing environment.

5. If you receive CDBG funds, will they be used to serve Arlington Heights residents that have not been previously served using CDBG funds?

Funds will be used to maintain the current level of residents being served.

6. Would this program exist without CDBG funding?

(Select one)

- ☒ Yes
☐ No

D. Staff for Funded Program

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

- a. Full-time 5
b. Part-time 4
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: Caitlyn Lierman, Residential Director

Phone Number: 847-255-8060

Email Address: clierman@shelter-inc.org

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

12 Years.

E. Fees and Funding Sources

1. Describe any client fees collected*.

Not applicable.

2. Describe how client fees are used (if applicable):

Not applicable.

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

3. List all other funding sources received for this program and portion allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	\$	\$
ESG Funds	\$	\$
HOME Funds	\$	\$
HOPWA Funds	\$	\$

Other Funds

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Other Federal Funds	\$	\$
State/Local Funds	\$ 736,600**	\$ 736,600**
Private Funds	\$	\$
Program Income	\$	\$
Other Funding	\$	\$

**Funds are from DCFS and are exclusively for program costs.

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

(Select one)

☐ Yes

☒ No

F. Budget**1. Please complete the following table:**

Program Fiscal Year	Organization Total Budget	Overall Program Budget	Arlington Heights CDBG Portion of Budget
Organization or agency's next fiscal year, if available	\$ TBD	TBD	TBD
Organization or agency's current fiscal year	\$ 5,012,679.17	\$ 736,600	\$ 38,340
Organization or agency's last fiscal year	\$ 4,168,034.31	\$ 604,582	\$ 19,670

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

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	\$
Other direct client service costs (ex. Enrollment fee, fee per night of service, etc.)	\$
Construction/Rehabilitation	\$ 5,250
Other	\$
Please specify:	
Total CDBG Request	\$ 5,250

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

G. Performance Measurement Systems

1. Project Objectives

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

☒ *Creating a Suitable Living Environment*

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

☐ *Providing Decent Housing*

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

☐ *Creating Economic Opportunities*

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

2. Project Outcomes

Please check one of the following to identify your organization's proposed outcomes.
(The selection should reflect the result your organization 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.

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☐ *Sustainability*

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

H. Other Information

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

Our mission is to end the cycle of child abuse by providing a comprehensive network of support to children, their families, and our community to create safe, healthy, and nurturing homes.

2. Required Attachments. Provide explanations if any of the required attachments are not applicable to the organization or are not available at this time.

- ☒ Copy of your organization's most recent submitted Illinois Charitable Organization Annual Report Form AG990-IL (*This is a two-page document. Please do not submit the federal form.*)
- ☒ Proposed organization budget for the next fiscal year, including proposed funding sources
- ☒ Current organization budget, including proposed funding sources
- ☒ Most recent audit (one hard copy, electronic copy or web address where the audit can be found only)
- ☒ Most recent A-133 audit, if an A-133 audit has been required NA
- ☒ Proof of non-profit determination
- ☒ Organizational chart
- ☒ List of Board of Directors
- ☒ Fee schedules for the program for which grant funds are requested, if applicable (ex. client fee schedule, enrollment fee schedule, scholarship sliding scale chart, etc.). NA
- ☒ The applicant may provide other attachments at the organization's option (ex. organization or program brochure). Other (please describe)

Construction/Rehabilitation Applications Only:

- ☒ Proposed construction/rehabilitation schedule by month*.

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

- ☒ Cost and Design Assistance Estimates

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

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

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