



Village of Arlington Heights
Housing Commission
Commissions Room
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
January 5, 2016
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes 11/17/15

IV. REPORTS

V. OLD BUSINESS

- A. Group Home and Transitional Housing Program
- B. Single Family Rehab Program

VI. NEW BUSINESS

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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



Item: Minutes 11/17/15

Department: Planning & Community Development

ATTACHMENTS:

Description

Minutes

Type

Minutes

DRAFT

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION HELD AT ARLINGTON HEIGHTS VILLAGE HALL VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS NOVEMBER 17, 2015

IN ATTENDANCE:

Commissioners

Present: Mark Hellner Karen Conway Namrita Nelson
Alex Hageli Anisa Jordan

Commissioners

Absent: None

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

Others Present: Anna Panzarino – 13 E Miner St.
Frank Panzarino – 13 E Miner St.
Michael D. Dalton – Clearbrook Center
Rizik Mohammad – Little City Foundation
Carrie Carnaghi – Little City Foundation
Kori Larson – Glenkirk

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:05 p.m. and the Pledge of Allegiance was recited.

II. ROLL CALL

Commissioners Hellner, Conway, Nelson, Jordan and Hageli were present.

III. OLD BUSINESS

A. 13 E Miner Street

Ms. Boyer described the apartment building project that has been proposed to be located at 13 E Miner Street. It is proposed to be a 12-unit apartment building, and the owner has agreed to provide one affordable unit as called for in the Arlington Heights Affordable Rental Housing Guidelines. The owner, Mr. Panzarino, was present to answer questions.

Ms. Boyer reported that the Plan Commission's recommendation concerning this project includes the condition which appears below concerning affordable housing, and the Housing Commission is being asked if it concurs:

"One affordable housing unit shall be required as follows:

- One affordable unit shall be maintained as affordable in perpetuity under the Village's affordable rental housing guidelines.
- With the approval of the Village, the affordability requirements of another local, State or Federal affordable housing program which are consistent with the requirements of the Village's affordable rental housing guidelines, may be temporarily followed with respect to the unit but at all times the requirements of the Village's affordable rental housing guidelines shall apply in perpetuity.
- The owner or owner's designee shall be responsible for reporting to the Village on a quarterly basis in compliance with the affordable housing requirements utilizing a form prescribed by the Village of Arlington Heights."

Chairman Hellner asked how many bedrooms will be in the affordable units. Mr. Panzarino stated that it will be one of the 1-bedroom units. It was commented that reporting monthly may be overly burdensome and unnecessary, and reporting annually may be more appropriate.

Ms. Panzarino was asked if he agrees with the affordable housing conditions, and he stated that he does agree to them. Ms. Boyer agreed that reporting less frequently than quarterly seems reasonable since only one affordable unit is involved in this project.

A motion was made by Commissioner Hageli, seconded by Commissioner Conway to concur with the Plan Commission's affordable housing condition but that the reporting to the Village should be required no less frequently than annually rather than being required monthly. The motion carried unanimously.

B. Group Home and Transitional Housing Program

Funding currently available under this program is \$21,915. Four preliminary applications were received in response to the Request for Applications.

Chairman Hellner stated that he would be recusing himself from the discussion under this topic and will not participate in any voting because his wife is an employee at Clearbrook, one of the applicant agencies.

St. Coletta of Wisconsin, Inc. was not in attendance at the meeting, but their request is for \$4,000 toward the cost of a new roof for their group home at 1819 E. Avon Lane. The total estimated cost of the roof is \$12,500. St. Coletta would pay the difference between the actual cost and the \$4,000 requested.

Clearbrook was represented by Michael D. Dalton. Mr. Dalton stated that Clearbrook is celebrating its 60th anniversary and has strong ties to Arlington Heights including the location of the office's agencies in Arlington Heights. He stated that Clearbrook's request is for \$13,000 to be used to replace the roof of the group home at 235 S. Kennicott. Clearbrook has owned this home since June 2002. There are eight, male residents residing in the home.

Glenkirk was represented by Kori Larson. Ms. Larson stated that Glenkirk has a total of four group homes in Arlington Heights. Glenkirk's request is for \$15,000 toward the cost of renovating two bathrooms of the group home at 729 Kingsbury. The total cost for the renovations of the two bathrooms is estimated at \$20,000. This residence is the home to 8 women. Glenkirk has owned the home since 1995. She described the renovations as primary being for the purpose of making the bathrooms more handicapped accessible.

One bathroom is large enough to make the needed improvements, but the other bathroom may need to be enlarged. Commissioner Nelson requested photographs of the bathrooms. Ms. Larson stated that their cost estimates are based on the costs of similar renovations that were done to the bathroom in a group home owned by the agency that is located in Lake County.

Little City Foundation was represented by Rizik Mohammad and Carrie Carnaghi. The proposed improvements would include the following modifications to the group home at 2634 N. Raleigh which has been owned by the agency since 1996: Cutting a large hole in the wall between the kitchen and living room thus opening the layout of the home, installing overhead lighting in the bedrooms, relocating the washer and dryer into the attached garage, and removing an old ramp on the front of the home and installing railings at the front entrance.

It was stated that the opening between the kitchen and living room will enable staff to better supervise the residents, increasing safety. The ramp is a slip hazard and is not needed because the rear entrance is accessible. The purpose of moving the laundry facilities to the garage is so that there is more room for teaching the residents laundry life skills. The laundry machines are currently located in a hallway. The overhead lights in the bedrooms are for safety and convenience.

Commissioner Nelson requested that the agencies provide photographs of the areas of the homes proposed to be renovated and a minimum of two cost proposals from contractors. Ms. Boyer pointed out that 3 cost estimates will be required for any projects that are funded, but the members of the Housing Commission said that they believed that a minimum of two estimates would be sufficient as the basis for funding decisions, and the third cost estimates could be obtained later. The agencies are also asked to provide the number of people who reside in the homes.

The representatives of the agencies were asked whether they would be able to do the proposed work if their requests were not fully funded. Glenkirk said that they might renovate one bathroom initially instead of two. Little City Foundation prioritized their items as: the opening between the kitchen and living room, the overhead lighting, the moving of the washer/dryer, and lastly the removal of the ramp. Clearbook stated they have been making repairs to the room that they are seeking to replace and would continue with repairs (delaying the roof replacement) if the re-roofing is not fully funded. The agencies were asked to firm up their priorities, and were asked to explore whether they may have funds (or more funds) from other sources that could be used to partially fund their projects if the Village is not able to fully fund their requests.

The Housing Commission will discuss the proposals again at their meeting set for December 17, 2015. The agencies were asked to provide the Village with number of residents in the homes (if not previously provided), photographs, and two contractor proposals for all proposed work by the end of the week before the December 17th meeting. The agencies are invited to this meeting to discuss the supplemental information and answer questions.

C. Single Family Rehabilitation Program

Ms. Boyer was asked to provide the figures on expenditures from the Single Family Rehab Program over the past several years to be used for possibly discussing the reallocation of some 2015/2016 funds to the Group Home and Transitional Housing Program.

Ms. Boyer stated that SFR Case 15-01 is underway. She also stated that she gave a presentation at the Senior Center regarding the program and expects to receive one or two applications as a result.

IV. APPROVAL OF MINUTES

A motion was made by Commissioner Hageli, seconded by Commissioner Nelson to move up agenda Old Business agenda items V. A. 13 W. Miner and V. C. Group Home and Transitional Housing Program. The motion carried unanimously.

V. OTHER

Chairman Hellner mentioned the recently broadcast programs on radio station WBEZ concerning affordable housing in the Chicago area. The programs can be accessed on the station's website.

The developer Chairman Hellner mentioned at the meeting last week that was looking for a senior housing site is focusing on a site other than the ones listed in the Village's publication of sites suitable for senior and institutional housing. At the Housing Commission's request, Ms. Boyer will email the Housing Commission members the document that contains the list of sites.

NAMI has started construction of a supportive housing site in Wheeling, and Palatine is providing some suggested sites for housing for persons with disabilities.

IV. ADJOURNMENT

A motion was made by Commissioner Jordan, seconded by Commissioner Conway to adjourn the meeting. The motion carried unanimously.

NEXT MEETING: THURSDAY, DECEMBER 17, 2015 AT 7 PM



Item: Group Home and Transitional Housing Program

Department: Planning & Community Development

ATTACHMENTS:

Description

Grant Applications

Type

Exhibits

VILLAGE OF ARLINGTON HEIGHTS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

GRANT PROPOSAL
PRELIMINARY APPLICATION FORM

COVER SHEET

Name of Applicant: St. Coletta of Wisconsin, Inc.
Address: N4637 County Rd Y, Jefferson WI 53549
Contact Person/Title: Gary Armstrong - St. Coletta Facilities Manager
Telephone Number: 920-674-8205
Fax Number: 920-674-8306
Email Address: garmstrong@stcoletta.wi.org

Program Description

Address of the Project: 1819 E. Avan Lane, Arlington Heights IL 60004

Brief Description of Renovations Proposed: _____

St. Coletta would like to replace the current
roof at Avan Home in Arlington Heights. The
current roof is approaching 20 years in age
and is showing visible signs for needed
replacement.

Amount of CDBG Funds Requested from Arlington Heights: \$ 4,000

St. Coletta
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**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GRANT PROPOSAL**

PROGRAM BUDGET

FY 2015/2016 (May 1, 2015 - April 30, 2016)

REVENUE

Grant request from Village of Arlington Heights (CDBG): \$ 4,000

Other Sources of Funding for this Renovation:

Funding Source(s):	Name of Funding Source	Amount
	<u>Illinois Friends</u>	<u>\$ 8,500</u>
	<u>for St. Coletta</u>	
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

Total Revenue: \$ 12,500

EXPENSES

Item	Proposed Village of Arl. Hts. CDBG Funding	Other Sources of Support	Total
Construction/Rehabilitation	<u>\$ 4000</u>	<u>\$ 8500</u>	<u>\$ 12,500</u>
Total Expenses:	<u>\$ 4000</u>	<u>\$ 8500</u>	<u>\$ 12,500</u>

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Community Development Block Grant Program

Grant Proposal

Program Narrative for St. Coletta of Wisconsin

- 1. Describe the group home or transitional housing facility. Provide the number of years that the agency has owned and operated the facility.**

In 2001, through a partnership with the state of Illinois, St. Coletta established its first Community Integrated Living Arrangement (CILA) home and now operates ten CILA's in the Arlington Heights area (Arlington Heights, Palatine, Roselle, and Elgin).

St. Coletta has owned and operated Avon House in Arlington Heights since April, 2004. The home is located at 1819 E. Avon Lane and borders the northern end of John Hersey High School's athletic complex. Avon is a split-level house with an attached garage and unfinished basement for extra storage space and laundry. Avon House offers a structured living arrangement of individualized services and supports, focusing on connecting those served to vocational providers, along with numerous social and recreational activities that engage them in the community.

St. Coletta serves over 400 individuals with development disabilities and other challenges in three locations: Jefferson, WI, Waukesha, WI and as mentioned above, the Northern/Western suburbs of Chicago.

Inspired by the Franciscan Values of compassion, dignity and respect, St. Coletta's mission is to support persons with developmental disabilities and other challenges to achieve their highest quality of life, personal growth and spiritual awareness.

Founded in 1904, by the Sisters of St. Francis of Assisi, St. Coletta of Wisconsin is one of the oldest organizations in the country dedicated to upholding the rights of persons with disabilities to be included in all aspects of life, to participate as full citizens and to direct the services and support they require for a quality life.

- 2. Provide the number of units and/or residents. Briefly describe the eligibility requirements for residency in the facility and application process.**

Currently, St. Coletta operates five homes in the Village of Arlington Heights serving 34 individuals with disabilities. As mentioned, Avon House is located at 1819 East Avon Lane Arlington Heights, IL 60004.

There are six adult males living in the house with four single and one shared bedrooms. The age ranges for the gentlemen living in the home run from 40-51 years of age.

St. Coletta
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The men residing at Avon receive 24-hour staff supervision both in the home and when out in the community. Five of the men currently attend day workshop programs at Avenues to Independence work services in Wheeling, IL. The remaining resident attends Clearbrook Employment Services in Rolling Meadows, IL.

All six of the residents take great pride in the appearance of the home. They all participate in daily cleaning and yard maintenance and enjoy being active in the Arlington Heights community.

The requirements for residency at one of our CILA homes in IL contain the following guidelines:

- The individual must be at least 18 years of age.
- The individual must have a developmental disability and/or other challenges.
- The individual must not be an immediate and/or chronic danger to him/herself or others.
- The individual must meet specific residential and/or vocational day services criteria in the program to which he/she is applying.
- The individual's application for services must be voluntary and based upon the informed consent of the individual or his/her guardian.
- The individual or guardian must agree to participate in the development and implementation of the Individual Service Plan (ISP).
- The individual must be eligible for services and have services funded by an agency or participate in a private payment plan.

The application process for residency at one of CILA homes in IL is as follows:

1. The St. Coletta Director of Admissions is contacted by an individual, his/her guardian or family member, or an agent appointed via the Illinois Department of Human Services.
2. Eligibility for CILA (Community Integrated Living Arrangement) housing is verified.
3. The St. Coletta Admissions Team discusses the information presented, including Inventory for Client and Agency Planning (ICAP) scores, personal notes, medical information, school files, etc.
4. The Admissions Team determines whether we have the ability to meet the needs of the individual as presented.
5. An assessment with the individual, his/her family members, guardian, current residential provider, etc. is conducted. Dinners, including meet & greet opportunities with the other members of the home and staff are also conducted.
6. The Assessment Team reports their findings to the Admissions Team.
7. If there is a suitable vacancy and the team feels as though the individual can be successfully supported, a funding packet is prepared and sent to the Illinois Department of Human Services.
8. Once the funding letter of acceptance is received, a move-in date is set.

St. Coletta
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3. Describe the construction work that is proposed for funding under the Group Home and Transitional Housing Program. Explain: 1) why the construction project is urgent or important; 2) the long term benefits of the project; and 3) extent to which CDBG funds will leverage funding from other sources.

St. Coletta needs to replace the current roof at Avon House in Arlington Heights. The current roof is approaching 20 years in age. Based on evaluations from the St. Coletta Facilities Management Department, the current roof has exceeded its life expectancy, has visible signs of needed replacement (cracked and curled shingles), and requires immediate attention.

The urgency for this project derives from St. Coletta's commitment to quality care for all we serve and a dedication to providing a safe and healthy living environment for our clients. Fixing a problem before it advances into a serious safety concern or causes a deficiency to the residents is of paramount importance to our organization, not to mention our desire to be 'good neighbors' by properly maintaining our homes so as not to detract from other residences in the neighborhood.

The long-term benefits of replacing the roof at Avon House include:

- Maintaining the safety and health of the current St. Coletta residents.
- The prevention of leaks and structural damage resulting from inclement weather.
- Maintaining/increasing the value of the home.
- A continued commitment to those we serve in the Village of Arlington Heights.
- Maintaining our commitment to being good neighbors and citizens to the entire Village of Arlington Heights.

We are requesting a Community Development Block Grant in the amount of \$4,000 to assist in the replacement of the roof at Avon House. This requested amount would leverage the remaining balance of \$8,500 which will be funded by the Illinois Friends for St. Coletta.

The Illinois Friends for St. Coletta is a 501(c)(3) organization that serves to assist developmentally challenged individuals and their families through education advocacy, financial support and community awareness. The Board of Directors for the Illinois Friends for St. Coletta is made up of parents, siblings, and relatives of the clients served in IL. Some of the board directors live in the Village of Arlington Heights, while the remaining board members all live in the neighboring IL suburbs. For almost 25 years, this organization has been dedicated to St. Coletta's Mission of supporting persons with developmental disabilities and other challenges to achieve their highest quality of life

St. Coletta
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4. Provide an estimate of the cost of the work. Provide contractor proposals if they are available.

The estimated cost for a roof replacement at Avon House is \$12,500. This estimate comes as a result of diligent inspection from the St. Coletta Facilities Management Department using a determination on costs that reflect totals from similar roof replacement projects at other St. Coletta homes. St. Coletta owns, operates and maintains over 40 adult family homes, CILAs and CBRFs within the service areas mentioned above.

If you have questions, or require additional information, about this request, please feel free to contact:

Illinois Restoration Manager, Steve Naugle at 224-234-0654,
email – sanaugle@stcolettawi.org

St. Coletta Facilities Manager, Gary Armstrong at 920-674-8205,
email – garmstrong@stcolettawi.org

St. Coletta President, Ted Behncke at 920-674-8237,
Email - tbehncke@stcolettawi.org

Thank you for considering our funding request for a Community Development Block Grant.

St. Coletta
7.6

Boyer, Nora

From: Zastrow, Mark <mzastrow@stcolettawi.org>
Sent: Monday, December 14, 2015 9:45 AM
To: Boyer, Nora
Cc: O'Connell, Sean T.; Armstrong, Gary; Naugle, Steve A.
Subject: Response for CDBG
Attachments: ArlHeights CDBG Response.12.11.15.pdf; 1819 Avon bid.docx; CDBG Bid. KMBT_C20020151211113818.pdf; CDBG Bid.CCE12072015.pdf; 20151130_131829_resized.jpg; 20151130_131846_resized.jpg; 20151130_131907_resized.jpg; 20151130_131924_resized.jpg

Hello Ms. Boyer,

Attached is our cover letter response, three bids and photos of the roof of our home on Avon Lane that is in need of a roof replacement and in consideration for a Community Development Block Grant.

We would appreciate having the Housing Commission review this information at its upcoming meeting and use it as consideration as they determine grant awards.

Thank you for your consideration. We look forward to hearing from you regarding the Housing Commission's decision.

Respectfully submitted,

Mark Zastrow, CFRE
Director of Development
St. Coletta of Wisconsin
N4637 County Road Y
Jefferson, WI 53549
Email: mzastrow@stcolettawi.org
Cell: 920-723-0289 (preferred)
Direct: 920-674-8213
Website: www.stcolettawi.org

Mark Zastrow
Director of Development



<http://www.stcolettawi.org>

N4637 County Road Y
Jefferson, WI 53549
920-674-8213
Cell: 920-723-0289
Fax: 920-674-8306
Email: mzastrow@stcolettawi.org

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*attached to it, if any), destroy any hard copies you may have created and notify me immediately by replying to this email.
Thank you.*



December 11, 2015

Arlington Heights Housing Commission
Attn: Ms. Nora Boyer
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005

Dear Arlington Heights Housing Commission,

Thank you for the opportunity to continue into the next stage of consideration for the Community Development Block Grant through the Village of Arlington Heights. Enclosed is the supplemental information requested by the housing commission – photographs of the roof at Avon House, plus 3 contractor proposals for the re-roofing work.

As the pictures show, the current roof at Avon House, located at 1819 East Avon Lane, is in immediate need of replacement. After almost 20 years of exposure to the elements, roof defects have occurred, most noticeable as mold and mildew throughout a significant portion of the roof. St. Coletta of Wisconsin prides itself on being responsible owners of the properties under our care and we are committed to being good neighbors and citizens within the Village of Arlington Heights community. The replacement of the roof at Avon House is important to our Mission. Receiving this grant it would help us move forward with the roofing work.

For almost 12 years, St. Coletta has been privileged to share our services with the Village of Arlington Heights and we look forward to many more years of this partnership. Please let us know any additional information we can provide to the Housing Commission. Thank you for considering our funding request for a Community Development Block Grant.

Sincerely,

A handwritten signature in black ink that reads "Mark Zastrow".

Mark Zastrow, CFRE
Director of Development

Enclosures (4)

St. Coletta of Wisconsin • Corporate Office N4637 County Road Y, Jefferson, WI 53549 PH (920) 674-4330 FX (920) 674-8457

St. Coletta of Wisconsin • Illinois 1841 Hicks Road, Suite A, Rolling Meadows, IL 60008 PH (847) 358-3698 FX (847) 358-5014



St. Coletta of Wisconsin • Madison 6323 Odana Road, Suite B, Madison, WI 53719 PH (608) 270-0800 FX (608) 270-0801

St. Coletta of Wisconsin • Waukesha 1500 Blackhawk Trail, Waukesha, WI 53186 PH (262) 446-3520 FX (262) 446-9110

www.stcolettawi.org

QUALITY CONSTRUCTION

WAYNE LEISEBERG
20904 WEST CORAL RD.
MARENGO, IL. 60152
815 568-7063, 815-382-0696

Date: 12-10-15

To: St. Coletta of WI.

Steve 224-234-0654
Marengo IL 60152
Email: garmstrong@stcoletta.org

Job Site: 1819 Avon, Arlington Heights IL

Re: House Roof

All existing roofing materials will be torn off and hauled away (2 layers). Rubberized Ice and Water shield will be installed along eaves and felt paper elsewhere. All new metal drip edge, roof vents, plumbing boots, one house fan and flashing will be installed. New architectural style Lifetime Warrentee shingles will be installed, Landmark 30 by Certainteed.

Color Choice: _____

Total Labor and Materials\$9400.00

Note: I am an IL state Licensed roofer and I am also certified as a preferred installer for the Certainteed company which means they will give a full warrantee not only on the materials but my labor as well.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are herby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Any work not specified above is subject to additional charges.

Accepted _____ Date _____

DICKSON CONTRACTORS INC.

526 South Arthur Avenue
Arlington Heights, Illinois 60005-2141
(847) 577-8730 • Fax (847) 577-8756
IL Lic. # 104004625
www.dicksoncontractors.com

DATE: 12-11-15

TO: ST. COLETTA OF WIS
N 4637 COUNTY RD Y
JEFFERSON WIS 262-434-0318

FOR: Tear-off

1819 E AVALON LN

JOB:

ARL HTS IL

CONTRACT AMOUNTS

RCOF \$ 8,525
\$
\$
NEW
FAN \$ 250
\$
\$ 8,775 TOTAL

DICKSON CONTRACTORS PROPOSE THE FOLLOWING:

Tear-off existing 2 layers of roof down to bare wood, replace any wood found defective and renaill existing as necessary. CDX Plywood @ \$ 60 per sheet: 1X Boards @ \$ 5.00 per foot. (Additional layers to the contract @ \$25 per square). (Lumber price may fluctuate with CMV).

Apply Ice & Water Shield to all valleys, protrusions and 6 feet to bottom edge of roof. Note: Not installed on any unheated space (garage, car port, screened porch, etc.).

Install 15 lb. Felt (Moisture Barrier).

Shingle entire house with Class A Fiberglass/asphalt shingles. All shingles to be installed per manufacturer's specifications.

Manufacturer: CAF Color: _____
Standard 3-Tab: — Laminate: TIMBERLINE HD
Guarantee: LIFE (Laminate with Manufacturer's Cap)

Replace any flashing found defective as indicated: Color: _____
(Straight flashing to be grinded into the brick)
Chimney: 1 Custom Sheet Metal: —

Replace all existing vents with new aluminum vents:

Replace: 4 Add: — Kitchen: 1 Bath: — Lead Collars: 2
Ridge Vent: — Power Roof Fan: EXTRA \$250
(No Electrical Hook-up)

Prefabricated Metal Chimney: — Ft. Color: —

Clean-up and haul away all debris pertaining to above installation.

MANUFACTURERS WARRANTY ON MATERIALS DESCRIBED ABOVE FOR LIFE YRS.
DICKSON CONTRACTORS WARRANTIES ALL WORKMANSHIP DESCRIBED ABOVE FOR 10 YRS.

CONTRACT AMOUNT \$ _____ DOWN PAYMENT \$ 800 BALANCE \$ _____ DUE UPON COMPLETION.
THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. • YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED, PAYMENTS WILL BE MADE AS OUTLINED ABOVE
THE CONSUMER SHALL PAY TO DICKSON CONTRACTOR INTEREST IN AN AMOUNT EQUAL TO 1.5% OF ANY AMOUNTS DUE AND OWING ON THE ABOVE CONTRACT NOT PAID WITHIN THIRTY (30) DAYS OF ITS DUE
DATE AND ANY AND ALL REASONABLE COLLECTION FEES, ATTORNEY FEES, COURT COSTS AND OTHER EXPENSES RELATED TO ANY COLLECTION PROCEEDING • RETURN CHECK FEE \$35.00

• YOU, THE CONSUMER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION, SEE THE ATTACHED NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT.

• THIS CONTRACT DOES NOT INCLUDE, UNLESS EXPRESSLY SPECIFIED, ANY MOLD ABATEMENT, REMOVAL, OR CLEANING. IF MOLD IS FOUND EXISTING ON THE PREMISES, ANY COST TO ABATE, REMOVE, OR CLEAN SHALL BE PAID BY YOU AS AN EXTRA. IN ADDITION, ANY WARRANTY GIVEN TO YOU UNDER THIS CONTRACT DOES NOT INCLUDE THE COST TO ABATE, REMOVE, OR CLEAN MOLD THAT MAY BE FOUND ON THE PREMISES IN THE FUTURE.

OWNERS SIGNATURE

DATE

Jim Barth
DICKSON CONTRACTORS, INC.



PROPOSAL

Jerry Newman Roofing & Remodeling, Inc.

290 North Prospect Street

Marengo, Illinois 60152

815 / 568-9671 • 847 / 658-2349 • Fax: 815 / 568-9674

www.newmanroof.com

"Installing Roofs Like Yours Since 1979"

- MEMBER NATIONAL ROOFING CONTRACTORS ASSOCIATION -



Proposal Submitted To	Work To Be Performed At
St Coletta 1819 Avon Arlington Heights, IL 60004 # 14677	St Coletta 1819 Avon Arlington Heights, IL 60004

20723

ENTIRE NEW ROOF FOR DWELLING

Page 1 of 2

BASE PRICE = \$8,060.00

12/3/2015

1. Remove the existing roofing materials to bare wood deck.
 2. Extra care will be taken not to scratch/dent the gutters or siding.
 3. Any bad wood will be removed and replaced on a time and materials basis.
 4. Apply Tamko Ice & Water Shield underlayment 6' onto roof per code.
 5. Apply extra Ice & Water Shield around chimney.
 6. Apply #15 felt paper underlayment. This is code and NRCA specification.
 7. Install new gutter apron flashing as required along bottom roof edges.
 8. Install a true self sealing starter course along all of the roof edges.
 9. Replace the existing wall flashing as required with new aluminum.
 10. Install a 5 5/8" exposure 30 year Tamko Heritage Architectural shingles, w/6 nail upgrade for a 130 MPH wind Warranty, and full 15 year non-prorated manufacturers warranty for all labor/materials.
 11. Install 2 new lead plumbing vent flashing boots.
 12. Install 1 new large clapper style vent with Ice & Water Shield.
 13. Reinstall furnace pipe/flashing and paint to match.
 14. Install new heavy duty .024 flashing to the masonry chimney.
 15. Install 4 new color matched heavy duty slant back style roof vents.
 16. Clean the existing gutters & downspouts of any leaves or debris.
 17. Continual care will be taken to protect the property and keep the project orderly and safe.
 18. Magnetically sweep driveway and yard for any nails or metal debris.
 19. Thoroughly clean up and remove all waste via our trucks.
- *Jerry Newman Roofing & Remodeling offers all types of roofing, siding, gutters, soffit/fascia, decks, replacement windows, and painting services*

All workmanship is unconditionally guaranteed for five years. on new roofing only. The above work will be performed in accordance with the manufacturer's specifications.

Jerry Newman Roofing & Remodeling, Inc. is fully insured, bonded and state licensed #104-001578.



PROPOSAL

Jerry Newman Roofing & Remodeling, Inc.

290 North Prospect Street

Marengo, Illinois 60152

815 / 568-9671 • 847 / 658-2349 • Fax: 815 / 568-9674

www.newmanroof.com

"Installing Roofs Like Yours Since 1979"



- MEMBER NATIONAL ROOFING CONTRACTORS ASSOCIATION -

Proposal Submitted To	Work To Be Performed At
St Coletta 1819 Avon Arlington Heights, IL 60004 # 14677	St Coletta 1819 Avon Arlington Heights, IL 60004

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Page 2 of 2

*****EXTRA COST OPTIONS FOR YOUR CONSIDERATION*****

1. Yes ☒ No ☐ Jerry Newman Roofing will obtain permit (permit cost only) \$__
 2. Yes ☐ No ☐ 1 bathroom exhaust roof vent with tube as required \$148
 3. Yes ☐ No ☐ 1 largeMaster Flow 1600 CFM power attic vent, not including electrical hook-up \$257
 4. Yes ☐ No ☐ 1 4X8' sheet of 1/2" 4 ply CDX fir plywood (as needed) \$57
 5. Yes ☐ No ☐ Tamko Woodgate 5" exposure to the weather Architectural shingles with a full 30 year non-prorated manufacturers warranty for all labor/materials (6 nail 130 MPH wind warranty) \$598
- ***JNR LABOR WARRANTY INCREASED TO 10 YEARS WITH UPGRADED SHINGLES***
- ***JERRY NEWMAN ROOFING IS A CERTIFIED TAMKO PRO INSTALLER***

Jerry Newman Roofing & Remodeling offers all types roofing, siding, gutters, soffit/fascia, decks, replacement windows, and painting services

All workmanship is unconditionally guaranteed for five years, on new roofing only. The above work will be performed in accordance with the manufacturer's specifications.

Jerry Newman Roofing & Remodeling, Inc. is fully insured, bonded and state licensed #104-001578.

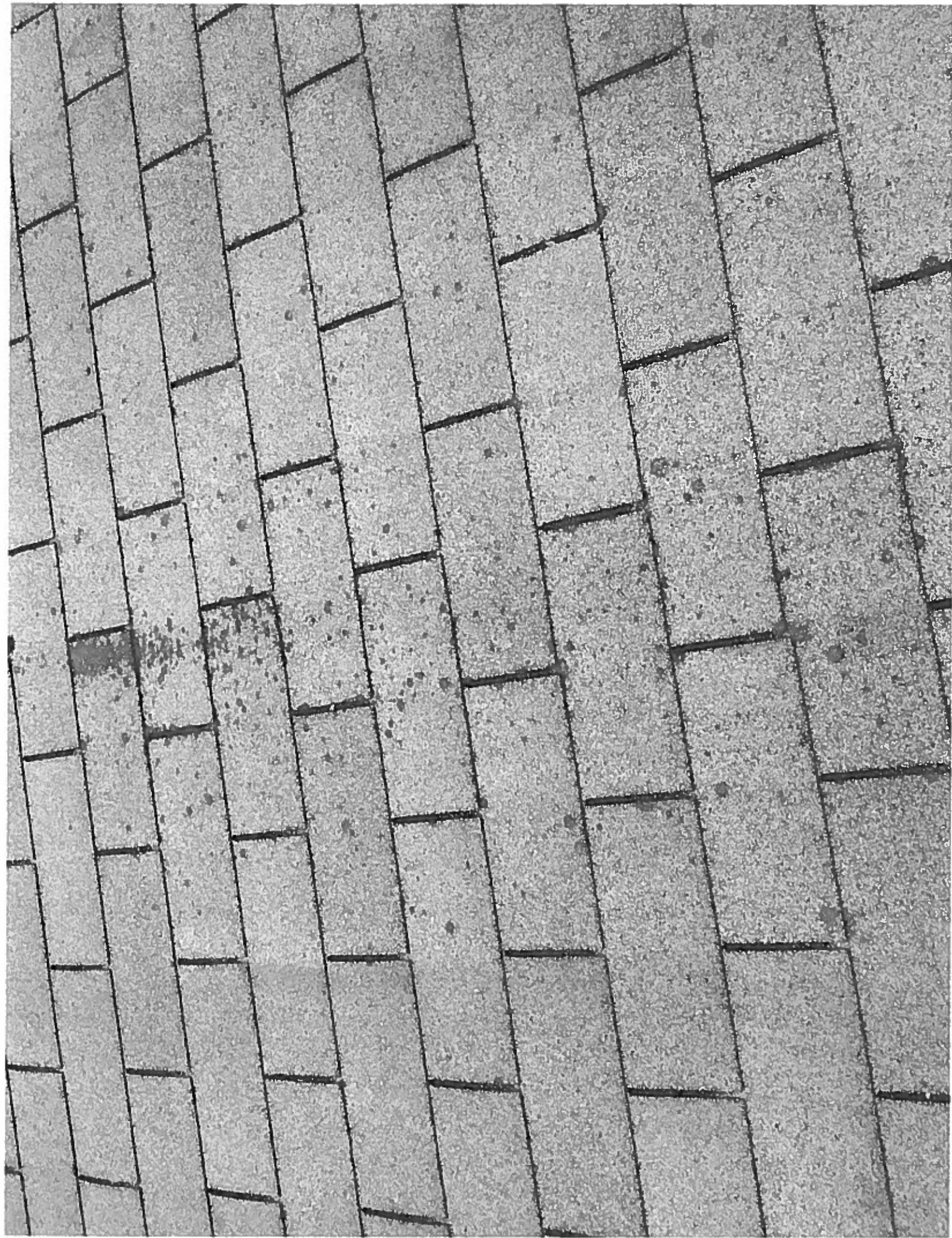
Respectfully submitted,

Sam Grana

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made after completion. A deposit of \$200.00 is required to bind this contract.

Date _____ Signature _____









VILLAGE OF ARLINGTON HEIGHTS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

GRANT PROPOSAL
PRELIMINARY APPLICATION FORM

COVER SHEET

Name of Applicant: Clearbrook

Address: 1835 Central Rd. Arlington Heights IL 60005

Contact Person/Title: Michael Dalton Director of Operations

Telephone Number: 847-385-5017

Fax Number: 847-870-7741

Email Address: mdalton@clearbrook.org

Program Description

Address of the Project: 235 S. Kennicott Ave., Arlington Hts. IL 60005

Brief Description of Renovations Proposed: Replace existing roof.

Tear off and replace shingles.

Amount of CDBG Funds Requested from Arlington Heights: \$ 13,000

Clearbrook
p. 1

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GRANT PROPOSAL**

PROGRAM BUDGET

FY 2015/2016 (May 1, 2015 - April 30, 2016)

REVENUE

Grant request from Village of Arlington Heights (CDBG): \$ 13,000

Other Sources of Funding for this Renovation:

Funding Source(s):	Name of Funding Source	Amount
	<u>None</u>	<u>\$ _____</u>
	<u>_____</u>	<u>\$ _____</u>
	<u>_____</u>	<u>\$ _____</u>
	<u>_____</u>	<u>\$ _____</u>
	<u>_____</u>	<u>\$ _____</u>
	<u>_____</u>	<u>\$ _____</u>
Total Revenue:		<u>\$ _____</u>

EXPENSES

Item	Proposed Village of Arl. Hts. CDBG Funding	Other Sources of Support	Total
Construction/Rehabilitation	<u>\$ 13,000</u>	<u>\$ 0</u>	<u>\$ 13,000</u>
Total Expenses:	<u>\$ 13,000</u>	<u>\$ 0</u>	<u>\$ 13,000</u>

Clearbrook
p. 2

**Clearbrook
Village Of Arlington Heights
2015-2016 CDBG Application**

Program Narrative

1. This is a very unique building. Originally a 2 story raised ranch with an addition built on of equal size to the original house. Approx. 5,000 square feet not counting basements. 7 bedrooms, 3.1 baths, dining room, kitchen, 2 family rooms, 2 rec. rooms, 2 car garage, and 2 furnaces. Full fire sprinkler and alarm systems. Clearbrook has owned and operated Kennicott CILA since June 2002 a single family home for developmentally disable adults.
2. Licensed for 8 male adults. Clients must be developmentally disabled to qualify for services. All beneficiaries are of extremely low income levels. The service is available to all Arlington Heights resident if they qualify as developmentally disabled and make proper application to Clearbrook and the State of Illinois. The service is not exclusive to Arlington Heights residents.
3. Funding is needed to repair the roof. Funding for services is provided by the State and fundraising but funding for capital improvements is difficult to come by. There would be no increase in the number of residents served. This home does not duplicate any services provided by other agencies. Other agencies may provide residential services similar to Clearbrook but there is a waiting list for all.
4. The project being requested is construction and is estimated to cost \$13,000.

Clearbrook
p. 3

Boyer, Nora

From: Michael Dalton <midalton@clearbrook.org>
Sent: Friday, December 04, 2015 2:08 PM
To: Boyer, Nora
Subject: Roof Quotes for CDBG Grant Request
Attachments: 0516_001.pdf

Hi Nora,

Hope all is well.

Attached please find 3 quotes for the replacement of the roof at our Kennicott home as requested. Below are the ages of our 8 residents living in the home that the grant would impact.

Peter T. – 47
Greg T. – 60
Joe K. – 52
Dan S. – 51
Dan R. – 62
Dan W. – 29
Chris T. – 55
Steve M. – 58

Please let me know if there are any additional supporting documents needed.

Have a great weekend!

Thanks,
Michael D. Dalton
Director of Operations
Clearbrook
Main (847)385-5017
Cell (847)209-5912
Fax (847)870-7741
Email midalton@clearbrook.org

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• 1141 S. Arlington Heights Rd., Unit G • Arlington Heights, IL 60005
• (847) 392-3330 • heffroofing@gmail.com

December 4, 2015

Clearbrook
1835 Central Rd.
Arlington Heights, IL 60005
385-5017 Mike
midalton@clearbrook.org

Job Location:

235 South Kennicott
Arlington Heights

We have examined the roof at the above address and propose to furnish all Labor, Material, and Equipment, necessary to install a new Shingle roof as follows:

- Remove existing roof to deck and haul away.
 - Install GRACE water & ice shield on all gutter edges and valleys.
 - Install new shingle felt underlayment over deck.
 - Install new GAF HD Timberline self-sealing shingles. Color:
 - Provide extra courses at roof edges.
 - Use four galvanized nails per shingle strip.
 - Install new colored roof vents. Install Cobra ridge vent on addition.
 - Install metal tins where necessary.
 - Install new chimney flashings. Install a saddle at upper level chimney.
 - Install new lead flashings on pipe stacks.
 - Ridges will be covered with Boston type shingled - double overlapped to conceal fasteners.
-
- Install new granulated modified bitumen on flat roof, add: \$1,700.00

* Any rotted wood will be replaced at \$50.00 per 4x8 sheet 1/2" plywood or \$4.00 per lin.ft.

10 Year Workmanship Guarantee
Ltd. Lifetime Manufacturer's Warranty.

PRICE: \$12,000.00 Payment In Full Due Upon Job Completion

Agreed and Accepted

SIGNATURE

DATE


MIKE CHROUSER

The back of this document is integrated into the terms and conditions of the face of this contract.

Hefferan Roofing And All Employees Are Fully Insured
Illinois Roofing License No. 104-009362



Clearbrook
1835 Central Road
Arlington Heights, IL 60005

Project Address
235 S Kennicott Ave.

Thank you for considering O'Hara's Son Roofing Company for your project estimate. After reviewing your property, we recommend the following scopes:

Complete Shingle Roof Replacement

Complete removal and replacement of existing roofing system.
Approximately 4000 sq ft

Specifications

- Tear off existing roof system on Western elevation down to the original wood decking. Debris will be disposed of via dumpsters. Decking will be inspected and replaced—if necessary—for an additional rate of \$40 per sheet of 1/2 " plywood decking.
- Install #15 felt underlayment over wood decking.
- Install ice and water shield down the eaves.
- Install architectural shingles over base sheet. Color to be chosen by client
- Install ridge cap shingles ridges.
- Flash all walls, pipes, and penetrations using same material and terminate as necessary.
- Install new aluminum mushroom vents.
- Clean premise on a daily basis.

Price:
\$15,910.00

Initial _____

Warranty

O'Hara's Son Roofing 6-year workmanship warranty
Manufacturer's Limited Lifetime Warranty

Terms:

Signed Performance Agreement and/or PO#

Provide a 50% deposit.

Balance due in full upon project completion.

Permits needed will be secured by us for our reimbursement

Respectfully submitted,

Matt Switaj
O'Hara's Son Roofing Company
IL. State Lic.# 104-010401

975 Rohlwing
Rolling Meadows, IL 60008
847.255-3600
847.255-3688-f

"A Tradition to Protect and Serve"

www.oharasson.com

ACCEPTANCE OF AGREEMENT:

The above pricing, scope of work, and conditions are accepted.

O'Hara's Son Roofing Company is authorized to perform the work as specified.

This agreement is subject to the general conditions on the following pages.

If this project is for a residential property, you are acknowledging that you have received from us, a copy of the pamphlet titled "Home Repair: Know Your Consumer Rights."

Acceptance Signature

Date

Printed Name

Title

Prices are valid for only 14 days from above date.

These documents are intended for the sole use of O'Hara's Son Roofing Company
to procure business and contains confidential information.

Any dissemination, distribution, or copying of the enclosed material for the
intended use of competitive bidding is prohibited and will be strictly enforced.

O'Hara's Son Roofing is a proud member of the

BUILD 12 Network
www.Build12.com



New Shingle Roof

- Tear off old shingles and dispose in garbage
- Install all underlayment. Felt and Ice and Water
- Install new architectural shingles over underlayment
- Install new ventilation system

Total Job Contract Price: \$17,500.00

Three year labor warranty
Manufacturer warranty



Chicago
Southland
THE SHINGLE CONNECTION



1334 Field Street
P.O. Box 862
Hammond, IN 46325
P 219 • 852 • 9323
F 219 • 852 • 0853

700 State Street
Calumet City, IL 60409
P 708 • 862 • 1550
F 708 • 862 • 1553

Boyer, Nora

From: Michael Dalton <midalton@clearbrook.org>
Sent: Monday, December 14, 2015 3:47 PM
To: Boyer, Nora
Subject: RE: Roof Quotes for CDBG Grant Request
Attachments: Fwd: Kennicott

Hi Nora,

I'm forwarding you several emails with photographs of the Kennicott roof to be replaced.

Thanks,
Michael D. Dalton
Director of Operations
Clearbrook
Main (847)385-5017
Cell (847)209-5912
Fax (847)870-7741
Email midalton@clearbrook.org

From: Boyer, Nora [<mailto:nboyer@vah.com>]
Sent: Wednesday, December 09, 2015 12:00 PM
To: Michael Dalton
Subject: RE: Roof Quotes for CDBG Grant Request

Michael,

The Housing Commission also requested photographs of the proposed work.

Can you email me some photos by early next week?

Thanks,
Nora

From: Michael Dalton [<mailto:midalton@clearbrook.org>]
Sent: Friday, December 04, 2015 2:08 PM
To: Boyer, Nora
Subject: Roof Quotes for CDBG Grant Request

Hi Nora,

Hope all is well.

Attached please find 3 quotes for the replacement of the roof at our Kennicott home as requested. Below are the ages of our 8 residents living in the home that the grant would impact.

Peter T. – 47
Greg T. – 60
Joe K. – 52
Dan S. – 51
Dan R. – 62
Dan W. – 29
Chris T. – 55

Please let me know if there are any additional supporting documents needed.

Have a great weekend!

Thanks,
Michael D. Dalton
Director of Operations
Clearbrook
Main (847)385-5017
Cell (847)209-5912
Fax (847)870-7741
Email mdalton@clearbrook.org

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Boyer, Nora

From: Michael Dalton <midalton@clearbrook.org>
Sent: Monday, December 14, 2015 3:49 PM
To: Boyer, Nora
Subject: FW: Kennicott
Attachments: IMG_4765.JPG; IMG_4766.JPG; IMG_4767.JPG; IMG_4768.JPG; IMG_4770.JPG

*Michael D. Dalton
Director of Operations
Clearbrook
Main (847)385-5017
Cell (847)209-5912
Fax (847)870-7741
Email midalton@clearbrook.org*

From: Misty Herrin [<mailto:misty@build12.com>]
Sent: Monday, December 14, 2015 2:07 PM
To: Michael Dalton
Subject: Fwd: Kennicott

More photos from 235 S. Kennicott.

----- Forwarded message -----
From: Steve Chromik <steve@build12.com>
Date: Mon, Dec 14, 2015 at 1:59 PM
Subject: Kennicott
To: Misty <misty@build12.com>, Matt Switaj <matt@oharasson.com>

Sent from my iPhone, please excuse any informalities.

--

Misty Herrin
Office Manager
O'Hara's Son Roofing Company
3306 N. Knox Ave.
Chicago, IL 60641
misty@oharasson.com
P: (847) 255-3600
P: (847) 647-9600
F: (847) 255-3688

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Boyer, Nora

From: Michael Dalton <midalton@clearbrook.org>
Sent: Monday, December 14, 2015 3:49 PM
To: Boyer, Nora
Subject: FW: Fwd:
Attachments: IMG_4751.JPG; IMG_4752.JPG; IMG_4753.JPG; IMG_4754.JPG; IMG_4755.JPG

*Michael D. Dalton
Director of Operations
Clearbrook
Main (847)385-5017
Cell (847)209-5912
Fax (847)870-7741
Email midalton@clearbrook.org*

From: Misty Herrin [<mailto:misty@build12.com>]
Sent: Monday, December 14, 2015 2:09 PM
To: Michael Dalton
Subject: Fwd:

More photos from 235 S. Kennicott.

----- Forwarded message -----

From: Steve Chromik <steve@build12.com>
Date: Mon, Dec 14, 2015 at 1:57 PM
Subject:
To: Misty <misty@build12.com>, Matt Switaj <matt@oharasson.com>

Sent from my iPhone, please excuse any informalities.

--

Misty Herrin
Office Manager
O'Hara's Son Roofing Company
3306 N. Knox Ave.
Chicago, IL 60641
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Boyer, Nora

From: Michael Dalton <midalton@clearbrook.org>
Sent: Monday, December 14, 2015 3:50 PM
To: Boyer, Nora
Subject: FW: Kennicott
Attachments: IMG_4770.JPG; IMG_4772.JPG; IMG_4774.JPG; IMG_4775.JPG; IMG_4776.JPG

*Michael D. Dalton
Director of Operations
Clearbrook
Main (847)385-5017
Cell (847)209-5912
Fax (847)870-7741
Email midalton@clearbrook.org*

From: Misty Herrin [<mailto:misty@build12.com>]
Sent: Monday, December 14, 2015 2:10 PM
To: Michael Dalton
Subject: Fwd: Kennicott

More 235 S. Kennicott photos.

----- Forwarded message -----

From: Steve Chromik <steve@build12.com>
Date: Mon, Dec 14, 2015 at 2:00 PM
Subject: Kennicott
To: Misty <misty@build12.com>, Matt Switaj <matt@oharasson.com>

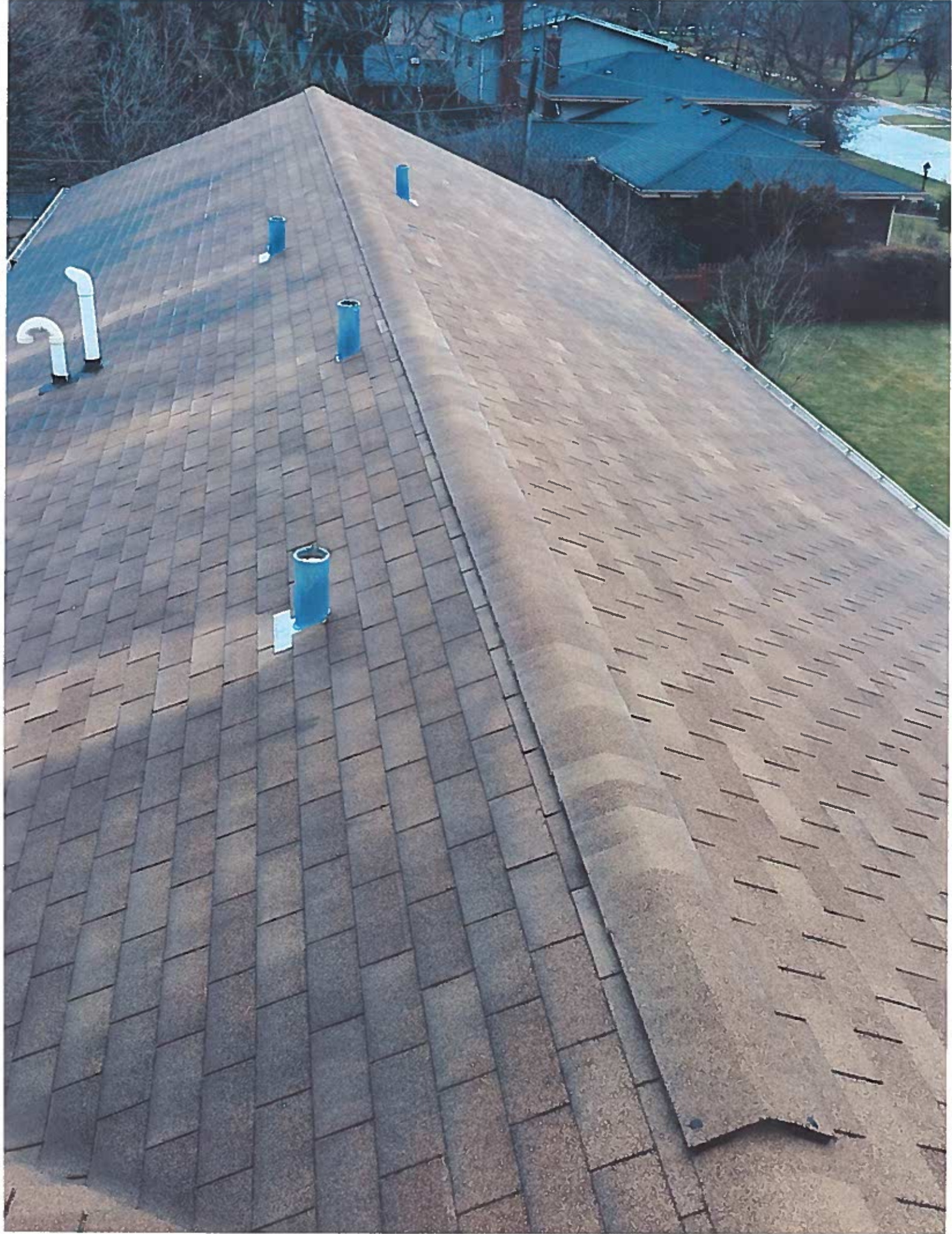
Sent from my iPhone, please excuse any informalities.

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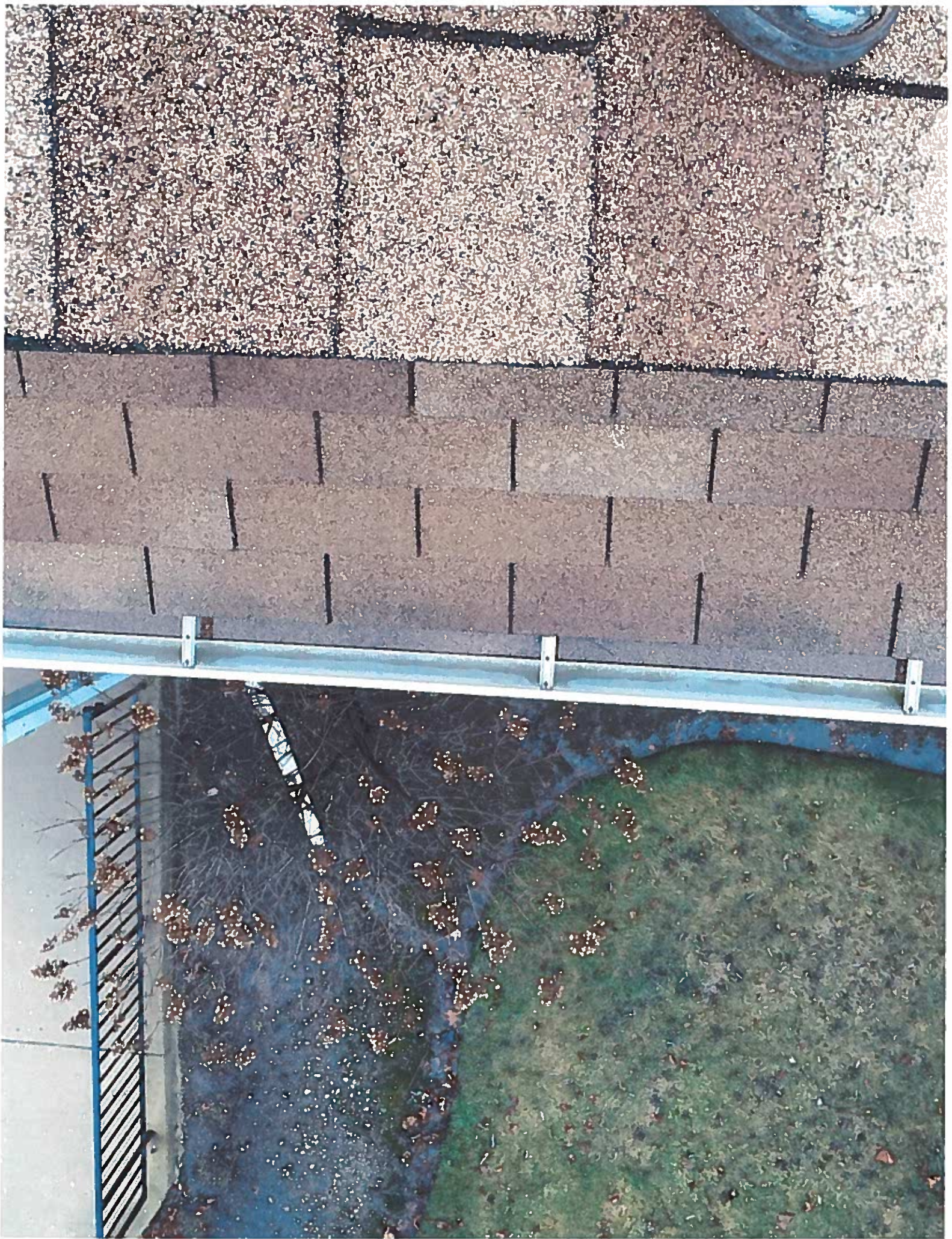
Misty Herrin
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F: (847) 255-3688

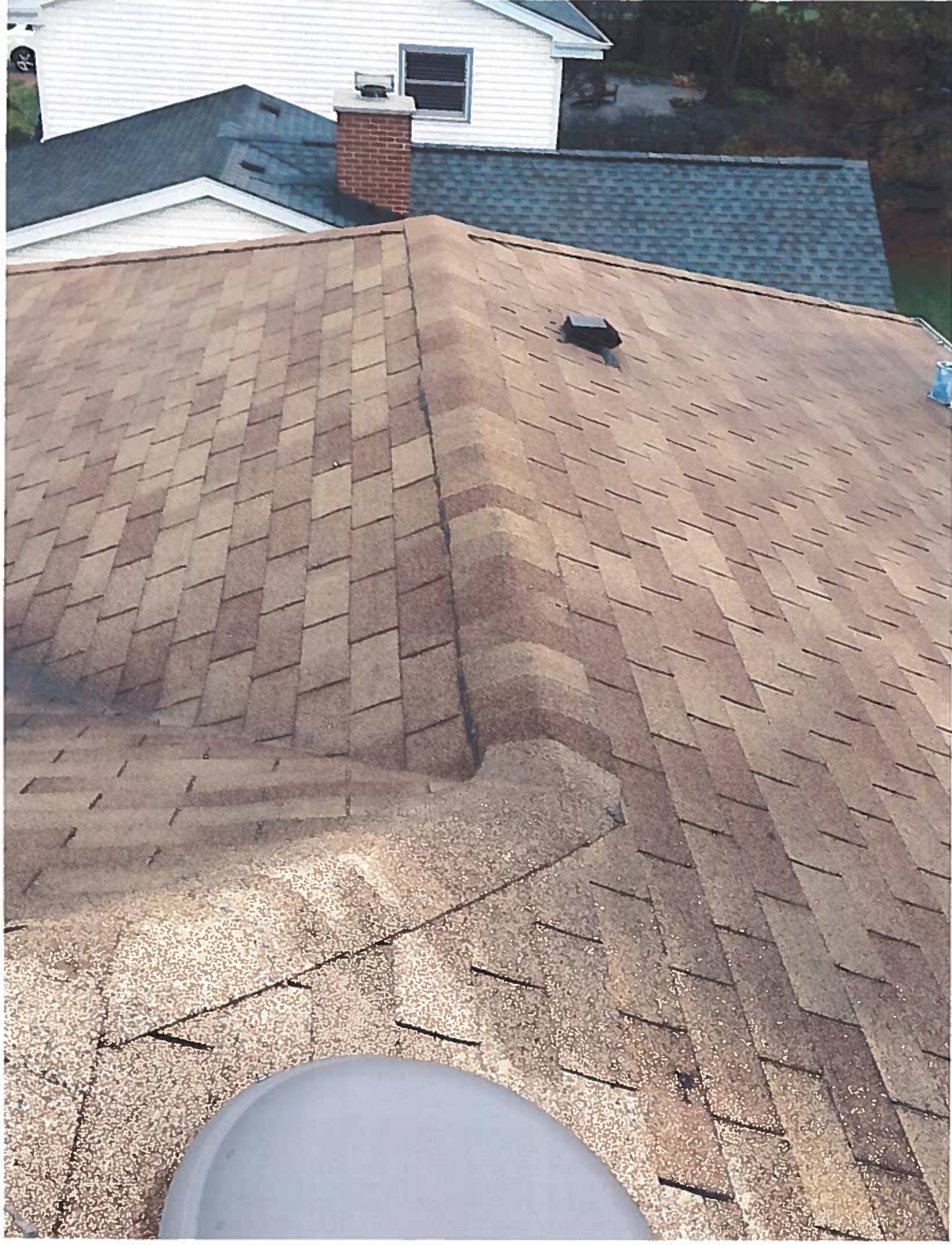
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Boyer, Nora

From: Michael Dalton <midalton@clearbrook.org>
Sent: Monday, December 14, 2015 3:49 PM
To: Boyer, Nora
Subject: FW: Kennicott
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*Michael D. Dalton
Director of Operations
Clearbrook
Main (847)385-5017
Cell (847)209-5912
Fax (847)870-7741
Email midalton@clearbrook.org*

From: Misty Herrin [<mailto:misty@build12.com>]
Sent: Monday, December 14, 2015 2:06 PM
To: Michael Dalton
Subject: Fwd: Kennicott

Here are more photos from 235 S. Kennicott.

----- Forwarded message -----

From: Steve Chromik <steve@build12.com>
Date: Mon, Dec 14, 2015 at 1:58 PM
Subject: Kennicott
To: Misty <misty@build12.com>, Matt Switaj <matt@oharasson.com>

Sent from my iPhone, please excuse any informalities.

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Misty Herrin
Office Manager
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VILLAGE OF ARLINGTON HEIGHTS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

GRANT PROPOSAL
PRELIMINARY APPLICATION FORM

COVER SHEET

Name of Applicant: Little City Foundation

Address: 1760 W. Algonquin Road, Palatine, Illinois, 60067

Contact Person/Title: Carrie Carnaghi, Grants Manager

Telephone Number: 847.221.7865

Fax Number: 847.303.0015

Email Address: ccarnaghi@littlecitcity.org

Program Description

Address of the Project: 2634 N. Raleigh Street, Arlington Heights

Brief Description of Renovations Proposed:

The CILA Renovation Project at 2364 N. Raleigh Street, Arlington Heights, will consist of cutting a large hole in the wall between the kitchen and living room thus opening the layout of the home, install overhead lighting in the bedrooms, relocate washer and dryer machine, and remove an old ramp and install external railings at the home entrance.

Amount of CDBG Funds Requested from Arlington Heights: \$ 21,915

Little City
p.1

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GRANT PROPOSAL**

PROGRAM BUDGET

FY 2015/2016 (May 1, 2015 - April 30, 2016)

REVENUE

Grant request from Village of Arlington Heights (CDBG): \$21,915

Other Sources of Funding for this Renovation:

Funding Source(s):	Name of Funding Source	Amount
	<u>Little City</u>	<u>\$5,483.29</u>
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

Total Revenue: \$27,398.29

EXPENSES

Item	Proposed Village of Arl. Hts. CDBG Funding	Other Sources of Support	Total
Construction/Rehabilitation	<u>\$21,915</u>	\$ _____	<u>\$21,915</u>
Total Expenses:	\$ _____	<u>\$5,483.29</u>	<u>\$5,483.29</u>

Little City
p. 2

LITTLE CITY FOUNDATION
PROGRAM NARRATIVE

Raleigh CILA Home Renovation Project

Little City provides Community Integrated Living Arrangement (CILA) housing for adults (ages 22 and older), in a group home setting where up to eight individuals with intellectual and developmental disabilities live under the supervision of trained and supportive Little City staff. Residents of the homes receive complete and individualized residential habilitation and personal support services. CILA living also provides a stable and comfortable home environment, along with specialized services that promote inclusion and physical well-being in their homes and communities. Little City's CILA homes are located in neighborhood settings, which provide a warm and welcoming environment. Life Skills Instructors, provide support 24 hours a day, seven days a week.

Residents of CILA living enjoy the pleasures of sharing a home of their own while simultaneously learning to handle the responsibilities that coincide with independent living with the assistance of trained staff who are present when participants are home. Staff assist the residents in cooking, cleaning, daily living activities, and in participating in community activities and outings. Little City also offers clinical (mental health and behavioral intervention), recreational and medical services in order to improve an individual's overall quality of life.

Little City has owned and operated the home located at 2364 N. Raleigh Street, Arlington Heights since 1996. The Raleigh CILA home is comprised of six bedrooms, three bathrooms, kitchen, living room, and dining room which also serves as an activity room. Eight men between the ages of 27-45 reside in the Raleigh home. Seven of the eight men have been diagnosed with autism. The majority of the individuals are nonverbal and require intense supervision to ensure their safety. The demographics within the home are: 64% Caucasian, 12% Hispanic, 12% African American and 12% Asian. 100% of the individuals are considered low-income.

The proposed Raleigh CILA Renovation Project consists of four components that will increase the quality of life for the residents as well as increase safety features within the home:

1. Kitchen and living room wall redesign: Cut a large hole in the wall creating a viewing window so staff can safely simultaneously supervise residents in the kitchen and living room. Appliances and cabinets will need to be reconfigured.
2. Lighting: Add overhead lighting in the bedrooms. Currently, the bedrooms are only lit by side and floor lamps. The installation of ceiling fixtures will allow for increased visibility in the rooms.
3. Ramp removal and railing installation: Remove the wheelchair ramp at the front of the house and install hand rails. The ramp is slippery and could be a potential fall hazard. The hand rails will offer support for individuals who are mobile but could use extra assistance for stability.
4. Washer and dryer relocation: Move washer and dryer units to the garage, adjust plumbing, insulate pipes, add table for folding station, install shelves and doors to create an enclosure.

Little City
p. 3

In an effort to make all CILA homes safe and comparable to standard homes within the community Little City continuously invests and upgrades its properties. Little City's CILA homes are constantly being assessed for upgrades and capital improvements to better accommodate the specific needs of the residents.

Little City respectfully requests \$21,915 to renovate and upgrade the aforementioned components at 2364 N. Raleigh Street, Arlington Heights.

Little City
p. 4

Boyer, Nora

From: Carrie Carnaghi <CCarnaghi@littlecity.org>
Sent: Tuesday, December 15, 2015 9:56 AM
To: Boyer, Nora
Subject: RE: December 17 Housing Commission Meeting
Attachments: Raleigh Bids.pdf; Raleigh Photos.docx

Nora,

Attached, please find Little City's (2) bids. One bid details the complete project and the second bid details the highest priority within the project. I've also attached some photos.

I will be attending the meeting on December 17th but here are a few brief answers to your questions:

1. Little City will proceed with the project even if we are not funded at the full amount. We have plans to phase the project.
2. The priorities within the project are: creating the "viewing window"—wall opening—between the kitchen and living room wall, adding over head lighting to the bedrooms, removing the metal wheel-chair ramp in the front of the house, and finally relocating the laundry room.
3. Little City will provide up to a 25% salary match.

Eight adult males reside in the Raleigh home.

Please let me know if you have any other questions.

See you on Thursday,
Carrie

From: Boyer, Nora [<mailto:nboyer@vah.com>]
Sent: Wednesday, December 09, 2015 12:54 PM
To: Carrie Carnaghi; 'Michael Dalton' (midalton@clearbrook.org); 'Kori Larson'; 'garmstrong@stcolettawi.org'
Subject: RE: December 17 Housing Commission Meeting

Oops. The promised attachments (agenda and minutes) are attached to this email.

Nora

From: Boyer, Nora
Sent: Wednesday, December 09, 2015 12:50 PM
To: Carrie Carnaghi (CCarnaghi@littlecity.org); 'RMuhammad@littlecity.org'; Michael Dalton (midalton@clearbrook.org); 'Kori Larson'; garmstrong@stcolettawi.org
Subject: December 17 Housing Commission Meeting

The Village of Arlington Heights Housing Commission will continue its deliberations concerning the grant requests submitted for funding under the Village's Group Home and Transitional Housing Rehab Program on:

December 17, 2015

7 pm

Arlington Heights Village Hall – Planning Dept. Conference Room (2nd Floor)

The agenda for the meeting and the draft minutes from the November 17, 2015 Housing Commission meeting are attached (please review the portion of the minutes highlighted in yellow).

At the November 17th meeting the Housing Commission requested that your agency provide the Village with the following for discussion at the December 17th meeting:

- Photographs of the existing conditions of the areas of the home proposed to be renovated
- A minimum of 2 contractor proposals for the proposed work
- The number of persons residing in the home, if not previously provided.

If you have not already done so, please provide me with the three items above, by mail, delivery or email no later than 5 pm on December 15, 2015.

ALSO:

If you are not able to send a representative to the meeting on December 17, 2015, please provide written responses (also to be provided to me no later than 5 pm on December 15, 2015) concerning the following:

At the November 17 meeting the Housing Commission also asked that you explain:

- Explain whether you would be able to proceed if the proposed work if your application is not fully funded.
- For projects involving more than one work items or room to be renovated, you were asked to prioritize the components of your request.
- You were asked to explore whether your agency may be able to provide matching funds (or additional matching funds) if with the project if your request is not fully funded.

Please contact me if you have any questions.

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

Housh's Construction Company ("Contractor")

452 Ogden Ave.
Lisle IL. 60532
Office 847-884-0431
Fax 847-726-0431

PROPOSAL

10/28/15

Little City Foundation
1760 Algonquin Rd.
Palatine, IL 60067
847-221-7141

Dear Bill,

The undersigned proposes to perform labor and material for facility located at 2634 N. Raleigh in Arlington Heights, IL which includes the following:

1. Remove and install new Front door with side lite to match existing
2. Paint front Door
3. Remove metal ramp and repair front stoop
4. Install Railing on front stoop
5. Prime and paint rusted metal railing to the back of house
6. Open wall between kitchen and living room 60"x24"
7. Remove and install new 72" sliding door with hardware for laundry closet
8. Paint sliding doors
9. (4) new light fixtures and electrical for bedrooms on first floor
10. Remove kitchen window and close off opening
11. Remove and install new layout kitchen cabinets and tops to match existing material or equal.

Total Price: \$22,000.00

Terms of payment: \$10,000 down and balance after completion.

Price does not include Permits Fees, removal of all hazardous material, Performance bond, shop drawing or As-Builds, hidden or unforeseen conditions,

Date of Commencement of Work: TBD

Insurance: certificate of insurance shall be submitted by the contractor to the owner prior to the start of construction. The Owner shall purchase and maintain property insurance written on a builders risk form in an amount sufficient to cover the cost of the work and the contractor's fee on replacement cost basis. Such property insurance shall be maintained by the owner until completion of the project has been achieved by the contractor.

Warranty: Contractor warrants all workmanship and materials from defect for a period of One (1) year.

Final Completion: Work on the project shall be considered finally completed when all punch list items have been corrected.

Any alteration or deviation from the above specification involving extra cost of the material or labor will only be performed upon written orders for same, and will require an extra charge over the sum mentioned in this contract. The contractor agrees to carry insurance and pay all taxes applicable to the above work.

If you wish for us to do the work, please so indicate and then sign and return one copy of this agreement. This contract is only valid for 30 days from the date of the proposal.

Respectfully,

HOUSH'S CONSTRUCTION COMPANY, INC.

Housh Khoshbin
President

The aforesaid proposal and offer is accepted. You are hereby authorized to furnish all material and labor required to complete the work set forth in the above proposal, for which the undersigned agrees to pay the amount mentioned in the said proposal, according to the terms thereof.

SIGNED: _____ DATED: _____

PRINT NAME: _____

Reed Illinois Corporation
600 W. Jackson Blvd. Suite 500
Chicago, Illinois 60661-5625
312/943-8100 telephone
312/943-8141 facsimile
www.reedcorp.com

**More Than
100 Years Of
Building Relationships**

Reed Illinois Corporation
600 W. Jackson Blvd. Suite 500
Chicago, Illinois 60661-5625
312/943-8100 telephone
312/943-8141 facsimile
www.reedcorp.com

December 14, 2015

Little City

Re: Kitchen Renovation

Dear Adam Carter,

Pursuant to your request, we herewith submit our proposal to furnish all necessary labor, material and equipment to complete the work as outlined below for the sum of \$10,550.00

Our scope of work includes the following:

- Removal of existing cabinetry.
- Supply and install of new cabinetry.
- Installation of pass thru opening between rooms.
- Standard finish paint
- Floor finishes.
- All work straight time
- Excludes appliance and fixtures.
- Supply and install of one new window.

We thank you for the opportunity to quote this work. If you should need any further clarification, feel free to contact me.

Very Truly Yours,
Reed Construction

Rich Melone
Senior Project Manager



George Karkowski
Project Manager

General Contracting
Tenant Interiors
Design Build
Construction Management
Occupancy Management
Equipment Procurement

Kitchen/Living Room "Viewing Window" - Wall Opening



Lighting in Bedrooms



Ramp



VILLAGE OF ARLINGTON HEIGHTS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CDBG GRANT PROPOSAL
PRELIMINARY FORM
COVER SHEET

Name of Applicant: Glenkirk

Address: 3504 Commercial Avenue, Northbrook, IL 60062

Contact Person/Title: Kori L. Larson, Executive Director/COO

Telephone Number: 847-272-5111 (switchboard)/847-400-8558

Fax Number: 847-272-7350

Email Address: klarson@glenkirk.org and lindaberkowitz@gmail.com

Program Description

Address of the Project: 729 Kingsbury

Brief description of Renovations Proposed: Kingsbury is a Community Integrated Living Arrangement (CILA). CILAs are family-oriented, group homes designed to enable all residents to reach their full potential while living and working in a fully integrated community environment. CILAs are structured, yet flexible living situations, providing a family setting where residents choose their own roommates and room décor, shop for groceries, cook their own meals, and actively participate in leisure and community activities with the rest of their family. Glenkirk is seeking CDBG funding to renovate two bathrooms in the CILA at 729 Kingsbury. All residents of the homes are long-term residents and as they age, their disabilities require that accessible features be added to the bathrooms.

Amount of CDBG Funds Requested from Arlington Heights: \$ 15,000

Glenkirk
pi

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GRANT PROPOSAL**

**PROGRAM BUDGET
FY 2015/2016 (May 1, 2015 - April 30, 2016)**

REVENUE

Grant request from Village of Arlington Heights (CDBG): \$ 15,000

Other Sources of Funding for this Renovation

	Name of Funding Source	Amount
Funding Source(s):	<u>Family donations (or money from</u>	<u>\$ 5,000</u>
(i.e., Cook County, churches,	<u>Glenkirk's operating budget)</u>	<u>\$</u>
Total Revenue:	<u></u>	<u>\$ 20,000</u>

EXPENSES

Item	Proposed Village of Arl. Hts. CDBG Funding	Other Sources of Support	Total
Construction/Rehabilitation	\$ <u>15,000</u>	\$ <u>5,000</u>	\$ <u>20,000</u>
Total Expenses:	\$ <u>15,000</u>	\$ <u>5,000</u>	\$ <u>20,000</u>

Glenkirk
. p 2

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
GRANT PROPOSAL**

PROGRAM NARRATIVE

Please attach a narrative description of the proposed project. At a minimum, the narrative must address each of the questions listed below:

1. Describe the group home or transitional housing facility. Provide the number of years that the agency has owned and operated the facility.
2. Provide the number of units and/or residents. Briefly describe the eligibility requirements for residency in the facility and the application process.
3. Describe the construction work that it proposed for funding under the Group Home and Transitional Housing Program. Explain: 1) why the construction project is urgent or important, 2) the long term benefits of the project; and 3) extent to which CDBG funds will leverage funding from other sources.
4. Provide an estimate of the cost of the work. Provide contractor proposals if they are available.*

After the Village evaluates the Preliminary Applications, competitive bids (at least 3 bids for each item of work) will be required for the highest ranked project(s). Other information and documents may also be required in final applications.

Glenkirk
p. 3

Program Narrative

The Community Integrated Living Arrangement ("CILA") for which Glenkirk is seeking CDBG funds is located at 729 Kingsbury in Arlington Heights ("Kingsbury"). Glenkirk purchased Kingsbury in October 1995 and it was opened as a CILA soon afterward. Kingsbury is a single-family, 5-bedroom ranch home that provides a community-based, residential living setting for eight adult women with intellectual disabilities. Glenkirk is requesting money to update, improve and make more accessible two bathrooms.

Eight adult women ranging in age from 27-57 live in the five-bedroom Kingsbury CILA. All have intellectual disabilities; one individual is dependent upon a walker to move around and another one of the individuals is confined to a wheelchair and relies on staff to perform daily activities.

To be eligible to live in a CILA, an individual must be 18 or older and have received a diagnosis of an intellectual disability prior to the age of 18. The first step in receiving funding from the State of Illinois is to go through the pre-screening process at Community Alternatives Unlimited ("CAU"). CAU is the bridge agency between social services agencies and the State of Illinois. It is CAU that determines whether or not an individual meets the qualifications for state funding and then sends an application packet to the State of Illinois for final approval. The application packet completed by CAU will include information on an individual's history including education and residential history, services that have previously been received, and the level of disability. The State will review the application, put the application through its rate model, and then issue a funding letter to the family or guardian. After receiving a funding letter, the family or guardian then selects an agency to provide services, and looking for a "good fit" between the individual and the residence in which there is an opening. To determine if there is a good fit, individuals often have short stays and/or eat meals with the individuals at the residence prior to moving in.

Description of the construction work: There are two bathrooms that we plan to renovate and make more accessible at Kingsbury.

In the first bathroom, we plan to:

- remove the bathtub and replace it with a walk-in shower. The new threshold to the shower will be a collapsible water retainer, making entry and egress from the shower easier and safer;
- install grab bars on the walls to make showering safer and more accessible for the individuals in the house;
- replace all knobs on the sink with levers to make turning the water on and off easier; and
- install a new tile floor.

Glenkirk
P 4

The second bathroom will be 100%-handicap accessible. We plan to:

- install a handicap accessible sink so that a wheelchair can roll under it;
- install levers on the faucet to make turning off and on water easier;
- install a "comfort high" Kohler toilet which makes sitting down and getting up easier;
- gut the shower and replace it with a roll-in shower. The shower will be pitched so that water stays in the shower and does not leak onto the floor;
- install new tile floor; and
- install grab bars.

Why is the work urgent or important? Kingsbury was purchased in 1995. Since then, the only renovation work completed on the first bathroom was installing a new toilet. The second bathroom was renovated in 2000 to make it handicap accessible. The renovation work now proposed is important because rehabbing the bathrooms to make them both more accessible will allow the current residents to continue living in the home.

Describe the long-term benefits: The most significant benefit of the renovations will be to allow those presently living at Kingsbury to continue living there. The individuals living in Kingsbury are aging – the oldest is 57 years old - and these bathroom renovations will allow them to continue to live in the house with bathrooms that are more accessible for their disabilities. All residents are long-term residents. Many individuals have lived there 15 years and several of the individuals have lived there since Glenkirk opened the home 20 years ago; even the youngest resident has lived there for 9 years.

Leverage: We hope that families of the residents will donate \$5,000 toward the renovations. If this money is not raised from the families of the residents, Glenkirk will fund the \$5,000 from its operating budget.

We do not yet have any estimates from contractors for work on Kingsbury. However, the cost estimate of the project, as detailed below, is based on similar rehab work that was performed on a CILA in Lake Forest during the summer of 2015 using prevailing wage.

Estimate: \$20,000

Demolition:	\$1,600
Rough carpentry:	\$1,800
Finished carpentry:	\$3,500
Tile flooring:	\$2,600
Painting:	\$1,700
Plumbing:	\$5,000
Electrical:	\$1,300
Fixtures – mirrors, grab bars, vanity, and faucets:	<u>\$2,500</u>
TOTAL:	\$20,000

Glenkirk
p 5

Boyer, Nora

From: Mark Ingram <mingrum@glenkirk.org>
Sent: Tuesday, December 15, 2015 10:58 AM
To: Boyer, Nora
Subject: RE: Questoins on Bids

I have worked with CCDS before, they understand prevailing wage and they are proposing renovate bathroom 1 for \$20,083 and bathroom 2 for \$20,263. CCDS did the Haddow kitchen we had done last year.

I have not worked with Next Gen Contracting before but did ask them to give different bids for each bathroom and also asked them if they understood prevailing wage which they said they did, but obviously they do not and I did not have time to have them redo the bid.

Mark

From: Boyer, Nora [<mailto:nboyer@vah.com>]
Sent: Tuesday, December 15, 2015 9:40 AM
To: Mark Ingram
Subject: Questoins on Bids

Mark

So does CCDS propose to renovate bathroom 1 for \$20,083 and bathroom 2 for \$20,263 and Next Gen Contracting proposed to renovate both bathrooms for \$21,440? If so, that's a huge difference.

Or is the Next Gen Contracting bid to do each bathroom for \$21,440 (total of \$42,880)?

Have you worked with these contractors before?

Thanks,
Nora

From: Mark Ingram [<mailto:mingrum@glenkirk.org>]
Sent: Monday, December 14, 2015 3:09 PM
To: Boyer, Nora
Cc: Linda Berkowitz; Kori Larson
Subject: December 17th meeting

Nora,

Attached to the next few emails are the pictures and quotes Glenkirk received for the remodeling of two bathrooms at our groups home at 729 Kingsbury in Arlington heights.

If you have any questions feel free to contact me.

Pictures
Main bathroom

Sincerely,
Mark Ingram

Boyer, Nora

From: Mark Ingram <mingrum@glenkirk.org>
Sent: Monday, December 14, 2015 3:09 PM
To: Boyer, Nora
Cc: Linda Berkowitz; Kori Larson
Subject: December 17th meeting
Attachments: glenkirk.kingsbury_20151214143732.pdf; Kingsbury 007.JPG

Nora,

Attached to the next few emails are the pictures and quotes Glenkirk received for the remodeling of two bathrooms at our groups home at 729 Kingsbury in Arlington heights.

If you have any questions feel free to contact me.

Pictures
Main bathroom

Sincerely,
Mark Ingram



Construction Consulting
& Disbursement Services

Via E-Mail

December 11, 2015

Mr. Mark Ingram
Glenkirk Kingsbury Bathroom Renovation
729 W. Kingsbury Dr.
Arlington Heights, IL 60004

Dear Mr. Ingram,

We propose to renovate Bathroom #1 for the lump sum price of \$20,083.00. Per our site visit this bathroom was located on the south side of the residence.

We propose to renovate Bathroom #2 for the lump sum price of \$20,263.00. Per our site visit this bathroom was located on the north side of the residence.

This proposal is calculated using prevailing wages and includes providing payment performance bonds.

We include all insurance coverages as required by Glenkirk and the Village of Arlington Heights.

Thank you for the opportunity to submit this proposal.

Sincerely,

Jesus Torres

c: Mark Lee, CCDS

T • (847) 983-8828
F • (847) 983-0305

5836 Lincoln, Suite 200
Morton Grove, Illinois 60053

www.ccds.biz



7144 N. HARLEM AVE. UNIT 201
CHICAGO, IL 60631

OFFICE: 773-492-0201
FAX: 773-945-6621

WWW.NXGCC.COM

PROPOSAL

BID FOR: Restroom Renovation @ 729 W Kingsbury Drive, Arlington Hts, IL

C/O Mark Ingram, Glenkirk

BID DUE: 12/11/15

We hereby submit a proposal for the Renovations of two Restrooms (1 ADA, 1 Standard) at 729 W Kingsbury Drive per the Scope of Work received and discussion that took place December 4th at the Project site.

BASE BID: \$21,440

Twenty One Thousand, Four Hundred Forty Dollars and Zero Cents

SCOPE OF WORK:

- Remove existing wall finishes, fixtures and accessories
- Repair drywall and cement board as needed
- Furnish and Install new floor tile
- Furnish and Install new wall tile at 4' AFF
- Furnish and Install new toilets
- Furnish and Install new ADA sink and pedestal sink
- Furnish and Install new shower valves, faucets and shower heads
- Furnish and Install shower surrounds
- Furnish and Install corner guards
- Furnish and Install new mirrors
- Furnish and Install new hollow wood doors and hardware

LICENCED

BONDED

INSURED

THANK YOU FOR THE OPPORTUNITY TO BID THIS PROJECT



NEXT GEN CONTRACTING CO.

7144 N. HARLEM AVE. UNIT 201
CHICAGO, IL 60631

OFFICE: 773-492-0201
FAX: 773-945-6621

WWW.NXGCC.COM

- Paint
- Furnish and Install grab bars
- Furnish and Install new vanity lights
- Furnish and Install new exhaust fans
- Haul away all debris

*Permit Fees Included

Signed by: Martin Glowa Date 12/10/15

Martin Glowa, President

LICENCED

BONDED

INSURED

THANK YOU FOR THE OPPORTUNITY TO BID THIS PROJECT

Main Bathroom



Boyer, Nora

From: Mark Ingram <mingrum@glenkirk.org>
Sent: Monday, December 14, 2015 3:10 PM
To: Boyer, Nora
Cc: Linda Berkowitz (lindaberkowitz@gmail.com); Kori Larson
Subject: Glenkirk.Kingsbury
Attachments: Kingsbury 008.JPG; Kingsbury 010.JPG

More main bathroom.

Mark

main
Bathroom



main
Bathroom



Boyer, Nora

From: Mark Ingram <mingrum@glenkirk.org>
Sent: Monday, December 14, 2015 3:11 PM
To: Boyer, Nora
Cc: Linda Berkowitz (lindaberkowitz@gmail.com); Kori Larson
Subject: Glenkirk.Kingsbury
Attachments: Kingsbury 001.JPG; Kingsbury 002.JPG

Handicap bathroom to be remodeled.

Mark

Handicap
Bathroom



Handicap
Bathroom



Boyer, Nora

From: Mark Ingrum <mingrum@glenkirk.org>
Sent: Monday, December 14, 2015 3:12 PM
To: Boyer, Nora
Cc: Linda Berkowitz (lindaberkowitz@gmail.com); Kori Larson
Subject: Glenkirk.kingsbury
Attachments: Kingsbury 005.JPG; Kingsbury 006.JPG

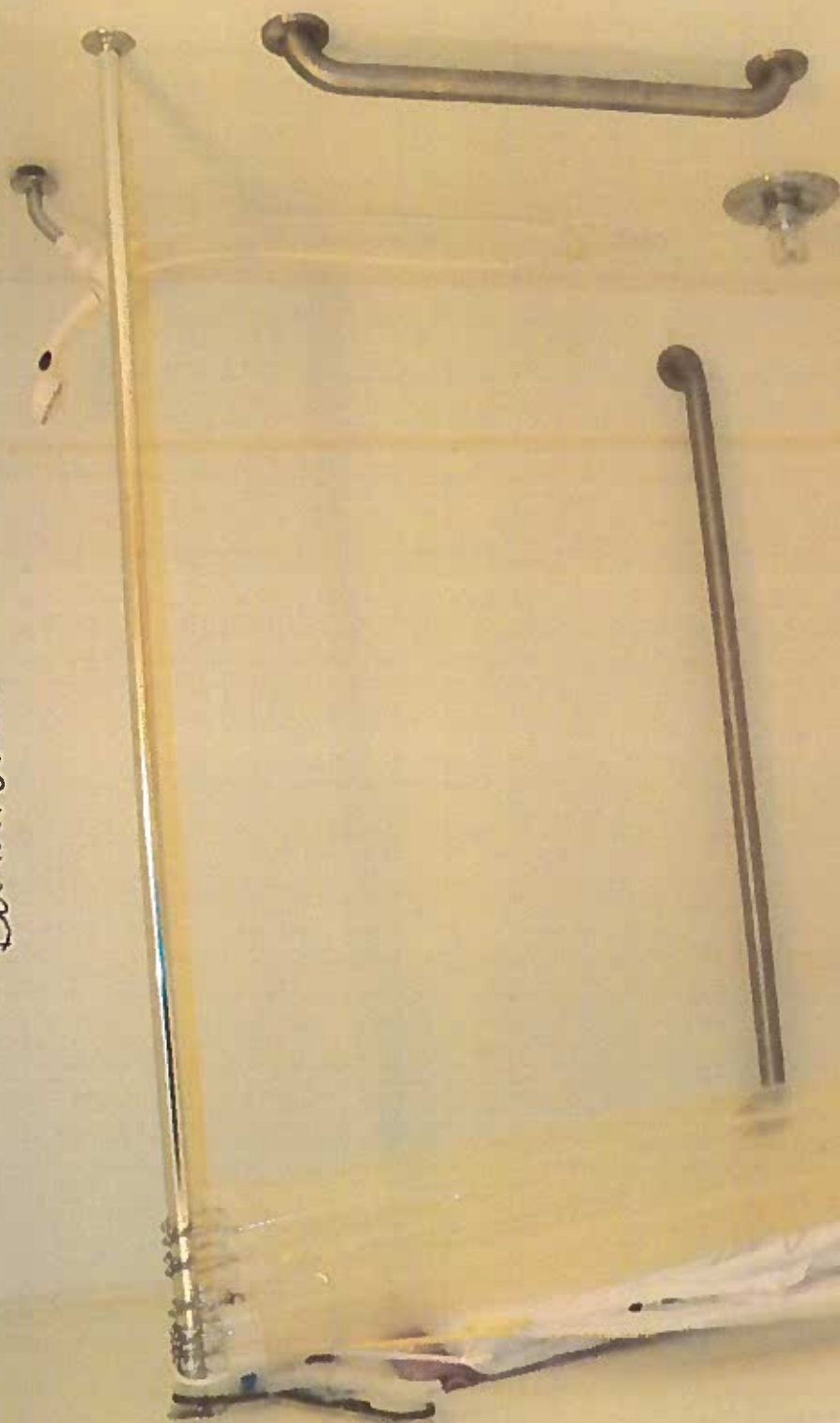
More handicap bathroom pictures.

Mark

Handicap
Bathroom



Handicap
Bathroom



History
Group Home Allocations
Revised

	2015-2016 Allocations	2014-2015 Allocations	2013-2014 Allocations	2012-2013 EECBG Allocations	2011-2012 CDBG-R Allocations	2010-2011 Allocations	2009-2010 Allocations	2008-2009 Allocations	2007-2008 Allocations	2006-2007 Allocations	Total Past 10 Years
Clearbrook					30,000 3 homes						\$30,000
Glenkirk	24,900 1 home (kitchen)				19,620 2 homes						\$38,220
Little City		23,730 2 homes		17,855 2 homes							\$41,585
NW Compass				75,875 11 apts.				31,623 11 units			\$107,498
St. Coletta											\$0
WINGS	1,410								4,024.50		5,434.50

SINGLE FAMILY REHAB LOAN PROGRAM

Prepared by: Nora Boyer

Date: December 15, 2015

YEAR	BUDGET	EXPENDITURES
2015-2016	121,735	
2014-2015	124,550	33,208.80
2013-2014	113,656	42,453.74
2012-2013	46,200	37,497.20
2011-2012	135,478	58,199.00
2010-2011	169,160	65,305.30
2009-2010	125,000	112,993.91
2008-2009	145,000	54,435
2007-2008	145,000	68,952
2006-2007	132,300	29,242.16
2005-2006	165,000	141,085.50

SFR LOAN PROGRAM - FINANCIAL SUMMARY

2015/2016 CDBG ALLOCATION:	\$ 121,735.00
APPROVED PROJECTS:	- 32,759.61 (est.)
ESTIMATED PROJECTS: 15-03	- 25,000.00 (est.)
TITLE SEARCHES/APPRAISALS/LEAD PAINT COSTS/PERMITS:	- 0.00
LESS PROGRAM INCOME NOT YET RECEIVED:	- <u>0.00</u>
REMAINING:	\$ 80,975.39