



AGENDA
HOUSING COMMISSION
Commissions Room, 2nd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd.
Arlington Heights IL 60005
August 20, 2025
7:00 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. APPROVAL OF MINUTES
 - A. June 18, 2025 Draft Minutes
- IV. REPORTS
 - A. Status Update on Inclusionary Affordable Housing Projects
- V. OLD BUSINESS
 - A. Single Family Rehab Program
 - B. Affordable Housing Trust Fund Procedure
- VI. NEW BUSINESS
 - A. Group Home Rehabilitation Grant Program – 2025-2026 CDBG Grant Requests
- VII. OTHER BUSINESS
 - A. Next Meeting Date and Agenda Items
- 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 the Health & Human Services Department, at 33 S. Arlington Heights Road, Arlington Heights, IL 60005, healthmail@vah.com or 847/368-5760.

DRAFT

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS June 18, 2025

IN ATTENDANCE:

Commissioners

Present: Ken Kiefer William Delea David Miller
Gabriel Nagy Dave LoSavio

Commissioners

Absent: Janice Krinsky

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

Others Present: Keith Moens, Arlington Heights resident
Fred Vogt, Senior Citizens Commission
George Motto, Senior Citizens Commission

I. CALL TO ORDER

The meeting was called to order at 7:00 pm by Chairman Kiefer.

II. ROLL CALL

Present: K. Kiefer, W. Delea, D. LoSavio, G. Nagy, & D. Miller

Absent: J. Krinsky

III. APPROVAL OF MINUTES

A motion was made by Commissioner Delea, seconded by Commissioner LoSavio to approve the minutes of the May 21, 2025 meeting with a few typographical corrections. The motion was approved by voice vote.

IV. REPORTS

Ms. Boyer gave a status update on the Arlington Heights projects subject to Inclusionary Housing Ordinance.

- Grace Terrace – Approved by Village Board
- Urban Street Group/International Plaza – The Design Commission submission will be reviewed by the Design Commission at its second meeting in May. The Plan Commission application has not been received but is expected in the next month or two.
- 116-120 W Eastman – Demolition expected to begin this summer
- 5 N Douglas – No update. The last update was that a Plan Commission application is expected this summer.

V. OLD BUSINESS

A. Single-Family Rehab Program

Ms. Boyer reported that the SFR Case 25-01 window replacement project is proceeding. The required lead-based paint assessment was done and not lead-based paint hazards were identified. Ms. Boyer is contacting the approved contractor about putting the work under contract.

Ms. Boyer is meeting with the homeowner for SFR Case 25-02 in the coming week to discuss the scope of work for the home.

There are no other new applications.

B. Affordable Housing Trust Fund

Ms. Boyer reviewed the history of the Affordable Housing Trust Fund. The Affordable Housing Trust Fund Ordinance contains the purpose of the Trust Fund and a list of types of eligible activities. Chairman Kiefer pointed out that the ordinance states that the Trust Fund was created for the "sole purpose of providing and preserving Attainable Housing opportunities within the Village." He stated asked for and received concurrence regarding the importance of ensuring that any recommendations or project funding from the Housing meet the purpose and eligible activities as described in the Ordinance.

The Housing Commissioners had been asked to review the Village of Oak Park's trust fund allocation process as a possible model for Arlington Heights. The commissioners commented that the Oak Park process is straight forward and transparent especially due to the published application review criteria. It was commented that Oak Park's ordinance allows for a broader range of projects and programs (including rental assistance) than does Arlington Heights' ordinance. Oak Park also has higher fees including a \$7,000 demolition tax as compared to Arlington Heights \$4,200 linkage fee. Ms. Boyer confirmed that extensive remodeling projects in Arlington Heights are likened to new construction and the linkage fee is charged for those projects as determined by the Planning Department. Ms. Boyer explained that with regard to supporting projects that involve the creation of new affordable units, Oak Park process has been to provide letters of commitment to Low-Income Housing Tax Credit (LIHTC) applicants after they have passed the preliminary application stage and are preparing their full applications. She stated that funds are tied up for the 1 – 2 year duration of the LIHTC application process with the Illinois Housing Development Authority. Sometimes project applications are not approved and the funds are unobligated and re-granted through the trust funds process.

There was concurrence that the Housing Commission would work with the confines of the existing Ordinance and not seek expansions of the eligible activities under the Ordinance at this time. It was commented that there are a number of things that could be funded under the current Affordable Housing Trust Fund Ordinance, and looking to broaden the range of eligible activities would result in a delay.

Chairman Kiefer commented that the Housing Commission should focus on the approved priority populations. Commissioner Nagy stressed including creativity in program design in the review criteria and the potential for supporting efforts of non-profit organizations. Commissioner Delea talked about the Village-owned property off of Rand Road and including the property as a resource for redevelopment in conjunction with the Trust Fund or the potential for selling the property to add the proceeds to the monies in the Trust Fund.

There was concurrence with starting with the framework of the Oak Park trust fund process as a model for the Arlington Heights process. It was commented that unlike Oak Park, Arlington Heights needs only a "development" application and scoring criteria not also a "program" application and scoring criteria due to the more limited types of eligible activities

under Arlington Heights Affordable Housing Trust Fund Ordinance. Ms. Boyer said that staff will work on a mock-up of an Arlington Heights application and trust fund guidelines including review criteria.

C. 2025-2029 Consolidated Plan and 2025 Annual Action Plan including 2025-2026 CDBG Funding Applications

Ms. Boyer said that the draft 2025-2029 Consolidated Plan, including the 2025 Annual Action Plan, went before the Village Board for a public hearing on June 2, 2025. The draft Plan is currently available for public comment. The next public hearing and anticipated date of adoption of the Plan is July 21, 2025. The draft Plan includes the following amounts:

- Single-Family Rehab Loan Program draft allocation of \$75,547 (an increase from \$62,688 for 2024/2025)
- Group Home Rehab Grant Program draft allocation of \$80,800 (which is greater than the total received for individual group home rehab requests plus a contingency amount)

VI. NEW BUSINESS

None

VII. OTHER BUSINESS

A. NEXT MEETING DATE AND AGENDA

The agenda will include continuation on the trust fund process. Ms. Boyer was asked to provide a draft of the Arlington Heights process (based on the Oak Park process) for review by the commissioners prior to the meeting.

VIII. PUBLIC COMMENT

Mr. Vogt said that speaking on behalf of himself and the Senior Citizens Commission, he is encouraged to see that the Housing Commission is making process with regard to the trust fund application process. He said that the Senior Citizens Commission wishes to provide support in any way it can. He said that the Senior Citizens Commission will be putting out a survey concerning senior affordable housing needs that will be available through the end of

Dr. Motto commented that the Senior Citizens Commission is pleased that seniors are among the propriety populations for the Arlington Heights Affordable Housing Trust Fund. He said that it is a focus of the Senior Citizens Commission to assist seniors with "aging-in-place" which include either in their current homes or downsizing into other appropriate housing in Arlington Heights. He said that affordable housing is currently #9 on the Village Board's list of 2024-2025 list of priorities and he would like to see it moved up on the list.

Dr. Motto said that (as an individual resident, not a member of the Senior Citizens Commission) he read and commented on the draft 2025-2029 Consolidated Plan. Although housing affordability is included in the Plan as a high priority, he thinks that additional and more specific goals and strategies are needed. Dr. Motto also commented that housing affordability was the #1 issue in the results of the Livability Survey. Therefore, he suggested that Arlington Heights create an "affordable housing plan" that would include this more detailed information and also look at topics such as zoning, density, and parking requirements.

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	\$9,600	Work completed.
25-01 BR2014	3/18/2025	By Owner	Replacement windows	\$12,000	\$12,600				Home was found to be lead-based paint free. Construction contract is signed.
25-02 MA1204	4/15/2025		Extensive list. Will need to prioritized and narrow scope of work.						Determined eligible for the SFR program. Narrowing scope of work. Likely to be a program year 2025-2026 project.
25-03 KW2505	7/23/2025		Roof replacement						Eligible for the SFR program.
25-04 DU1916	7/29/2025								Ineligible for SFR program. Household income exceeds 80% of area median income.

SFR LOAN PROGRAM - FINANCIAL SUMMARY

2024/2025 CDBG allocation:	\$62,688.00
SFR Case 24-02	- \$9,600.00
SFR Case 25-01	- <u>\$12,600.00</u>
Estimated balance	\$40,488.00

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

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



VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887

8/20/2025

Item: Group Home Rehabilitation Grant Program – 2025-2026 CDBG
Grant Requests

Department: Planning & Community Development

Item Description:

ATTACHMENTS:

1. Group Home Rehab Grant Program



VILLAGE OF ARLINGTON HEIGHTS

INC. 1887

Date: August 11, 2025

Meeting Date: August 20, 2025

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

Subject: 2025-2026 CDBG Group Home Rehab Grant Program Applications

Attachments: 2025-2026 CDBG Application - Glenkirk
2025-2026 CDBG Application - Clearbrook

Background

On July 21, 2025, the Village Board of Trustees approved the Village's 2025-2026 Annual Action Plan including the Village's 2025-2026 program year CDBG budget. This budget includes an allocation of \$80,800 for the Village's Group Home Rehab Grant Program. The 2025-2026 Annual Action Plan is currently under review by HUD.

In anticipation of HUD's approval of the Village's 2025-2026 Annual Action Plan, the two 2025-2026 CDBG applications for funding under the 2025-2026 Group Home Rehab Grant Program are being brought to the Housing Commission for review.

The two 2025-2026 CDBG application for group home renovations are from:

- Glenkirk – \$13,078 for the replacement of the driveway at one group home to be constructed to accommodate the weight of the agency transport vehicle, and the replacement of the front door (including sidelights) and storm door at another group home for the purposes of improved accessibility, security, and energy efficiency.
- Clearbrook – \$27,950 for the renovation of the kitchen on one of their Arlington Heights group homes (i.e., Community Integrated Living Arrangements – CILAs). The improvements would make the kitchen more accessible to the residents with disabilities and also permit enhanced management of food products for residents with food allergies and restrictive diets.

Recommendation

Staff recommends to the Housing Commission that it approve the 2025-2026 CDBG requests from Glenkirk not to exceed \$13,078 and Clearbrook not to exceed \$27,950 from the 2025-2026 CDBG budget. This approval being contingent upon compliance with all federal and local laws and regulations (including procurement requirements for multiple bids), HUD's approval of the Village's 2025-2026 Annual Action Plan and access by the Village to the Village's 2025-2026 CDBG allocation.

2025 Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Kingsbury CILA Door Replacement and Chestnut CILA Driveway Restoration

Project Location: Kingsbury & Chestnut CILAs

CDBG Funding Request: \$13,078

Applicant Contact Information

Organization Name Glenkirk

Federal Unique Entity Identifier (UEI) Number 36-2345191

Head of the Organization (ex. Executive Director)
Name: Kim Berenberg

Title: Chief Executive Officer

Email: kberenberg@glenkirk.org

Signature of person authorized to submit this application:

Signature Date: 4/28/2025

Printed name: Christeon Mayfield



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

Name of person to contact regarding this application: Christeon Mayfield

Title: Director of Development

Mailing Address: 3504 Commercial Ave

City/State/Zip Code: Northbrook, IL 60062

Telephone Number: 773-326-8914

Email Address: cmayfield@glenkirk.org

Organization website: glenkirk.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

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

A. Program

1. Project Description

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

Glenkirk is requesting funding to support critical capital improvements at two of its Community Integrated Living Arrangements (CILAs), which provide 24/7 residential care for adults with intellectual and developmental disabilities. At our Chestnut CILA, we plan to replace the existing 20'x26' asphalt driveway with a new 5" heavy-duty driveway specifically designed to accommodate our accessible transport van. This van is essential for safely transporting residents to medical appointments, community activities, and day programs, and the new driveway will ensure long-term durability and safety. Additionally, we plan to replace the aging front door and sidelights at our Kingsbury CILA to enhance accessibility, safety, and energy efficiency. These improvements will ensure our residential settings remain safe, functional, and supportive of the needs of those we serve.

2. Previous CDBG Funding

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

Glenkirk has previously received CDBG money from Arlington Heights for projects to install energy-efficient windows and complete kitchen renovations in 2 CILA group homes. Most recently, we were awarded money from Arlington Heights in 2024 to replace the roof, soffit, fascia, downspouts and gutters at our Chestnut Ave CILA. This grant also supported the replacement of the soffits, fascia, gutters, window wells and the front gate at our Kingsbury CILA. We also received CDBG money from Cook County in 2012 to rehab the HVAC system in our Northbrook office.

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

- Yes
 No

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

B. Service Area

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

Glenkirk provides services in Northern Cook and Lake Counties.

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

- Yes**
 No

3. Describe any additional criteria for your program.

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

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

Glenkirk operates three Community Integrated Living Arrangements (CILAs) in Arlington Heights that serve 16 individuals with intellectual disabilities. These homes are family-oriented, group homes designed to enable all residents to reach their full potential while living and working in a fully integrated community environment. CILAs provide a family setting where residents choose their roommates and room decor, shop for groceries, and actively participate in leisure and community activities with the rest of their family.

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.

In the Arlington Heights region, Clearbrook and Shelter, Inc. are two other service providers. Moreover, Avenues to Independence, American Residential Care, Inc., Circle of Support, Little City, Lutheran Social Services, Saze Community Services, and Search, Inc. all offer CILA services in our service area. Even though these organizations offer comparable services, there is no overlap as people are only eligible for one residential service at a time. It is worth noting that nearly 15,000 people are currently on the waiting list for residential services in Illinois.

C. Program Client Statistics

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

Glenkirk’s 24/7 residential programs provide comprehensive support for individuals with intellectual and developmental disabilities, including assistance with feeding, toileting, bathing, dressing, personal hygiene, mobility, medication administration, and behavioral health needs. In addition to residential care, Glenkirk offers Day Programs focused on life skills development, vocational training, and community integration. Other key services include behavioral health counseling, case management, and transportation to medical appointments and community-based activities.

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, 2025 – September 30, 2026 (proposed)	117	16	11
October 1, 2024 – present (6 months – October through March)	117	16	0
October 1, 2023 – September 30, 2024	200	19	12

3. Please state anticipated cost per client per service for the 2025-26 program year.

\$110,728

2024 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)	\$62,800	\$71,800	80,750	\$89,700	\$96,900	\$104,100	\$111,250	\$118,450

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)?

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

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

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

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 9
- b. Part-time 2
- c. Volunteers 0

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

Name, Title: Christeon Mayfield, Director of Development

Phone Number: 773-326-8914

Email Address: cmayfield@glenkirk.org

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

36 months

E. Fees and Funding Sources

1. Describe any client fees collected*.

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

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

N/A

** 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	0	0
Private Funds	0	0
Program Income	0	0
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 for which CDBG funds are being requested	Arlington Heights CDBG Portion of the Program Budget
Organization or agency's next fiscal year, if available	Not yet available	Not yet available	\$13,078
Organization or agency's current fiscal year	\$ 18,761,269	\$ 11,667,699	\$ 0
Organization or agency's last fiscal year	\$ 15,219,366	\$ 11,166,339	\$ 47,035

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	\$ 13,078
Other	\$ 0
Please specify:	
Total CDBG Request	\$ 13,078

* 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):

Glenkirk's mission is to provide quality, lifetime support and services that empower individuals with intellectual disabilities to participate fully in all areas of community life.

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 N/A
- 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.). N/A
- The applicant may provide other attachments at the organization's option (ex. organization or program brochure). Other (please describe) Organization Brochure

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.

2025 Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Eastman CILA Rehabilitation Project

Project Location: Eastman Street, Arlington Heights, IL 60005

CDBG Funding Request: \$27,950

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, 2025

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>

Name for Proposed Project or Service: **Eastman CILA Kitchen Rehabilitation**

Project Location: Eastman Street, Arlington Heights, IL 60005

CDBG Funding Request: \$27,950

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 Eastman CILA Rehabilitation Project focuses on this major goal for CILA residents: independence in daily living which allows aging in place. This project will do so by improving accessibility for the home's residents who are low-income disabled adults. One of the residents is in a wheelchair. Another resident uses a walker and will likely transition to a wheelchair in coming years.

This project will allow for the kitchen to be fully rehabilitated to provide accessibility, safety, health and independence for the six male residents at 618 Eastman Street.

- The current kitchen sink is too high for residents and will be lowered for accessibility and safety. A garbage disposal will be added to support residents and prevent clogs while existing appliances will remain.
- Two residents have food allergies and restrictive diets. Three residents exhibit unsafe food foraging. New cabinets will provide the organization systems allowing staff to adequately store, separate and lock food for allergies, foraging and safety.
- As the bustling home needs constant cleaning and maintenance, the materials and design carefully selected for the kitchen rehabilitation will reduce demands on staff, freeing them for direct support of the residents.

The six men who currently call this ranch-style CILA home are: HC age 49, TD age 67, DJ age 65, KK age 45, TL age 67, and DR age 72. The men receive 24-hour support seven days a week with a team of six current staff including a house manager.

Six of the eight bedrooms are those of the six men. The 7th bedroom is a medication office with locked cabinets. The 8th bedroom is currently being used for storage (namely stacks of cartons of incontinence supplies). Additional storage in the kitchen creates the possibility for a staff break room/bedroom in the 8th bedroom.

The overall functionality of the kitchen will enable all residents to be safer in obtaining their nutrition, foster participation and independence in meal preparation, and grow toward aging in place. It will be a natural hub of socialization, and the men have hopes of throwing a kitchen kick-off party.

Clearbrook's commitment to cost-sharing and quality control include paying a portion of the lowest of three bids and underwriting full-time operations director Don Frick as well as government compliance coordinator Angela Campbell who will attend to this project.

Clearbrook also employs a house manager who oversees the day-to-day function of the house and acts as a supervisor to the support personnel for the residents. We are currently seeking to fill the opening of one support professional for Eastman residents.

Part One: The project will begin with design and material selections, permitting, debris removal by truck or use of dumpster, floor/dust removal and demo of complete kitchen. The materials selected for the Eastman CILA rehabilitation will increase durability and lower cleaning/ maintenance needs for staff and residents alike.

Part Two: The existing 20' x 13' kitchen will be framed as needed to install new cabinets. New 4" LED trims will be installed for existing recessed can lights. The following activities will be completed such that the kitchen can be utilized by all of the residents: Lowering of sink drain to accommodate a lower and deeper undermount sink with garbage disposal allowing residents greater access and preventing sink drain clogs. Re-do water lines and shut-off valves for faucet and dishwasher. Pull new electrical circuits to kitchen per code. There will be one circuit for each as is required: dishwasher, garbage disposal, microwave, oven/cooktop, refrigerator and two countertop circuits. Add outlet for physical disconnect of dishwasher and garbage disposal under sink per code. Add outlet for new location of microwave. Relocate any electrical located in soffits to wall cavities. Tape and finish all drywall where necessary. Prime and paint ceiling and walls. Install durable, low-maintenance quartz countertop and laminate cabinets providing lower maintenance and greater durability. Install crown molding, baseboards and base shoe, and backsplash with tile and grout. Remove and reinstall existing stove, microwave and refrigerator.

Please see the attached additional information with photos of the Eastman CILA home.

2. Previous CDBG Funding

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

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

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

No

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

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 can do so safely; aging in place is a goal.

Most individuals stay in the same home as originally placed. Friendships develop and bonds form between residents. 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 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 and 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.

Yes. 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 and the need keeps growing.

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 detail 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 essential services. Once an adult moves into a Clearbrook residence they typically live there the rest of their lives.

Six Village of Arlington Heights residents live in the Eastman CILA. They receive shelter and around-the-clock care from Clearbrook. Four of the men are senior citizens 65 and older who have each been part of Clearbrook for 30 years or more. In addition to shelter, day services, transportation, mental health services and medical assistance, the residents enjoy three meals a day from the home's kitchen that advance their health, nutrition, socialization, and independence goals. With support from Clearbrook staff, residents participate in the planning, preparing, serving, and plating to the best of their abilities. Each resident has his own set of goals for daily living of which the kitchen is an important part. Medication is administered by staff from locked cabinets in a dedicated medication room. Food allergy and restrictive diet needs including H.C.'s pureed, nectar-thick liquid diet are carefully adhered to under locked cabinets and persistent staff care.

- 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, 2025 – September 30, 2026 (proposed)	6	6	6
October 1, 2024 – present	6	6	6
October 1, 2023 – September 30, 2024	6	6	6

- 3. Please state anticipated cost per client per service for the 2025-26 program year.**

Please see attached FY25 budget for the operations of the Eastman CILA home.

- 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 low-income, disabled residents of the Eastman CILA with an accessible kitchen that is supportive of their special needs.

- 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

- 6. Would this program exist without CDBG funding?**

Yes, however, later.

D. Staff for Funded Program

1. Total number of staff employed by organization for program (Eastman CILA):

- 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, VP of Operations
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 more than 31 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 Medicaid eligible. If any 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.

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

Client fees would not be used for this project. The project is CILA kitchen rehabilitation for which client fees are not collected.

** 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’26 estimated program support, services and minor capital improvements)	\$ 655,401	\$ 655,401
Private Funds	\$ 0	\$ 0
Program Income (FY’26 estimated program support and services)	\$ 80,984	\$ 80,984
Other Funding	\$ 0	\$ 0

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

Yes

F. Budget

Please see attached FY'25 budget for the operations of the Eastman CILA home.

1. Please complete the following table:

Program Fiscal Year	Organization Total Budget	Overall Program Budget for which CDBG funds are Being requested	Arlington Heights CDBG Portion of the Program Budget
Organization or agency's next fiscal year, if available	Not yet available	NA	NA
Organization or agency's current fiscal year	\$ 75,461,567	\$486,384	\$ 486,384
Organization or agency's last fiscal year	\$ 71,130,888	\$ 458,470	\$ 458,470

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	\$27,950
Other	\$ 0
Please specify: Eastman CILA Kitchen Rehabilitation	
Total CDBG Request	\$ 27,950

* 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.)

X **Creating a Suitable Living Environment**

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

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.)

X **Availability/Accessibility**

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

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.

- 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 – **Not yet available**
- 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) – **One hard copy is provided and a PDF in email**
Most recent A-133 audit, if it has been required – **Has not been 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.). – **Fees are not collected for CILA rehabilitation**
- X The applicant may provide other attachments at the organization's option.
Other (please describe) – **Eastman CILA resident information, photos, and Clearbrook Contract for Community Day Services**

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 – **Three bids were obtained and are attached. This request is based on the lowest bid and Clearbrook covering \$2,000 plus two Clearbrook operations staff as cost-sharing.**

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.