



## HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, September 25, 2018

7:00 pm

Lorraine H. Morton Civic Center, 2100 Ridge Avenue  
James C. Lytle City Council Chambers

### AGENDA

#### I. CALL TO ORDER/DECLARATION OF QUORUM

#### II. 2019 CDBG PROGRAM—REVIEW OF APPLICATIONS

<u>App.#</u>	<u>EST. TIME</u>	<u>Agency/Program</u>
1	7:10 PM	Shore Community Services/ <i>Joseph Koenig Training Center</i>
2	7:20 PM	YWCA Evanston/North Shore/ <i>Domestic Violence Services</i>
3	7:30 PM	Youth Job Center/ <i>Youth Employment Program</i>
4	7:40 PM	Evanston Scholars/ <i>College Readiness</i>
5	7:50 PM	Girl Scouts of Greater Chicago/ <i>All In</i>
6	8:00 PM	North Shore Senior Center/ <i>Grandparents Raising Grandchildren</i>
7	8:10 PM	Infant Welfare Society/ <i>Indoor Gross Motor Play Space</i>
8	8:20 PM	Council for Jewish Elderly/ <i>CJE SeniorLife ADS Upgrade Project</i>

#### III. PUBLIC/STAFF COMMENT

#### IV. ADJOURNMENT

The next meeting of the Housing & Community Development Act Committee, at which the Committee will determine CDBG funding recommendations, is scheduled for **Thursday, September 27 at 7 PM** in the James C. Lytle City Council Chambers.

***Order of agenda items is subject to change***

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact Facilities Management at 847/866-2916 (Voice) or 847/448-8052 (TDD).

La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las quines no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).





**2019 Evanston Residents Estimated: 140**

**Evanston % of total served: 19%**

**2018 CDBG Proportion of Budget: 2%**

**2019 CDBG Proportion of Budget: 2%**

**FY 2017 Audit – Financial Statements presented fairly**

**FY 2017 Single Federal Audit – NA**

YWCA’s Domestic Violence Program serves a high barrier population including socioeconomically disadvantaged women and children who are victims of domestic abuse, homeless individuals and families, youth in foster care and people with disabilities; service area includes northeastern Chicago metropolitan area and 16 communities in Cook County. Program includes a 24-hour crisis line, emergency shelter (open 24-hours per day/7 days per week), individual/group counseling in English and Spanish, Relationship Violence Prevention program, creative children’s programming, comprehensive case management, court-based legal advocacy, financial literacy, cooking/nutrition lessons and other life skills supports. Agency additionally offers a Longer-Term Housing program (15 units) for families exiting the shelter and remains the only comprehensive residential domestic violence program in the northeastern Chicago metropolitan area.

Program does not have a wait list. Clients may stay in the DV shelter for up to 90 days. When shelter is full, staff refers to other DV providers in their network; 734 eligible persons were referred last year when shelter was at capacity. 64% of people served were people of color. Shelter staff includes 24% people of color, leadership team is 33% people of color, no equity statement provided. YWCA collaborates with other local agencies to offer housing services, employment, drug/alcohol treatment, mental health and legal support. CDBG award would support program staff salaries. Agency provides consistent programmatic/ financial reporting and is in compliance with federal requirements.

**3. Youth Job Center of Evanston – Youth Employment Services (Public Service)**

2018 Request	2018 Award	2019 Request	% Increase of 2019 Request over 2018 Award
<b>\$50,000 CDBG</b>	<b>\$21,000 CDBG</b>	<b>\$50,000 CDBG</b>	<b>138%</b>

**2018 Evanston Residents Served: 529**

**Evanston % of total served: 31%**

**2019 Evanston Residents Estimated: 750**

**Evanston % of total served: 38%**

**2018 CDBG Proportion of Budget: 1%**

**2019 CDBG Proportion of Budget: 3%**

**FY 2017 Audit – Financial Statements presented fairly**

**FY 2017 Single Federal Audit – NA**







**2018 CDBG Proportion of Budget: 21%**

**2019 CDBG Proportion of Budget: 25%**

**FY 2017 Audit – Financial statements present fairly**

**FY 2017 Single Federal Audit – NA**

The Grandparents Raising Grandchildren program provides case management services, support groups, and financial assistance to low/moderate income Evanston residents who are primary caregivers for their grandchildren. NSSC works collaboratively with many other social service providers in Evanston to offer referrals and access to community supports; participants are connected at an annual resource fair provided by the program. Program also offers age appropriate recreational and educational enrichment activities to grandchildren and activity attendance is one of the program’s indicators of success. The program currently has 28 grandparents over the age of 60 and 85 grandchildren (who range in age from birth to 18 years of age); there is no wait list for services. 96% of residents served is people of color, leadership team is 13% people of color; no equity statement provided. Agency regularly surveys program participants to get feedback on service provision and delivery.

Award supports 20% of salaries for two case managers and two contractual Child Specialists who provide services to children while grandparents participate in programming; all positions are currently filled. Agency has proven recording and reporting practices and the capacity to provide services.

**7. Infant Welfare Society – Baby Toddler Nursery Refurbishments (Capital Project)**

<b>2017 Request</b>	<b>2017 Award</b>	<b>2019 Request</b>
<b>\$80,000 CDBG</b>	<b>\$75,250</b>	<b>\$30,000 CDBG</b>

**Last CDBG PF Grant: 2014 – Baby Toddler Nursery Refurbishment (\$20,000)**

**Evanston Residents Served: 70 children daily**

**Funds leveraged: N/A**

**FY 2015 Audit: Financial Statements presented fairly; unqualified opinion**

The Infant Welfare Society of Evanston (IWSE) is expanding its early education and child care facility, Baby Toddler Nursery by enclosing the existing outdoor play area. This project was awarded \$75,250 in CDBG funding in 2017; this request is for additional support.

The current play space is outside of the facility. This project will enclose 700 square feet and include: HVAC system, padded floors, skylights, and age appropriate equipment to facilitate gross motor development. The new space will also function as a training area for teachers. Agency serves primarily low/moderate income Evanston children, including many with special needs, and has the capacity to manage the project and comply with CDBG requirements. IWS was granted a special use and zoning relief for the addition by City Council on September 17,



2018 (Ordinance 104-O-18). IWS receives City MHB funding for their Teen Baby Nursery Program and is compliant with all reporting requirements.

**8. Council for Jewish Elderly – CJE SeniorLife ADS Upgrade Project (Capital Project)**

2018 Request	2018 Award	2019 Request
N/A	N/A	\$45,000 CDBG

**Other Funds Committed: \$0**

**Evanston Residents Served:**

**Funds leveraged: N/A**

**FY 2017 Audit – Financial statements present fairly**

**FY 2017 Single Federal Audit – NA**

CJE SeniorLife’s Adult Day Services program provides a structured, supportive environment for seniors with cognitive, physical and emotional challenges; programming helps seniors age in place and avoid institutionalization. CJE Transportation program provides door-to-door transport to CJE facility, medical facilities, community centers, and grocery stores for disabled CJE clients; service vehicles accommodate walkers and wheelchairs. Both programs operate at CJE facility located at 1015 Howard Street.

Proposed facility project includes installation of electromagnet door holders, security mag locks and exit key pads, and replacement of a gutter along north side of the building; project will improve safety and security for vulnerable clients served there and extends the functional life of the building. CDBG request is for total project cost. CJE has used federal and state funding for other capital improvement projects and the timeline for the proposed project aligns with CDBG anticipated availability of 2019 CDBG funds.

CDBG eligibility must be determined by serving primarily low/moderate income persons rather than by low/moderate income area benefit as shown in application. Staff will confirm that incomes of clients currently served in the facility are substantially the same as reported for CJE Lighting Project (60% of Adult Day Services and 88% of CJE Transportation clients were low-/moderate income).

City of Evanston  
Community Development  
**2019 CDBG Public Services & Mental Health Board**  
8/15/2018 deadline

**Shore Community Services, Inc.  
Joseph Koenig, Sr. Training Center**

**USD\$ 20,000.00** Requested  
USD\$ 20,000 MHB Request

Submitted: 8/15/2018 1:47:01 PM (Pacific)

**Project Contact**

Mary K. Matz, CFRE  
[mmatz@shoreservices.org](mailto:mmatz@shoreservices.org)  
Tel: 847-982-2030

**Additional Contacts**

*none entered*

**Shore Community Services, Inc.**

8350 Laramie Avenue  
Skokie, IL 60077  
United States

Telephone 847-982-2030  
Fax 847-982-2039  
Web [www.shoreservices.org](http://www.shoreservices.org)

**Chief Executive Officer**

India Alexis Ehioba, MNA, CFRE  
[india@shoreservices.org](mailto:india@shoreservices.org)

**Pre-Application (Letter of Intent)**

**All Applicants Complete Questions 1-8 and attach Documents**

**1. Organization Name and Program for which you are requesting funding.**

Shore Community Services, Inc. - Vocational and community integrated activities for adults with intellectual and other developmental disabilities provided by the Joseph Koenig, Sr. Training Center and True North.

**2. Type of organization**

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

**3. Is your organization an affiliate of a regional or statewide social service agency?**

- No
- Yes

**4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.**

*Attach the list of local board members as well as the parent organization board below.*

NA

**5. Is your organization accredited?**

- Yes
- No

**6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.**

CARF International - March 2018 Shore received a perfect score (100%) on over 900 standards and marked the agency's 16th

consecutive 3-year accreditation, which is the highest awarded from this prestigious organization.

### 7. People served:

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other: Individuals with intellectual and other developmental disabilities

### 8. 2019 Funding Requested from the City of Evanston

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

20000	CDBG
	MHB (Human Services Fund)
20,000.00	<b>TOTAL</b>

### 9. Funding request is:

Programs funded in 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 MHB funding
- New request for CDBG
- New request for MHB

### New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)

#### 10. NEW APPLICANTS OR AGENCIES FUNDED IN 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

NA

#### 11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

NA

#### Documents Requested \*

#### Required? Attached Documents \*

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).

✓

[Fiscal Year 2019 Proposed Operating Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

✓

[Board of Directors](#)  
[Board Demographic Info](#)

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form  
[download template](#)

[Conflict of Interest](#)

### Application Questions

1. Describe your program, including the need(s) that it addresses. Be specific about the activities/services

**provided, days/times of services and frequency/duration for the average client.**

*Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting funding.*

Shore serves over 400 children and adults with intellectual and other developmental disabilities annually. In Fiscal Year (FY) 2018 (7/1/17-6/30/18), 324 individuals received services. Clients came from 20 communities with the largest representation coming from Skokie, Evanston and Chicago. Over 100 additional individuals received evaluations/referral and follow-up services but they are currently not enrolled in any of our programs or services. Shore classifies these individuals as Non-Registered Clients and tracks the numbers because there is no reimbursement available for the time staff spends with the individual and/or their family.

Shore Joseph Koenig, Sr. Training (SKTC) Center offers vocational rehabilitation services for workers in training who have a disability that interferes with obtaining or maintaining employment. The purpose of the program is to assist individuals with disabilities to become employable, either in a competitive setting, through the supported employment program or in a training center environment.

Over 25 assembly and packaging-type jobs i.e. shrink wrapping, collating, heat sealing, bagging, poster rolling, etc. are performed at SKTC. The equipment used is modern and similar to what is found in the business industry. Clients are given real life work opportunities, which can lead to competitive community employment and a more independent and self-sufficient life. SKTC always adapts to new trends, and keeps skills relevant to the changing times. Clients are assigned to tasks according to their abilities and are paid by the quality and quantity of work they perform. In addition, persons served are encouraged to focus on maximizing their earning potential and maintaining or improving their productivity rate and behavior, which can lead to more competitive work opportunities.

The purpose of True North is to maximize participation in integrated community life, and to provide vocational exploration and employment path services in a variety of natural community settings. Services are provided, individually and in small groups, in community settings during traditional day program hours and beyond. Individuals will meet at 4125 Oakton, which is a storefront building in a business area of Skokie. The location is on a PACE bus line and close to other public transportation that individuals' can access or will be trained to use independently.

Individuals will be offered the opportunity to identify employment interests and aptitudes, as well as hobbies and leisure pursuits in the community where they live and hope to work. Informational interviews will allow the participant to explore a vocational option in greater detail by talking to someone who is already working in their chosen position.

Individuals can experience a typical workday as a 'shadow' to an existing worker. Job shadowing provides temporary unpaid exposure to the workplace in an occupational area of interest, allowing for observing the work environment, dress code, pace of work, level of independence needed, inside vs. outside, sitting vs. moving, interactions with co-workers/customers, etc. Volunteering at local sites can give the individual valuable hands-on experience while promoting participation in integrated community life. Volunteering can also cultivate meaningful and mainstream relationships with persons without disabilities.

Both programs are offered Monday-Friday from 9:00 a.m. to 3:00 p.m. for 240 days a year.

**2. Who participates in or benefits from the program or services? Describe the population in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Include any eligibility requirements.**

Shore Koenig Center works with adults with an intellectual or other developmental disability. Eligibility requirements include: a diagnosis of an intellectual or other developmental disability; 16 years old; free of communicable, contagious or infectious disease; sufficient behavior adjustment to function in a group setting without continuous one-to-one supervision, sufficient medical stability not requiring frequent on-site medical care; capability of independence, or need for minimal assistance in personal care such as eating and toileting; substantially limited in obtaining or maintaining, regular employment; sufficient skills to produce quality work; Medicaid/Medicaid Waiver eligibility for selected programs; preference of the parent/guardian/applicant/person served to enroll in the program; obtained appropriate government and/or other third party authorization for service and completed all required admission documentation.

The demographics for the 156 clients served in Fiscal Year 2018 are as follows:

Age: 36% 23-39; 45% 40-59; 7% 60-64 & 12% 65+

Gender: 69% Male & 31% Female

Race: 58% White; 17% Black; 5% Hispanic; 15% Asian & 5% Pacific Islander

Family Status: 43% Has a Family Member or Close Friend as Guardian; 18% Has a State Guardian; 39% Self Guardians

Income Level: 93% Low; 6% Medium & 1% High

Community Employment is a program that places individuals with various disabilities into jobs in community businesses. The program involves a careful match of employee skills, preferences, and abilities to job requirements. When placement begins, a professional Job Coach provides on-site support and training to enhance the employee's skills. Follow-up support and consultation to both employee and employer continues for as long as is required to ensure quality performance.

While the Koenig Center helps our clients build vocational skills and learn appropriate behaviors to maintain employment in the community, statistics show that the employment and unemployment rate for persons with disabilities, which includes individuals with intellectual and developmental disabilities, is significantly different compared to persons with no disability. In the July 2017 report published by the United States Bureau of Labor Statistics, the employment rate for persons with a disability in a noninstitutional setting was 18.9% and unemployment was 8.9% versus 66.1% and 4.3% for non disabled persons.

According to the Statement of the Department of Justice on Application of the Integration Mandate of Title II of the Americans with Disabilities Act and *Olmstead v. L.C. to State and local Governments' Employment Service Systems for Individuals with Disabilities*: "The integration mandate of Title II of the American with Disabilities Act (ADA) is intended to allow individuals with disabilities to live integrated lives like individuals without disabilities, including by working, earning a living, and paying taxes."

Many individuals with disabilities who want to work are in segregated settings similar to the Koenig Center, which is operated by Shore. In fact, there are nearly 160 individuals working in our facility based work program. We would like to offer a wider range of options to individuals by developing more community-based supports and transition away from our training center. As Wehman (1981) states, "Sheltered employment programs unnecessarily isolate individuals from the rest of their community. Rather than lessening obstacles to employment for persons with disabilities, this segregation actually contributes to lowered expectations and negative public attitudes." Furthermore, "once in sheltered employment, very few persons are able to progress into competitive employment. The long-term impact of sheltered employment on the productivity and community integration of individuals with disabilities is very small." (Murphy & Rogan, 1995)

True North was created as a way to increase self-determination for individuals with intellectual and other developmental disabilities to have the opportunity to make informed decisions about working in integrated settings. Individuals with disabilities need to have more direct personal experience that will provide them information regarding working in the community.

Another need is that individuals with disabilities are often limited to relationships with paid staff and family. Social isolation has been identified as a negative factor in an individual's health. Amado, A.N. (2013). *Friends: Connecting people with disabilities and community members*. Minneapolis, MN: University of Minnesota, Institute on Community addresses that individuals with disabilities are often limited to relationships with paid staff and family.

**3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?**

*If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.* An estimated 4.6 million Americans have an intellectual or developmental disability (Larson, 2000). More school-age children are receiving the diagnosis of a learning disability, developmental delay, or behavior disorder than ever before. In the Chicagoland area, there are over 2 million individuals with support needs that include the soaring diagnosis of autism.

For the past 67 years, Shore has been providing services to individuals with intellectual and other developmental disabilities and their families. This group of individuals has always been underrepresented. Since the majority of individuals in this group tend to not vote, they have a limited lobby both in Springfield and Washington D.C. Shore strives on limited reimbursement from the State to guide individuals to reach their greatest potential and live the lives they want. Funding from EMHB will help Shore help this population. Through funding more individuals will participate in various community experiences. As individuals are more visible in the community the stigma of a developmental disability will slowly fade away. Individuals will be able to enhance relationships and receive support from people who are not paid to interact with them.

Shore would measure the community integration activities, which includes volunteering and job shadowing experiences that our clients participate in annually.

**4. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.**

*Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.*

Intake/assessment

20	Referrals
145	Individual case management plan/services
145	Services delivered on an individual basis (e.g. home delivered meals)
215	One time event or activity (e.g. field trips, tax preparation)
NA	Multi-session program (e.g. after school program)
125	Focused topic activities (e.g. workshops, trainings)
NA	Drop in services (e.g. computer lab, tutoring, help desk)
NA	Phone or online help (e.g. 24-hour help lines)
660.00	<b>TOTAL</b>

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?**

No eligible people are turned away for services and no individuals are currently on a wait list. Enrollment is often dependent on referrals from CAU (Community Alternatives Unlimited), which approves services for individuals that are on a Medicaid Waiver. If an individual does not have a Medicaid Waiver then they can privately pay for services. As for demand, we see an increase in inquiries and tours in January from schools who have young adults that will be graduating from high school programs.

**6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.**

Yes, Shore provides referrals to the following: Shore's Residential Department as individuals are interested in residential services; PACE for transportation needs, Social Security Administration for disability benefits and to Community Alternatives Unlimited (CAU) for placement needs; Department of Rehabilitation Services for job referrals and Turning Point for counseling. We assess the needs of the individual and referrals are given if we are unable to provide services. The Director tracks the referrals that she makes and compiles information from the Program Managers if referrals are made.

**7. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?**

*Include agencies that serve Evanston residents but are not located in Evanston.*

Orchard Village (OV), Clearbrook, Search and Douglas Center offers vocational training. OV sends clients to our center for services. Other collaborations include: B.E.S.T: Business and Education for Students in Transition, which helps students transition from school to work; Residential Agencies: Shore Homes, Active Visions, Orchard Village, Rimland Services, Lutheran Social Services, Alden Village North, Anixter and Glenbridge Nursing Center; Referrals for health needs i.e. behavioral, mental and physical: Down Syndrome Clinic, Turning Point; and Case Coordination from Community Alternatives Unlimited (CAU); Community Work/Volunteer Sites include: Second Time Around Thrift & Gift Shop, Skokie Home Delivered Meals, St. Andrew Life Center, Red Door Animal Shelter and Harwood Heights Library and job shadowing at Curt's Café and Niles North High School. We also collaborate with Human Services Management Services (HSMS) - a group of 20 developmental disabilities organizations in the Chicagoland area that offers streamlined case management and other utilities for staff; and Infinitic is an organization representing a coalition of over 30 developmental disabilities organizations throughout Chicagoland offering unified, online and onsite training programs. These programs are designed to meet requirements of most state and federal funding sources including: IL Department of Human Services, IL Depart. of Public Health and HUD.

Successes include: providing 45 individuals supports and services from the Community Employment Department with Job Counseling and Placement, Community Work Experience, Supported Employment and Competitive Employment. Six individuals maintained their jobs in the community. Sales in packaging, assembly and recycling reached over \$160,000. Shore eCycle, our electronic recycling business, obtained R2RIOS certification that focuses on safety for the worker, the environment and the sensitive data and will offer us credibility when bidding on electronic recycling contracts with government entities and businesses. Community electronic collection events were held and the Center processed 22,836 lbs. of recyclable material.

The biggest challenge is securing community employment. With the downturn in the economy, several of our clients lost their jobs in the community after many years of employment. Staff spent time helping the individuals apply for employment benefits and jobs; schedule interviews; reviewing severance packages and COBRA options; and enrolling at the Koenig Center. Often times it is even harder for people with intellectual and other developmental disabilities to find jobs because they may be limited in their skill experiences and employers tend to want multi-skilled employees.

The Koenig Center is set apart from others by tailoring each individuals' program plan to fit their unique needs and skill deficits. They focus on vocational training and preparing individual's for community employment. Success can be seen by annual goal progress and the years they have participated in our programs. For many persons served it takes years to slowly and steadily improve their vocational skills. We have a high staff retention rate that is around 94% while others in the industry typically experience much higher turnover and retain fewer than 50% of their employees year to year. Our staff have 10, 15, 20 and even 30+ years of service to Shore. and our management team has 106 years of service.

**8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?**

1. 91% (22/24) Evanston clients in Developmental Training will participate in job search activities i.e. internet searches, filling out applications, creating a resume, mock interviews, etc. in order to prepare them for community experiences as measured by staff case notes as of 12/31/19.

2. 67% (16/24) Evanston clients enrolled in Developmental Training will participate in a community experience i.e. job shadowing, volunteering and/or business work opportunities as measured by staff case notes as of 12/31/19.

3. 71% (5/7) Evanston clients with jobs in the community will improve job quality i.e. more work hours, increased wages, benefits or more responsibilities as measured by staff case notes as of 12/31/19.

Shore tries to keep goals realistic and achievable based on the special needs of the individuals we serve.

Shore's Joseph Koenig, Sr. Training Center does initial assessments on individuals to determine their functioning level and then on an annual basis. These assessments include the ICAP (Inventory for Client and Agency Planning) as a standardized adaptive behavioral scale; Reading Free Vocational Interest and the Community Program Manager interviews clients to determine their interests and readiness for jobs in the community. A Strengths and Needs Assessment is then developed based on these results and other identified areas from the Interdisciplinary Team (IDT), which includes: the individual served, the individual's case manager at Shore, family member or guardian, if applicable a residential representative, State appointed case coordinator and other disciplines or advocates that may be involved with the individual. As the State of Illinois moves towards more Person Centered Planning, Community Alternatives Unlimited (CAU), which is the authorized funding agent, will meet with the individual to complete a discovery process. The individual expresses their desired outcomes, then Shore develops an implementation plan based on their outcomes. The staff collects ongoing daily data and Shore's case manager develops a monthly summary of results. At a minimum, an annual meeting of the IDT is held to evaluate and determine new or revised goals and objectives.

The agency has an extensive Program Outcomes Plan, which establishes goals which are based on best practices in the field as identified by national accreditation, for example: community integration, health and wellness, person centered planning, etc. The plan monitors service delivery improvements through an analysis of caseload, consumer satisfaction, efficiency and effectiveness measures, cost per unit of service, service access and capacity. External monitoring agencies do on-site surveys of the programs including: CARF International, Department of Public Health, Department of Human Services, Healthcare and Family Services, Department of Housing and Urban Development, Evanston Health Department, local and state fire departments and peer quality reviews. Clients, families and other stakeholders also complete annual satisfaction surveys.

Anni Braverman, Director of the Joseph Koenig, Sr. Training Center, will ensure the program implementation.

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.*

<input type="text" value="135"/>	Unduplicated people to be served in 2019
<input type="text" value="28"/>	Unduplicated Evanston residents to be served in 2019
<input type="text" value="145"/>	Unduplicated low/moderate income people to be served in 2019
<input type="text" value="27"/>	Unduplicated low/moderate income Evanston residents to be served in 2019
<input type="text" value="156"/>	Unduplicated people served in 2018
<input type="text" value="31"/>	Unduplicated Evanston residents served in 2018
<input type="text" value="135"/>	Unduplicated low/moderate income people served in 2018
<input type="text" value="30"/>	Unduplicated low/moderate Evanston residents served in 2018
<input type="text" value="687.00"/>	<b>TOTAL</b>

**10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

*Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."*

In 1951, the late Lois and Thomas Lloyd, along with a group of Evanston parents, co-founded Shore Community Services. The

Lloyd's had a daughter named Patricia, fondly called Patty. In the late 1940's, the Lloyd's were unable to find proper services for Patty because nothing was available for children with developmental disabilities. As a school teacher, Mrs. Lloyd believed that Patty, and other children with special needs, deserved the very best education possible. By collaborating with other families in Evanston and neighboring communities, a school program was started in the basement of the Lloyd's home. Rapid growth necessitated the need for larger accommodations. This was accomplished by aligning the organization with local churches and area businesses.

In 1953, Shore Community Services was selected to be one of six schools to participate in a statewide research project to determine if children with intellectual and other developmental disabilities could benefit from public education. The school's success led to its incorporation in 1954, when it became part of Evanston-Skokie School District 65. As the progressive idea of inclusion moved to the forefront, and institutionalized care diminished, Shore continued to grow and develop more diversified programs.

Shore's mission is to improve the quality of life for individuals with intellectual and other developmental disabilities. Our goal is to help children and adults reach their full potential so they can lead more independent and productive lives. This is accomplished through educational, residential, vocational and related programs, along with community integrated support services.

From humble beginnings filled with hope, passion and purpose, Shore now provides a comprehensive array of services that benefit over 400 individuals each year, including: small group homes, CILAs (Community Integrated Living Arrangements), SLAs (Supported Living Arrangements), Vocational Training & Employment Services, Adult and Seniors Program, Life in Motion – (Choices Program), True North – Exploration and Employment Path Service, Early Intervention for children birth to 3 years old who have been diagnosed with a developmental delay, In-Home Respite Care and Home Based Support and Service Facilitation.

The organizational structure consists of the Board of Directors oversee the CEO - India Alexis Ehioba, MNA, CFRE. The CEO is responsible for running the agency and Program Directors supervise their respective staff.

The Board are encouraged to support the following three areas: Development: fundraising events, marketing, recruiting attendees, sponsorships and acting as representatives for the agency; Policy: approves annual budget, capital expenditures, approves operational policies and employs CEO who in turn employs Program Directors and other staff; and Accountability: attends board and committee meetings, monitor monthly financials and efforts to improve quality and quantity of programs, and performs all functions in an objective manner without personal interest affecting the agency. There are currently 21 Board and 10 Honorary Board Members.

True North, our newest program, opened at 4125 Oakton-Skokie this summer and will maximize participation in integrated community life and provide vocational exploration and employment path services in a variety of natural community settings. Lisa Wright is now the Chief Operating Officer and Anni Braverman is the Director of SKTC.

**11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?**

Out of 105 employees at Shore, we have six Black, one Asian and one Hispanic in leadership/decision-making positions, which is 13%. Shore's Chief Executive Officer is Black and the Senior Director of Residential Services who was hired in May is Asian. The agency always tries to hire qualified staff for all open positions regardless of race. We have four inservices throughout the year that are used for staff trainings. As part of a Strategic Planning for the agency's future, staff of all color and position were asked for feedback on ways to improve Shore through programming, marketing, technology upgrades and other pertinent issues through SWOT (Strengths, Weaknesses, Opportunities and Threats) that were conducted by a consultant. Directors work closely with their staff and have meetings, some daily, to discuss programming and other issues. In addition, DISC trainings are being offered to leadership and program managers to learn how to better communicate with others, which will help in engaging all staff in decision making.

**12. Describe agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.**

*CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).*

Shore has a long history of successfully implementing programs/services and capital improvements that have received funding through the Evanston Mental Health Board and CDBG (Community Development Block Grants) i.e. Evanston, Skokie and Cook County. In the agency's Administrative Procedures for Division Directors manual, there is an entire section on purchasing and procurement. All funds are immediately booked in a computerized accounting program (Quick Books) at our Administration Center by the accounting department. Shore also adheres to all requirements and submits reports in a timely manner.

From day one, nearly 68 years ago, Shore has grown from providing essential services to one child to meeting the needs of over 400 individuals throughout Chicago and it's North and Northwest suburban communities. The organization is accredited by CARF International, formerly Commission on Accreditation of Rehabilitation Facilities, which is an independent, nonprofit accelerator of health and human services.

CARF accredited providers are recognized for their ongoing innovation and adherence to the highest 'best practice' standards. In addition, Shore has received the highest accolade: 16 consecutive 3-year accreditations. We are a member of the Illinois Association of Rehabilitation Facilities (IARF) and recently achieved the highest donor rating from GuideStar for transparency and best practices in operations with a Platinum Level Approval Rating. Less than 5% of charities nationwide receive this rating.

For over 40 years, Shore has had a comprehensive Program Outcomes Plan in place, formerly called Program Evaluation, which monitors the program effectiveness and provides data for formulating improvements and modifications. The Short and Long Range Plans are submitted by each division/program to strategically set goals for the upcoming fiscal year. New plans are formulated on the basis of goals yet to be met, and new needs that have emerged. These goals are formulated with the assistance of committees comprised of Board Members, Program Directors, Chief Executive Officer, and other stakeholders, including parents and individuals served by Shore. We take great pride in the fact that we have been successfully implementing plans that are detailed and data driven from Direct Service Professionals (DSPs) to Directors. Our approach is also a model for other developmental disabilities agencies. It should be noted that in a recent CARF Survey, a surveyor commented that our "Program Outcomes are informative, thorough and far more extensive than any plan they have seen before."

Shore Community Services consistently achieves the highest marks in evaluations and audits from:  
BALC – Bureau of Accreditation Licensing and Certification at the Illinois Department of Human Services.  
The Illinois Department of Public Health  
US Department of Housing and Urban Development  
BQM - Bureau of Quality Management  
R2RIOS - Certification for Shore eCycle

**13. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?**

*All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.*

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

**14. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years? Also provide staff demographics.**

*For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.*

There are 26 employees at the Joseph Koenig, Sr. Training Center. Lisa Wright, Chief Operating Officer, of Shore Joseph Koenig, Sr. Training Center, has a Master Degree, 30 years of experience at Shore with over 35 years of work experience. Anni Braverman, Director, has a Master Degree from Case Western Reserve, over 20 years at Shore with over 25 years of overall experience. Deborah Walker, Job Coach, has a high school diploma and over 20 years at Shore. Diana Stachura, Job Coach, has a High School Diploma and over 11 years at Shore. Additional staff credentials include: 1 with a Master Degree, 3 with a Bachelor Degree and 2 have an Associates Degree.

The Community Program Manager (CPM) has a Master Degree and has been employed by Shore since January 2018. She is black and 31 years old. The position is not dependent on City funding and will be retained in the future even if no funding is received. We are committed to finding employment especially as our program focus will highlight community integration through volunteering, job shadowing and maintaining employment. The CPM is primarily responsible for securing job shadow and informational interview sites and acts as primary liaison with employer and trainees, parents/guardian or meaningful third parties. She monitors and aids in timely, effective implementation of procedures and services. Acts as case manager. Will schedule and supervise the activities of the Job Developer and makes special arrangements where necessary. She along with the Director acts as a liaison to employers and parents or guardians and may chair interdisciplinary team meetings. Also, pre-placement vocational counseling will be provided.

The Job Coaches (Both female, 1 Black, 1 Caucasian, ages 52 and 46) provide mobility training for the clients; performs individual assessment and helps them learn about a job by walking through the work day as a shadow to a competent worker training. They will supervise; performs task analysis; documents progress and prepares daily and monthly records and reports. They implement procedures to achieve client objectives and assist with job modifications where required. Also, they are working with the CPM to assist clients who are interested in True North.

The average client to staff ratio at the Koenig Center is 10-12 to 1. Community Employment is 1 to 1 as individualized job coaching is provided.

The main requirements for program licensing and accreditation that the programs adhere to are the following: Through the Illinois Department of Human Services (DHS), the Bureau of Accreditation Licensure & Certification (BALC) survey's the

program annually. They review an individual's program plan, work activities, staff training and environmental conditions. The Bureau of Quality Management (BQM) reviews the services an agency provides to an individual. They select an individual; review their file and observe them at home and their day program. The State Fire Marshall inspects the facility annually. The center complies with the requirements for R2RIOS Certification for Shore eCycle, our electronic recycling business, that focuses on safety for the worker, the environment and the sensitive data. We comply with the Department of Labor's Sub-Minimum Wage Certificate, which determines wages to be paid to our clients for work the produce. As for accreditation, the center adheres to 978 standards set by CARF International.

**15. Provide the name, email and phone number of the individual who attended the pre-application meeting.**  
Mary K. Matz, CFRE, mmatz@shoreservices.org, (847) 982-2030 ext. 221

**16. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)**  
06-861-8826

**17. Is the facility and program in compliance with the Americans with Disabilities Act?**

- Yes
- No

**18. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."**  
NA

**19. Where (address/location) does your program take place and how will clients get to the location or facility?**  
8035 Austin Avenue in Morton Grove and 4125 Oakton, which are located on a CTA bus line on Oakton that enables clients to self-transport. Parents drop off their child and Shore also provides transportation.

**20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.**

*Enter the name and title of the individual submitting this application.*  
Mary K. Matz, CFRE, Senior Philanthropy Officer

## Budget

<b>Funding Sources/Revenues</b>	2018	2019	2019 Committed
City of Evanston CDBG	USD\$ 7,448.00	USD\$ 20,000.00	
Purchase of Service & Other Grants	USD\$ 1,420,439.20	USD\$ 1,375,416.00	USD\$ 1,375,416.00
Grants - Foundations, Corporations & Businesses	USD\$ 94,969.50	USD\$ 19,969.50	USD\$ 19,969.50
Client & Family Payments	USD\$ 50,269.47	USD\$ 22,344.37	USD\$ 22,344.37
Contributions	USD\$ 250.00	USD\$ 12,390.00	USD\$ 12,390.00
Special Events & Other Revenue	USD\$ 1,902.54	USD\$ 17,443.17	USD\$ 17,443.17
<b>Total</b>	<b>USD\$ 1,575,278.71</b>	<b>USD\$ 1,467,563.04</b>	<b>USD\$ 1,447,563.04</b>

<b>Funding Uses/Expenses</b>	2018	2019 Total	2019 CDBG	2019 MHB
Salaries	USD\$ 799,029.53	USD\$ 713,843.57	USD\$ 18,000.00	
Program/Administrative Salaries	USD\$ 83,989.94	USD\$ 79,315.95		
Health, Worker's Comp & Retirement Benefits	USD\$ 183,118.10	USD\$ 170,133.34	USD\$ 1,100.00	
Payroll Taxes	USD\$ 67,845.55	USD\$ 57,924.96	USD\$ 900.00	
Professional Fees & Contracts	USD\$ 20,842.78	USD\$ 31,646.41		
General Operating	USD\$ 136,878.69	USD\$ 137,944.90		
Occupancy	USD\$ 105,601.01	USD\$ 99,045.00		
Misc./Depreciation	USD\$ 59,716.00	USD\$ 60,925.02		
Client Wages	USD\$ 130,809.11	USD\$ 152,588.22		
<b>Total</b>	<b>USD\$ 1,587,830.71</b>	<b>USD\$ 1,503,367.37</b>	<b>USD\$ 20,000.00</b>	<b>USD\$ 0.00</b>

## Budget Narrative

Shore's Fiscal Year runs July 1st-June 30th and the 2019 budget is currently being revised. The funding for 2019 is down \$75,000 for grants because we received a one-time grant from The Coleman Foundation to help fund our newest program called True North. We will explore the possibility of renewing the grant but the funds have not been budgeted for 2019. Any funding received from the City of Evanston will go towards vocational training that is being provided by the Koenig Center and at True North with the emphasis on supported and community employment experiences. There was also a slight decrease in enrollment from 2018 to 2019, which reduces Purchase of Service and Client & Family funds.

As a result of continued delay of payments from Illinois and their budget problems, Shore has had to increase borrowing from its line of credit for payroll and cash flow needs. Reimbursement is received 60-90 days after services are rendered and Shore's budget consists of 80% funding from State Medicaid Payments. Respite Care continued despite being the only program that has not received funding during FY 18 because the State only paid for services that received a Medicaid Waiver match from the federal government. Shore is doing everything within its financial capability to maintain our programs and services without disruption. Measures to help reduce budgetary costs includes: deferring non-emergency maintenance, new hires and substitutes have been delayed and will only be hired as required by State law to provide necessary coverage; all driving is reduced to essential travel only; and only safety related maintenance repairs will be performed.

Shore continues to increase performance and energy efficiency to reduce costs. Grants to upgrade lighting and HVAC units, which decrease energy costs, have been received. Shore explores other revenue resources to diversify income sources to cover operating and capital needs as rising costs occur in transporting individuals to/from home; repairing aging vehicles, general maintenance; and worker's compensation insurance. Also, we are always exploring new revenue sources and our businesses: Shore eCycle, Shore Packaging Solutions and the Second Time Around Thrift and Gift Shop, help support our operating needs, which lessens our reliance on State funding.

The positions with salary, benefits and taxes, that funding is being sought from CDBG are the Community Program Manager (CPM) - \$40,000 and two Job Coaches - \$35,000 each is 20%. The Job Coaches will work closely with the CPM to provide services to individuals interested in participating in True North. The positions are not dependent on City funding and will be retained in the future even if no funding is received.

The Community Employment Program has an annual deficit of over \$20,000 and we anticipate True North having a deficit as well. Will are actively seeking new revenue to offset all program deficits. However, we are committed to maintaining this program because finding employment especially as our program focus will highlight community integration through volunteering, job shadowing and maintaining employment.

## Program Outcomes

### Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	90	85	83	78	16	16	14	14
White/Hispanic	8	8	8	8	2	2	2	2
Black or African American	26	25	25	24	12	11	11	10
Black, African American/Hispanic	0	0	0	0	0	0	0	0
Asian	23	19	21	17	0	0	0	0
Asian/Hispanic	0	0	0	0	0	0	0	0
Native American	0	0	0	0	0	0	0	0
Native American/Hispanic	0	0	0	0	0	0	0	0
Other	9	8	8	8	1	1	1	1
Other/Hispanic								
<b>Total</b>	<b>156</b>	<b>145</b>	<b>145</b>	<b>135</b>	<b>31</b>	<b>30</b>	<b>28</b>	<b>27</b>



## Program Line Item Funding

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 City of Evanston CDBG		20,000						\$ 0
2 Purchase of Service & Other Grants	1,375,416							\$ 0
3 Grants - Foundations, Corporations & Businesses	19,970							\$ 0
4 Client & Family Payments	22,344							\$ 0
5 Contributions	12,390							\$ 0
6 Special Events & Other Revenue	17,443							\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
<b>Total</b>	<b>1,447,563</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

## Documents

### Documents Requested \*

### Required? Attached Documents \*

REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.

✓

[2017 audit](#)

[Form 990 part 1](#)

[Form 990 part 2](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments including strategic plan.

[2017 annual report](#)

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

✓

[501\(c\)\(3\)](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2017 only if changed).

Brief biographies of key staff including demographic information.

✓

[Staff resumes](#)

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

[Accessibility Plan](#)

Supplemental information relating to your program or agency, as applicable.

[Marketing report](#)

[Marketing plan](#)

[Short/long range planning True North](#)  
[Short/long range planning Training Center](#)  
[Short & Long Range Plan](#)  
[Board demographics](#)

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.  
[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.  
 Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

[Organizational chart](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. ✓  
 Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

[Chart of Accounts](#)

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

[2018 program draft actuals](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. ✓  
 Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1- June 30, this will be for FY2018.

[2018 agency draft actuals](#)

Organizational commitment to equity, diversity and inclusion.

[Diversity and inclusion](#)

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 122057

Become a [fan of ZoomGrants™](#) on Facebook  
 Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
 ©2002-2018 GrantAnalyst.com. All rights reserved.  
 "ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

City of Evanston  
Community Development  
**2019 CDBG Public Services & Mental Health Board**  
8/15/2018 deadline

**YWCA Evanston/North Shore**  
**YWCA Evanston/North Shore**

**USD\$ 35,000.00** Requested  
USD\$ 0 MHB Request

Submitted: 8/9/2018 8:25:15 AM (Pacific)

**Project Contact**

Genriyeta Papirov  
[gpapirov@ywcae-ns.org](mailto:gpapirov@ywcae-ns.org)  
Tel: 847-864-8445

**Additional Contacts**

*none entered*

**YWCA Evanston/North Shore**

1215 Church Street  
Evanston, IL 60201

**President/CEO**

Karen Singer  
[ksinger@ywcae-ns.org](mailto:ksinger@ywcae-ns.org)

Telephone 847-864-8445

Fax 847-864-8498

Web [www.ywca.org/evanston](http://www.ywca.org/evanston)

**Pre-Application (Letter of Intent)**

**All Applicants Complete Questions 1-8 and attach Documents**

**1. Organization Name and Program for which you are requesting funding.**

YWCA Evanston/North Shore Domestic Violence Services

**2. Type of organization**

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

**3. Is your organization an affiliate of a regional or statewide social service agency?**

- No
- Yes

**4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.**

*Attach the list of local board members as well as the parent organization board below.*

n/a

**5. Is your organization accredited?**

- Yes
- No

**6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.**

n/a

**7. People served:**

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

**8. 2019 Funding Requested from the City of Evanston**

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

CDBG

MHB (Human Services Fund)

**TOTAL**

**9. Funding request is:**

Programs funded in 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 MHB funding
- New request for CDBG
- New request for MHB

**New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)**

**10. NEW APPLICANTS OR AGENCIES FUNDED IN 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."**

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

n/a

**11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.**

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

n/a

**Documents Requested \***

**Required? Attached Documents \***

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).



[Agency FY19 budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[Board of Directors](#)

Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form

[download template](#)

**Application Questions**

**1. Describe your program, including the need(s) that it addresses. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.**

Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting

*funding.*

Reaching approximately 750 survivors annually, direct services include: crisis intervention and emergency shelter, community services, legal advocacy, and longer term housing.

Domestic Violence Shelter operates 24-hours/day, 7 days/week. The maximum length of stay at the shelter is 90 days. Services include: individual and group counseling in English and Spanish; comprehensive case management to help clients access resources needed to stabilize their lives and live independent from their abuser; financial literacy education to assist survivors in obtaining a sound understanding of their financial situation and the ways in which to attain financial independence and security; comprehensive children's programming that includes music, art and play therapy for families, parent-child sessions that focus on helping clients better understand the impact that violence has had on their children and learn positive parenting techniques; health education for adults and children; and cooking and nutrition lessons on how to prepare healthy meals on a budget. Legal Advocacy Services operates at the District 2 Skokie Courthouse on Monday-Friday from 8:30am-4:30pm and focuses on helping victims of domestic violence understand the complex maze of criminal justice remedies and the process for getting an order of protection. Clients are supported throughout the complex and intimidating legal process. Community-Counseling Services for non-residential clients operates at YWCA Activity building on Monday-Friday from 9:00am-9:00pm. Clients are being seen for one hour per week for up to 12 weeks. Program offers survivors bi-lingual one-on-one and group counseling and support. Counselors work with clients to: create a safety plan; educate them about domestic abuse; conduct individual assessments that will identify any issues outside of the domestic violence arena; build confidence to a level that will enable a client to leave their abuser if they so chose; provide referrals to resources; and address parenting issues. The Longer-Term Housing program operates a 15-unit apartment building for domestic violence survivors and their children coming out of emergency shelter and provides safe and supportive housing to further stabilize and empower these individuals. Comprehensive services offer support and connect them to valuable resources that will close the barrier in actualizing their ability to live full and productive lives. Relationship Violence Prevention Program operates throughout YWCA service area in partnership with school districts, local social service agencies, and universities. Operates on Monday-Friday during the school year. We help students from elementary to high school build the social-emotional skills they need to treat one another with respect and dignity as they mature and as they grow older recognize what healthy relationships are as they begin to engage in dating and intimate relationships. Education and Outreach efforts raise public awareness about domestic violence and educate the professional community about the dynamics of domestic violence, legal options for victims, and appropriate resources for help.

The services that program provides for low- and moderate- income residents were identified as one of the high priority needs in the 2015-2019 Consolidated Plan.

**2. Who participates in or benefits from the program or services? Describe the population in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Include any eligibility requirements.**

YWCA's Domestic Violence Program serves victims of domestic violence and their children. The majority of survivors of domestic violence and their children served through the Program are of disadvantaged socio-economic status and are suffering from the effects of long-term and progressive domestic abuse. We also serve high barrier populations including homeless individuals and families, youth in foster care, people with disabilities, immigrants and the LGBTQ community. Of the clients in the Program: 37% are African American, 34% are Caucasian, 19% are Hispanic, 9% are Asian, and the remainder are comprised of individuals with other ethnicities; 48% are women between 20-40 years old; 62% of children under the age of 5 years old; 35% unemployed, though more than 81% have at least graduated from high school, and more than 73% are mothers, many of whom have multiple children; 75% report physical and/or sexual abuse as their primary reason for fleeing their abuser.

YWCA serves a substantial geographic area in the northeastern Chicago metropolitan area, extending from Chicago (Devon Avenue) north to Lake Cook Rd and west from Lake Michigan to Interstate 294 and covers Chicago's northern boundary and 16 communities in Cook County, Illinois. Clients come to us from all over Chicago, the northern suburbs, the state of Illinois, as well as from out-of-state. No victim is turned away due to his/her geographic origin. Our services are available regardless of race, ethnicity, national origin, age, creed, sexual orientation, gender identity, income, marital status, citizenship status, spoken language, disability, or religion. In addition to victim services, the Program provides violence prevention and outreach and education services in our catchment area.

All clients, except those who walk-in for legal advocacy services at the Skokie Courthouse, access our comprehensive domestic violence services through our 24-hour crisis line. Staff are trained to listen carefully for what the caller is experiencing and what they need both in the immediate moment and after. The only criteria used to determine eligibility is whether or not the caller self-identifies as having experienced domestic violence. We take them at their word and once they have disclosed this information staff explain what we provide and how our services work so the caller can determine if we are an appropriate fit for their needs. Our policies and practices comply with federal and state fair housing laws: regardless of the type of service or where it is provided, all services are gender neutral, accepting both women, men, and transgender individuals.

**3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?**

*If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.* YWCA E/NS does not discriminate on the basis of race, ethnicity, national origin, age, creed or sexual orientation, gender identity, income, marital status, citizenship status, spoken language, disability or religion in its employment, provision of services, or in any other agency policies. With a population of approximately 610,000, the North Shore of Cook county is comprised of 16 distinct and very socio-economically, culturally, and ethnically diverse populations-56,357 persons of the 16 communities' population are Hispanic and African American (12% of them are below poverty level), 25% are foreign born, and 33% speak a language other than English at home. Many immigrants from Eastern Europe, the Middle East, Asia and Latin America make their home in the area, often locating in ethnic "pockets" where they can continue their rich traditions and customs from their homelands. Sadly, these traditions can include cultures of oppression and submission of women to men's dominance, fear of authorities, and an acceptance of violence against women as the norm. Among members of some of these ethnic groups, reporting domestic abuse to the authorities brings shame to the community and victims are often re-victimized or ostracized by their families and friends. Some victims in these tight-knit groups have sought relief from their community or religious leaders, but their safety continues to be compromised and the abuse continues. YWCA E/NS ensures services are accessible and inclusive to diverse populations by ensuring information about services is distributed widely and that policies, practices, and services are sensitive to the unique characteristic of clients we serve. Diversity among program staff is important, not only to meet the specific needs of our Spanish-speaking clients, but to provide a welcoming environment for all of our diverse clients. Advocates "meet" all victims where they are, without judgment and without assumptions. Our Domestic Violence Program has a formal cultural competency plan to further ensure that services are delivered in a manner that will be most effective to the cultures served. The plan is ever-evolving and outlines the outcomes, benchmarks, time frame, and staff responsible for the implementation. Recently our Residential and Community Services Director attended the Statewide Management Training on Language Accessing Planning and is reevaluating our current plan to ensure that our approaches and techniques are as inclusive as possible. We have been in the process of training staff to enhance their cultural competency and to understand how to sensitively and respectfully learn from clients what they might need to maximize their comfort with services and diminish and traumatization due to societal stigmas associated with certain personal characteristics. We continue to engage a more diverse community of partners for the purposes of service delivery and also as a referral source for clients with culturally specific support needs. An updated resource manual is maintained with contact information for all local cultural and social/legal service programs in the area.

For additional support for gay, lesbian, bisexual, transgender, or queer victims we refer clients to Center on Halsted, Howard Brown Center and Horizon's to supplement the counseling services provided at YWCA E/NS. Staff have recently received training from the Center on Halsted on addressing the needs of transgendered individuals.

**4. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.**

*Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.*

140	Intake/assessment
540	Referrals
110	Individual case management plan/services
	Services delivered on an individual basis (e.g. home delivered meals)
	One time event or activity (e.g. field trips, tax preparation)
3576	Multi-session program (e.g. after school program)
330	Focused topic activities (e.g. workshops, trainings)
	Drop in services (e.g. computer lab, tutoring, help desk)
65	Phone or online help (e.g. 24-hour help lines)
4,761.00	<b>TOTAL</b>

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?**

In FY 18 we turned away 734 eligible clients because the shelter was full. We do not maintain a waiting list. We serve clients on a first call first serve basis. When we are not able to serve eligible domestic violence victims because the shelter is full we refer them to the DV Helpline, help them create a safety plan if needed, and connect them to community resources that may assist them in securing safety. When a caller determines that our services are not aligned with their current needs, regardless of the reason, we give the caller at least three referrals to other organizations that might be more appropriate for their needs. If

we are not able to assist victims who come to our legal advocacy program for walk in service we attempt to schedule an appointment with them on another date and we also provide them with an abbreviated explanation of orders of protection, and offer an information sheet with instructions on how to proceed on their own if they chose to go forward without an Advocate.

**6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.**

Domestic violence survivors have a range of needs for medical, legal, mental health, and social services. Because often their needs are complex, their resources are few, their housing is transient, collaboration with other social service providers ensures that clients are connected to appropriate resources. Our Domestic violence program provides referrals within organization and to the other agencies as well. For example, if the client receiving legal advocacy services at the Skokie Courthouse in need of community counseling or shelter, the legal advocate will refer them to contact our crisis line; or if the residential client needs legal advocacy services, the client advocate will refer them to our legal advocacy program; or if the client in need of financial coaching they will be referred to our Woman's Leadership & Economic Advancement program.

In addition to working one on one, staff will utilize their skills and expertise to advocate for program participants while also identifying valuable community resources that best meet their needs. If we find that a participant's needs are beyond the scope of our expertise, we work alongside the client to connect them to appropriate services. Program staff have established relationships in the community with local organizations and are in regular communication with them to keep them informed of our array of services. Many times the residents are working with other case managers before coming to us. We sign releases of information for as many agencies as the client permits, and we talk with the other case managers such as DCFS to coordinate service plans and make sure the client is doing what is requested by all case managers.

Our legal advocates also refer and provide case consultation regularly to Lifespan and Legal Assistance Foundation attorneys for divorce action for victims. Many clients are referred to us by DCFS. We advocate on behalf of those clients via education of DCFS workers regarding the IDVA, clarifying legal options and eligibility requirements to pursue orders of protection. We work closely with Metropolitan Family Senior Services staff to promote safety for elderly clients in the District 2 courthouse communities, and we have established effective referral relationships with specific case managers who routinely access our office. Every victim who accesses our services and requests our advocacy with other agencies they are involved with receives our support with regards to IDVA education, information, and connection with or referral to needed collateral services.

All referrals are documented and entered into the InfoNet database.

**7. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?**

*Include agencies that serve Evanston residents but are not located in Evanston.*

YWCA Evanston/North Shore provides the only comprehensive residential domestic violence program in the northeastern Chicago metropolitan area, in a service area that extends from Chicago (Devon Avenue) north to Waukegan and west from Lake Michigan to I-294. For residents in these areas, the next closest domestic violence shelter is as far away as Waukegan, and for Chicago residents, the YWCA Evanston/north Shore is their primary option if they need to find shelter in a city other than that of their abuser. Furthermore, of the few shelters that are in operation in the northern Chicago metropolitan area, some do not have the range and reach of domestic violence services offered by YWCA Evanston/North Shore.

To best meet the needs of our clients, to make sure survivors and their children are connected to the resources they need to get through their domestic violence crisis, and avoid duplication agency has 33 networking agreements with service providers. For assistance with transitional housing, we collaborate with FBC, Ridgeland and Connections for the Homeless. To assist with employment, we work with National Student Partnership and Youth Job Center. To help with drug and alcohol treatment and mental health issues, we collaborate with PEER services, Northwest CASA, Metropolitan Family Services, local hospitals, SHALVA, Niles Family Services, and Rodgers Park Community Center. We connect residents to longer-term support and public benefits including SNAP, WIC and TANF. We secure CHIP medical insurance for uninsured children who are in the shelter. We partner with the LAF to provide attorneys who can help clients with more complex issues including divorce, child custody, and immigration. Agencies that we have networking agreements serve as the basis for our information and referral services. Further, in working with the local Neighborhood Network, Evanston Cradle to Career, YWCA has been able to strengthen relationships with community partners who could provide viable services to program participants.

Until two years ago, YWCA has relied heavily on referrals to outside agencies to assist our clients with their employment and housing needs. However, outside agencies with little or no training on the myriad of issues facing survivors of DV can be challenged to provide our clients with solutions that will protect their safety and guarantee their ability to succeed long-term in a new job or apartment. The reliance on outside referral agencies has, until then, also limited our ability to measure a client's accountability and follow-through in their housing or employment search. In June 2016, YWCA Evanston/North Shore hired a Housing & Employment Specialist to assist survivors of domestic violence in accessing stable housing and employment opportunities after they leave our emergency housing. Our goal is for our clients to continue working with the HES beyond their limited shelter stay, giving us the ability to better support their transition from crisis to self-sufficiency and to measure both short and long-term outcomes. This program also has been expanded to meet the needs of tenants residing in the Longer-term Housing program with an emphasis in job readiness training and job placement.

**8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?**

- To provide information & referrals to the victims of DV from Evanston by offering toll free hotline/or any incoming line to service 200 callers
  - To provide victims of DV from Evanston with wide variety of services by offering safe shelter, legal advocacy, community-counseling, and LTH services to 140 unduplicated clients
  - To provide victims of DV from Evanston with individual, group, advocacy, and legal services by offering 1200 hours of services.
  - As a result of receiving individual, group counseling, advocacy, and legal advocacy services 48 victims of domestic violence from Evanston will self-report an increase in their awareness and utilization of safety planning strategies.
- One change from 2018 projected outcomes we have noted for the drop in counseling and case management hours is that more individuals that we are servicing are have greater success in securing employment, leaving less time in their schedules to meet. We also account for the notable drop in our service numbers as a result of our switch to voluntary services. The voluntary services model is based on the idea that participating in services should be voluntary and not a condition of receiving shelter or other services. Voluntary services emphasizes client-driven services and is based on the belief that adult survivors are competent, capable and should have the right to make their own decisions. This model takes into account each survivor's unique circumstances and meets them where they currently are in their lives. With our change to voluntary services, we anticipated a significant drop in client contacts and service delivery hours, particularly as it relates to groups. It takes time, commitment & creativity to fully incorporate voluntary services into a program. We expect that over time, we will begin to see a gradual increase in our service numbers.

Clients complete intake documents for all residential shelter, legal advocacy, community counseling services, and longer-term supportive services. All service interactions with a client are documented on a client services contact form and entered into the InfoNet database. Reports are run on monthly basis and reviewed on a quarterly basis by the Operations Director. The Clinical Services Manager and/or Operations Director periodically check client's files for the accuracy and appropriateness of service documentation and that case notes are complete and accurately reflect the services provided.

In addition, we have developed an evaluation plan for all service areas of our DV Program. This Plan accurately reflects the core activities within each service area, outcomes for each activity with short/medium-term goals, data collection needs, and appropriate benchmarks for each activity that accurately measure program success. All service areas have a data collection plan that includes data sources, methods (specific tools used), timeframe for data collections, and the person responsible for collecting the data. The tools are generally surveys. Completed evaluation forms and surveys are entered into Survey Monkey. By utilizing InfoNet and Survey Monkey we are able to analyze client population, measure program effectiveness, manage caseloads, and use as a tool to improve service provision.

Karen Singer, President/CEO, Kristen White, COO, Sandy Williams, DV Residential & Community Services Director, Wendy Dickson, DV Education & Training Director are the key individuals most responsible for shaping the prog

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.*

730	Unduplicated people to be served in 2019
140	Unduplicated Evanston residents to be served in 2019
730	Unduplicated low/moderate income people to be served in 2019
140	Unduplicated low/moderate income Evanston residents to be served in 2019
725	Unduplicated people served in 2018
132	Unduplicated Evanston residents served in 2018
725	Unduplicated low/moderate income people served in 2018
132	Unduplicated low/moderate Evanston residents served in 2018
3,454.00	<b>TOTAL</b>

**10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."

Dedicated to eliminating racism and empowering women, YWCA E/NS has worked for over six decades to foster gender, racial and economic equity. Today, YWCA's mission is to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities. We do this by focusing on three key areas: health and safety for women and girls, women's empowerment and economic advancement, and racial justice and civil rights.

YWCA provides a wide range of programs and services to meet the diverse needs of the community it serves: Domestic Violence Program, Women's Economic Empowerment and Women's Initiative, Racial Justice, and Flying Fish Aquatics.

At the helm of the organization is a Board of Directors. Members of the Board are required to have views in line with the mission of the organization, as well as a belief in and ability to advocate for that mission and is morally, legally, and fiscally responsible for the organization. Members represent diversity in terms of ethnic, economic, social and professional definition. The board helps cultivate and retain resources for the agency and works towards the organization's growth and sustainability. The board is responsible for developing, implementing and monitoring the governing policies and procedures of the organization, paying particular attention to the financial status and strategic development. The desired size of the full Board is 19 members.

This year we have expanded our partnerships, grown our programs and deepened our impact:

- Expanded our Women's Economic Empowerment program to include 1:1 financial coaching
- Initiated programming to engage men and boys in the struggle to end gender violence
- Added an Advocacy Manager to the staff to lead our effort to engage the community and other non-profits in coordinated response to economic and political challenges related to our mission
- Convened an Annual Domestic Violence Conference: "Trauma Informed Care: Promoting Resiliency and Healing for Survivors of Domestic Violence" at Oakton Community College presented by Chauntay Brenord. The conference explored the behavioral, social, and emotional presentations of trauma, and identified the appropriate trauma informed responses
- Completed renovation of the program common areas at Bridges, our longer-term housing program that would allow now to conduct services on site.
- 15 community members participated in a 40-hour Domestic Violence training offered by YWCA, which provides a solid base of knowledge for anyone working with individuals affected by domestic violence
- Hosted its third annual racial justice summit titled "The Urgency of How". The goal of the summit was to bring people of all ages and demographics together to deepen their understanding of their own racial identities, develop skills to work for change, formulate action plans, and engage with others.

**11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?**

Out of 12 staff who are in leadership/decision-making positions, 4 are staff of color which represent 33.3%.

**12. Describe agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.**

*CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).*

As the leading provider for domestic violence and violence prevention services in 16 communities of north suburban Cook County for over 30 years, YWCA Evanston/North Shore has extensive expertise serving the proposed target population and addressing the proposed issues. Recognized throughout the region for our services and expertise, our leadership is manifest on many commissions and coalitions that work on the issues of domestic violence. YWCA's DV Program maintains a strong presence in the community and comes together with a wide array of community agencies and service providers both locally as well as statewide on a regular and frequent basis to share information about our services and programs, discuss community service issues and develop ways of working together to better meet the needs of our clients.

Recognized throughout the region for our services and expertise, our leadership is manifest on many commissions and coalitions that work on the issues of domestic violence. YWCA's DV Program maintains a strong presence in the community and comes together with a wide array of community agencies and service providers both locally as well as statewide on a regular and frequent basis to share information about our services and programs, discuss community service issues and develop ways of working together to better meet the needs of our clients. Our comprehensive domestic violence program has a staff of 32 which supports our capacity to serve victims. Beyond human capital we have built in financial and information resources to supplement service provision via our development team expansion and recent computer updates to drive data compilation and grow programming.

YWCA uses the following fiscal auditing standards: (1) Auditing standards generally accepted in the United States of America; (2) Government auditing standards; (3) Single Audit Act Amendments of 1996; and (4) OMB Circular A-133 Standards for States, Local Governments and Non-Profit Organizations. YWCA Evanston/North Shore is compliant with the procurement guidelines set forth in Section 200.320 of the Omni Circular and are limited to procurement by small purchase procedures.

For FY2017, Miller, Cooper and Co. Ltd provided the annual audit of the financial statements of YWCA, which comprised the statement of financial position as of June 30, 2017, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally

accepted in the United States of America (U.S. GAAP).

**13. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?**

All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

**14. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years? Also provide staff demographics.**

For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.

The Domestic Violence Services employs 32 full and part time employees. All of the direct service staff members have a minimum of a bachelor's degree; some of them have MSW, LCSW, LCPC, or MA.

All domestic violence program directors, staff and volunteers who may be in a position to provide or supervise direct services or who have access to confidential information must complete the 40 hours of training required by the Illinois Domestic Violence Act. All domestic violence staff in a position to supervise direct services must take the certification test offered by an independent testing agency and become Certified Domestic Violence Professionals (CDVP). We currently have ten staff ICDVP certified and several staff will take the exam in 2019.

YWCA Evanston/North Shore recognizes that the effectiveness of its staff is largely dependent upon sound training. As part of its training program, the YWCA Evanston/North Shore encourages its employees to participate in classes, seminars, and trainings that will enhance the knowledge and performance of its employees.

No new staff will be hired but in order to sustain our work we continue to rely on all our partners. The CDBG funding plays a significant role in providing these services because it meets a vital community need. The funding enables domestic violence clients to receive counseling and case management, remain safe, access community resources they need in order to become self-sufficient, and receive the education and support needed to break free and remain free from their abuser.

DV staff Demographics:

Age: 20-29 30-39 40-49 50-59 60 +  
4 10 4 5 9

Race: AA W Hispanic Asian Other  
12 10 6 2 2

Gender: Female Male Other  
30 1 1

Our case load for a full time counselor is approximately 20 open cases and 30 open cases for legal advocates in the legal advocacy program.

**15. Provide the name, email and phone number of the individual who attended the pre-application meeting.**

Genriyeta Papirova, gpapirov@ywcae-ns.org; 847-864-8445

**16. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)**

077025724

**17. Is the facility and program in compliance with the Americans with Disabilities Act?**

- Yes
- No

**18. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."**

n/a

**19. Where (address/location) does your program take place and how will clients get to the location or facility?**

The program administrative offices are located at YWCA. Legal Advocacy Program located at Skokie Courthouse. LTH program located in Evanston.

**20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.**

Enter the name and title of the individual submitting this application.

**Budget**

<b>Funding Sources/Revenues</b>	2018	2019	2019 Committed
City of Evanston CDBG	USD\$ 25,000.00	USD\$ 35,000.00	
City of Evanston Mental Health Board Funds	USD\$ 0.00	USD\$ 0.00	
City of Evanston ESG	USD\$ 15,000.00	USD\$ 15,000.00	USD\$ 15,000.00
Other Government Grants	USD\$ 973,084.00	USD\$ 984,726.00	USD\$ 492,363.00
United Way	USD\$ 105,000.00	USD\$ 105,000.00	USD\$ 52,500.00
Foundation Grants	USD\$ 9,500.00	USD\$ 35,000.00	
Individual Gifts	USD\$ 60,118.00	USD\$ 70,000.00	
Business, Civic & Church	USD\$ 75,000.00	USD\$ 78,000.00	
HACC	USD\$ 184,000.00	USD\$ 155,000.00	
<b>Total</b>	<b>USD\$ 1,446,702.00</b>	<b>USD\$ 1,477,726.00</b>	<b>USD\$ 559,863.00</b>

<b>Funding Uses/Expenses</b>	2018	2019 Total	2019 CDBG	2019 MHB
Personnel	USD\$ 1,208,202.00	USD\$ 1,245,826.00	USD\$ 35,000.00	
Professional Fees & Contractual Services	USD\$ 35,000.00	USD\$ 20,000.00		
General Operating	USD\$ 40,000.00	USD\$ 53,500.00		
Repair & Maintenance	USD\$ 58,000.00	USD\$ 56,000.00		
Occupancy	USD\$ 45,000.00	USD\$ 43,400.00		
Specific Assistance	USD\$ 55,000.00	USD\$ 50,200.00		
Equipment	USD\$ 3,000.00	USD\$ 6,800.00		
Other Expenditure	USD\$ 2,000.00	USD\$ 2,000.00		
<b>Total</b>	<b>USD\$ 1,446,202.00</b>	<b>USD\$ 1,477,726.00</b>	<b>USD\$ 35,000.00</b>	<b>USD\$ 0.00</b>

**Budget Narrative**

Our Fiscal Year is July 1st through June 30th. We anticipate modest increases in funding levels for our from other government grants in FY2019. There will be \$11,600 increase in the grant from the IL Dept of Human Services. The ICADV grant will remain as FY2018. Additional staff and benefits in the Community Service and Prevention programs, as well as increased costs of health insurance, have increased the budget for personnel in the program. There will continued repairs to the current buildings included in the "Repair & Maintenance" budget for FY19. Because current staff is able to complete some of these tasks, the "Professional Fees & Contractual Services" budget is lower for FY19. There is an increase in General Operating costs to encompass additional staff and client needs.

The staff funded by CDBG are:

Wendy Dickson, DV Training & Prevention Director, Annual Salary plus Benefits \$69,490 of which 18% will be covered by CDBG for a total of \$12,500.

Sandy Williams, DV Residential & CS Director, Annual Salary plus Benefits \$93,966 of which 24 % will be covered by CDBG for a total of \$22,500.

**Program Outcomes****Beneficiary Demographics**

<b>DEMOGRAPHICS</b>	<b>2018 Total</b>	<b>2018 Low/Mod Income</b>	<b>2019 Total</b>	<b>2019 Low/Mod Income</b>	<b>2018 Evanston Total</b>	<b>2018 Evanston Low/Mod</b>	<b>2019 Evanston Total</b>	<b>2019 Evanston Low/Mod</b>
White	244	244	250	250	28	28	30	30
White/Hispanic	135	135	135	135	17	17	20	20
Black or African American	268	268	270	270 29 of 92	74	74	75	75

Black, African American/Hispanic									
Asian	68	68	70	70	8	8	10	10	
Asian/Hispanic									
Native American	4	4	2	2	4	4	3	3	
Native American/Hispanic									
Other	6	6	3	3	1	1	2	2	
Other/Hispanic									
<b>Total</b>	<b>725</b>	<b>725</b>	<b>730</b>	<b>730</b>	<b>132</b>	<b>132</b>	<b>140</b>	<b>140</b>	

## Program Outcomes

	Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	To provide information & referrals to the victims of DV from Evanston by offering toll free hotline/or any incoming line to service 200 callers	50	50	50	50	200	350					0
2	To provide victims of DV from Evanston with wide variety of services by offering safe shelter, legal advocacy, community-counseling, and LTH services to 140 unduplicated clients	35	35	35	35	140	245					0
3	To provide victims of DV from Evanston with individual, group, advocacy, and legal services by offering 1200 hours of services.	300	300	300	300	1,200	2,100					0
4	As a result of receiving individual, group counseling, advocacy, and legal advocacy services 48 victims of domestic violence from Evanston will self-report an increase in their awareness and utilization of safety planning strategies.	12	12	12	13	45	82					0
5							0					0
<b>Total</b>			<b>397</b>	<b>397</b>	<b>398</b>	<b>1,585</b>	<b>2,777</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Program Line Item Expenditures

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0

5									\$ 0
6									\$ 0
7									\$ 0
8									\$ 0
9									\$ 0
10									\$ 0
11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
<b>Total</b>	<b>0</b>	<b>\$0</b>							

### Program Line Item Funding

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

### Documents

#### Documents Requested \*

REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.

REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments including strategic plan.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

#### Required? Attached Documents \*

✓ [Audit FY17](#)  
[Form 990](#)

✓ [501\(C\)3 letter](#)

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2017 only if changed).

Brief biographies of key staff including demographic information.



[Board Of Directors](#)

[Key program staff bio](#)

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

Supplemental information relating to your program or agency, as applicable.

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[Chart of accounts](#)

Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[Statement of operating expences](#)

Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1- June 30, this will be for FY2018.

Organizational commitment to equity, diversity and inclusion.

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 120529

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

City of Evanston  
Community Development  
**2019 CDBG Public Services & Mental Health Board**  
8/15/2018 deadline

## Youth Job Center, Inc. Youth Employment Programs

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

**USD\$ 50,000.00** Requested  
USD\$ 0 MHB Request

Submitted: 8/15/2018 9:25:44 AM (Pacific)

### Project Contact

Walter Pophin  
[development@youthjobcenter.org](mailto:development@youthjobcenter.org)  
Tel: 8478645627

### Additional Contacts

*none entered*

### Youth Job Center, Inc.

1114 Church Street  
Evanston, IL 60201  
United States

Telephone 8478645627  
Fax 8478643098  
Web [www.youthjobcenter.org](http://www.youthjobcenter.org)

### Executive Director

Karen Demorest  
[kdemorest@youthjobcenter.org](mailto:kdemorest@youthjobcenter.org)

## Pre-Application (Letter of Intent) [top](#)

### All Applicants Complete Questions 1-8 and attach Documents

#### 1. Organization Name and Program for which you are requesting funding.

Youth Job Center, Inc. - Youth Employment Programs

#### 2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

#### 3. Is your organization an affiliate of a regional or statewide social service agency?

- No
- Yes

#### 4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.

*Attach the list of local board members as well as the parent organization board below.*

NA

#### 5. Is your organization accredited?

- Yes
- No

#### 6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.

NA

**7. People served:**

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

**8. 2019 Funding Requested from the City of Evanston**

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

CDBG

MHB (Human Services Fund)

**TOTAL**

**9. Funding request is:**

Programs funded in 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 MHB funding
- New request for CDBG
- New request for MHB

**New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)**

**10. NEW APPLICANTS OR AGENCIES FUNDED IN 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."**

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

NA

**11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.**

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

NA

**Documents Requested \***

Required? **Attached Documents \***

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).



[Youth Job Center Current Year Operating Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards



[Youth Job Center Board of Directors](#)

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form [download template](#)

[Youth Job Center Signed Conflict of Interest Form](#)

**Application Questions [top](#)**

1. Describe your program, including the need(s) that it addresses. Be specific about the activities/services

**provided, days/times of services and frequency/duration for the average client.**

*Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting funding.*

According to an analysis conducted by the Georgetown University Center for Education and the Workforce, of the 55 million job openings in the economy through the year 2020, 35% will require at least a bachelor's degree, 30% will require some college or an associate's degree, and 36% will not require an education beyond high school. The "some college" category includes a wide variety of educational and training experiences that include apprenticeship programs, short term skills certifications, and associate's degrees, which is an area which many students, parents, and teachers have a limited awareness or understanding of, the analysis states.

Youth Job Center is working to prepare youth for this future by providing programs and services that help young people develop the skills and competencies they need to successfully pursue a post-secondary path that meets their needs and interests. Additionally, YJC is working to change the conversation around college attainment by valuing the contribution of those working in infrastructure jobs, trades and other middle skills. YJC works to present a broad view of career opportunities to young people. Our unique curriculum for postsecondary planning builds upon clients' strengths and interests and teaches young people how to explore, research, and test careers paths. YJC's curriculum also focuses on identifying multiple career options, realizing that for many young people their circumstances and interests are likely to change. By focusing on career goals as end goals in which college, vocational training, apprenticeships, and work experience are considered viable pathways that lead to careers with growth opportunities, we believe we can provide a key solution to the challenge of unemployed youth in Evanston.

All YJC programs provide training for young people to successfully enter the workforce. YJC's Core Services include an intake and assessment process, job-readiness training, personalized career advising, job referrals and placement, and retention support. Youth are given the opportunity to explore potential career paths, identify their strengths, develop soft skills, research fields of interest, and build their network to support progress toward their desired future.

YJC serves two distinct populations: in-school youth (ISY), ages 14-18, and out-of-school youth (OSY), ages 18-25. The ISY Program is run in partnership with Evanston Township High School, where YJC has maintained a satellite office since 1999, and multiple high schools in Chicago, has two goals: 1) to successfully connect youth to employment opportunities, primarily seasonal and summer jobs; and 2) to provide effective postsecondary planning to ensure a successful transition at graduation. OSY Programs, which are administered at YJC's home office have the goal of lasting and successful placements in jobs with opportunities for advancement.

Furthermore, many of the clients YJC serves have experienced multiple barriers including poverty, housing instability, low-education levels, inadequate resources for transportation, childcare needs, physical and mental health needs, and criminal backgrounds. These barriers challenge even the most motivated youth when they are preparing for work. YJC works with youth to help them overcome these barriers through both direct services and referrals to other organizations with services tailored to a client's specific needs so that they can get on the path to economic stability and independence.

**2. Who participates in or benefits from the program or services? Describe the population in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Include any eligibility requirements.**

Youth Job Center works with youth and young adults, ages 14-25, proudly serving any young person who requests our services. While our services are available to anyone of the appropriate age, YJC focuses recruitment on individuals from underserved and disadvantaged populations.

In the previous fiscal year, YJC worked with 1,613 young people. Of those served, 51% were Black or African American, 16% were Hispanic / Latino, 6% were white, 5% were two or more races, 4% were Asian, 1% were American Indian or Alaskan Native, 1% were Asian Indian, 3% were other races, 3% did not know their racial demographic information, and 10% chose not to identify a race. 53% were female and 47% were male. 66% of clients are from low-income households (less than 30% of median income), 14% are from low-income households (less than 50% of median income), 4% are from moderate-income households (less than 80% of median income), 4% are from high-income households (80%+ of median income), and 13% chose not to identify their household income. 4% of clients consider their housing unstable or are homeless and 2.7% of clients have a criminal history. As the data shows, YJC works with a large number of young people who have experienced significant barriers to successfully obtaining and keeping employment.

**3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?**

*If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.* Youth Job Center works to address the City of Evanston's need for Economic Development, primarily the expansion of economic opportunities principally for low- and moderate- income persons. YJC successfully works to engage individuals who come from low income households, with approximately 84% of clients served coming from low low- income, low- income, or moderate- income households. Additionally, YJC works diligently to engage individuals of color who have traditionally experienced higher levels of income disparity, with individuals from minority populations making up approximately 79% of the

clients we served in the previous fiscal year. City of Evanston funds would improve the equity of service delivery by providing YJC with the resources needed to properly identify, engage, and serve these traditionally underrepresented communities.

While Youth Job Center is a small agency, the organization has the administrative systems and tools in place to implement a robust evaluation function. In order to effectively measure, track and report on the progress of program activities participants will be informally evaluated by YJC staff who will capture data on an ongoing basis and use results to revise activities and services clients receive. This adaptive practice empowers clients to inform programming support as they make decisions and set priorities about the course of their own career path. On a quarterly basis, YJC will conduct a more formal program review, assessing the trajectory for each client. The goal of the formal evaluation is to determine both efficacy of the program and next steps on the individual's career path.

YJC will review aggregate data to determine overall program impact and the agency will modify programming as needed to meet progress toward goals. In addition, YJC will review clients progress towards their goals well as their workplace habits/performance (length of employment, attendance, employer feedback) once they have found employment. Additional experiences, trainings and certifications completed during the program will be collected for their impact on opportunities available to youth. Staff will also track and asses each client's progress on situational factors such as housing stability or reliability of child care and work with clients to tackle challenging barriers such as criminal record expungement, basic skills acquisition and mental or physical differences that affect work opportunities.

YJC has also hired a data consultant, who is in the process of reviewing and refining our documentation systems, data dashboards, and reporting functions to increase internal accountability. This data review process will also allow for deeper data dives to uncover patterns and identify opportunities.

**4. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.**

*Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.*

450	Intake/assessment
225	Referrals
300	Individual case management plan/services
Case mgmt	Services delivered on an individual basis (e.g. home delivered meals)
1000	One time event or activity (e.g. field trips, tax preparation)
280	Multi-session program (e.g. after school program)
225	Focused topic activities (e.g. workshops, trainings)
Case mgmt	Drop in services (e.g. computer lab, tutoring, help desk)
Case mgmt	Phone or online help (e.g. 24-hour help lines)
2,480.00	<b>TOTAL</b>

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?**

No, Youth Job Center proudly serves each and every young adult who requests our services. The agency does not maintain a wait list as we aim to provide our services in a timely and efficient manner.

**6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.**

Yes, Youth Job Center does provide referrals, both within the organization and to other agencies. One of the first things a YJC career advisor does when they begin working with a new client is to collect information about what barriers the client is experiencing or has experienced previously. They also spend time identifying areas of interest and strengths. These processes can be challenging for the young person, particularly if they have struggled in school and all resources have been directed at addressing a deficit, rather than building on a strength. These and other aspects of YJC's intake process allow career advisors to determine if additional supports will be needed before YJC can begin to address any skills or employment related issues. If the need for additional supports are necessary YJC will contact the appropriate youth serving organization and request services for the YJC client. The client will be provided the appropriate contact information and YJC career advisors will follow up with both the client and the other organization to ensure that the client has been able to access the needed resources. For internal referrals, YJC career advisors will follow up with the appropriate YJC staff member. Additionally, goals, housing, childcare, health, legal, and other issues may alter a participant's route and are regularly reassessed throughout a clients time with YJC for referrals and any additional support. Referrals to other YJC programs or other agencies are recorded and tracked in YJC's programmatic database, Effort-to-Outcomes.

**7. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and**

## **what successes and challenges have you experienced? What sets your services apart from others?**

*Include agencies that serve Evanston residents but are not located in Evanston.*

While other organizations in Evanston provide services that include youth training and workforce development skills, YJC stands out as the only agency that provides high-quality programs at the intersection of youth development, workforce development, and career planning. Youth who come to YJC receive personalized support, connections to jobs, training programs, and services to ensure that youth and young adults are positioned for success in a job with opportunities for advancement. Unlike other youth serving organizations, Youth Job Center provides support for clients at every step of the employment process. We help clients identify their strengths, weaknesses, and interests. We work with them to develop resumes and practice interviewing techniques. We help them develop hard and soft skills such as positive communication, conflict resolution, understanding workplace expectations, navigating workplace culture, basics of attendance and punctuality, and more. We help them to secure employment, referring clients to employer partners. We work with clients and employers to identify areas that clients need to improve upon and afterwards we provide them with continued career advising, helping clients identify opportunities for continued career advancement and assisting them in developing an action plan so that they can successfully achieve their goal.

This approach is what makes YJC unique. The agency isn't simply focused on helping youth secure employment. We are dedicated to helping clients develop essential executive functioning skills that will serve them for the rest of their life. Through the process of researching, developing, and implementing a plan of action we help youth learn where they can access necessary resources, how to set goals that are ambitious yet obtainable, how to put together a detailed plan that takes into account things such as timing, logistics, and finances, and instills in them the confidence and self-efficacy that allows them to persevere when things don't go as planned. Through this process we will provide them with not only a plan to overcome challenges for one chosen career path, but the skills they'll need to overcome challenges throughout their lifetime.

However, while YJC provides strong programs the agency is deeply committed to partnership with fellow youth serving agencies as an important component of our service delivery model. Youth Job Center recognizes that to adequately serve our clients, especially those with significant barriers, it is essential to provide them with access to resources that extend beyond employment related services. YJC partners with the Evanston Public Library and Evanston / Skokie School District 65 to administer our Summer Corps program, Evanston Township High School District 202 for YJC@, Connections for the Homeless to help clients experiencing housing issues, the Infant Welfare Society of Evanston to help young parents access resources for child care, The James B. Moran Center for Youth Advocacy for clients with legal needs, Y.O.U. and Family Focus to provide hiring events and job fairs, the Evanston Community Foundation, and Evanston Cradle to Career. YJC works with the City of Evanston, partnering on the Mayor's Summer Youth Employment program to provide staffing support, training, and additional resources. Additionally, YJC partners closely with the City of Evanston Youth and Young Adult Services Division to provide training and placement for young adults they serve

## **8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?**

YJC has served young people in the Evanston community for 35 years. Our mission is to ensure success for young people in the workplace and in life. YJC's programs are designed to assist young people in their transition to adulthood and onto a path to a successful career.

YJC uses Efforts to Outcomes (ETO) as its database to capture the quantitative and qualitative data of its programs. Youth served, employer and referral partners are captured in the system documenting ongoing activities, participation, training, placement, retention, and contextual factors. Career advisors enter information related to engagement, outreach and retention. Quantitative data includes but is not limited to the following:

- Demographic data on youth served
- Number of youth receiving services
  - o Extensive, ongoing services, e.g. career advising, training, etc.
  - o One-time support, e.g. job fairs, single training program
- Number of youth placed in jobs
  - o Temporary, seasonal or permanent
- Retention support (for permanent placements only)
  - o Completion of a Career Advancement Plan or Postsecondary Plan
  - o Job retention up to 2 years
  - o Gains in working hours or hourly wage
- Stabilization gains (housing, childcare, financial literacy, etc.)
- Support provided by Career Advisors

Qualitative information collected includes but is not limited to the following:

- Pre- & post-participation surveys to collect progress
- Youth evaluation of support programs

In October 2018, YJC added a Director of Programs to our staff and management team to refine our annual goals and ensure all program activity serves those goals. This role oversees the success of program implementation in collaboration with the YJC management team. In addition, we modified the role of our Employer Relations staff person to better understand the

needs of employers and work with them to provide strong pre- and post-employment support as young people transition to work.

The chart below shows the number of people YJC intends to serve in 2019.

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.*

2000	Unduplicated people to be served in 2019
750	Unduplicated Evanston residents to be served in 2019
1600	Unduplicated low/moderate income people to be served in 2019
500	Unduplicated low/moderate income Evanston residents to be served in 2019
2126	Unduplicated people served in 2018
678	Unduplicated Evanston residents served in 2018
1600	Unduplicated low/moderate income people served in 2018
500	Unduplicated low/moderate Evanston residents served in 2018
9,754.00	<b>TOTAL</b>

**10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

*Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."*

The mission of Youth Job Center (YJC) is: "Success for young people, in the workplace and in life." YJC was founded in Evanston in 1983 and has been providing employment related services to youth and young adults successfully for 35 years, serving tens of thousands of young people since our founding. Since 2014, YJC has successfully transitioned from a seasonal job placement service into an organization that provides an extensive variety of employment related services.

There are currently 16 full-time staff employed by Youth Job Center. Our leadership team consists of the Executive Director, Karen Demorest, Director of Finance and Administration, Walter Pophin, Director of Programs, Ivan Ramos, and an Interim Director of Development and Communications, Regina Wooten, who is serving in the role until YJC is able to hire a permanent replacement for our previous Director of Development and Communications. YJC currently has 9 Career Advisors that are divided into two teams, the In-School Youth Team and the Out-of-School Youth Team, and expects to hire two more career advisors for the In-School Youth team in the upcoming month. The agency also has a full-time Assistant Manager of Employer and Partner Relations, a full-time Development and Communications Associate, and a full-time Office Manager.

The Youth Job Center currently has 28 members on its Board of Directors, with a maximum of 30 stated in the bylaws. YJC's Board is comprised of business, community, and civic leaders. Members are elected to a 3-year term with the option to renew. All members must serve on a least one standing committee. Committees include an Executive Committee, comprised of officers and committee chairs, Finance & Audit, Board Development, Development, Communications, and Ad Hoc committees that cover term-limited topics including Human Resources, Events, and Employer Engagement. YJC also convenes a Business Employer Advisory Council comprised of both board members and employer partners who serve in an advisory capacity to inform programs and increase positive impact. All committees have charters and set annual goals that are aligned to the organization's strategic plan. Board Officers hold positions for two years with the option to renew. Officers are nominated by the Executive Committee but elected by the full board. Officers include a Chair, Vice Chair, Treasurer, and Secretary. A list of current members is attached.

**11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?**

Youth Job Center's leadership team is currently composed of our Executive Director, Director of Finance and Administration, Director of Programs, and Interim Director of Development and Communications. Of those four individuals, one is a person of color.

**12. Describe agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.**

*CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, 38 of 46 (see Resource Library).*

Youth Job Center is a well-established agency with an extensive track record of meeting federal reporting guidelines and compliance requirements. For several years, YJC has received federal Workforce Innovation and Opportunities Act (WIOA) funding through the Chicago Cook Workforce Partnership and funding from the Illinois Department of Human Services (IDHS). Both funding sources require detailed and accurate accounting of expenses and because of these requirements YJC has developed reliable procedures to carefully track the distribution of all funds received. Our management of these funding sources, as well as numerous private and public grants we have received, demonstrate that we have the ability to successfully meet the reporting requirements for CDBG funds. Additionally, YJC undergoes an audit from an independent accounting firm on an annual basis to ensure that we have kept accurate records and have effective record keeping procedures in place.

**13. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?**

*All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.*

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

**14. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years? Also provide staff demographics.**

*For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.*

Staffing is not contingent exclusively on CDBG funding, however, YJC relies on all its funders to support staff and programming. The following staff work directly in or support our youth programs in Evanston:

Ivan Ramos is YJC's Director of Programs. Ivan has over 11 years of experience in the field of workforce training and development. During his time at Youth Job Center, Ivan has aligned the goals of our In-School Youth team and Out-of-School Youth team, developed relationships with essential agency and employer partners, streamlined program services, reviewed and revised programs to better meet YJC's strategic vision, ensured the delivery of high quality, cost-effective programs, and more. Prior to coming to Youth Job Center, Ivan served as a Project Coordinator for Metropolitan Family Services / Kennedy King College.

Len Felton leads the Career Pathways program and is the primary liaison for the CoE Outreach Program. Having been at YJC for more than four years as a Career Advisor, Len provides employment counseling, coaching, placement, and supplemental support to OSY and serves as an effective model particularly for young men in the program. Len earned his BS degree in English from the University of Wisconsin-La Crosse and is a respected high school coach in his spare time.

Renetta Porte serves as YJC's Office Manager and is the important first point of contact for all services at YJC. She has continued to refine and develop our enrollment process to better identify barriers and challenges and help youth get connected to the services that will be most beneficial. Renetta conducts enrollment interviews, oversees aspects of the database, and provides support to the leadership team.

Jalese Johnson is the Career Advisor for ETHS and works with students throughout the school. She assists with the Summer Corps programs in Evanston, including ABC Boosters and Summer Tutors. Jalese received her Bachelor of Science from Central Michigan University and her Masters of Social Work from Loyola University Chicago. Before joining YJC, Jalese served as an ACT Recovery Counselor at Trilogy Behavioral Healthcare in Chicago.

Erica Rodriguez serves as the Workforce Innovation and Opportunity Act (WIOA) Career Advisor. Erica works to place young adults, especially those facing barriers to success, in high quality jobs by helping them identify, develop, and pursue an individualized Career Pathway that incorporates significant supportive services and financial assistance. Erica received her degree in Human Development and Psychological Services from Northwestern University's School of Education and Social Policy.

Amber Clemons is the Assistant Manager of High School Programs as well as the Career Advisor for Wells Community Academy High School in Chicago. Amber received her Masters of Public Administration from Tennessee State University after graduating from Fisk University. She worked as an Intervention Specialist in South Suburban Chicago before joining the YJC team.

**15. Provide the name, email and phone number of the individual who attended the pre-application meeting.**

Karen T Demorest, [kdemorest@youthjobcenter.org](mailto:kdemorest@youthjobcenter.org), (847) 864-5627 ext. 15, Ted Carroll, [tcarroll@youthjobcenter.org](mailto:tcarroll@youthjobcenter.org), (847) 864-5627 ext. 12

**16. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)**



White	168	110	165	110	75	50	75	50
White/Hispanic	4	3	5	4	0	0	0	0
Black or African American	1,120	1,000	1,120	1,000	418	280	420	280
Black, African American/Hispanic	0	0	0	0	0	0	0	0
Asian	114	100	110	100	48	32	45	30
Asian/Hispanic	0	0	0	0	0	0	0	0
Native American	22	20	20	15	12	8	10	7
Native American/Hispanic	0	0	0	0	0	0	0	0
Other	306	225	280	210	114	75	110	53
Other/Hispanic	266	142	300	161	83	55	90	80
<b>Total</b>	<b>2,000</b>	<b>1,600</b>	<b>2,000</b>	<b>1,600</b>	<b>750</b>	<b>500</b>	<b>750</b>	<b>500</b>

### Program Outcomes

Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	YJC will serve 350 youth at ETHS	# of students who receive services that include some training or advising	110	110	20	110	350				0
2	YJC will serve 200 out-of-school, Evanston-resident young adults	# of out-of-school young adults who receive services that include training and/or advising	60	60	20	60	200				0
3	120 out-of-school young adults will achieve job placements, including internships	# of people placed in positions	36	36	12	36	120				0
4	70% of those placed in positions will retain position past 90 days	# of people exceeding 90 days on the job	25	25	10	25	85				0
5	1,000 youth and young adults will participate in YJC events, job fairs	# of people who participate in job fairs and hiring events	500	250	0	250	1,000				0
<b>Total</b>			<b>731</b>	<b>481</b>	<b>62</b>	<b>481</b>	<b>1,755</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Program Line Item Expenditures

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0

7									\$ 0
8									\$ 0
9									\$ 0
10									\$ 0
11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
<b>Total</b>	<b>0</b>	<b>\$0</b>							

### Program Line Item Funding

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 City of Evanston / CDBG	50,000							\$ 0
2. Individual Giving / Events	200,000							\$ 0
3. Philanthropic Grants	245,000							\$ 0
4. Other Government Grants	55,000							\$ 0
5. Other Funding	500							\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
<b>Total</b>	<b>550,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

### Documents [top](#)

#### Documents Requested \*

REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.

REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments including strategic plan.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

#### Required? Attached Documents \*



[Youth Job Center FY17 Audited Financial Reports](#)  
[Youth Job Center Form 990](#)

[Youth Job Center Annual Report FY16](#)



[Youth Job Center 501\(c\)\(3\) Determination Letter](#)

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2017 only if changed).

Brief biographies of key staff including demographic information.



[Youth Job Center - Biographies of Key Staff](#)

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

Supplemental information relating to your program or agency, as applicable.

[Youth Job Center Board of Directors](#)

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

[Youth Job Center Intake Form](#)

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.

[download template](#)

[Youth Job Center Strategic Plan](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

[Youth Job Center Org Chart](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.



[Youth Job Center Chart of Accounts](#)

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

REQUIRED FOR ALL EXTERNAL APPLICANTS. Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2018.



[Youth Job Center - Statement of Operating Revenues and Expenditures](#)

Organizational commitment to equity, diversity and inclusion.

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 121964

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.

"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.

[Logout](#) | [Browser](#)

City of Evanston  
Community Development  
**2019 CDBG Public Services & Mental Health Board**  
8/15/2018 deadline

## Evanston Scholars College Readiness Program

**USD\$ 35,000.00** Requested  
USD\$ 0 MHB Request

Submitted: 8/15/2018 1:40:57 PM (Pacific)

### Project Contact

Kay Israelite  
[kisraelite@evanstonscholars.org](mailto:kisraelite@evanstonscholars.org)  
Tel: 8478671273

### Additional Contacts

*none entered*

### Evanston Scholars

1234 Sherman Avenue  
Suite 214  
Evanston, IL 60202  
United States

Telephone 8478671273  
Fax None  
Web [www.evanstonscholars.org](http://www.evanstonscholars.org)

### Executive Director

Steve Newman  
[snewman@evanstonscholars.org](mailto:snewman@evanstonscholars.org)

## Pre-Application (Letter of Intent)

### All Applicants Complete Questions 1-8 and attach Documents

#### 1. Organization Name and Program for which you are requesting funding.

Evanston Scholars, College Readiness Program

#### 2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

#### 3. Is your organization an affiliate of a regional or statewide social service agency?

- No
- Yes

#### 4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.

*Attach the list of local board members as well as the parent organization board below.*

NA

#### 5. Is your organization accredited?

- Yes
- No

#### 6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.

NA

**7. People served:**

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

**8. 2019 Funding Requested from the City of Evanston**

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

CDBG

MHB (Human Services Fund)

**TOTAL**

**9. Funding request is:**

Programs funded in 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 MHB funding
- New request for CDBG
- New request for MHB

**New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)**

**10. NEW APPLICANTS OR AGENCIES FUNDED IN 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."**

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

NA

**11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.**

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

NA

**Documents Requested \***

**Required? Attached Documents \***

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).



[Evanston Scholars Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[Evanston Scholars Board of Directors](#)

Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form

[Conflict of Interest Disclosure](#)

[download template](#)

**Application Questions**

**1. Describe your program, including the need(s) that it addresses. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.**

Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting

funding.

Evanston Scholars is a non-profit organization that improves college access and success for a diverse group of ambitious Evanston students who are traditionally first-generation college entrants, low-income, and students of color. Evanston Scholars is a six-year program that begins junior year of high school and continues through college graduation.

Features of our program include:

- Students enter the program in high school and are supported until they graduate from college
- One-to-one mentoring provided by community volunteers
- Curriculum, college access advising, and college success advising delivered by professional program staff. The majority of programming is delivered at ETHS outside of the classroom and is augmented with meetings at our office in Evanston. Key curriculum components include: college applications and essays, college affordability, college selection, social and emotional well-being, academic identity, transition to college, ACT and SAT preparation, college visits, and career readiness.
- In high school, contact is weekly (meetings at ETHS) and in college, contact is monthly and more frequent during school breaks.
- Provide limited financial assistance in the form of textbook stipends and Emergency Funds as needed to continue education
- “High-touch”: individualized attention and counseling for every student
- Cohort model: Students begin the program as high school juniors and move through the program with their cohort

**2. Who participates in or benefits from the program or services? Describe the population in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Include any eligibility requirements.**

Eligibility is determined based on a review of each applicant's academic history, financial need, and their family's educational history, particularly in regards to college experience. Specifically, Evanston Scholars are typically first-generation students (will be the first in their families to earn a college degree), have financial need (qualify for free or reduced lunch), and are academically ambitious (2.7 GPA minimum). Parental income is required in the application form and is verified by collection of tax documents.

The demographics of our students are:

- 100% Evanston Township High School (ETHS) current students or graduates
- Ages 16 - 21
- Female 69%; Male 31%
- Minority 97% (African American 48%, Hispanic 41%, Asian American 4%, Multi-Racial 5%)
- Qualify for free or reduced lunch (parent income for the given household size is 185% or lower of the federal poverty guideline): 85%
- 1st-generation college (neither parent hold a 4-year college degree): 86%
- Single-parent home: 65%

**3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?**

*If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.* Students who are identified for services are Evanston students who are first-generation college entrants, low-income (receive free or reduced lunch), and are students of color.

Wealthier populations and those students with parents who have college degrees can either buy "college knowledge" by hiring college access consultants, or the parents can provide the service of their own. Students of color may encounter cultural obstacles that prevent them from accessing resources. City funds would improve equity of service delivery because Evanston Scholars provides the "college knowledge" and support network that students in this population need to arrive on a level playing field with students who come from families who have financial resources, college degrees, or experience few barriers due to their race.

Evanston Scholars conducts an annual survey distributed to our Scholars, their parents, and the mentors. We report on these surveys to these constituents and our Board of Directors. We also report impact via our Annual Report which is distributed to all of our constituents.

**4. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.**

*Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.*

<input type="text" value="227"/>	Intake/assessment
<input type="text" value="20"/>	Referrals
<input type="text" value="227"/>	Individual case management plan/services
<input type="text" value="227"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="227"/>	One time event or activity (e.g. field trip, tax preparation)

227	Multi-session program (e.g. after school program)
227	Focused topic activities (e.g. workshops, trainings)
227	Drop in services (e.g. computer lab, tutoring, help desk)
227	Phone or online help (e.g. 24-hour help lines)
1,836.00	<b>TOTAL</b>

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?**

Every year we have had to turn down qualified students from our program. Due to the cohort nature of our program, spring of sophomore year of high school is the only entry point. Thus, if a student is not accepted during the sophomore year application period, there is no other chance to join the program. A few students dropped out early on in the program, allowing another student to get off the waitlist, but that is rare.

This spring, 60 ETHS sophomores applied to Evanston Scholars and we were able to accept 38 students. Some of the 22 students we turned away were not eligible (i.e. income too high). However 5-10 students were eligible (or nearly eligible, i.e. just shy of the GPA requirement) and therefore we consider them on the waitlist. Taking students with low GPA is more resource-demanding and we do not have the bandwidth to accept those students at this time.

**6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.**

Evanston Scholars refers students to other agencies in the following situations:

- Students with mental health issues are referred to the Northwestern Family Institute and Erie Health Center.
- Students who are not accepted into the program are referred to Northwestern Illuminate program as well as programs existing at ETHS including the College and Career Center and AVID.
- Students seeking employment are referred to Youth Job Center and the Mayor's Summer Program.

The first step in the referral process is that the Executive Director or other staff meets with agencies to determine potential collaboration and referral relationships, and continues to maintain that relationship over time. Then, program staff make recommendations based on student needs. Referrals are not formally tracked at this time, although program staff does follow-up to ensure students are completing their mental health referrals.

**7. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?**

*Include agencies that serve Evanston residents but are not located in Evanston.*

In Evanston, other agencies that provide services to promote post-secondary education include the McGaw YMCA Achievers Program and programs at ETHS including STAE (Steps Toward Academic Excellence), AVID (Advancement Via Individual Determination), the College and Career Center (CCC), and the Guidance Counselors. Evanston Scholars collaborates closely with these programs to share information and avoid duplication. Successes include a collaborative relationship with ETHS Guidance Counselors, program curriculum sharing with the Achievers program, and a partnership with Youth Job Center to help our students access jobs and internships. While finding time to hammer out details of partnerships and collaborations is always a challenge, we place a high priority on maintaining these relationships.

Evanston Scholars services are set apart because of our sustained support of students post high-school. College placement at ETHS is high (82%), but students are not systematically followed or supported through college graduation. Anecdotally and through national statistics, we know that getting "to" college is not enough – getting "through" is the hardest part. Evanston Scholars builds a strong college-going culture in the high school years that when combined with ongoing mentor and staff support, translates to success in college.

Other partners include Northwestern University, which has hosted workshops and provided speakers for program events. We are in contact with other agencies providing college access and success services such as Chicago Scholars, One Goal, and College Bound Opportunities among others to ensure we are following best practices and investigating opportunities for collaboration.

**8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?**

The Evanston Scholars program goal is college graduation for all of our students. Program staff, led by Executive Director and governed by the Board of Directors, are responsible for ensuring the program is implemented as planned.

The outcomes and measures we track along the way are:

1) College Persistence = Staying in School

Currently, 93% of Evanston Scholars who started college are still enrolled. We anticipate approximately the same outcome in

2019.

2) SAT Score Improvement = More Options

An increase in a students' SAT score can open the door to many more college and scholarship opportunities. Evanston Scholars partnered with a reputable firm to provide SAT preparation to students, helping our high school juniors improve their SAT score by an average of 110 points in 2018. We anticipate the same or better score increase for 2019. (Change from 2018: Switch from ACT to SAT to follow Illinois standard).

3) More Applications = Finding the Right Fit

The national average of college applications submitted for our Scholars' peers is 3. Evanston Scholars submitted an average of 9.6 applications in 2018. Submitting more applications means students will be more likely to find their "best fit" school – the one that best meets their academic, social, and financial needs. We anticipate the same or more applications per student in 2019.

4) Financial Health = Our Scholars' Future

Finances are the #1 reason students fail to complete college. Evanston Scholars helps students navigate the complicated and stressful path to completing federal financial applications and applying for scholarships. As a result, 56% of the high school graduation class of 2018 earned full-tuition scholarships. Our goal is for at least 50% of our students to go to college with full-tuition scholarships.

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.*

227	Unduplicated people to be served in 2019
227	Unduplicated Evanston residents to be served in 2019
210	Unduplicated low/moderate income people to be served in 2019
210	Unduplicated low/moderate income Evanston residents to be served in 2019
205	Unduplicated people served in 2018
205	Unduplicated Evanston residents served in 2018
190	Unduplicated low/moderate income people served in 2018
190	Unduplicated low/moderate Evanston residents served in 2018
1,664.00	<b>TOTAL</b>

**10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

*Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."*

Evanston Scholars is a college readiness and support program aimed at helping ambitious, first generation, low-income youth graduate from college. Starting in high school and continuing through college graduation, the program offers mentors, workshops, college visits, SAT/ACT preparation, and individual college counseling. The program was founded in 2011 with 10 students.

Evanston Scholars' vision is to help more Evanston youth earn a college degree, experience economic stability, and become mentors to the next generation of college graduates.

Evanston Scholars is governed by a Board of Directors comprised of 14 people. Functions of the Board include financial oversight, setting strategic direction, and hiring and managing the Executive Director.

**11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?**

Two of the five Director-level staff are people of color (40%).

Director-level staff includes: Steve Newman (Caucasian), Kay Israelite (Caucasian), Demisha Lee (African-American), Eve Earles (African-American), Laura Maloney (Caucasian)

**12. Describe agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.**

*CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).*

Our capacity to undertake the Evanston Scholars College Readiness Program is in place with a staffing infrastructure that has been increased over the last two years to enable our expansion. Our fundraising is heavily weighted to individual donations from the Evanston community and therefore we have been insulated from dependence on large grants for the core of our sustainability. We have experience with successfully fulfilling the requirements for Federal Awards based on our previous CDBG awards. We have successfully completed financial audits by a certified accounting firm, and have bookkeeping procedures in place to manage finances and procurement associated with the program.

**13. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?**

*All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.*

- ✓ Limited Clientele (include form used to document income in document upload section)
- ⊖ Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- ⊖ NA (applying for MHB only)

**14. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years? Also provide staff demographics.**

*For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.*

The Evanston Scholars staff includes ten paid staff (6 full-time; 4 part-time). New staff is not planned for 2019.

Qualifications and experience of our staff include:

1) Steve Newman, Executive Director (48, Male, Caucasian). Taught at Evanston Township High School (ETHS) for nearly 20 years – Junior English and Senior Studies (an interdisciplinary course that combines English, history, and service learning). Steve received the Golden Apple Award in 2004. He started Evanston Scholars in 2011.

2) Demisha Lee, Chief Program Officer (40s, Female, African-American). Demisha has over 15 years of experience in nonprofit organizational leadership, higher education, student development practices around college readiness for adolescents, and partnerships with secondary schools, colleges, and universities.

3) Laura Maloney, Director of College Access (50, Female, Caucasian). Laura first joined Evanston Scholars as a mentor in 2012 and soon afterwards she joined the staff as Mentor Coordinator, which expanded to Mentor and Parent Coordinator last year. In addition, starting in 2015 she has been an integral member of the College Access team as a Pod Leader.

4) Eve Earles, Director of College Success (60s, Female, African-American). Formerly coordinator for the recruitment and retention of underrepresented engineering students at the University of Illinois, Urbana-Champaign, Eve brings a wealth of experience and passion to her position as program coordinator for Evanston Scholars. During her tenure at Illinois, the retention of underrepresented engineering students greatly increased. She is a graduate of Illinois and obtained a master of social work degree from UIC.

5) Charity Williams, College Access Associate (20s, Female, African-American). Charity, a graduate of Washington University in St. Louis (and ETHS), was recently a Scholar Coach with the Schuler Scholar Program.

6) Cecilia Gomez, College Access Associate (20s, Female, Hispanic). Cecilia, a graduate of DePaul University with a Masters from Loyola University Chicago, has worked in college access in a variety of capacities. Cecilia also graduated from ETHS.

7) Nancy Cardenas, College Success Associate (20s, Female, Hispanic). Nancy Cardenas is an Evanston Scholars Alumna and ETHS grad (Class of 2013) and a recent graduate of Lake Forest College (B.A 2017) where she studied Spanish, Sociology and Anthropology. Nancy has previous experience as a mentor for first generation college students.

8) Kay Israelite, Director of Development (47, Female, Caucasian). Ms. Israelite was formerly a volunteer grant writer and has over 15 years of experience in the business world in supply chain management. Ms. Israelite and her husband are also Evanston Scholars mentors.

9) Caryn Summer, College Affordability Coordinator (60s, Female, Caucasian). Caryn joined Evanston Scholars in 2013 as a program coordinator for College Access. In 2015, Caryn moved over to the College Success team as the Associate Director of College Success, where she assisted scholars with all aspects of navigating their college years successfully. Caryn now serves as the College Affordability Coordinator, overseeing scholarships and financial aid for both high school and college scholars.

10) Becca Nolan, Business Coordinator (40s, Female, Caucasian). Becca has extensive experience in accounting and bookkeeping.

15. Provide the name, email and phone number of the individual who attended the pre-application meeting.  
 Kay Israelite, kisraelite@evanstonscholars.org, (847)867-1273

16. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)  
 04-794-0579

17. Is the facility and program in compliance with the Americans with Disabilities Act?

- Yes
- No

18. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."  
 NA

19. Where (address/location) does your program take place and how will clients get to the location or facility?  
 1234 Sherman Avenue and ETHS (1600 Dodge Avenue). Students walk, bike, get rides, or take public transportation.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.  
 Kay Israelite, Director of Development

## Budget

Funding Sources/Revenues	2018	2019	2019 Committed
City of Evanston CDBG	USD\$ 15,000.00	USD\$ 35,000.00	
City of Evanston Mental Health Board Funds	USD\$ 0.00	USD\$ 0.00	
Benefit Corporations	USD\$ 210,000.00	USD\$ 230,000.00	
Family Foundations	USD\$ 15,000.00	USD\$ 50,000.00	
Gifts In-Kind	USD\$ 130,000.00	USD\$ 140,000.00	
Individual Contributions	USD\$ 23,000.00	USD\$ 15,000.00	
Other	USD\$ 315,000.00	USD\$ 322,000.00	
Grants	USD\$ 1,000.00	USD\$ 11,000.00	
	USD\$ 7,000.00	USD\$ 25,000.00	
<b>Total</b>	<b>USD\$ 716,000.00</b>	<b>USD\$ 828,000.00</b>	<b>USD\$ 0.00</b>

Funding Uses/Expenses	2018	2019 Total	2019 CDBG	2019 MHB
Administrative	USD\$ 78,805.00	USD\$ 98,725.00		
Fundraising	USD\$ 37,800.00	USD\$ 40,800.00		
Personnel	USD\$ 423,360.00	USD\$ 510,855.00		
Program - College Access	USD\$ 61,250.00	USD\$ 59,370.00	USD\$ 35,000.00	
Program - College Success	USD\$ 93,600.00	USD\$ 100,300.00		
Program - Mentoring	USD\$ 5,000.00	USD\$ 2,800.00		
Program - Other	USD\$ 16,185.00	USD\$ 15,150.00		
<b>Total</b>	<b>USD\$ 716,000.00</b>	<b>USD\$ 828,000.00</b>	<b>USD\$ 35,000.00</b>	<b>USD\$ 0.00</b>

## Budget Narrative

Our fiscal year is August 1 through July 31. Expenses will increase in 2018 due to a 23% increase in the number of students served and improvement in services provided.

We are making an increased request to the City of Evanston due to our program growth both in terms of number of students served, and in the quality and amount of services provided.

We are requesting \$35,000 of CDBG funds for SAT Preparation (\$12,000), an expanded College Visits program that includes accepted school visits (\$8,000), and staffing for our College Access program to deliver curriculum and advising

to students in the high school years (\$15,000).

## Program Outcomes

### Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	5	4	7	4	5	4	7	4
White/Hispanic								
Black or African American	102	94	112	104	102	94	112	104
Black, African American/Hispanic								
Asian	8	8	8	8	8	8	8	8
Asian/Hispanic								
Native American								
Native American/Hispanic	78	73	88	83	78	73	88	83
Other	12	11	12	11	12	11	12	11
Other/Hispanic								
<b>Total</b>	<b>205</b>	<b>190</b>	<b>227</b>	<b>210</b>	<b>205</b>	<b>190</b>	<b>227</b>	<b>210</b>

### Program Outcomes

	Outcome	Indicator (How was success measured?)	Goal # (G): Jan- Mar	G: Apr- Jun	G: Jul- Sep	G: Oct- Dec	Goal Total	Actual # (A): Jan- Mar	A: Apr- Jun	A: Jul- Sep	A: Oct- Dec	Actual Total
1	College Persistence = Staying in School	Percentage of Evanston Scholars who started college and are still enrolled	95	95	95	95	380					0
2	SAT Score Improvement = More Options	Increase in score from lowest SAT to highest SAT	100	100	100	100	400					0
3	More Applications = Finding the Right Fit	Number of college applications per student	10	10	10	10	40					0
4	Financial Health = Our Scholars' Future	Percentage of students receiving full- tuition scholarships	50	50	50	50	200					0
5							0					0
<b>Total</b>			<b>255</b>	<b>255</b>	<b>255</b>	<b>255</b>	<b>1,020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Program Line Item Expenditures

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan- Mar	Q2 Apr- Jun	Q3 Jul- Sep	Q4 Oct- Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0

4									\$ 0
5									\$ 0
6									\$ 0
7									\$ 0
8									\$ 0
9									\$ 0
10									\$ 0
11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
<b>Total</b>	<b>0</b>	<b>\$0</b>							

### Program Line Item Funding

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

### Documents

#### Documents Requested \*

REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.

REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments including strategic plan.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

#### Required? Attached Documents \*

✓ [Audited Financial Statements and 990](#)

[2016-2017 Annual Report](#)

✓ [501c3 Letter](#)

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2017 only if changed).

Brief biographies of key staff including demographic information.



[Staff Biographies](#)

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

Supplemental information relating to your program or agency, as applicable.

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

[Application to Join Evanston Scholars](#)

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

[Organization Chart](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.



[Chart of Accounts](#)

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

REQUIRED FOR ALL EXTERNAL APPLICANTS. Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1- June 30, this will be for FY2018.



[Profit and Loss](#)

Organizational commitment to equity, diversity and inclusion.

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 122356

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.

"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

City of Evanston  
Community Development  
**2019 CDBG Public Services & Mental Health Board**  
8/15/2018 deadline

## GIRL SCOUTS OF GREATER CHICAGO & NORTHWEST INDIANA ALL IN: Girl Scouting for every Evanston Girl

**USD\$ 10,000.00** Requested  
USD\$ 0 MHB Request

Submitted: 8/14/2018 2:25:54 PM (Pacific)

### Project Contact

Irasema Gonzalez  
[igonzalet@girlscoutsgcnwi.org](mailto:igonzalet@girlscoutsgcnwi.org)  
Tel: 312-912-6337

### Additional Contacts

*none entered*

### GIRL SCOUTS OF GREATER CHICAGO & NORTHWEST INDIANA

20 S. Clark Street, Suite 200  
[www.girlscoutsgcnwi.org](http://www.girlscoutsgcnwi.org)  
CHICAGO, IL 60603  
United States

### Chief Executive Officer

Nancy Wright  
[nwright@girlscoutsgcnwi.org](mailto:nwright@girlscoutsgcnwi.org)

Telephone 3129126337

Fax

Web [www.girlscoutsgcnwi.org](http://www.girlscoutsgcnwi.org)

## Pre-Application (Letter of Intent)

### All Applicants Complete Questions 1-8 and attach Documents

#### 1. Organization Name and Program for which you are requesting funding.

Organization: Girl Scouts of Greater Chicago and Northwest Indiana. Program: ALL IN: Girl Scouting for Every Evanston Girl.

#### 2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

#### 3. Is your organization an affiliate of a regional or statewide social service agency?

- No
- Yes

#### 4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.

*Attach the list of local board members as well as the parent organization board below.*

Girl Scouts of Greater Chicago and Northwest Indiana (GSGCNWI) does not have an affiliation to a regional or statewide agency. However, it is one of the largest of more than 100 Girl Scout councils in the U.S. Our parent organization is Girl Scouts of the USA, a national organization. GSGCNWI was created in 2008, with the merger of seven independent councils. Its geographic area spans 245 communities in six Illinois counties and four Indiana counties. GSGCNWI engages approximately 53,000 girls annually in powerful leadership development programs. GSGCNWI has its own board of directors and operates fiscally independent of Girl Scouts of the USA.

#### 5. Is your organization accredited?

- Yes
- No

**6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.**

N/A

**7. People served:**

*Check all that apply.*

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

**8. 2019 Funding Requested from the City of Evanston**

*Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.*

<input type="text" value="10,000"/>	CDBG
<input type="text"/>	MHB (Human Services Fund)
<input type="text" value="10,000.00"/>	<b>TOTAL</b>

**9. Funding request is:**

*Programs funded in 2018 should be classified as renewal even if amount requested is different from 2018 grant.*

- Renewal of 2018 CDBG funding
- Renewal of 2018 MHB funding
- New request for CDBG
- New request for MHB

**New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)**

**10. NEW APPLICANTS OR AGENCIES FUNDED IN 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."**

*Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.*

Girl Scouts is the world's preeminent leadership development organization for girls. Its mission is to build girls of courage, confidence, and character who make the world a better place.

The Girl Scout Research Institute (GSRI) provides data that keeps our expertise in girl programs relevant. Four program pillars provide girls (ages 5-17) with knowledge and critical skills to serve them for a lifetime:

- Financial Literacy
- STEAM (science, technology, engineering, arts and math)
- Healthy Living (fitness, nutrition, self-esteem and relationships)
- Outdoor Experience

Recognizing that not all girls have the opportunity to participate in traditional volunteer-led Girl Scout troops, GSGCNWI offers additional participation pathways. Community outreach programs foster equity and access to the Girl Scout experience. They are staff-facilitated and serve girls living in under-resourced communities and facing socio-economic barriers.

ALL IN: Girl Scouting for Every Evanston Girl uses a "staff-ignited" approach to create troops in communities where it is difficult to recruit volunteers to lead a traditional Girl Scout troop. Staff launch and facilitate troops, and if a volunteer is secured, they provide mentorship and added support to transition the volunteer into a role of confident leadership and the troop to volunteer-led.

ALL IN begins with strong community partnerships, safe spaces, and free after-school programming. Girl-led and hands-on learning activities in a cooperative environment give girls a strong sense of self, positive values, challenge seeking, healthy relationships, and community problem-solving. It is a time-tested and successful methodology that informs all Girl Scout initiatives.

ALL IN launched in 2017 and successfully formed five new staff-ignited Girl Scout troops that served 64 girls (grades K-5/ages 5-12) and engaged 8 adult volunteers. ALL IN operated at four partnership sites in Evanston: Fleetwood-Jourdain Center,

Washington Elementary, Family Focus, and St. Nicholas. Partnerships helped us reach the following target girl populations: economically disadvantaged, African-American and Latina. Troops at Washington transitioned to volunteer-led and the troop at St. Nicholas is expected to transition soon. Troops at Fleetwood-Jourdain and Family Focus will continue to be staff-facilitated until volunteers are secured.

The second year of ALL IN begins in September of 2018. Staff will build on first year achievements and foster retention to sustain the five troops that were launched last year. CDBG funding will help secure a new part-time facilitator, launch new staff-ignited troops, and further explore a potential new partnership with Hilda's Place, a transitional shelter. (The shelter-based troop will be modeled after a troop that successfully launched at the Primo Center for Women and Children on Chicago's West Side.) The program will serve 65 girls ages 5-12 who are economically disadvantaged. Partners provide space for meetings and recommendations to volunteer prospects. GSGCNWI will remove financial barriers for girls to join ALL IN, and supply uniforms and materials that give the girls an instant connection to the larger Girl Scout movement.

Given the opportunity, ALL IN participants possess the potential to thrive. Investment in their education and development of skills is a great first step. Girl Scouts nurtures and leverages the often untapped abilities in girls.

**11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.**

*If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.*

The program goal for ALL IN is to support the leadership, academic achievement, and advancement of African-American and Latina girls facing socio-economic barriers in Evanston. ALL IN provides enhanced opportunities for improved attainment of STEAM (Science, Technology, Engineering, Art and Math), Financial Literacy, and 21st Century Skills (Collaboration, Creativity, Critical Thinking, Problem Solving).

ALL IN participants are 54% African-American and 15% Latina and attend schools in District 65. According to Bloomberg Businessweek, a 2016 study of black student achievement showed that District 65 provided a better education to white students than black students, no matter their income (often used as a predictor in the racial achievement gap). A Stanford Study of students 3rd through 8th grade shows that while District 65 white students scored 3.9 grades ahead of the national average, black students scored 0.6 and Hispanic students scored 0.1 grades below the national average.

The impact of Girl Scouting is outlined in a study by the GSRI: Girl Scouts are more likely to get better grades, aspire to higher educational attainment, and seek careers in industries where women and women of color are underrepresented. Women who were Girl Scouts as girls display positive outcomes to a greater degree than their counterparts, this holds true for alumnae across ages/generations, social classes, race, and engagement in other extracurricular activities.

There is evidence of disparity within GSGCNWI's membership numbers. Girls of color account for approximately 40% of all Evanston girls (ages 5-17) yet only 2% benefit from the Girl Scout experience. In an effort to reverse this trend and foster access, GSGCNWI launched ALL IN: Girl Scouting for Every Evanston Girl.

In 2017, ALL IN Girl Scout troops were established in Evanston's 4th and 5th Wards. A racial and ethnic distribution map by the City of Evanston shows that Ward 5 has the highest density of African Americans, with Latinos showing up more prominently in the neighboring 2nd and 4th wards. According to the U.S. Census, African-Americans are the largest minority group in Evanston at 18.1%. Hispanic residents are at 9%, a 91% increase since 1990. Most of Evanston's Black and Latino community lives in the South and West areas of the city.

Traditional volunteer-led troops do not work in all communities, which is why it is critical to have staff-ignited initiatives. ALL IN prioritizes girls who may need and benefit most from youth development programs. Last year, 83% of ALL IN participants attributed their Girl Scouts experience with increased self-confidence to do better in school and take leadership. Nearly 100% of the girls said that they had taken a challenge and/or learned from a mistake through their participation in an ALL IN Girl Scout troop.

The needs of ALL IN troops vary. In a best-case scenario, staff will recruit a volunteer that they then coach through the first meetings of a new troop. The impact in those situations is amplified, and ripples from an adult (i.e. parent, community member) that takes on and models leadership to the girls.

Often, the challenge in securing a troop volunteer has a lot to do with misconceptions. There is typically an assumption that a higher level of education or a degree is needed to fill the role. In this case, staff then informs a volunteer prospect about the resources and support that are available. GSGCNWI has a robust volunteer training program that is flexible and easily accessible. Volunteers receive ongoing support to help them fulfill their role as troop leaders. Resources include a Volunteer Tool Kit and the Evanston Girl Scout Service Unit.

Sometimes a volunteer cannot be secured. Adults in some job sectors may not have the flexibility in their work schedule to meet during after-school program hours (3-6 p.m.). A staff facilitator is then needed indefinitely to keep a troop running. Unfortunately, this is most often the case in underserved communities where the need for youth programming is often the

greatest.

The council is currently seeking to renew and grow support for ALL IN as it works towards securing program sustainability. It is also conducting aggressive prospect research to identify new funders. A Rolling Grant from the Evanston Community Foundation helped launch and pilot ALL IN in 2017-2018. Additional support for this program was received from the Fitzsimonds Family Foundation.

It is worth noting that GSGCNWI currently manages a Chicago CDBG contract for a similar community outreach program and is familiar with the administrative load and compliance measures for this type of contractual partnership. Additionally, GSGCNWI has previously managed CDBG Evanston awards. The council's General Fund, which comprises individual donations and revenue from special events, helps balance the difference between program and funding timelines.

### Documents Requested \*

### Required? Attached Documents \*

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).



[FY18 Organizational Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[GSGCNWI Board of Directors](#)

Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form

[GSGCNWI Conflict of Interest Form](#)

[download template](#)

## Application Questions

### 1. Describe your program, including the need(s) that it addresses. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

*Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting funding.*

ALL IN intercepts key challenges and addresses critical learning needs for participants, these include:

- The gender and race gap in STEAM fields and careers.
- Insufficient financial literacy skills that hinder social and economic advancement.
- Unhealthy lifestyle that impact physical and emotional wellbeing.

The program year for ALL IN aligns with the school year. Recruitment begins in September and activities take place through May. Troops meet during out-of-school time hours for two hours, either weekly or bi-weekly depending on the site and resources available. Some troops also meet during the summer months.

ALL IN will recruit and serve 65 girls during the 2019 program year (Sept. 2018- Aug. 2019). Projections (based on first year numbers) are to recruit 50 girls between January and June 2019, and 15 girls during the summer months. Funding from this grant would also facilitate recruitment for the first quarter of the 2020 program year, we estimate recruiting 22 new girls from September to December of 2019. The total amount of ALL IN participants impacted during the 2019 calendar year will be 87.

The following overview of Girl Scout's program pillars inform focus areas for learning and skill building:

- **STEAM:** Girls engage in activities that have real-world applications and are tied to various careers. They conduct science activities, design and build inventions, and are exposed to a variety of science topics. Girls are invited to find creative solutions while using design principles and the scientific method.
- **Financial Literacy:** Girls learn about currency, how to be a wise consumer, and what they need to do to secure employment and prepare for a career. Through simulated activities and/or the Girl Scout Cookie program, they also learn the following skills: goal setting, decision-making, money management, people skills and business ethics.
- **Healthy Living:** Girls engage in games, activities and discussions related to healthy lifestyles and stress/trauma. They learn about the five food groups and how to read nutrition facts labels and make healthy food choices. They discuss the meaning of trauma and how stress affects the body. They also learn breathing and meditation techniques, how to identify and manage emotions and how to respond to bullying, as well as qualities of a healthy relationship.

- Outdoor Experience: Girls develop and grow a love for the great outdoors. Girls build skills, gain a sense of community, and develop a deep appreciation for nature through a variety of camping experiences.

Girls will earn badges and participation patches. Badges have age appropriate activity plans and fall within the program pillars listed above. Some examples of earned badges include: Cybersecurity, First Aid, Inventor Badge, Financial Literacy, Healthy Eating and Meal Planning.

Girls will also identify and complete a service project. Last year, one troop decided to create small first aid kits for homeless individuals that were then donated to a shelter. Girls in a school-based troop organized a recognition celebration for the school crossing guards, they wrote thank you notes and gave them cookies as a token of appreciation.

Girls will also attend a camp field trip. A day at camp features various activities that include outdoor exploration (hikes), outdoor recreation (archery, canoeing), and skill building (knots, compass/map reading, fire building, outdoor cooking).

**2. Who participates in or benefits from the program or services? Describe the population in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Include any eligibility requirements.**

Last year, ALL IN Girl Scout troops were established in Evanston's 4th and 5th Wards, participants were primarily girls facing social and economic barriers. A racial and ethnic distribution map by the City of Evanston shows that Ward 5 has the highest density of African Americans, with Latinos showing up more prominently in the neighboring 2nd and 4th wards. According to the U.S. Census, African Americans are the largest minority group in Evanston at 18.1%. Latino residents are at 9%, a 91% increase since 1990. Most of Evanston's African American and Latino community lives in the South and West areas of the city. Per the 2015-2019 Consolidated Plan, both of these groups face higher economic hardships and demonstrate a higher need for social support.

ALL IN participants attend schools in District 65 and are in grades K-5 (ages 5-12). According to Bloomberg Businessweek, a 2016 study of African American student achievement showed that District 65 provided a better education to Caucasian students than African American students, no matter their income (often used as a predictor in the racial achievement gap). A Stanford Study of students 3rd through 8th grade shows that while District 65 Caucasian students scored 3.9 grades ahead of the national average, African American students scored 0.6 and Latino students scored 0.1 grades below the national average.

There is also evidence of disparity within GSGCNWI's membership numbers. Girls of color account for approximately 40% of all Evanston girls (ages 5-17) yet only 2% benefit from the Girl Scout experience. In an effort to reverse this trend and foster access, GSGCNWI launched ALL IN. The demographic make-up of ALL IN participants for the most recently completed program year was: African American 54%, Caucasian 23%, Latina 15%, Asian 8%.

ALL IN did not collect income verification for participants during its pilot year. However, it did target services to communities with evidence of need. Community Outreach initiatives at GSGCNWI will usually identify Title I schools, or schools with a high number of students on free/reduced lunch programs to more effectively reach girls from households with low/moderate incomes. Washington Elementary an ALL IN partner, is a school with 46.3% of students that are low-income according to the 2017 school report card.

Worth considering, The State of the Girls 2017: Emerging Truths and Troubling Trends, a report by the Girl Scout Research Institute reports that most recent data show that economic conditions affecting girls in the United States have not recovered from the Great Recession that began in late 2007. More girls are living in low-income families now than ten years ago. Poverty is one of the most widely used indicators of child well-being and has wide ranging negative effects on children's health, educational achievement, and safety.

ALL IN girls face challenges that impact their futures, such as financial uncertainty and health/lifestyle issues. Last year, during an Emergency Management/First Aid unit, girls--mostly Junior Scouts (age 10-11)--discussed when it was appropriate to call 911. One participant mentioned that one calls 911 when you hear gunshots. Some girls agreed and others disagreed. For some girls, there was a perception that calling 911 could hold repercussions and get you in trouble for being a "snitch."

No child should have to grow up in an environment where they hear gunshots. That this discussion was necessary is unfortunate but Girl Scouts provided a safe space and a platform for the issue to be explored. The topic may have been a surprise to the facilitator and some answers even more unexpected, but this moment reflected the exceptional circumstances and barriers that ALL IN participants are navigating in their communities and it illustrated the need and urgency for leadership programs that provide girls with the tools that will help them overcome challenges.

To help girls process the topic, a guided discussion took place where they were encouraged to share feelings and explore actions they could take to feel safer. Staff facilitated this workshop and are exploring future programs that focus on social emotional learning more deeply through the Healthy Living pillar.

There is a tremendous need to assist girls to prepare for an increasingly complex world and a workforce that requires skills

such as critical thinking, problem solving and the ability to collaborate and use creativity and innovation—all skills that Girl Scouts helps girls to build. Girls living in these areas of Evanston are no exception. They stand to benefit most from a positive youth development program that focuses on building girls' confidence and leadership through very strategic curricular pillars.

**3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?**

*If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.* Community Outreach initiatives like ALL IN target underserved girls that may not have access to traditional troops because of economic or social barriers. This includes girls: that are primarily African American and Latina, living in low-income households and distressed communities, and attending under-performing schools.

In 2018, 41% of ALL IN participants lived in Evanston's census tract 8092 in the 5th Ward. According to the 2015-2019 Consolidated Plan, this area boasts a long history of African American home-ownership and community but also reflects concentrated poverty. It is one of four census tracts in Evanston where housing voucher holders are concentrated. Voucher holders show a great need for economic opportunities and support services including youth serving programs.

The average annual income for Evanston public housing residents/housing voucher holders is about \$15K. The 2015-2019 Consolidated Plan also states that individuals living in low-income households are at an increased risk of homelessness. In Evanston African Americans are affected by homelessness at a greater rate than the rest of suburban Cook County. Between 2013 and 2014, Evanston's District 65 also experienced a 78% increase in the rate of homeless children.

GSGCNWI would leverage funding from the Evanston CDBG in areas of the highest needs such as tract 8092 in the 5th Ward, and high-need tracts in the 8th Ward. In addition to maintaining and growing current partnerships in these areas, staff is currently exploring a partnership with Hilda's Place, a transitional shelter. A troop to serve girls that are residents at the shelter would be modeled after a troop that was successfully formed last year at The Primo Center for Women and Children, a shelter on Chicago's South Side.

The program would track impact through a variety of measures. Pre/post evaluations measure learning and help identify opportunity for improvement (more details on ALL IN outcomes and indicators provided in question 8). Recruitment, retention and attendance also help examine success. Girl stories and activity photos help illustrate impact. Findings are usually reported to funders and can also be shared with partners and communities served.

ALL IN provides a safe, supervised, and structured program where girls have opportunities to build critical thinking skills. As Girl Scouts they are more likely to participate in STEM activities, get better grades, aspire to higher educational attainment, and seek careers in STEM, law, and business-industries where women are underrepresented. The impact of Girl Scouting is outlined in a study by the GSRI, which finds that women who were Girl Scouts as girls display positive outcomes to a greater degree than their counterparts. This holds true for alumnae across ages/generations, social classes, race, and engagement in other extracurricular activities.

**4. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.**

*Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.*

65	Intake/assessment
n/a	Referrals
n/a	Individual case management plan/services
n/a	Services delivered on an individual basis (e.g. home delivered meals)
65	One time event or activity (e.g. field trips, tax preparation)
87	Multi-session program (e.g. after school program)
n/a	Focused topic activities (e.g. workshops, trainings)
n/a	Drop in services (e.g. computer lab, tutoring, help desk)
n/a	Phone or online help (e.g. 24-hour help lines)
217.00	<b>TOTAL</b>

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?**

Last year was the pilot year for ALL IN; no girls were turned away and there was no need to maintain a wait list. Girl Scouts strives to be an inclusive organization and maintains Community Outreach initiatives, like ALL IN, to ensure that every girl has access to a troop. In the case where funding dictates eligibility to participate, Girl Scouts explores alternatives for a girl. If

placement in an ALL IN troop is not ideal, Girl Scouts would help identify a different troop for the girl to join. Sometimes this requires special arrangements; last year, a school-based ALL IN troop got permission from school administrators that allowed a girl from a different school to attend troop meetings in the school. The membership department also subsidizes costs not covered by funding for ALL IN. Additionally, if a girl has trouble covering the costs of traditional troops, the council does offer financial assistance that would help defray the costs of troop dues, or a starter kit. To clarify, girls in ALL IN troops do not need to pay anything to participate, the council covers their membership and supplies, and provides an initial troop treasury to jump-start their Girl Scout experience.

The demand for Girl Scout membership peaks during the beginning of the school year in September and October and that is when about 85% of recruitment goals are met. Organizational partners are usually receptive and enthusiastic to add Girl Scouts to their program options, particularly when there are cuts in funding. ALL IN efforts targeted the 5th ward in Evanston because it was identified as an area of need, there was an opportunity to better serve girls in that community.

**6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.**

There is a system in place that requires volunteers, facilitators, and/or staff members to report signs or evidence of abuse. In the membership department this would be communicated with the director who would then ensure that the proper authorities were contacted. The same would be done if a girl and/or her family needed to be connected with resources such as a food bank or shelter. Staff will also reach out across departments, and to organizational partners, to help identify resources and connect girls in need.

**7. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?**

*Include agencies that serve Evanston residents but are not located in Evanston.*

Girl Scouts counts on more than 100 years of experience and resources, like the Girl Scout Research Institute, that provide data to inform and keep our expertise on girl programs relevant. GSGCNWI develops and maintains strong partnerships with schools and organizations that also serve Evanston girls. These partners often have a keen understanding of the impact that Girl Scouts can have on girls. The Girl Scouts experience provides leadership opportunities for girls to: discover themselves and their values, connect with others, and take action to make the world a better place. Partners enhance existing program offerings with Girl Scouts.

In 2018, we partnered with Fleetwood-Jourdain, Family Focus, Washington Elementary and St. Nicholas. Partners provided space for troops to meet and GSGCNWI provided girl-led and hands-on learning activities in a cooperative environment to give girls a strong sense of self and positive values, as well as the confidence to seek challenges, recognize and maintain healthy relationships, and explore community problem-solving. It is a time-tested and successful methodology that informs all Girl Scout initiatives and sets it apart from the rest.

In 2017, funding from the Evanston Community Foundation helped GSGCNWI foster a more inclusive Girl Scout initiative in Evanston. The ALL IN program achieved 83% of its goals in launching new troops and impacting new girls. Five troops were successfully launched, 61 girls were served, and 60% reported that Girl Scouts was providing the opportunity to explore and do things they could not do in other places. Girls also exceeded projected outcomes by large margins.

Indicator 1: 50% of girls will report an increase in their self-confidence and abilities.

Actual: 83.3% of girls achieved this indicator by selecting at least 2 of the following statements:

- \* Girl Scouts helped me do better in school.
- \* Girl Scouts helped me be a leader in more activities.
- \* Girl Scouts helped me learn what I can do well.

Additionally, 87% of girls agreed with at least 2 of the following statements:

- \* I feel good about myself.
- \* I like to be the leader.
- \* I am not afraid to fail.

Indicator 2: 80% of girls will report taking on a challenge, trying something new, or learning from a mistake they made during the Girl Scout Experience.

Actual: 97.9% of girls achieved this indicator. The things reported varied, from socio-emotional, such as being a sister to every Girl Scout/being a good friend, how not to be afraid of doing new stuff, and being herself; to life skills, such as first aid, good manners, her phone number; and to being community-minded, such as helping their community and others.

The pilot year of ALL IN presented challenges around volunteer engagement. Only eight of twelve projected volunteers were secured. To adequately support the program, the GSGCNWI staff collaborated more deeply with staff at partnering sites and the transition from staff-led to volunteer-led was either delayed or indefinitely postponed with some troops.

Staff observed that potential volunteers had limited availability around scheduled program times or misconceptions about the requirements to serve as a volunteer. Staff will explore scheduling later program times to better accommodate the work

schedules of some volunteer prospects. Staff will also foster more confidence by informing them that they can count on free training, resources, and support from GSGCNWI to launch an

**8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?**

ALL IN aims to provide girls in Evanston an opportunity to discover themselves and their values, connect with others, and take actions to make the world a better place. Program activities will help girls gain confidence in themselves, their abilities, and support positive identities. In safe and inclusive spaces girls will be encouraged to seek challenges, take appropriate risks, try things even if they might fail, and learn from mistakes. The goal is to inspire and prepare girls to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and understand that they can be change agents in finding and/or providing solutions.

Program success will be measured by the following program outcomes and indicators.

Indicator 1: Enduring healthier relationships and life style choices.

Outcome 1: 75% of youth reporting positive relationship with an instructor and/or mentor in their program.

Indicator 2: Enhanced self-esteem and self-confidence.

Outcome 2: 75% of youth will report learning a new skill or improving on existing skills.

Indicator 3: Improved behavior both at home and at school. Sense of community pride.

Outcome 3: 75% of participants reporting stronger connections to school, family, community and their peers.

A Program and Grant Evaluation Manager helps implement program measures and track impact. Girls will be assessed for the identified outcomes and indicators via pre/post evaluation survey. Analysis will be completed by internal evaluation staff. Attendance, recruitment, and retention also serve as success indicators. Program staff, partners, volunteers, and the part-time facilitator will share observations and help capture qualitative data through anecdotes that demonstrate impact.

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.*

87	Unduplicated people to be served in 2019
77	Unduplicated Evanston residents to be served in 2019
87	Unduplicated low/moderate income people to be served in 2019
77	Unduplicated low/moderate income Evanston residents to be served in 2019
61	Unduplicated people served in 2018
61	Unduplicated Evanston residents served in 2018
N/A	Unduplicated low/moderate income people served in 2018
N/A	Unduplicated low/moderate Evanston residents served in 2018
450.00	<b>TOTAL</b>

**10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

*Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."*

Girl Scout's history in Evanston dates back to 1918 and the council currently serves over 500 Evanston girls annually. Girl Scouts operated a Healthy Living program in Evanston through its Community Outreach Initiative from approximately 2010 to 2014.

Girl Scouts' mission is to build girls of courage, confidence, and character who make the world a better place. Girl Scouts of Greater Chicago and Northwest Indiana (GSGCNWI) is one of the largest of more than 100 Girl Scout councils in the U.S. GSGCNWI was created in 2008, with the merger of seven independent councils, its geographic area spans 245 communities in six Illinois counties and four Indiana counties. GSGCNWI engages 21,000 adult members and 53,000 girls annually.

Girl demographics for our council are as follows: Caucasian 48.2%, African American 11%, Latino 9.8%, Asian American 2.6%, American Indian/ Hawaiian/ Pacific Islander 0.4%, multiple 3.3%, other races 2.5%. Approximately 32% did not report

or chose not to share.

The board of directors is comprised of 30 individuals that meet six times a year. Their financial commitment is \$2,500 give and \$10,000 get. Terms are three years in length and during that time board members are expected to serve as mission ambassadors and to help leverage information and resources to the benefit and growth of the organization.

The board of directors is made up of 25 women and 5 men. Of all the women, 4 are African American and 1 is Latina. Additionally, each year girls serve on the board as representatives. The number of girls varies from year to year; last year there were eight, and this year there are five. These five girls are all high school students. The youngest is 15 and the two oldest are 17. One girl is African American, another girl is Latina, and the final three are Caucasian.

GSGCNWI is between strategic plans. The current one will be finalized in 2018 and the next three-year plan is being drafted. A summary of the 2016-2018 strategic plan is attached.

**11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?**

Although the senior team at GSGCNWI is primarily comprised of Caucasian women, our group of managers and directors are more diverse. Staff of color in leadership and/or decision-making positions comprise 30% of individuals at GSGCNWI. The council is committed to developing leadership skills in managers and directors, so that they are ready to move to the next level. In 2017, the promotions that occurred at GSGCNWI were made up by 70% people of color. Additionally, the human resources department is working to build a more inclusive employment brand to encourage a more diverse pool of applicants. There is also a diversity plan that will be included in the next three-year strategic plan.

**12. Describe agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.**

*CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).*

Girl Scouts has been serving girls in the city of Evanston for many years and previously managed Evanston Community Development Block Grants over several years. As a consecutive recipient of federal funding, we are experienced in tracking, measuring, and reporting the outcomes and indicators for our programs and appropriately reporting as required by established deadlines.

If awarded an Evanston Community Development Block Grant, GSGCNWI would communicate with organizational partners and work towards ensuring that there are no girls that are being counted twice and/or duplication of programs. An example would be Family Focus, who received CDBG funding for its after-school program in 2018. ALL IN partnered with Family Focus to enhance after-school offerings and served girls within that population. In these types of situations, the council would explore subsidizing program areas to avoid duplication of any kind.

GSGCNWI has a Finance Department that is sufficiently staffed and fully capable of meeting all fiscal requirements of a CDBG contract. Staff in our Finance Department includes the Grant and Public Support Assistant who is responsible for working with the Director who oversees ALL IN on all fiscal matters related to our funding contracts and who prepares and submits all vouchers. GSGCNWI operates in accordance with U.S. Generally Accepted Accounting Principles (GAAP). This includes the design, implementation and maintenance of internal fiscal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatements. According to our yearly audits, our independent auditors find that we adhere to these standards. The organization's latest audit was free of any internal control deficiencies, and its independent auditors also concluded that GSGCNWI's financial statements were prepared in accordance with GAAP. The organization uses Abila's MIP as the general ledger system. The Finance Department closes the books, reports financials and analyzes variances on a monthly basis. GSGCNWI maintains a record retention policy of seven years (for those items that are not held permanently). The segregation of duties that staff adheres to with regard to record keeping and payments are in accordance with GAAP and have been found to be free of deficiencies.

**13. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?**

*All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.*

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

**14. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years? Also provide staff demographics.**

*For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.*

Marie Erbeck, Director of Member Engagement has over twenty years of youth development experience and has worked with Girl Scouts in a variety of communities—from urban Detroit to rural Tennessee—in three different Girl Scout councils. A large part of her work includes fostering community partnerships to support troops serving girls that might not otherwise have access to Girl Scouts. Marie began working in Evanston four years ago, last year she led the launch and implementation of the ALL IN initiative. Marie established new community partners and re-ignited lapsed collaborations with schools and community centers in Evanston to secure sites where ALL IN would operate.

Tess Poulsen, Recruitment Specialist worked closely with Marie in rolling out the ALL IN program. Tess, a recent college graduate that grew up close to Evanston, helped in facilitating troop meetings at Family Focus and Jourdain. Tess also supported in recruiting and mentoring/coaching volunteers at Washington Elementary and St. Nicholas.

Funding from the Evanston CDBG would provide the fiscal support to hire a part-time facilitator to lead troops that have no volunteer secured and to provide troop support to new volunteers. Programming would also be increased and take place weekly; last year troops met bi-weekly. The ideal candidate would be an Evanston resident that is familiar or experienced with youth development and invested in the community.

ALL IN is still a relatively new program and funding is being established to support its sustainability. Evanston CDBG funding would be leveraged to help acquire new revenue streams towards securing the role of the part-time facilitator and diversifying the staff demographics of the ALL IN initiative.

**15. Provide the name, email and phone number of the individual who attended the pre-application meeting.**

Irasema Gonzalez, igonzalez@girlscoutsgcnwi.org, 312-912-6337

**16. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)**

030889398

**17. Is the facility and program in compliance with the Americans with Disabilities Act?**

- Yes
- No

**18. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."**

Staff make accommodations to ensure that girls with disabilities have access to troops. Most partnership sites have either ramps or elevators to accommodate wheel-chair access. Staff also arrange for other types of needs (e.g. sign language interpreter).

**19. Where (address/location) does your program take place and how will clients get to the location or facility?**

Fleetwood-Jourdain Center (1655 Foster St) is a primary ALL IN site. Partners will include youth centers, schools, and parishes. Girls arrive to sites by walking, or by getting dropped-off or bused-in. School troops schedule meetings on-site after school.

**20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.**

*Enter the name and title of the individual submitting this application.*

Irasema Gonzalez, Grant Writer

**Budget**

<b>Funding Sources/Revenues</b>	<b>2018</b>	<b>2019</b>	<b>2019 Committed</b>
City of Evanston CDBG		USD\$ 10,000.00	
Evanston Community Foundation	USD\$ 4,980.00	USD\$ 5,000.00	
Fitzsimonds Family Foundation	USD\$ 6,000.00	USD\$ 6,814.00	
Evanston Business sponsor/Individual donor	USD\$ 1,000.00	USD\$ 1,100.00	
GSGCNWI General Fund	USD\$ 3,747.00	USD\$ 0.00	
	USD\$ 0.00	USD\$ 0.00	
		USD\$ 0.00	
<b>Total</b>	<b>USD\$ 15,727.00</b>	<b>USD\$ 22,914.00</b>	<b>USD\$ 0.00</b>

<b>Funding Uses/Expenses</b>	2018	2019 Total	2019 CDBG	2019 MHB
Assistance to Girls	USD\$ 7,920.00	USD\$ 9,570.00	USD\$ 1,400.00	
Troop + Group Camp	USD\$ 0.00	USD\$ 2,625.00	USD\$ 1,300.00	
Salaries + Wages	USD\$ 4,928.00	USD\$ 7,336.00	USD\$ 7,300.00	
Assistance to Adults (Volunteer training)	USD\$ 1,200.00	USD\$ 1,050.00		
Recruitment	USD\$ 250.00	USD\$ 250.00	USD\$ 0.00	
Administrative	USD\$ 1,429.00	USD\$ 2,083.00		
<b>Total</b>	<b>USD\$ 15,727.00</b>	<b>USD\$ 22,914.00</b>	<b>USD\$ 10,000.00</b>	<b>USD\$ 0.00</b>

## Budget Narrative

The fiscal year for GSGCNWI is October 1 through September 30, the program year follows the same schedule. Since CDBG Funds are on a calendar year, if funded the grant would impact portions of two program years. The period of January to September 2019 are part of the 2018 program year, the 2019 program year begins on October 1, 2018.

The program budget for ALL IN reflects an increase from 2018 to 2019. This is a result of growing the level of staff support, the number of participants, and activities for the ALL IN program. The largest area of increase is reflected in the line item for Salaries + Wages. Last year, program responsibilities were folded into existing staff roles for the program director and a recruitment specialist. The projection for cost and scope of work was underestimated for the pilot and it was determined that a dedicated part-time facilitator would be more effective and also make it possible to increase program activities. The 2019 budget reflects the cost of a part-time facilitator delivering program weekly during the school year (last year: bi-weekly) and bi-weekly during the summer (last year: monthly). This position would be new and dependent on CDBG funds. CDBG funds would be leveraged to secure additional funding to retain the position and build sustainability for the program.

The next line item that reflects an increase is Assistance to Girls. This is due to an increase in the participants served.

Troop + Group Camp is a new line item, reflecting a field trip to camp that will be scheduled to enhance the ALL IN participant experience.

CDBG funds would be allocated to the following areas:

- **ASSISTANCE TO GIRLS:** To help cover the cost of program materials for 87 girls. Specifically the Girl Guide binder that includes the troop's activity plans.
- **TROOP & GROUP CAMP:** To help cover the cost of camp program activities for 65 girls. The field trip is scheduled in May and reflects the number of participants for the 2018 program year.
- **SALARIES & WAGES:** To help cover the wages of a part-time facilitator at \$16 per/hour scheduled to work 15 hours per week for 42 weeks over the program year. The facilitator would provide support for five troops. Costs include prep, meeting time, and mileage reimbursement.

Other areas of the program budget include line items for Assistance to Adults (this is training and support for volunteers), Recruitment (of girls and volunteers), and Administrative (10%).

To date, GSGCNWI has secured funding from the Evanston Community Foundation, the Fitzsimonds Family Foundation, and an individual donor to support ALL IN. Outstanding project costs not covered by grants are supported by the council's General Fund which is made up by individual donations, and revenue from special events. The council is currently seeking to renew and grow support for ALL IN and is conducting aggressive prospect research to identify new prospect funders to help build revenue and program sustainability.

GSGCNWI receives funding from the Chicago CDBG program for a Community Outreach Initiative in Chicago.

## Program Outcomes

### Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	14	N/A	12		14	N/A	12	12
White/Hispanic								
Black or African	33	N/A	50	64 of 62	33	N/A	50	50

American									
Black, African American/Hispanic									
Asian	5	N/A	10	10	5	N/A	10	10	
Asian/Hispanic									
Native American									
Native American/Hispanic									
Other									
Other/Hispanic	9	N/A	15	15	9		15	15	
<b>Total</b>	<b>61</b>	<b>0</b>	<b>87</b>	<b>75</b>	<b>61</b>	<b>0</b>	<b>87</b>	<b>87</b>	

### Program Outcomes

Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	Indicator 1: Enduring healthier relationships and life style choices. Outcome 1: 75% of youth reporting positive relationship with an instructor and/or mentor in their program.	38	11	17	65	131					0
2	Indicator 2: Enhanced self-esteem and self-confidence. Outcome 2: 83% of youth will report learning a new skill or improving on existing skills.	43	13	19	74	149					0
3	Indicator 3: Improved behavior both at home and at school. Sense of community pride. Outcome 3: 75% of participants reporting stronger connections to school, family, community and their peers.	38	11	17	65	131					0
4							0				0
5							0				0
<b>Total</b>			<b>119</b>	<b>35</b>	<b>53</b>	<b>204</b>	<b>411</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Program Line Item Expenditures

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0

6									\$ 0
7									\$ 0
8									\$ 0
9									\$ 0
10									\$ 0
11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
<b>Total</b>	<b>0</b>	<b>\$0</b>							

### Program Line Item Funding

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

### Documents

#### Documents Requested \*

REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.

REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments including strategic plan.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2017 only if changed).

#### Required? Attached Documents \*



[FY17 GSGCNWI Audited Financial Statement](#)  
[FY17 GSGCNWI 990](#)

[2017 GSGCNWI Annual Report](#)



[GSGCNWI IRS Confirmation Letter](#)

[GSGCNWI Non Discrimination Equal Opportunity Policy](#)

[GSGCNWI Articles of Incorporation](#)

Brief biographies of key staff including demographic information.	✓	<a href="#">GSGCNWI Staff Bios</a>
Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).		<a href="#">GSGCNWI Access and Contacts</a>
Supplemental information relating to your program or agency, as applicable.		<a href="#">GSGCNWI Strategic Plan 2016-2018</a>
Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.		<a href="#">GSGCNWI Limited Clientele Form</a>
HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants. <a href="#">download template</a>		
REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.		<a href="#">GSGCNWI Org Chart ALL IN detail</a>
REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.	✓	<a href="#">GSGCNWI Chart of Accounts</a>
Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.		
REQUIRED FOR ALL EXTERNAL APPLICANTS. Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1- June 30, this will be for FY2018.	✓	<a href="#">GSGCNWI FY17 Statement of Operations</a>
Organizational commitment to equity, diversity and inclusion.		<a href="#">GSGCNWI Non Discrimination Equal Opportunity Policy</a>

**Extra**

**Close to \$4,000 was provided in the prior year budget from the GSGCNWI General Fund. No money from the general fund was budgeted for the 2019 program year. Please explain why this support was withdrawn.**

The 2019 program year does not reflect funds from the GSGCNWI General Fund because the budget shared with our application presents a projection of our working goal: to obtain enough funding support to completely cover program costs.

In order to build sustainability, we work towards retaining existing funders and seeking increases in their level of support, and we also work to identify new funding prospects. The general fund is a safety net that provides support when unforeseen circumstances arise. Last year, it served as a resource when funding was not secured and some unexpected costs came up. The General Fund helps insure the continuity of programs when economic downturns happen across all programs at GSGCNWI. It also provides the financial support necessary to be able to adequately leverage funding from a Community Development Block Grant contract.

**Please provide more information about the referral process and any marketing for the program to ensure target population is reached?**

The recruitment of target populations, in this case girls facing social and economic barriers, begins by meeting with community organizations that may be interested in enhancing existing programming through a partnership with GSGCNWI. Partners provide access to the community and space to hold troop meetings. GSGCNWI provides resources to girl-led and girl-focused experiential programming that fosters safe spaces for safe risk-taking, confidence building and leadership development.

Marketing is adapted to meet the needs of individual organizations. For example, flyers or brochures may be translated to a different language. Often marketing is done internally and in partnership with an organization to an existing constituency. Program directors at partnering sites often provide referrals to a girl/s and/or decide who and where to market the opportunity, helping set troop schedules complement and coincide with existing after-school programs.

Sometimes a partner may decide that a Girl Scout troop could help draw more interest and encourage attendance to their center and marketing is done more broadly. Last year, a partner decided to distribute flyers to nearby residents. GSGCNWI supported their efforts by providing copies and other marketing materials.

GSGCNWI welcomes all girls and aims to be inclusive. Troops located at partnering sites continue to be open to the community. Last year, accommodations were made at a school-based troop that allowed a girl from a different school to attend the ALL IN troop in her area. The ALL IN staff works with the Member Services department to help identify and place a girl with a troop.

Volunteers also have an impact on helping reach target markets. They help recruit within their personal networks or identify areas of opportunity. Last year, a volunteer helped identify St. Nicholas as a site to host an ALL IN troop. The site accommodated Saturday hours in an area where there is a larger Latino population.

**If in 2018 ALL IN provided services to Family Focus participants (as stated in question 12), please explain in more detail how services would not be provided to those already participating in Family Focus programming.**

Family Focus is an existing partner and girls there deserve to continue having access to ALL IN Girl Scout Troops. Recently, a volunteer was secured for this site helping to advance the transition of the troop from staff-ignited troop to volunteer led (this is ultimately the goal for ALL IN troops). That then enables us to redirect resources to launch an ALL IN troops at a different location.

Additionally, any continued support that the ALL IN troop at Family Focus would require or receive would be subsidized by revenue streams outside of Evanston CDBG funding. Volunteer led troops count on the Troop Support and Service Unit Support departments for for troop and volunteer support, these departments are fiscally supported by revenue streams different than the ALL IN program. GSGCNWI would be ready to provide the necessary paperwork as proof and towards helping meet compliance measures.

If awarded an Evanston CDBG grant, GSGCNWI would apply funding to support program operations at different partnering sites. Communication with partners and/or prospective partners would help insure no duplication of participants and/or services under the Evanston CDBG contract. Funding would help efforts to expand services such as meeting more frequently (weekly instead of bi-weekly) at sites like Fleetwood-Jourdain where it has been particularly challenging to secure a volunteer and where girls are enthusiastic and can benefit from additional program time. Funding will also support the creation of new staff-ignited troops at new partnership sites. GSGCNWI would leverage funding from the Evanston CDBG in areas of the highest needs such as tract 8092 in the 5th Ward, and high-need tracts in the 8th Ward.

Some additional partnership sites currently being explored include Oakton Elementary and Hilda's Place.

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 118707

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

City of Evanston  
Community Development  
**2019 CDBG Public Services & Mental Health Board**  
8/15/2018 deadline

**North Shore Senior Center**  
**North Shore Senior Center, Grandparents Raising Grandchildren**

**USD\$ 12,000.00** Requested  
USD\$ 0 MHB Request

Submitted: 8/15/2018 8:27:05 AM (Pacific)

**Project Contact**

Barbara Rudzin  
[brudzin@nssc.org](mailto:brudzin@nssc.org)  
Tel: 8477846024

**Additional Contacts**

[khoneywell@nssc.org](mailto:khoneywell@nssc.org)

**North Shore Senior Center**

161 Northfield Road  
Northfield, IL 60093

**Executive Director**

Jordan Luhr  
[jluhr@nssc.org](mailto:jluhr@nssc.org)

Telephone 847-784-6000

Fax 847-446-8762

Web [www.nssc.org](http://www.nssc.org)

**Pre-Application (Letter of Intent)**

**All Applicants Complete Questions 1-8 and attach Documents**

**1. Organization Name and Program for which you are requesting funding.**

North Shore Senior Center, Grandparents Raising Grandchildren

**2. Type of organization**

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

**3. Is your organization an affiliate of a regional or statewide social service agency?**

- No
- Yes

**4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.**

*Attach the list of local board members as well as the parent organization board below.*

N/A

**5. Is your organization accredited?**

- Yes
- No

**6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.**

Received a three-year accreditation from CARF International in April 2019. Five-year accreditation by the National Institute of Senior Centers in July 2013 and we are just starting the process for reaccreditation.

**7. People served:**

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other: youth and young adults 16-18

**8. 2019 Funding Requested from the City of Evanston**

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

12000	CDBG
	MHB (Human Services Fund)
12,000.00	<b>TOTAL</b>

**9. Funding request is:**

Programs funded in 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 MHB funding
- New request for CDBG
- New request for MHB

**New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)**

**10. NEW APPLICANTS OR AGENCIES FUNDED IN 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."**

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

N/A

**11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.**

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

N/A

**Documents Requested \***

**Required? Attached Documents \***

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).	<input checked="" type="checkbox"/>	<a href="#">NSSC Budget FY2019</a>
REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards	<input checked="" type="checkbox"/>	<a href="#">2018BDDIR.AL</a>
REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form <a href="#">download template</a>		

**Application Questions**

**1. Describe your program, including the need(s) that it addresses. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.**

*Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting funding.*

Grandparents Raising Grandchildren program was initiated in 1998 because a growing number of grandparents had assumed the responsibility of raising their grandchildren. The program helps grandparents enhance parenting skills, and assists them to live safely and comfortably in their own homes. The grandchildren develop social and academic skills and receive encouragement and support from each other. The program provides a safe place for the grandparents/grandchildren to be with others in their same situation. We anticipate that each grandparent receives 10 to 15 hours of service each month. The program activities include:

**Case Management Services:** Grandparents receive day-to-day services, as needed. A case manager conducts a 21-page comprehensive assessment on the grandparent to determine needs and develops a care plan in conjunction with the family. We are the only organization designated by the Illinois Department on Aging to administer the assessment in our service area.

**Grandparent Support Group:** Case managers hold meetings once a month at the Levy Senior Center. At meetings, grandparents share feelings, get tips on solving everyday problems, and offer mutual support. Guest speakers are often invited to present. Topics included child advocacy, education in parenting/behavior skills, discipline, and the use and safety of social media. While the grandparents are in their meetings, two certified teachers provide age-appropriate educational experiences, tutoring, reading activities and educational games.

**Grandchildren's Needs:** At the beginning of the school year, we provide gift cards for school supplies and, for the holiday season, grandparents receive a gift card to purchase. Individual requests are fulfilled during the year through the GAP Filling Program funded by Title III Older Americans Act (OAA). They funds up to \$200 per grandchild for clothes, camp fees, utility bills, housing and other identified needs. Financial support is also available through the Center's Angel Fund program.

**Financial, Legal, and Resource Assistance:** For program participants who rank in the low-income to poverty levels, we offer gift cards for food and school supplies, taxi vouchers, nutritious meals at meetings, and assistance with applying for government and other benefits, including Medicaid and Low Income Home Energy Assistance Program (LIHEAP). We provide one-time emergency assistance through our Angel Fund program to grandparents when no other funds are available. These are usually used for rent, utility bills, medical bills, etc.

**Stress reduction activities:** To help manage stress, various annual activities are planned which include grandparents dining together at a local restaurant of their choice, a family summer picnic, and an annual holiday party.

**Resource Fair:** The fair is held in partnership with Family Focus and in collaboration with about twenty agencies. The fair connects grandparents with community resources. Agencies make presentations and provide grandparents with information, counseling and follow-up throughout the year.

Grandparents Raising Grandchildren program does address needs outlined in the City of Evanston's 2015-2019 Consolidated Plan. We are meeting the social service needs of low-income residents and special needs populations.

**2. Who participates in or benefits from the program or services? Describe the population in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Include any eligibility requirements.**

The population in the program is comprised of grandparents and grandchildren. All of the grandparents in our program are economically disadvantaged and mostly African-American females. Many of these families are living at or below the poverty line and do not have the funds for the basic necessities. Some of the grandparents are struggling with their own health concerns, making it difficult for them to function in their own daily lives. Some of these families have housing issues, specifically finding affordable housing that will accommodate children because senior rent-subsided buildings do not permit children. In addition, the grandparents are elderly and have the added stress of raising their grandchildren — some supporting up to six grandchildren.

The program currently has 28 active grandparents (27 grandmothers and one grandfather) and 85 grandchildren (ranging from birth-18 years of age). Of the 28 grandparents receiving services through the Grandparents Raising Grandchildren program, 20 grandparents live in Evanston. The Grandparents Raising Grandchildren program is an opportunity to support some of the most vulnerable Evanston residents.

The population of seniors and youth consists of Evanston residents over the age of 60 and children between birth and 18 years of age. 35% of the seniors are frail or disabled. A further breakdown of their race/ethnicity shows 92% are Black-African American/Non-Hispanic, 4% are White/Hispanic and 4% other. Gender breakdown is Male - 4% and Female 96%. The family status of our clients is 38% single, 8% married, 27% divorced, and 19% widowed.

As mentioned above, many of our grandparents do not have the funds for the basic necessities. Their economic status is as follows: 77% client's very low (<30%), 15% clients low (< 50%), 4% clients moderate (< 80%) and 4% clients not low/moderate (>80%).

Every grandparent raising his or her grandchild is welcome to participant in the program. To be eligible for some of our programs, we look at client's income. We determine low-income levels by following the federally established guidelines as listed on the National Aging Program Information Systems (NAPIS) intake form, which identifies poverty-level income as \$0 to \$12,140 and low income as \$27,657 to \$44,250. For means-tested services, clients are asked to state their incomes and assets. The information is verified through clients' bank account records, tax returns, Social Security income statements and other documentation.

**3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?**

*If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.* According to the 2010 Census data, Evanston demographics show that the population is 65.6% white, 18.1% black or African American, the other 16.3 % is comprised of American Indian, Native Alaskan, Asian, and other races. It also shows that 91% percent of Evanston residents identify as Not Hispanic or Latino and 9% as Hispanic or Latino. This information can be found at: <https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF>. Demographics stated in question number 2 show the diversity of our clientele. Our program provides services to low-income seniors and Evanston residents who need help accessing social service programs. The clientele we serve meets the demographic for underrepresented populations. As described in the City of Evanston 2015-2019 Consolidated Plan under Public Services, initiating, expanding and maintaining the access to needed services as in this grant application, we address the ongoing need of service coordination to the underrepresented residents of Evanston including older adults and grandparents in our Grandparents Raising Grandchildren program. By assisting these grandparents to access services such as caregiver support, entitlement assistance as well as services that help people remain independent in their homes such as home maker services and home delivered meals, we help improve equity of service delivery by identifying and serving this underrepresented population.

**4. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.**

*Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.*

<input type="text" value="17"/>	Intake/assessment
<input type="text" value="10"/>	Referrals
<input type="text" value="25"/>	Individual case management plan/services
<input type="text" value="15"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="10"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="16"/>	Multi-session program (e.g. after school program)
<input type="text" value="2"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text" value="4"/>	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text" value="11"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="110.00"/>	<b>TOTAL</b>

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?**

There has never been a wait list for the Grandparents Raising Grandchildren's program. North Shore Senior Center has accommodated the on-going needs of these families since the program started in 1998.

**6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.**

Yes, North Shore Senior Center offers many different program options and we often refer within the organization to ensure that client needs are met in the most effective way. If the Senior and Family Services Department is working with an individual that identifies mental health needs, a referral can be made to North Shore Senior Options Behavioral Health. If Senior Options identifies someone needing assistance with caregiver resources, a referral can be made to Senior and Family Services. Referrals can be made in one of two ways: we can transfer phone calls from one department to another or, with proper client consent, staff members can refer clients from one department to another.

North Shore Senior Center also makes referrals to outside service organizations when clients present with needs that are beyond our areas of expertise or beyond our service area. We document referrals in client records.

We also administer two different surveys. The first survey is administered every January and is directed toward clients who have received Information and Referral services. This survey asks about client satisfaction and accuracy of referrals. The

second survey is directed toward our professional referral sources. This survey asks about response times and customer service.

**7. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?**

*Include agencies that serve Evanston residents but are not located in Evanston.*

North Shore Senior Center is the only agency in the area that provides that Grandparents Raising Grandchildren program with comprehensive services, and we have more than 20 years of experience meeting the needs of this minority population. We leverage resources and avoid duplication of services through our knowledge of other community agencies/organizations and our collaboration with them. When necessary, we refer clients to other agencies/organizations for their specific expertise and ability to complement the general case management services we provide. Referrals are made regularly to a variety of agencies including: Peer Services, CEDA- LIHEAP (Low Income Home Energy Assistance Program), SHIP (Senior Health Insurance Program), Open Communities, Senior Connections, Faith in Action, Connections for the Homeless, Second Sense, Family Focus, Legal Assistance Foundation and CJE Senior Life.

North Shore Senior Center's staff and volunteers in our office in the Evanston Civic Center assist Evanston residents who come to the office for assistance with benefits applications. We help them determine the more than 20 different public entitlements and other benefit programs they are eligible to apply, complete and then submit the applications. Through this program we are collaborating with all the benefit agencies.

The Nilcs/Evanston offices collaborate with the City of Evanston to conduct various programs and services, including the Grandparents Raising Grandchildren program, at the Levy Senior Center as well as other municipal sites. In addition, we provide the administration for the Senior Farmers' Market Nutrition Program in collaboration with the City of Evanston, the Village of Skokie and CJE Senior Life.

North Shore Senior Center is the only organization designated by the Illinois Department on Aging as a Care Coordination Unit (CCU) under its Community Care Program for serving City of Evanston residents. CCUs have designated areas and do not overlap. Therefore, we are the only agency that can administer the State-required comprehensive 21-page needs assessment. This assessment is an integral part of determining and setting up the services required by seniors.

The challenges of this program revolve around the grandparents. The Grandparents Raising Grandchildren program was started because residents of Evanston saw a need for it. These families are living at or below the poverty line and do not have the funds for the basic necessities. Some of the grandparents are struggling with their own health concerns making it difficult for them to function in their own daily lives. These families have housing issues, specifically finding affordable housing that will accommodate children because senior rent-subsided housing would not permit the children. Additionally, they have special legal needs related to adoption and guardianship. These elderly grandparents have the added stress of raising their grandchildren — some raising up to six grandchildren and some are even raising their great-grandchildren. Many of the grandchildren struggle at school and in their community due to severe childhood trauma. Having supported these Evanston families since the program began in 1998, we are confident we will continue helping them as long as there will be a need for this program and we are confident we will be able to overcome these challenges.

**8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?**

The purpose of Grandparents Raising Grandchildren program is to provide seniors with support who have become the primary parents to their grandchildren. The grandparents need support to keep their families together to ensure a more positive future for their grandchildren. The Grandparents Raising Grandchildren program helps grandparents to enhance their parenting skills, assists them to live safely and comfortably in their own homes and provides a vehicle for emotional support from peers in addition to general case management. Through the program, the grandchildren develop their social and academic skills and receive support from the other grandchildren in the program. The program works to strengthen the families by providing stability and security for the grandparents who are raising their grandchildren by providing programs and services.

Program Goal 1: To provide financial support to the families in the program so they remain financially stable in the community during the funding year.

Expected Outcomes Goal 1: We will provide financial assistance to the families that are active members of our support group, so 80% of them will have financial stability. Currently, we have 28 families in the program.

What Data are Collected/Used to Analyze Program and Measure Success Goal 1: The determination is made quarterly using customized software to electronically track outcomes.

Program Goal 2: To support the grandchildren of active group members through age-appropriate activities so they remain engaged in the program throughout the funding year.

Expected Outcomes Goal 2: 80% of grandchildren will remain active in program. Currently we have 85 grandchildren.

What Data are Collected/Used to Analyze Program and Measure Success Goal 2: Case managers will document and track attendance of the grandchildren at each group.

Program Goal 3: To provide grandparents raising their grandchildren with support services, including education, training, emotional support and socialization opportunities during the funding year.

Expected Outcomes Goal 3: At least 80% of grandparents (active group members) will report a positive impact from the Grandparents Raising Grandchildren program by attending program activities or receiving services from their case manager. Currently, we have 28 grandparents in the program.

What Data are Collected/Used to Analyze Program and Measure Success Goal 3: Case managers will document and track each contact they have with the grandparents and their participations in program activities.

The Grandparents Raising Grandchildren program has two case managers who serve as program facilitators and provide case management services to these families. Two child specialists design and provide activities during each support group meeting, resource fair, annual summer outing and holiday party for the grandchildren. A clinical supervisor manages the day-to-day operations of the program and Katherine Honeywell, Director of Senior and Family Services, has overall responsibility.

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.*

43	Unduplicated people to be served in 2019
32	Unduplicated Evanston residents to be served in 2019
42	Unduplicated low/moderate income people to be served in 2019
31	Unduplicated low/moderate income Evanston residents to be served in 2019
35	Unduplicated people served in 2018
26	Unduplicated Evanston residents served in 2018
34	Unduplicated low/moderate income people served in 2018
25	Unduplicated low/moderate Evanston residents served in 2018
268.00	<b>TOTAL</b>

**10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

*Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."*

North Shore Senior Center is a 501(c)(3) organization founded in 1956 by a group of Winnetka residents who set out to enrich the lives of seniors. Since 1996, when North Shore Senior Center was awarded the government contract to facilitate the Community Care Program (CCP) for 300 clients, we have had an office in Evanston. The Grandparents Raising Grandchildren program was initiated in Evanston in 1998 because a growing number of Evanston grandparents had assumed the responsibility of raising their grandchildren and no other support was available to serve the needs of these families. In July 2017, we began PEARLS (Program to Encourage Active and Rewarding Lives for Seniors) program targeting low-income Evanston residents with signs of depression to provide home-based therapy.

The need for our services was increasing and we were running out of office space in Evanston, even though most of our services are community-based. To help address this, in March 2016, to be more centrally located in the southern sector of our service area, we moved the office to Niles. To maintain our presence in Evanston, we do have an office in the Evanston Civic Center. Our Evanston Senior Service Coordinator provides case management to Evanston residents, responds to 311 callers, provides community education programming, serves as a liaison to the City of Evanston and other community groups. The service coordinator, along with a group of dedicated volunteers, provides benefits counseling to Evanston residents.

As an organization, North Shore Senior Center's original intent was to enrich the lives of older adults by giving them a place to socialize, volunteer and learn. Later, counseling and social services were offered. Since our founding, our mission has been to foster the independence and well-being of older adults, enhance their dignity and self-respect, and promote their participation in and contribution toward all aspects of community life.

We are governed by a 25-person Board of Directors with oversight by Executive Director Jordan Luhr. Seven program directors supervise the departments of Lifelong Learning, Development, House of Welcome Adult Day Services, Senior and Family Services, North Shore Senior Options, Program Evaluation and Quality Assurance and Facilities/Operations. Our goals as an organization include assuring financial stability; developing strategic marketing initiatives; attracting and retaining the highest quality board members, staff and volunteers; exploring expansion and contraction; and, maintaining a commitment to

excellence.

We are constantly evaluating ways to maximize the use of our resources (human and financial) toward our services for our members, clients and participants. Through that analysis, in fiscal year 2018, we have made a strategic decision to move our Payroll and Human Resource services to ADP, our IT services to ProvenIT and some of our financial support to the CPA firm Kutchins Robbins & Diamond Ltd. These changes provide North Shore Senior Center cost savings and allow us to better focus our resources toward our mission related activities.

**11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?**

The staff of color in leadership/decision making positions at North Shore Senior Center is less than 25%. The Board Development Committee has a conscious effort to seek and recruit new members of color. We continue to hire for representation of the communities we serve and to promote people of color into leadership roles from within.

To ensure that we are getting input that represents all of our client constituencies, including people of color, we conduct regular surveys of those we serve to receive input that is used in making decisions regarding the services we provide and how we provide them.

**12. Describe agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.**

*CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).*

North Shore Senior Center's Finance Department tracks revenues and expenditures and restricts funds designated for a specific purpose, such as those requested from the City of Evanston/CDBG. North Shore Senior Center has an external annual audit conducted each year and expenditures are monitored by our Board of Directors.

Our policy for cash disbursements states the following:

The positions authorized to sign checks are: the Chair, President/Executive Director, Treasurer, and General Counsel. One signature is required on checks up to \$4999.99. Two signatures will be required on checks in the amount of \$5,000 and higher. If one of the signatures is that of a staff position, the second signature must be a Board position.

The bookkeeper will maintain the accounts payable system. The Controller will review all disbursements prior to check print. All disbursements require receipts and approvals.

Any procurement related to federal programs will comply with the applicable standards and procedures.

**13. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?**

*All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.*

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

**14. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years? Also provide staff demographics.**

*For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.*

Twenty-five professional staff members provide services in the Niles/Evanston Senior and Family Services offices. Included in this group are 19 case managers, one caregiver specialist, one older adults benefits specialist, three clinical supervisors, one receptionist and one director.

The Grandparents Raising Grandchildren's program has four staff members consisting of two case managers and two contracted child specialists. The Grandparents Raising Grandchildren staff members receives guidance from their supervisors. All case managers have a minimum of a bachelor's degree and most having master's degrees and clinical licenses. Jonas Flick, Evanston Senior Services Coordinator, works exclusively with Evanston clients. Jonas joined the staff of North Shore Senior Center as a case manager in November of 2014. Jonas earned a bachelor's degree from the University of Umeå, SWEDEN and he is a licensed Social Worker. He provides outreach and case management services on a weekly basis at Ebenezer Primm Towers senior housing with visits to Fleetwood-Jourdain Center and other centers on an as-needed basis. This grant helps to fund the salaries of the Grandparents Raising Grandchildren staff members and the child specialists. However, their positions are not contingent on City funding. North Shore Senior Center supports the salaries and benefits for

the supervisors of the Grandparents Raising Grandchildren program. No new staff will be hired even if we receive funding for this grant. The staff to participant ratio is 1 to 160. North Shore Senior Center received a three-year accreditation from CARF International in April 2019. Five-year accreditation by the National Institute of Senior Centers in July 2013 and we are just starting the process for reaccreditation.

The demographics of the Grandparents Raising Grandchildren staff is:

Age 25, 29, 33 and 34 y/o  
 Gender 100% Female  
 Race/Ethnicity 75% White, 25% Hispanic

**15. Provide the name, email and phone number of the individual who attended the pre-application meeting.**

Katherine Honeywell attended the pre-application meeting. Her email is khoneywell@nssc.org and phone number is 847-784-6074. Barbara Rudzin also attended the pre-application meeting. Her email is brudzin@nssc.org and phone number is 847-784-6024.

**16. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)**

131214538

**17. Is the facility and program in compliance with the Americans with Disabilities Act?**

- Yes
- No

**18. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."**

N/A

**19. Where (address/location) does your program take place and how will clients get to the location or facility?**

We see most clients in their homes. Our Evanston office is in the Evanston Civic Center. Clients use the City of Evanston subsidized taxi, CTA#93 or Purple Line. Our Niles Office is at 7900 Milwaukee Ave. and clients take the CTA#208 to CTA#270.

**20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.**

*Enter the name and title of the individual submitting this application.*

Jordan Luhr, Executive Director

**Budget**

<b>Funding Sources/Revenues</b>	2018	2019	2019 Committed	
City of Evanston CDBG	USD\$ 9,000.00	USD\$ 12,000.00		
City of Evanston Mental Health Board Funds	USD\$ 0.00	USD\$ 0.00		
Governmental Funds	USD\$ 3,200.00	USD\$ 3,500.00		
Individual Donors	USD\$ 3,000.00	USD\$ 4,500.00		
Mc Neil Foundation	USD\$ 20,000.00	USD\$ 20,000.00		
Corporation Fundation & Organization	USD\$ 8,226.00	USD\$ 8,525.00		
<b>Total</b>	<b>USD\$ 43,426.00</b>	<b>USD\$ 48,525.00</b>	<b>USD\$ 0.00</b>	

  

<b>Funding Uses/Expenses</b>	2018	2019 Total	2019 CDBG	2019 MHB
Salaries	USD\$ 19,380.00	USD\$ 20,884.00		
Payroll Taxes	USD\$ 1,941.00	USD\$ 2,088.00		
Payroll Fringe	USD\$ 4,885.00	USD\$ 5,221.00		
Professional Fees	USD\$ 3,550.00	USD\$ 3,720.00		
Printing	USD\$ 50.00	USD\$ 50.00		
Supplies	USD\$ 2,500.00	USD\$ 2,550.00		
Recreation /Craft	USD\$ 320.00	USD\$ 325.00		
Food	USD\$ 4,350.00	USD\$ 4,400.00		

Postage	USD\$ 150.00	USD\$ 160.00		
Occupany	USD\$ 2,140.00	USD\$ 2,160.00		
Local Tranporation	USD\$ 230.00	USD\$ 235.00		
Assistance	USD\$ 3,750.00	USD\$ 3,787.00		
Indirect Expenses	USD\$ 230.00	USD\$ 2,945.00		
<b>Total</b>	<b>USD\$ 43,476.00</b>	<b>USD\$ 48,525.00</b>	<b>USD\$ 0.00</b>	<b>USD\$ 0.00</b>

### Budget Narrative

Our fiscal year begins July 1 and ends on June 30. We are seeking funding from foundations in addition to contributions from individuals. These sources of revenue will be used to help offset the cost of the other expenses associated with implementing the Grandparents Raising Grandchildren program beyond salary and benefits.

The funding we are seeking through the City of Evanston CDBG grant request will be used to partially cover the following salaries and benefits for the staff working directly with the Grandparents Raising Grandchildren program.

- Case Manager II - \$59,472, 20%
- Case Manager II - \$53,553, 20%

We also contract the services of two child specialists, who work with the grandchildren while the grandparents are at their support group meetings or the annual resource fair. One of the child specialists currently teaches high school math and the other child specialist is an elementary school teacher. We are seeking this support from the City of Evanston CDBG grant request to partially cover this expense as well. It is categorized on the budget under professional fees.

- Child Specialists - \$3,720

All four of the above positions are currently filled. The Case Manager II positions spend most of their time serving Evanston residents. The Child Specialists only work with the Grandparents Raising Grandchildren program. North Shore Senior Center supports the salaries and benefits for the supervisors of the Grandparents Raising Grandchildren program.

### Program Outcomes

#### Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	1		1		1		1	
White/Hispanic								
Black or African American	32		40		24		30	
Black, African American/Hispanic								
Asian								
Asian/Hispanic								
Native American								
Native American/Hispanic								
Other	1	34	1	42		25		31
Other/Hispanic								
<b>Total</b>	<b>34</b>	<b>34</b>	<b>42</b>	<b>42</b>	<b>25</b>	<b>25</b>	<b>31</b>	<b>31</b>

#### Program Outcomes

Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	80% of active families will have financial stability.	Determination is made quarterly using our electronic database that tracks outcomes.	6	6	7	7	26				0
2	80% of grandchildren will remain active in program.	Case managers will document and track attendance of group members.	15	15	16	16	62				0
3	At least 80% of grandparents (active group members) will report a positive impact from the Grandparents Raising Grandchildren program by attending program activities or receiving services from their case manager.	Case managers will document and track each contact they have with the grandparents using our electronic database that tracks outcomes.	6	6	7	7	26				0
4							0				0
5							0				0
<b>Total</b>			<b>27</b>	<b>27</b>	<b>30</b>	<b>30</b>	<b>114</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Program Line Item Expenditures

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

### Program Line Item Funding

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0

4									\$ 0
5									\$ 0
6									\$ 0
7									\$ 0
8									\$ 0
9									\$ 0
10									\$ 0
11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
<b>Total</b>	<b>0</b>	<b>\$0</b>							

## Documents

### Documents Requested \*

### Required? Attached Documents \*

REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.



[North Shore Senior Center Audit](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments including strategic plan.

[2017 Annual Report](#)

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).



[North Shore Senior Center 501 \(c\) \(3\) letter](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2017 only if changed).

Brief biographies of key staff including demographic information.



[North Shore Senior Center Leadership Bio's](#)

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

Supplemental information relating to your program or agency, as applicable.

[North Shore Senior Center Strategic Plan](#)

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

[NAPIS Intake Form](#)

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants. [download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

[North Shore Senior Center Organizational Chart](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.

[NSSC Chart of Accounts](#)

Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

[Program Budget GRG](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[FY 2018 Income Statement NSSC](#)

Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2018.

Organizational commitment to equity, diversity and inclusion.

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 122203

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

City of Evanston  
Community Development  
**2019 CDBG Public Facilities & Improvements**  
8/15/2018 deadline

## Infant Welfare Society of Evanston Create indoor gross motor play space

**USD\$ 30,000.00** Requested

Submitted: 8/15/2018 11:36:12 AM (Pacific)

### Project Contact

Stephen Vick  
[stephenvick@iwse.org](mailto:stephenvick@iwse.org)  
Tel: 847-491-9650

### Additional Contacts

*none entered*

### Infant Welfare Society of Evanston

2200 Main Street  
Evanston, IL 60202  
United States

### Executive Director

Steven Vick  
[stephenvick@iwse.org](mailto:stephenvick@iwse.org)

Telephone 847-491-9650  
Fax 847-491-9410  
Web [www.iwse.org](http://www.iwse.org)

## Letter of intent

### 1. Type of organization

- 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

### 2. Is your organization an affiliate of a regional or statewide agency?

- No
- Yes

### 3. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter "NA" below.

NA

### 4. CDBG Funding Requested for 2019 from the City of Evanston

Enter amount of CDBG requested below. Do not include dollar signs. The amount should match the "Amount Requested" on the Summary page.

50,000

### 5. Briefly describe your project, including location, scope of work, and timeline. Provide the projected start and completion dates. Note if either the start or completion date is not flexible, as this may affect eligibility for funding.

*Funded projects that are undertaken before completion of the Environmental Review and execution of CDBG agreement with the City are disqualified for CDBG funds.*

Infant Welfare Society has a CDBG facilities grant from this year for \$70,000 to convert an outdoor play space at 2200 Main into an indoor gross motor and play space for the children (ages 0-5) enrolled in our child care programs. We are applying for an additional \$50,000 to finance this same project. Construction for this project should begin in the fall of 2018. We are currently going through the approval process (environmental review). We expect completion to be in the spring of 2019.

**Documents Requested \***

Required? **Attached Documents \***

Current year agency operating budget, including building operations expenses; and current capital budgets, if any. (City of Evanston applicants, please upload a blank page)



[Budget](#)

REQUIRED FOR EXTERNAL APPLICANTS ONLY. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards.

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form.



[Conflict of Interest form](#)

[download template](#)

## Application Questions

### 1. Provide a detailed description of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it.

*Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement*

The Consolidated Plan makes specific reference to providing economic opportunity. One major factor in economic opportunity is proper preparation in the form of a good education beginning at the earliest possible age i.e., for infants and toddlers. IWSE is committed to providing quality education for our youngest citizens so that they can experience success in school from elementary, through secondary school and continuing into higher education. One important factor in early childhood development is gross motor development. Our current outdoor space is ample and is well-used but we are limited in gross motor space in the winter months and days when it is either too hot or too wet to be outside. We have already received a CDBG commitment for this project. Eight-five percent of our families are low-income and we have 70 children at this site when fully enrolled.

We are requesting additional support based on our experience with cost estimates in the past. The space itself is an outdoor gross motor play space that will be converted to indoor space with padded floors, natural light through a series of skylights and age appropriate equipment. We expect to use this space even when the children can be outside as a training space for new early childhood education teachers.

In addition to the quality environment we provide for young children we also support their parents so that they can attend to their professional lives free of worry about their children. Parents can focus on and progress at work knowing that their young children's critical needs for nurture and stimulation are being met.

The space is outside the west exterior of the building at 2200 Main.

### 2. Project category and use of CDBG funds (check all that apply)

- Rehabilitation, including deferred maintenance
- Property acquisition (building or site)
- New construction
- Accessibility improvements/ADA compliance
- Other:

### 3. How will the project's eligibility for CDBG funding be established?

*If Area Benefit, see maps in the Resources section for eligible areas. If Limited Clientele, upload appropriate documentation as noted.*

- Area Benefit (include map of service area in uploaded documents section)
- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

### 4. Is the facility in compliance with the Americans with Disabilities Act?

- Yes
- No

**5. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.**

When the new space has been converted it will be ADA compliant because some of the children we serve have mobility issues as well as a range of other disabilities such as vision loss.

**6. Please check all items below that are applicable to this project**

- Compliant with zoning
- Requires zoning variance (attach preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other:
- None of the above

**7. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.**

This address is zoned for commercial development.

**8. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements.**

*If construction, have you managed a project subject to federal Davis-Bacon prevailing wages or HUD Section 3?*

We are getting bids from contractors who will comply with federal procurement, Davis-Bacon guidelines for wages.

**9. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.**

Infant Welfare Society of Evanston

**10. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.**

The scope of the project will require construction of three exterior walls with insulation, a roof with skylights and HVAC. We plan to break ground in the fall of 2018 and continue through the winter months. The space is 700 square ft.

The space will be designed for gross motor so it will have a padded floor and soft surfaces were possible. This is in addition to the equipment that will be installed that will be age appropriate for 0-5 year old children.

When we initially thought to apply we believed we would need an additional \$50,000 but when we did the final application we decided we would be safe with a \$30,000 request.

**11. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2019?**

As mentioned above, 85% of our families our low-income receiving child care subsidies from the Child Care Assistance Program or Early Headstart funding.

**12. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)**

Stephen Vick, stephenvick@iwse.org, 847-491-9650

**13. Provide a summary of your organization's mission and work including services, organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

*City of Evanston applicants, enter "NA" below.*

Our mission is to deliver exceptional care and education for infants and young children and support families' efforts to be effective parents and advocates for their child's learning and development. We operate two center-based early childhood programs for children 0-3 and one preschool class for 3-5 year old children. In addition, we had a Family Support Program that offers home visiting services and other supports for our families or families who are referred to us due to specific needs such as inadequate housing, unemployment, domestic abuse, substance abuse, etc. We have two Family Advocates who assist our parents in finding resources to address the many challenges they face.

**14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." City of Evanston applicants, enter 074390907 below.**

079763504



Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.



[990](#)

Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

[Annual Report](#)

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.

Articles of incorporation/bylaws.

Brief biographies of key staff, including demographic information, or outside experts involved in project management.

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response.

Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

Documentation of CDBG eligibility as indicated in Question 3 (map of service area if Area Benefit, form for income documentation if Limited Clientele).

Quotations or other pricing information used to develop your project budget.



[Pricing Information](#)

2019 CDBG Application Review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.  
[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.  
Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Agency Strategic Plan, including any Facilities plans.

[Strategic PLan](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.  
Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2018.

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 122185

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.

"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

City of Evanston  
Community Development  
**2019 CDBG Public Facilities & Improvements**  
8/15/2018 deadline

## Council for Jewish Elderly dba CJE SeniorLife CJE SeniorLife ADS Upgrade Project

**USD\$ 23,387.00** Requested

Submitted: 8/14/2018 6:27:27 PM (Pacific)

### Project Contact

Francine Knowles  
[Francine.knowles@cje.net](mailto:Francine.knowles@cje.net)  
Tel: 773-508-1017

### Additional Contacts

Melissa.gelfand@cje.net,  
David.guthridge@cje.net,  
Teresa.montes@cje.net

### Council for Jewish Elderly dba CJE SeniorLife

3003 West Touhy Avenue  
Chicago, IL 60645

### President and CEO

Dan Fagin  
[Dan.fagin@cje.net](mailto:Dan.fagin@cje.net)

---

Telephone 773-508-1000  
Fax 773-508-1028  
Web [www.cje.net](http://www.cje.net)

## Letter of intent

### 1. Type of organization

- 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

### 2. Is your organization an affiliate of a regional or statewide agency?

- No
- Yes

### 3. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter "NA" below.

N/A

### 4. CDBG Funding Requested for 2019 from the City of Evanston

Enter amount of CDBG requested below. Do not include dollar signs. The amount should match the "Amount Requested" on the Summary page.

11,880.00

### 5. Briefly describe your project, including location, scope of work, and timeline. Provide the projected start and completion dates. Note if either the start or completion date is not flexible, as this may affect eligibility for funding.

*Funded projects that are undertaken before completion of the Environmental Review and execution of CDBG agreement with the City are disqualified for CDBG funds.*

CJE SeniorLife's (CJE) Adult Day Services (ADS) and Senior Transportation Program share a location in Evanston at 1015 Howard Street along the Howard Street Corridor that is highlighted as in need of revitalization by the City of Evanston 2015-2019 Consolidated Plan and in the Southeast Evanston Section of Evanston Neighborhood Revitalization Strategy Areas. ADS provides services for 109 older adults annually. Twenty-seven, or 24 percent are Evanston residents, and 60 percent of the 27 are low-income. The average ADS client age is 82, 83 percent have either Parkinson's disease or dementia, 34 percent

are physically frail and 100 percent live in their own or adult children's homes. ADS offers a wide variety of activities that keep participants physically active and mentally and socially engaged. Overall, the program can help seniors avoid premature institutionalization.

CJE's Transportation Program also helps older adults remain in their homes. CJE provides door-to-door service to and from ADS, medical facilities, social services, community centers and grocery stores and accommodates walkers and wheelchairs. Transportation's seven full-time drivers operate eight buses and three minivans vans, serving 2,237 older adults annually. Sixty-nine, or 3.1 percent, of clients are Evanston residents, and 61 of them, or 88 percent, are low-income. All ADS and Transportation clients are 60 years of age or older and live with at least one disability.

CJE seeks \$11,880 in funds for the CJE SeniorLife ADS Upgrade Project, which will be used to:

- 1) Replace the gutter on the north side of the building, which does not adequately function in freezing weather. Snow and ice clog the gutter, build up and increase in weight. Given the amount that the ice can weigh, we are concerned about the potential for the gutter to pull away from the building. The gutter problem also creates slip and fall hazards underneath.
- 2) Install electromagnet door holder/release to be integrated for the fire alarm system to confine smoke and fire in the event of a fire.

Work on the ADS Upgrade Project is projected to commence in June 2019 and be completed by September 2019. This timeline is flexible.

### Documents Requested \*

### Required? Attached Documents \*

Current year agency operating budget, including building operations expenses; and current capital budgets, if any. (City of Evanston applicants, please upload a blank page)



[CJE SeniorLife Operating Budget](#)

REQUIRED FOR EXTERNAL APPLICANTS ONLY.

Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards.

[CJE SeniorLife Board of Directors](#)

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form.



[CJE SeniorLife Conflict of Interest Form](#)

[download template](#)

## Application Questions

### 1. Provide a detailed description of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it.

*Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement*

CJE SeniorLife's (CJE) Adult Day Services (ADS) and Senior Transportation Program are in Evanston at 1015 Howard Street along the Howard Street Corridor that is highlighted as in need of revitalization by the City of Evanston 2015-2019 Consolidated Plan and in the Southeast Evanston Section of the Evanston Neighborhood Revitalization Strategy Areas.

ADS provides a structured, supportive environment for seniors facing cognitive, physical and emotional challenges to help seniors stay in the community and avoid premature institutionalization. ADS offers activities that keep participants active and socially engaged including music, drama, dance, art therapy, exercise and mental stimulation activities and provides needed caregiver respite and support.

ADS serves 109 older adults yearly. 27, or 24%, are Evanston residents, and 60% of the 27 are low-income. The average ADS client age is 82. 83% have Parkinson's disease or dementia, 34% are physically frail and 100% live in their own or children's homes.

CJE's Transportation Program also helps older adults stay in their homes. Most clients no longer drive and can't handle the rigors of public transportation. CJE provides essential door-to-door service to and from ADS, medical facilities, social services, community centers and grocery stores and accommodates walkers and wheelchairs. 8 full-time drivers operate 8 buses and 3 minivans vans serving 2,237 older adults annually. 69, or 3.1%, of clients live in Evanston; 61 of them, or 88%, are low-income.

All ADS and Transportation clients are 60 years old or older and have at least 1 disability.

The property that houses the programs needs improvements. The CJE SeniorLife ADS Upgrade Project will:

- 1) Replace the gutter on the north side of the building, which does not adequately function in freezing weather. Snow and ice clog the gutter, build up and increase the weight. Given what the ice can weigh, we are concerned about the potential for the gutter to pull away from the building creating a potential safety hazard for pedestrians on the sidewalk below.
- 2) Install electromagnet door holders/releases on 6 interior doors to be integrated with the fire alarm system.

3) Install safety/security maglocks and exit keypads at 3 exits to prevent clients from exiting the site without needed supervision.

The project will help protect CJE ADS and Transportation clients and visitors and enhance the appearance of the building that houses the programs. It also will enhance the Howard Street Corridor.

It meets these goals in the 2015-19 City of Evanston Consolidated Plan:

Goal 3: Creating livable communities through improvements to public facilities and infrastructure (p. 151). Improvement of the Howard Street facility will create a safer, more attractive environment for CJE clients, staff and families.

Goal 4: Economic development will promote the vitality of Evanston's economy in depressed areas of the City (p. 91, 151). The gutter repair will make the facility more visually appealing to visitors and local business owners.

Goal 5: Improving access to and the quality of public services to the City's residents (p. 151). The Howard Street facility will be safer and more accessible.

The Consolidated Plan notes more assistance and resources are needed to meet rising demand for senior services and ensure that seniors can age in the community (p.34, 83). Evanston's Public Works, Utilities and Parks Departments have also prioritized senior services (p.59).

## 2. Project category and use of CDBG funds (check all that apply)

- Rehabilitation, including deferred maintenance
- Property acquisition (building or site)
- New construction
- Accessibility improvements/ADA compliance
- Other: CDBG Economic Development Target Area and NRSA Plan: Improve area business districts, Howard Street Corridor

## 3. How will the project's eligibility for CDBG funding be established?

*If Area Benefit, see maps in the Resources section for eligible areas. If Limited Clientele, upload appropriate documentation as noted.*

- Area Benefit (include map of service area in uploaded documents section)
- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

## 4. Is the facility in compliance with the Americans with Disabilities Act?

- Yes
- No

5. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.

NA

## 6. Please check all items below that are applicable to this project

- Compliant with zoning
- Requires zoning variance (attach preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other:
- None of the above

7. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.

NA

## 8. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements.

*If construction, have you managed a project subject to federal Davis-Bacon prevailing wages or HUD Section 3?*

CJE owns and/or manages 9 properties. Properties include the Howard Street facility in Evanston, our Chicago business office on Touhy Avenue and residential buildings including subsidized independent housing, long-term care and assisted living in Chicago, Skokie and Deerfield respectively. CJE has both applied for and been awarded capital improvement grants from federal and state funding agencies for projects including:

1. Installation of Americans With Disabilities Act (ADA) compliant signage in Braille and raised letters throughout CJE's subsidized housing facilities

2. Renovation and expansion of CJE's assisted living facility
3. Renovation of parking lot at CJE's Skokie long-term care facility
4. Installation of security fencing in the ADS Evanston parking lot
5. Installation of security lighting in the ADS Evanston parking lot
6. Repair of multiple CJE facility roofs
7. Renovation of landscaping at CJE's ADS Deerfield facility
8. Installation of a new commercial grade dishwasher at CJE's Skokie long-term care facility
9. Renovation of the kitchen floor at CJE's Skokie long-term care facility
10. Remodeling of the first floor atrium/living room at ADS Evanston
11. Replacement of the lighting in multiple residential facility hallways
12. Remodeling of the public restrooms in CJE facilities to be compliant with ADA regulations
13. Renovation of a residential facility laundry room
14. Installation of new lighting and medicine cabinets in CJE's Deerfield and Skokie facility bathrooms

These awards included mandatory reporting and compliance with the ADA. Our Howard Street facility is 100% ADA Compliant. CJE provides equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, marital status, sexual orientation, expunged juvenile records and affords equal opportunities to disabled veterans, veterans of the Vietnam era, individuals with disabilities or any other characteristic protected by Local, State or Federal law. If a person with a disability needs or requests an accommodation, CJE will make every attempt to provide a reasonable accommodation in accordance with the ADA.

Melissa Gelfand is CJE's Director of Community Services. She is responsible for overall program management of Adult Day Services programs in Evanston and downtown Chicago and CJE's Transportation, Home Delivered Meals, Consumer Assistance and Care Management programs. She has an undergraduate degree in therapeutic recreation, a Master's degree in management of rehabilitation services and more than 35 years of experience working in the psychiatric and older adult fields.

David Guthridge is CJE's Director of Physical Plant and Project Management and will oversee the ADS Upgrade Project. He has been with CJE for more than 3 years. He has also been a Facilities Manager with Aramark Facilities Services since 1993 and managed facilities services and construction projects for school districts and businesses throughout the Chicago metropolitan area including projects subject to federal Davis-Bacon prevailing wage and HUD Section 3. He is a Certified Professional Maintenance Manager and has Cleaning Industry Management Standard certification.

**9. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.**

Council for Jewish Elderly dba CJE SeniorLife owns the Howard Street facility.

**10. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.**

Plan to replace gutter:

1. Perform visual site inspection to assess hazards and implement safe working procedures
2. Remove and dispose of existing gutter and downspouts
3. Fabricate and install a new 24 gallon Galvanized gutter broken into 2 equal 40 foot sections
4. Furnish and install 2 new 6 inch round galvanized downspouts and needed elbows
5. Flash the new gutter to the existing modified roof system

Plan to install electromagnet door holder/releases and integrate into fire alarm system will entail:

1. Attach wall mounted magnetic holders with contact plate to 5 doors
2. Attach door frame mounted door closer
3. Run power 120V to 24V Transformer mounted near fire panel
4. Pull power cables in attic space

Plan to install safety/security mag locks and exit keypads at 3 exits will entail:

1. Install 3 maglocks on living room door, dining room door and Asher door, which are external doors on the north side of the building leading to the outside patio
2. Install on the inside of the doors
  - a) pushbutton on time delay
  - b) sounder to go off if the button is pressed for more than 3 seconds
  - c) exit keypad to allow for exiting with code entry
  - d) sign explaining how to open door
3. Install on the outside of 1 door 1 keypad for re-entry into the building
4. Install a power supply and backup battery to allow for additional devices
5. Ensure door will automatically open upon a fire alarm

Work on the CJE SeniorLife ADS Upgrade Project, which will include solicitation of bids, is projected to commence in June 2019 and be completed by September 30, 2019. This timeline is flexible.

**11. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2019?**

The project will improve the environment and safety of the property that houses CJE's ADS and Transportation programs, which provide essential services to low-income older adults including Evanston residents—programs that enhance their conditions of daily living.

The 2019 timeline for this project is important as the City of Evanston's 2014 report "Creating 'Age Friendly' Evanston: Preparing for a Growing Older Population" noted approximately 30% of residents will be over age 60 by 2020, more than double the 12.2% level in 2010. The city's 2015-2019 Consolidated Plan also reports that following national trends, Evanston has a growing elderly population, and the number of elderly households is expected to continue to rise in coming years. Meanwhile, 16% of senior households in Evanston have an annual income less than \$20,000, and 7% of seniors in Evanston are below the poverty level, according to 2010 Census data. As noted earlier, 60% of Evanston residents using CJE ADS and 88% of Evanston residents using CJE Transportation are low-income. Low-income clients receive services through subsidized programs provided through the Illinois Department on Aging, Illinois Department of Human Services, Veteran's Assistance or Title XX Donated Funds Initiative.

Local and national trends clearly demonstrate the need for eldercare organizations—including CJE—to develop and sustain a breadth of affordable, supportive programs and services for Evanston's seniors such as our ADS and Transportation programs. Indeed, an estimated 5.5 million Americans age 65 and older are living with Alzheimer's dementia currently, and that is expected to jump 29% to 7.1 million by 2025, the Alzheimer's Association reports. ADS programs provide safe and cost-effective care for older adults with dementia and other disabilities while allowing them to "age in place," enhancing health-related quality of life, a 2010 MetLife study found. Among the benefits of ADS for dementia caregivers are reduction in care-related stressors, decreased depressive symptoms and improved health and relationships, according to a review of ADS research literature released in 2017 and conducted by researcher Jessie Sorvaag Marg at St. Catherine University/University of St. Thomas.

CJE's ADS Evanston program, which expects its census to increase, offers older adults with dementia the opportunity for mental and physical engagement and socialization, while CJE's Transportation Program provides access to essential services. Both programs provide crucial support for older adults, facilitating their ability to remain in their homes while also providing support for their caregivers. In addition, ADS Evanston is the only Adult Day program easily accessible to Evanston residents, particularly those without transportation. (Other north suburban ADS programs are House of Welcome in Northfield, which is exclusively private pay, and Lutheran General Adult Day Services in Park Ridge).

This improvement project aligns with action items listed in the Evanston Age Friendly Task Force Implementation Plan (3.27.18), which include "enhance and improve public spaces and business areas for safety, quality of life and community access" and "improve access to social, cultural, educational, civic and recreational resources."

If we don't receive CDBG funds, CJE will be forced to delay this important project. We will need to raise funds to move forward and undoubtedly have to complete the work in phases as funding allows

**12. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)**

Francine Knowles, Francine.knowles@cje.net, 773-508-1017

**13. Provide a summary of your organization's mission and work including services, organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

*City of Evanston applicants, enter "NA" below.*

Council for Jewish Elderly, dba CJE SeniorLife (CJE) is a diversified and innovative eldercare organization that responds to needs of individuals and families through life enrichment, supportive resources, healthcare, research and education.

Established in 1971, CJE SeniorLife's mission is to facilitate the independence of older adults and enhance quality of life by advocating and offering continuum of care services.

CJE is a partner with the Jewish United Fund. The partnership, categorized as an affiliate, offers social services to people of all faiths throughout the Chicagoland area. The Jewish United Fund serves people of all ages. CJE, an agency grounded in Jewish values, focuses on adults ages 55 and older and their families from all faiths and ethnicities. Most clients live close to or below the poverty level and receive free or subsidized services. Individuals with the ability to pay are charged market-rate fees. Over its 47 years of service, CJE has become a nationally recognized service network for older adults and their families. Participants mostly reside in north side Chicago neighborhoods and the north and northwest suburbs. Among CJE's service population are several special groups: those suffering from dementia and/or Parkinson's disease, Holocaust survivors, Russian immigrants and adults with disabilities and their aging parents.

Older adults, families and caregivers turn to CJE SeniorLife at different life stages and benefit from CJE's invaluable network of support, guidance and resources. Today, with a budget of \$57 million, CJE relies on over 100 funding sources. CJE employs more than 600 staff members who serve 20,000 older adults and family members annually through a myriad of programs including:

- Home delivered meals, transportation, adult day services
- Counseling, care management, support groups for clients and caregivers
- Independent housing and assisted living
- Long and short-term skilled nursing care and transitional care
- Health and wellness education workshops and preventive screenings
- Home of Holocaust Community Services for Chicago area Holocaust survivors.

CJE's Board of Directors guides the agency in maintaining its mission and values and achieving its vision. Board members support agency fundraising and are responsible for the oversight of agency funds. The Board works closely with CJE's President and CEO as he carries out CJE's policies and programs and regularly reports progress back to the Board. The Board consists of 48 members, including 4 officers — Chair, Vice Chair, Secretary and Treasurer. The board is required to meet a minimum of 4 times a year between annual meetings, but meets more frequently. The Executive Committee meets monthly.

Among recent changes, longtime CJE CEO Mark Weiner retired in March. Thomas Lockwood, CJE CFO served as interim CEO while the board conducted a search for a new CEO. Dan Fagin became President and CEO effective Aug. 13. Fagin most recently was CEO of Cedar Village Retirement Community in Mason, Ohio. He previously served as COO of the Jewish Federation of Cincinnati and as Managing Director and Healthcare Industry Leader for Protiviti Inc., a global consulting firm that helps business leaders identify, anticipate and solve critical business problems.

**14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." City of Evanston applicants, enter 074390907 below.**

36-2727597

**15. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.**

*Enter the name and title of the individual submitting this application.*

Francine Knowles, Grants Specialist

## Budget

Funding Sources/Revenues	Project Sources	Amount Committed
Evanston CDBG	USD\$ 23,387.00	USD\$ 0.00
		USD\$ 0.00
<b>Total</b>	<b>USD\$ 23,387.00</b>	<b>USD\$ 0.00</b>

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
5424 Repairs and maintenance/general	USD\$ 23,387.00	USD\$ 23,387.00
<b>Total</b>	<b>USD\$ 23,387.00</b>	<b>USD\$ 23,387.00</b>

Funding Secured	USD\$
The portion of project funding that is committed and will be available if 2019 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed.	<b>0.00</b>

## Budget Narrative

We are pursuing \$23,387 in Evanston CDBG funds. The budget estimate is based on quotes of:

- 1) \$7,910 for replacement of the gutter
- 2) \$5,170 for the purchase and installation of the electromagnet door holder/releases on 6 interior doors and integration into the fire alarm system (includes a written estimate of \$3,970 to supply and install the door holder/releases and a verbal estimate of \$1,200 to program the magnet locks)
- 3) \$8,181 for the purchase and installation of maglocks and exit keypads at 3 facility exits.

This totals \$21,261. We added a 10% cushion of \$2,126 for unforeseen expenses and in case other bids that are required and solicited run higher than anticipated; this also allows for the potential that the bids we've already solicited may later increase. Typically bids aren't static; they increase over a period of time. This brings the grand total to \$23,387.

If we do not receive CDBG funds, CJE will be forced to delay this important project. We will need to raise funds to move forward and undoubtedly have to complete the work in phases as funding allows.

## Documents

### Documents Requested \*

Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.

### Required? Attached Documents \*

91 of 92  [CJE SeniorLife Audited Financial Statement 2017](#)  
 [CJE SeniorLife Form 990](#)

		<a href="#">CJE SeniorLife HUD Audit</a>
Most recent annual report or a summary of the organization's prior year's activities and accomplishments.		<a href="#">CJE SeniorLife Annual Report</a>
Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).		<a href="#">CJE SeniorLife 501(c)3 letter</a>
Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.		<a href="#">CJE SeniorLife Affirmative Action Plan &amp; Equal Opportunity Statement</a>
Articles of incorporation/bylaws.		<a href="#">Council for Jewish Elderly dba CJE SeniorLife Articles of Incorporation</a>
Brief biographies of key staff, including demographic information, or outside experts involved in project management.		<a href="#">CJE SeniorLife ADS Upgrade Project Key Staff Biographies</a>
Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response.		<a href="#">CJE SeniorLife Accessibility.ADA</a>
Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.		<a href="#">CJE SeniorLife ADS Upgrade Project Photo 1 of 3</a> <a href="#">CJE SeniorLife ADS Upgrade Project Photo 2 of 3</a> <a href="#">CJE SeniorLife ADS Upgrade Project Photo 3 of 3</a>
Documentation of CDBG eligibility as indicated in Question 3 (map of service area if Area Benefit, form for income documentation if Limited Clientele).		<a href="#">CJE SeniorLife NRSA Eligibility</a>
Quotations or other pricing information used to develop your project budget.	✓	<a href="#">CJE SeniorLife Estimate Gutter Replacement</a> <a href="#">CJE SeniorLife Estimate Electromagnet door holder/releases</a> <a href="#">CJE SeniorLife Estimate maglocks and Exit Keypads Installation</a> <a href="#">CJE SeniorLife Estimate Purchase of Maglocks</a>
2019 CDBG Application Review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized. <a href="#">download template</a>		<a href="#">2018 List of Application Meetings</a>
REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.		<a href="#">CJE SeniorLife Chart of Accounts</a>
Agency Strategic Plan, including any Facilities plans.		<a href="#">CJE SeniorLife Strategic Plan</a>
REQUIRED FOR ALL EXTERNAL APPLICANTS. Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2018.		<a href="#">CJE SeniorLife FY2018 Operating Budget</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 122318