



## HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Wednesday, December 4, 2019

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. 2020 CDBG PROGRAM—REVIEW OF APPLICATIONS

<u>App.#</u>	<u>EST. TIME</u>	<u>Agency/Program</u>
1	7:10 PM	Open Studio Project/ <i>Summer &amp; PreK Art Programming</i>
2	7:20 PM	Youth Job Center/ <i>Youth Employment Program</i>
3	7:30 PM	Evanston Scholars/ <i>College Readiness</i>
4	7:40 PM	Girl Scouts of Greater Chicago/ <i>All In</i>
5	7:50 PM	Shore Community Services/ <i>Joseph Koenig Training Center</i>
6	8:00 PM	YWCA Evanston/North Shore/ <i>Domestic Violence Services</i>
7	8:10 PM	The Center of Concern/ <i>Homeless Prevention, Housing Counseling and Home Sharing</i>
8	8:20 PM	Council for Jewish Elderly/ <i>CJE SeniorLife ADS Upgrade Project</i>
9	8:30 PM	Reba Early Learning Center/ <i>Bathroom Access &amp; Lead Reduction</i>

#### III. PUBLIC/STAFF COMMENT

#### IV. ADJOURNMENT

The next meeting of the Housing & Community Development Act Committee is scheduled for:

**Wednesday, December 11 at 7 PM** in G300 – Lake Superior Conference Room.

***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).





**2020 CDBG Proportion of Budget: 3%**

**FY 2018 Audit – Financial Statements presented fairly**

**FY 2018 Single Federal Audit – NA**

Youth Job Center’s two main programs, In-School Youth (for ages 14-18) and Out-of-School Youth (for ages 16-25, pair individuals with YJC Career Advisors to learn job-readiness and career attainment skills; services include: intake and assessment, personalized career advising, job referrals/placement, and retention support. Participants are primarily low-moderate income youth; many have barriers to employment including housing instability, criminal backgrounds, and low education levels. Agency recruits participants from several community partners including ETHS, YOU, Moran Center, and City of Evanston. Agency also refers youth to housing and post-secondary education opportunities. Staff is diverse; 40% are people of color. Outcomes are clearly defined and measurable; they include service to ETHS students, services to out of school youth, participant career identification and job retention, and participation in job fairs. Agency has the capacity to provide services and is compliant with programmatic and financial reporting requirements; award will support staff salaries.

**3. Evanston Scholars – College Readiness (Public Service)**

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
\$35,000 - CDBG	\$11,200 - CDBG	\$35,000 – CDBG	213%

**2019 Evanston Residents Served: 248**

**Evanston % of total served: 100%**

**2020 Evanston Residents Estimated: 288**

**Evanston % of total served: 100%**

**2019 CDBG Proportion Program Budget: 1%**

**2020 CDBG/MHB Proportion Program Budget: 4%**

**FY 2018 Audit – Financial statements present fairly**

**FY 2018 Single Federal Audit – NA**

Evanston Scholars participants are ETHS students who are first-generation college entrants; majority of participants are people of color who come from primarily low to moderate income families. Program prepares students 16 to 21 for college enrollment and post-secondary degree completion by offering mentors, SAT/ACT exam prep, and assistance researching best fit colleges and scholarship opportunities. Volunteer mentors are matched with students in high school and work with them through their college years. Additional program components include college visits, workshops, and additional group supports. Students are enrolled in the spring of sophomore year; this year 64 applied and program had the capacity to accept 40. As in previous years, award would support SAT test prep, expand the College Visits program, and support College Access program staff. Program outcomes are measurable; agency is compliant with all reporting requirements and has the capacity to provide services



**4. Girl Scouts of Greater Chicago – All In (Public Service)**

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
<b>\$10,000</b>	<b>\$5,500</b>	<b>\$12,000 CDBG</b>	<b>118%</b>

**2019 Evanston Residents Served: 30**  
**2020 Evanston Residents Estimated: 77**

**Evanston % of total served: 100%**  
**Evanston % of total served: 89%**

**2019 CDBG Proportion of Budget: 24%**  
**2020 CDBG Proportion of Budget: 34%**

**FY 2018 Audit – Financial Statements presented fairly**  
**FY 2018 Single Federal Audit – NA**

The All In program offers staff-facilitated, year round meetings that include STEAM activities, financial literacy, healthy living, outdoor experiences and a service project at the end of the program year to girls in under-resourced parts of Evanston. The adult troop leader necessary to run the program is provided by Girl Scouts of Greater Chicago; program provides all resources free of charge to participants. In FY 2019 the program established troops at Fleetwood-Jourdain, and the Rice Center; the 2019 program is also working to establish a troop at St. Nicholas Church. Participants are 5-12 years old and 83% are girls of color. In 2019, no participants were turned away from services. Outcomes based on participant reporting surveys are completed by participants to measure increases in positive relationships, attainment of new skills and stronger connections to social supports; attendance and retention will also be reviewed as indicators. Client intake form captures household income information. Request is 34% of program budget and would support program facilitators, provide program materials, and pay a portion of camp fees. Program is compliant with reporting requirements.

**5. Shore Community Services – Joseph Koenig Sr., Training Center (Public Service)**

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
<b>\$20,000</b>	<b>\$7,448</b>	<b>\$20,000 CDBG</b>	<b>169%</b>

**2019 Evanston Residents Served: 27**  
**2020 Evanston Residents Estimated: 26**

**Evanston % of total served: 19%**  
**Evanston % of total served: 17%**

**2018 CDBG Proportion of Budget: 1%**  
**2019 CDBG Proportion of Budget: >1%**

**FY 2018 Audit – Financial statements present fairly**  
**FY 2017 Single Federal Audit – NA**







\*Agency was awarded \$23,387 from the 2019 CDBG grant to purchase and install electromagnet door locks on 6 interior doors and replace the gutter on the north side of the building. This request is for the same building located at 1015 Howard Street. Both the Adult Day Services program and the CJE Transportation program are provided at the facility. 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. Adult Day Services provides a structured, supportive environment for seniors with cognitive, physical and emotional challenges. Public facility project directly affects both programs and consists of the following components:

- Weather seal 3 doors leading to the ADS patio area
- Replace Howard Street emergency exit door and frame
- Replace double door and frame at mechanical room/receiving area
- Replace 3 windows with energy efficient commercial windows

Each project component will protect the building from water damage and energy/heat loss. CJE serves a broad population, but Evanston residents comprise 30% of the population served. Of the Evanston residents receiving CJE services, 60% are low to moderate income.

**9. Reba Early Learning Center – Bathroom Accessibility & Lead Reduction (Capital Project)**

2019 Request	2019 Award	2020 Request
N/A	N/A	\$140,000 CDBG

**Last CDBG PF Grant: 2017 – HVAC Replacement (Award - \$56,250; Amount Spent - \$20,030)**  
**Evanston Residents Served: 60-70 families annually**  
**Funds leveraged: N/A**  
**FY 2018 Audit: Financial Statements presented fairly**  
**FY 2018 Single Federal Audit – NA**

The Bathroom Accessibility and Lead Reduction project for Reba Early Learning Center, would take place at the Center located at 740 Custer Ave in Evanston. The project includes renovating the Blue Room and Purple Room classroom bathrooms so they are accessible to children with disabilities and installing new water pipes on the north end of the building to provide lead-free water to all portions of the facility. The project would need to take place in August 2020. Reba received CDBG for a public facilities project in the past; that project originally included renovations to the bathrooms. However, after extensive review, Reba determined that the funds remaining from the 2017 award were not enough to renovate the bathrooms. If awarded, it will be necessary for staff, including the Construction Rehab Specialist, to work with Agency to ensure compliance with building requirements and federal labor requirements. The majority of children served are low-moderate income.

City of Evanston  
Community Development  
**2020 CDBG Public Services & Mental Health Board**  
10/20/2019 deadline

## Open Studio Project Summer & PreK Art Programming

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

**\$ 15,000.00** Requested  
\$ 0 MHB Request

Submitted: 10/21/2019 1:02:18 PM (Pacific)

### Project Contact

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### Open Studio Project

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### Executive Director

Sarah Laing  
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## 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.

Open Studio Project, Inc.: Summer Camp & PreK Art Programming

#### 2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

#### 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. 2020 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 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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.

We are seeking funding to address a need in Evanston for affordable summer camp programming. At the most recent CDBG meeting, we were struck by a statistic that 63% of Evanstonians identified a need for affordable summer programming. We are currently being considered as a vendor for the new Robert Crown facility where we could expand our summer camp offerings for children in K-8th grades.

We also have expanded our PreK social-emotional learning program and have continued interest in serving low-income preschools in Evanston. We received a significant grant from the United way to serve Learning Bridge, Reba Learning Center, and Childcare Network this year. We also would like to begin programming at the JEH building of District 65 since our program is highly adaptable to special needs children. We are requesting funds to continue this programming. We are committed to racial equity, low-moderate income families in Evanston.

**Documents Requested \***

**Required? Attached Documents \***

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

[FY20 Budget OSP](#)

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

[Board OSP](#)

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict

[Conflict of Interest OSP](#)

of interest in the provision of Federal or local funding.  
Complete and upload the attached form  
[download template](#)

HUD Notice CPD 04-10: Guidelines for Ensuring  
Equal Treatment of Faith-based Organizations  
participating in the HOME, CDBG, HOPE 3,  
HOPWA, Emergency Shelter Grants, Shelter Plus  
Care, Supportive Housing and Youthbuild Programs  
[download template](#)

## Application Questions [top](#)

### **1. Describe the specific program for which funding is requested, 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.*

Summer Camp Art Programming (making it affordable for Evanston):

We are seeking funding to address a need in Evanston for affordable summer camp programming. At the most recent CDBG meeting, we were struck by a statistic that 63% of Evanstonians identified a need for affordable summer programming. We are currently being considered as a vendor for the new Robert Crown facility where we could expand our summer art camp offerings for children in K-8th grades. This funding would allow us to hire more teaching artists, aides for special needs children, and to provide scholarships for low and moderate income residents.

Activities/Services-

Days/times- Monday-Friday 9-12, 1-4pm, or all day option

frequency- week long sessions

The perfect way for children to spend their summers: Being creative in an open and playful atmosphere. Children 6-12 years old can be dropped off from 9AM-12PM to enjoy fun art-making both indoors and outdoors. They will have a blast exploring a variety of 2-D and 3-D materials with OSP's children's teaching artists. Some specific art projects will be planned around a theme, but children will have freedom to explore all of our art materials. Every week, we will paint, build, sculpt, imagine and more! All materials are provided.

This year's themes included:

Week 1: Life's A Beach: Dive into marine life and make your own beach scene with sand and seashells.

Week 2: Out of This World: Travel into space explore aliens, stars and the solar system.

Week 3: Water Wonders: Experiment with water, watercolors and habitats.

Week 4: Into the Green: Explore forests, jungles and the nature that inhabits them.

Week 5: Beasts & Bugs: Create 3-D creature and explore a bug's life.

Week 6: Color Creations: Learn the magic behind mixing colors and create your own vibrant paintings and banners.

Week 7: Garden & Wilderness: create magical gardens and explore the great outdoors.

Week 8: Escape to the City: create a favorite city, buildings, parks and more.

Week 9: Best of Summer: favorite projects, rolled into one week

PreK Social-Emotional learning (SEL) Art program:

We are looking for support to do programming at District 65 JEH Early Childhood Center in the fall of 2020. They offer a multicultural early childhood development program in an inclusive environment. We would like to work with their Head Start and Special Ed programs. 8am-3pm with half day programs.

OSP's unique SEL Art Curriculum uses a creative teaching strategy for early childhood, gifted and special education; conflict resolution and positive relationship development; and social and emotional support. It also fosters a focus on special needs inclusion and equity.

This is an innovative SEL art curriculum and methodology. The lessons offer both a rich creative experience and present the five core SEL competencies in artistic mediums that are both enjoyable and impactful for children. By participating, the entire community can gain a greater understanding of how art intersects with and advances academics and emotional competency.

Social-Emotional Learning Art Project Lessons

OSP's SEL Art Curriculum lessons are sequenced to reflect the both the artistic, creative learning process and the SEL skills instructional sequence. Lessons include the following themes: Art Animals, The Shape of Me, Food Feast, Treasure Box, Gratitude Banners, Marvelous Machines, Art Gardens and emotional vocabulary is incl

### **2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.**

*Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.*

Summer Camp Demographics: Ages 6-12, all genders, <sup>10 of 106</sup> races, family status, low and moderate income families, we are an

inclusive and welcoming organization

Eligibility requirements: must complete the organizational scholarship form (attached)

Steps taken to increase minorities: we already have partnerships with YOU, District 65 where we will target minorities. We also believe that if we are awarded the Robert Crown Space that this will attract more minorities to our programs. We recently hired a Spanish speaking teaching artist to meet the needs of the high Latin population in the Robert Crown vicinity,

**3. Describe how the program meets City goals.**

*If applying for CDBG funds, describe the priority need(s) that your program addresses.*

Provide Services to Most Vulnerable Individuals and Families in Evanston

Ensure Equity in Evanston

The following under-represented populations are targeted for services:

- Special needs children
- Low-income children
- Low-income, youth

OSP's Social and Emotional Learning curriculum promotes core strengths that are essential for children to succeed in life and in school. Families under economic and social stress are unlikely to be able to provide this essential support.

As a result of the classes, youth learn to channel challenging emotions positively, build self-esteem and a sense of accomplishment and discover that creativity can be a bridge to a more productive life.

Caregivers of special needs children receive respite from their continuous focus on the needs of others and an opportunity to heal themselves. This realignment enables them to approach their child-rearing tasks with renewed energy and understanding.

Evanston's Consolidated Plan identifies a clear need for more public services and programs geared toward youth grappling with community and school violence, trauma, neglect, and abuse.

The plan also states "There exists a high need for supportive services aimed at low and moderate-income individuals for the purpose of increasing economic and educational opportunities. Additionally, other social services, including mental health services are needed to maintain a stable environment for those low and moderate-income residents most at risk of becoming homeless."

OSP provides these supportive and mental health services, especially to low to moderate income residents, supplementing and supporting the programs of other Evanston nonprofits.

OSP evaluates its youth workshops and activities using a system that was developed through the Envisioning Outcomes Program of the Evanston Community Foundation. Desired outcomes in content and process have been identified, and goals are set for each area. At the conclusion of a series, facilitators assess the group's progress against benchmarks. One significant measure is the percentage of artwork that mirrors life experience.

At the end of every session, facilitators and partner agency staff complete an evaluation. SEL teachers complete a pre- and post-assessment of each child and an overall evaluation of the program at the conclusion of every class.

**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="200"/>	Intake/assessment
<input type="text"/>	Referrals
<input type="text"/>	Individual case management plan/services
<input type="text"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="200"/>	Multi-session program (e.g. after school program)
<input type="text"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text"/>	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="400.00"/>	<b>TOTAL</b>

**program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?**

no we don't turn people away

We don't have a wait list and demand does fluctuate throughout the year.

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

The children in our outreach and social-emotional learning programs are referred by partner Evanston agencies. We anticipate continuing this referral process for summer and fall programs.

The summer camps will require an intake process using a scholarship form. We track all of this with our attendance/demographic sheets.

**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.*

The OSP method was developed by our organization and is proprietary to it. Facilitators we have trained are using this process in other organizations and in their private practices, but no other nonprofit in the Evanston community offers this creative methodology.

OSP is the only visual arts organization in south Evanston that provides a judgment-free space for artistic production and exhibits. Unlike most art classes, the process excludes critique of the work and includes writing and self-exploration components that are beneficial for youth who are challenged to express complex emotions. OSP's training in self-respect, honesty and empathy through artistic expression, with the goal of serving the community, is also unique among local nonprofit organizations.

Art & Action is specifically geared toward the underserved residents of Evanston. OSP's partnership with other nonprofits enhances and augments their services.

OSP has been offering Art & Action for over 15 years in collaboration with a variety of community partners most robustly with YOU. The program design is evaluated and revised based on feedback from participants and partners.

Most recently, OSP was the first organization to develop an art-based social and emotional learning curriculum to benefit all students, especially those with communication disorders and special needs. We have been working in both PreK and K-8 schools.

**8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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?**

Following are the goals of the Social-emotional learning program:

- Teach children behavior and emotional skills that will enable them to succeed in school/life.
- Help close the learning gap between low-income and other students.
- Make schools safer and more equitable for all students.
- Give children the opportunity to experience the power of art in a safe, nonjudgmental setting.

While the OSP curriculum is fun, the goals are therapeutic. Classes are sequenced to teach SEL skills in order, beginning with self-awareness and management and progressing toward social awareness and relationship building. Students work in a variety of 2-D and 3-D mediums. Projects range from making a treasure chest, an ocean habitat, and making marvelous machines. Media includes drawing, painting, sculpture, found objects, and clay. Classes are led by an art therapist and a trained teaching artist. Each class includes time for children to create, reflect, and then to express emotional vocabulary about the experience. Teaching artists guide the dialogue in order to highlight relevant SEL competencies. At the conclusion of the sessions students display their work for friends and family at an art exhibit.

Ongoing evaluation and data collection is integral to the SEL program. The curriculum includes a pre-and post-session assessment for each child participant. Teachers and OSP teaching artists complete the session assessments as well as an overall class evaluation. Data is used to analyze progress and make continuous improvements to the program. The Executive Director is responsible for ensuring the program is implemented as planned.

The overall goal of the summer camp program is to provide more affordable camp experiences for a broader Evanston population. In this camp they will have the opportunity to increase their healthy expression of emotions and will be tracked by student attendance.

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an*

increase in people served if applying for an increase in CDBG funding.

210	Unduplicated people to be served in 2020
200	Unduplicated Evanston residents to be served in 2020
200	Unduplicated low/moderate income people to be served in 2020
190	Unduplicated low/moderate income Evanston residents to be served in 2020
80	Unduplicated people served in 2019
80	Unduplicated Evanston residents served in 2019
80	Unduplicated low/moderate income people served in 2019
80	Unduplicated low/moderate Evanston residents served in 2019
1,120.00	<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."*

OSP's mission is to serve the community by teaching and disseminating a creative process that allows individuals of all ages, abilities and backgrounds to experience art as a vehicle for personal growth. The organization, located in Evanston, Illinois, serves the Chicago metropolitan area. OSP is committed to the concept that art can transform lives through self-discovery and enrich communities by promoting positive social change.

OSP was launched in 1991 from the vision of three artists/art therapists who sought to channel their passion into community service. Adults and children, who otherwise might not experience how painting or drawing can release untapped internal potential, were a target audience. The founders believed that creativity can provide the strength, stability, and solace to overcome significant social and emotional challenges. As graduates of the Art Institute of Chicago's Art Therapy program, they drew on their training to develop a methodology that combines visual arts and writing to support their mission.

From its start as an innovative newcomer, the organization has embraced a strong service orientation. The continuing goal is to eliminate social and economic barriers to making art and provide a safe space to express emotions. Classes, workshops, and exhibits include participants who reflect the diversity of the city of Evanston. OSP has also expanded its outreach through collaborations with educational, healthcare, and social welfare agencies.

OSP is staffed by an executive director who oversees operations, finances and fundraising. A business manager is responsible for administrative activities. The organization's co-founder continues to offer her consultation and guidance. Eight facilitators lead the classes and workshops. Thirty friends of OSP give their time and effort as volunteers or interns. A 10-person board provides governance and oversight. The board meets five times per year to evaluate the organization's performance, review plans for the coming months and develop long-term strategy. The board includes committees dedicated to finance, nominating, and special events. An advisory board contributes additional expertise and experience. In July 2019 a summer planning retreat where 7 strategic priorities were identified.

**11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?**

Recently, we began an outreach initiative to increase diversity in the organization's art facilitator training program. We would like our facilitators to reflect the demographics of the community in which they work. Many of the schools that are using the SEL curriculum have high populations of African-American and Latino students. We understand that the program can be more effective if the staff reflects those populations.

In addition to greater diversity among facilitators, we are committed to being an equitable, inclusive, and accessible organization. Executive Director Laing has formed a leadership team that is co-chaired by two black professionals. She has also recruited two new board members and 2 new program staff of both African-American and Latino descent.

**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).*

OSP has been offering outreach for over 15 years in collaboration with a variety of community partners. The program is continually evaluated and revised based on feedback from participants and partner organizations. OSP has been teaching youth for over 15 years and its lead facilitators have over 20 years of experience.

Since 1991, OSP has been reporting to both public and private funders on key program aspects, such as outcomes and client demographics and complying with grant requirements. In addition to Evanston CDBG funding, funding has been received from government agencies such as the Illinois Arts Council, Evanston's District 65, the Evanston Arts Council, and New Trier

Township.

Since 2017 OSP has been actively strengthening and expanding its organizational policies and procedures with a goal of concurrently growing outreach activities.

Spectrum Non-Profit Services was hired in 2017 to analyze operations and provide guidance for the future. The resulting study explored how OSP could improve financial sustainability while increasing mission impact. Recommendations were made for staffing, board development, financial management, and program administration. Strategic priorities, which are being implemented, include:

- Building new community partnerships to leverage financial and program resources.
- Focusing the board on governance, strategy, and fundraising.
- Creating a program committee to reduce the amount of staff support needed for workshops and allow the executive director and staff to devote more time to fundraising and board development.
- Upgrading technology including the website and registration software.

To successfully build a wider network, OSP intends to expand on the formalization and documentation of its internal operations especially in the areas of finance and compliance. The organization has identified consultant, N. Phillip Hall, as an expert to guide it through this process. Mr. Hall is charged with:

- Revising and updating policy and practice manuals for finance and human resources
- Advising the executive director on the implementation of new systems

**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.*

Jan Ellenstein- Our resident lead children's teacher, and has been with the studio since nearly its inception. Primary facilitator of all fee-based children's programming. Age 61, female, caucasian

Deborah Perez- A former McGaw YMCA art leader, Deb is also vital for a Spanish

speaking population. Assists in children's programming and will be key to the Latino population at Robert Crown. Age 27, female, Latina

Allen Moore- Teaching Artist MFA in Painting, particularly strong with boys and teens, Age 44, African-American

Sarah Laing- Open Studio Project's Executive Director and art therapist. Age 45, female, caucasian

Staff to participant ratio is 12 to 1. We usually supplement with interns and volunteers.

More staff maybe hired if the summer camp increases and we get to use the Robert Crown facility.

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

Sarah Laing, sarah@openstudioproject.org

**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)**

06-770-6130

**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?**

903 Sherman Avenue, Evanston, IL and at local preschools (we travel to them)

**20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this**

application for 2020 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.

Sarah Laing, sarah@openstudioproject.org

**Budget** [top](#)

<b>Funding Sources/Revenues</b>	2019	2020	2020 Committed
City of Evanston CDBG	\$ 4,000.00	\$ 15,000.00	
City of Evanston Mental Health Board Funds	\$ 0.00		
Youth Opportunity United	\$ 4,552.00	\$ 5,000.00	\$ 967.50
Artopia for SEL program	\$ 3,330.00	\$ 5,000.00	
Illinois Arts Council	\$ 7,900.00	\$ 7,400.00	\$ 7,400.00
Evanston Community Foundation	\$ 0.00	\$ 2,500.00	\$ 2,500.00
Evanston Arts Council	\$ 2,000.00	\$ 2,500.00	\$ 2,000.00
North Shore Country Day School	\$ 3,467.00		
Hackberry Foundation	\$ 9,250.00		
Efroymsen Family Foundation	\$ 5,000.00		
<b>Total</b>	<b>\$ 39,499.00</b>	<b>\$ 37,400.00</b>	<b>\$ 12,867.50</b>

<b>Funding Uses/Expenses</b>	2019	2020 Total	2020 CDBG	2020 MHB
Contractor- Program and Development	\$ 1,235.00	\$ 2,520.00	\$ 1,631.00	
Outreach Facilitation	\$ 5,710.00	\$ 10,298.00	\$ 7,530.00	
Art Supplies	\$ 2,710.00	\$ 3,043.00	\$ 1,983.00	
Contractor- Compliance	\$ 3,775.00	\$ 5,075.00	\$ 1,250.00	
Support Services	\$ 2,575.00	\$ 3,700.00	\$ 2,606.00	
<b>Total</b>	<b>\$ 16,005.00</b>	<b>\$ 24,636.00</b>	<b>\$ 15,000.00</b>	<b>\$ 0.00</b>

**Budget Narrative**

We operate on a fiscal calendar July 1-June 30th.

**Program Outcomes** [top](#)

**Program Outcomes**

	<b>Outcome</b>	<b>Indicator (How was success measured?)</b>	<b>Goal # (G): Jan-Mar</b>	<b>G: Apr-Jun</b>	<b>G: Jul-Sep</b>	<b>G: Oct-Dec</b>	<b>Goal Total</b>	<b>Actual # (A): Jan-Mar</b>	<b>A: Apr-Jun</b>	<b>A: Jul-Sep</b>	<b>A: Oct-Dec</b>	<b>Actual Total</b>
1	Summer Art Program: Increased healthy expression of emotion	80% of youth ages 6-12 will participate as evidenced by attendance		30	30		60					0
2	SEL PreK Program: Increased healthy expression of emotion	80% of students will participate as evidence by attendance. OSP will host at least 12 sessions		15	15	15	45					0
3	Collaborating agencies recognize the added value of OSP's creative programs (2-4 agencies YOU, D65, PreschoolsTBD,	100% of agencies will provide evaluations at the end of each SEL session		15	15	15	45					0
4												0

5					0				0	
<b>Total</b>		<b>0</b>	<b>60</b>	<b>60</b>	<b>30</b>	<b>150</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>	<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

#### Required? Attached Documents \*

✓ [990 OSP](#)

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.

[OSP 2018 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).



[OSP Tax Exempt Letter](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.



[Staff Demographics](#)

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](#)

[OSP Scholarship Form](#)

Evanston Livability Principles and MHB Funding Priorities.  
[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 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.



[OSP 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 FY2019.



[OSP Operations](#)

Organizational commitment to equity, diversity and inclusion.

[OSP Equity](#)

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.  
[download template](#)

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

Application ID: 150571

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City of Evanston  
Community Development  
**2020 CDBG Public Services & Mental Health Board**  
10/20/2019 deadline

## Youth Job Center, Inc. Youth Employment Programs

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

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

Submitted: 10/21/2019 12:36:02 PM (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
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

#### 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. 2020 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 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).

[YJC FY20 Organization Budget - Concise Version](#)

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

[YJC Board of Directors FY20](#)

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](#)

[YJC Signed and Dated Conflict of Interest Disclosure Form](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs

## Application Questions [top](#)

### **1. Describe the specific program for which funding is requested, 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.*

Youth Job Center (YJC) requests funding to support our Youth Employment Programs for Evanston youth. Funding will support programs for two distinct populations, In-School Youth (ISY), ages 14-18, and Out-of-School Youth (OSY), ages 16-25.

Evanston is a unique community that takes pride in its economic and racial diversity. However, in recent years Evanston has been losing racially and economically diverse populations due to an increased cost of living and inequitable access to jobs and careers with a living wage for Evanston. Since 2000 Evanston's population has held constant, but the city has seen a steady decline in its black population, mostly located in wards 2, 5, & 8. Between 2010 and 2016, the population of blacks in these wards decreased by 10% while median rental rates increased by 18% and median incomes increased by only 3.8%. According to US Census Bureau data from 2016, the median household income in Evanston is \$71,317, yet when disaggregated by race that number is \$83,735 for Whites but only \$43,790 for Blacks / African Americans. Furthermore, since 2010 the median household income for Blacks / African Americans decreased by 10% while for Whites and the City of Evanston as a whole it's increased by 5.8% and 4.7%, respectively. Additionally, for that same period the Unemployment Rate for Blacks / African Americans in Evanston was 12.6% while for Whites it was only 4.6%

YJC works to reverse this trend by providing programs that better prepare youth, with an emphasis on low-income youth, for success in the workplace, helping them create a more economically secure future for themselves. YJC programs, for both ISY and OSY, guide youth through a comprehensive process that has demonstrated success working with youth from diverse backgrounds in all steps of the career pathway process. YJC Career Advisors (CAs) use a strengths-based model to guide youth in exploring a wide variety of career options, helping youth find career paths that meet their needs, interests, and strengths. Once a career path has been identified, youth receive training to develop the skills they will need for pursuit of that career path. Skills training starts with the basics of getting a job, teaching youth how to build a resume, complete applications, and helping them practice and refine interviewing techniques. But these lessons are just the starting point. CAs assist youth in understanding workplace expectations like punctuality and attendance, navigating workplace culture, and building positive communication and conflict resolution skills, all of which are soft skills that youth often struggle with, and via employer feedback, are cited as the most prominent areas for growth. CAs also work with youth to build basic financial literacy skills so they can budget and manage their finances competently. If needed, CAs work with youth to help them access external resources they need. From there the CA and youth work together to develop a detailed and actionable plan for pursuing their chosen career path. Once a plan has been set the CA and the youth work to secure job placement for the youth. YJC services don't end once a youth has secured employment though. YJC utilizes a two-year retention model, reaching out continuously during this period to promote awareness of hiring events, training programs, and other initiatives, as well as monitoring how youth are doing once placed in jobs or training programs.

### **2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.**

*Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.*

Youth Job Center is proud to serve every young person, ages 14-25, who requests our support, turning no young person away. In recruitment, YJC focuses on individuals who are underserved or from disadvantaged populations.

In FY19 Youth Job Center served over 2,600 youth, providing 2,900 career advising sessions, helping youth obtain 829 education credentials, guiding 559 youth in creating actionable postsecondary goal plans, and assisting youth in securing 436 job placements. Of those served, 54% were female and 46% were male. 48% were Black or African American, 29% were Hispanic or Latino, 8% were Asian, 5% were White, 5% were two or more races, 3% were American Indian or Alaskan Native, 1% were Asian Indian, and 1% were various other races. 87% of clients were from low low-income households (less than 30% of median income), 7% were from low-income households (less than 50% of median income), 4% were from moderate-income households (less than 80% of median income), and 2% were from high-income households (80%+ of median income).

### **3. Describe how the program meets City goals.**

*If applying for CDBG funds, describe the priority need(s) that your program addresses.*

Youth Job Center's youth employment programs work to address the goals set in the City of Evanston's 2015-2019 Consolidated Plan, specifically the city's goal of expanding economic opportunity for low- and moderate-income individuals, in several ways.

As an organization, YJC successfully engages and recruits low- and moderate-income individuals, with 98% of clients served

coming from homes with moderate-income or lower. YJC supports this population by providing high quality programs that assist youth in developing valuable knowledge, skills, and behaviors, increasing the economic opportunities a client is able to pursue and obtain. Additionally, through YJC's collaborative efforts with the City of Evanston, the Mayors Employer Advisory Council (MEAC), Evanston Cradle to Career, and National Able Network, YJC is working to develop processes that enable Evanston youth who are not pursuing postsecondary education to step directly onto a career pathway immediately following their graduation, helping them access training programs, apprenticeships, and employment with Evanston businesses. Additionally, YJC is working within the community to better promote employment options like trades, infrastructure jobs, and other middle skills employment. Through our work with youth, YJC has found that many young adults lack basic information about the variety of job and career opportunities available to them after high school, reducing the likelihood of a successful transition. A 2017 report on how young people make decisions shows that awareness is key, stating options must be in their "line of sight" (Pratt, Jia, and Deanna Murshed. (2017). Human-Centered Design Project. Chicagoland Workforce Funder Alliance). Therefore, by increasing youth awareness of career options we can increase the economic opportunities that a youth is able to pursue, increasing the likelihood of a young person finding the right career path for them.

An important secondary benefit of this work is that by serving low- and moderate-income youth, we help Evanston further its goal of an economically and racially diverse community. As mentioned previously in this proposal, residents of color in Evanston experience lower median incomes and higher rates of unemployment, meaning a disproportionate percentage of Evanston's low- and moderate-income population are also people of color. By helping residents of color to develop the knowledge and skills they need to successfully pursue meaningful employment we give them the means to overcome rising housing and rental prices, ensuring that they can continue living in their home community, leading to greater racial diversity.

**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)
300	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)
2,500.00	<b>TOTAL</b>

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?**

No eligible young person is turned away. YJC serves every young person who requests our support and the agency does not maintain a waiting list as we provide 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.**

Youth Job Center provides referrals for clients both internally and externally. YJC is deeply committed to partnerships, driven by the belief that we cannot provide the complexity of support necessary for disadvantaged populations without collaborating with employers, funders, and other youth-focused organizations. Through partnerships YJC is able to expand services to include housing assistance, legal aid, education, and more. The need for this type of collaborative support is significant, because many YJC clients have needs that must be addressed before they can be successful in the workplace and life, but YJC alone cannot address such needs. Additionally, YJC utilizes our extensive network of partners to recruit potential program participants, thus extending access to youth who may have been previously unaware or unable to access our services.

YJC works with many supportive service agencies to immediately address issues that could influence a young person's ability to perform well in a work experience. Career Advisors link clients experiencing structural and/or psychosocial barriers to employment to wraparound supports provided directly by YJC, including onsite mental health counseling and trauma-informed care, provided in partnership with Roosevelt University Counseling and Human Services, substance/alcohol abuse counseling provided by YJC's certified counselor, public transit fare cards, childcare, and adult mentors. Via YJC's linkage network, Career Advisors also coordinate referrals to community resources including Trilogy, Thresholds, Curt's Café (mental health); The Harbour, New Moms, The Night Ministry, Connections for the Homeless (housing); Oakton Community College, City Colleges of Chicago (GED); Moran Center for Youth Advocacy and Cabrini Green Legal Aid (records expungement); and Erie Family Health Centers (health/primary care).

Referrals are tracked in Youth Job Center's programmatic database, Efforts-to-Outcomes. YJC career advisors record the client receiving the referral, when it was made, what supportive services the client was referred to, as well as follow up information pertaining to the client's progress in addressing any issues and next steps. YJC works to evaluate a client's need for supportive services on an ongoing basis. When YJC identifies that a client needs a referral for supportive services YJC staff contact the appropriate agency and requests services on behalf of the client. The client is then provided with the contact information of the individual at the partnering agency they should speak with. YJC Career Advisors then follow up with both the client and the partner agency to ensure the client has been able to access the appropriate services and evaluate progress. Clients meet with the Career Advisor on an ongoing basis—ranging from three-to-four times per week to monthly or bimonthly, depending on need—and update their individual goal plan as specific objectives are met.

**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 some agencies in Evanston serve youth or incorporate youth training, job placement, or workforce development skills into their programs, YJC is unique in that it is the only agency that provides youth with holistic support at every stage of the employment process, working at the crossroads of youth development, workforce development, and career planning. Additionally, YJC is the only youth serving agency that serves every young person who requests support, regardless of ability or barriers.

YJC clients experience personalized career advising using a strengths-based coaching model, working 1:1 with a career advisor to find the career path that is best for them. Youth participate in trainings that help them understand the employment process and develop important employment, communication, and conflict resolution skills. Youth can obtain licenses and certifications required for their career path or access training and apprenticeship programs. Youth work with career advisors to develop detailed and actionable plans for pursuing their chosen career, helping youth develop valuable executive functioning skills that allow the youth to adjust their plans when obstacles arise or new opportunities present themselves. YJC works with youth to help them secure job placement in their chosen career path and provides follow up support that helps the youth address any issues that might jeopardize their employment. As part of that follow up support career advisors work with youth to identify opportunities for career advancement. Additionally, youth in need of supportive services receive referrals for housing support, legal advocacy, childcare, mental health services, and more. This comprehensive approach and holistic support is what sets YJC apart from any other agency in Evanston.

While YJC is unique in that it is the only agency providing such a comprehensive suite of employment services, we cannot accomplish our goals alone. To further the agencies mission and avoid the duplication of services, YJC partners with various organizations throughout the city, providing our suite of career services to compliment the work of partner agencies. These organizations include: the City of Evanston government, Evanston Cradle to Career, The James B. Moran Center for Legal Advocacy, the Evanston Public Library, National Able Network, Northwestern University, as well as local employers and community leaders. YJC has also works with organizations such as Youth and Opportunity United, the McGaw YMCA, YWCA Evanston/North Shore, PEER Services, Curt's Café, Infant Welfare Society, Erie Family Health, Connections for the Homeless, and more.

Through YJC's partnership with Evanston Township High School we provided nearly 250 ETHS students in-depth career advising, skills training, and postsecondary planning, positioning those students for success in workplace. YJC's partnership with Evanston Public Library on the ABC Boosters program employed 24 Evanston youth and provided educational support to 138 rising kindergarteners. The Summer Tutors program employed 16 Evanston youth, providing educational support to D65's Summer School program which typically serves between 100 and 200 elementary and middle school students. In partnership with the City of Evanston and ETHS YJC provided skills training in preparation for the Mayors Summer Employment Program Job Fair, helping 228 youth develop their resumes, practice interviewing, and build their communication skills.

**8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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?**

Effective documentation and evaluation processes are an essential element of all YJC activities. YJC uses Efforts-to-Outcomes (ETO), an Internet-based data collection system, to document ongoing program activities, participation, training, placement, retention, and contextual factors. This system also allows YJC to collect customizable demographic, process, output, and outcome information. Each client is entered into the database capturing participant information, such as name, mailing address, telephone number, and social security number. It also records demographic information such as date of birth, marital status, ethnicity, sex, living situation, income level and parental status. Additional client information collected includes education and job experience level.

Every YJC staff person with programmatic or supervisory responsibility receives training in the use of ETO. The system creates reports with just a few mouse clicks and serves as a powerful internal management tool. Not only is data analysis used to improve program design and offerings, outcome information and evaluation results are used to foster an environment conducive to continuous learning and improvement. YJC uses this information to identify specific components of a successful program in the hopes of expanding the program to new populations or service areas, thus expanding our reach. Evaluation

results that suggest a program is falling short of its goals are analyzed as opportunities to refine program components and that sometimes means taking a closer look at the staff's role in program delivery and identify areas for improvement to determine a more effective approach to serving youth.

Client & Job Process Detail data recorded in ETO includes but is not limited to:

- Demographic data on youth served
- Number of youth receiving services
  - o Training: Participation and completion
  - o Extensive support, e.g. career advising, supportive services, etc.
  - o Professional Certifications completed
- Number of youth placed in jobs
  - o Temporary, seasonal or permanent
- Retention support
  - o Participation in retention program first 10 weeks of the job
  - o Job retention up to 2 years
  - o Attendance
  - o Employer feedback
  - o Promotions
  - o Gains in working hours or hourly wage
- Stabilization gains (financial, housing, childcare, financial literacy, etc.)
- Other Support provided by Career Advisors

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

- Pre- & post-participation surveys in training
- On the job satisfaction
- Youth evaluation of support programs

Employer information

- Satisfaction survey for manager and incumbent training
- Customized program satisfaction
- Comparison to peer employees

YJC leadership and staff embrace being a continuous learning organization and embed an adaptive strategy into all areas of work. The agency recognizes that this approach is essential to success as the needs of the populations we aim to serve are constantly changing.

The chart below shows the number of people YJC strives to serve in 2020. This work will be overseen by Youth Job Center's Director of Programs, Ivan Ramos, who is the staff member responsible for ensuring the program is implemented as planned.

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.*

2500	Unduplicated people to be served in 2020
800	Unduplicated Evanston residents to be served in 2020
2000	Unduplicated low/moderate income people to be served in 2020
650	Unduplicated low/moderate income Evanston residents to be served in 2020
1942 YTD	Unduplicated people served in 2019
619 YTD	Unduplicated Evanston residents served in 2019
1650 YTD	Unduplicated low/moderate income people served in 2019
525 YTD	Unduplicated low/moderate Evanston residents served in 2019
5,950.00	<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 is, "Success for young people, in the workplace and in life." YJC envisions a future where all young people have the support to build a meaningful career and fulfill their potential, and for the last 36 years the agency has

worked to make that vision a reality. Youth Job Center has a long history in Evanston, working with city government, nonprofit partners, employers, and residents to support youth in pursuing quality employment with career advancement potential.

Since 1995 YJC has partnered with Evanston / Skokie School District 65 (D65) to provide the Summer Tutors program, employing youth to serve as summer teacher assistants in D65, providing support to teachers in the classroom by working with elementary and middle school students on personalized learning to gain math and reading literacy.

In 1999 Youth Job Center opened a satellite office at Evanston Township High school, providing job placement services to high school students. The scope of this work has since grown and YJC now has a staff member permanently on-site, providing postsecondary planning and career advising in the classroom through Seminar and Career and Technical Education classes.

In 2003, YJC launched the Out-of-School Youth program, providing skills training and job placement services to Evanston youth who were disconnected from work and school. This work continues and in the previous fiscal year Youth Job Center served over 280 Out-of-School Youth, the vast majority of which (nearly 250), were Evanston residents.

In 2012, YJC partnered with the Evanston Public Library and D65 to implement the ABC Boosters program. ABC Boosters is a five-week summer program in that employs a youth-to-youth mentorship model to support rising kindergarteners from low-income households in learning foundational literacy skills. Local teens are hired during the summer to work one-on-one with the preschool youth and implement an engaging literacy curriculum. This program continues to this day and last year employed 24 Evanston youth as "Boosters".

In the last year YJC has also partnered with Evanston Cradle to Career, National Able Network, the City of Evanston, and the Mayor's Employer Advisory Council (MEAC) to create the Evanston Workforce Alliance. The goal of this coalition is to create sustainable change in our community's workforce development agencies, and embed collaboration and alignment in outreach, training, placement, data collection, and sharing results for citizens of Evanston. As part of this work, the Alliance is collaborating to better connect Evanston youth with local employment opportunities, ensuring that youth have access to the resources and opportunities they need to not only survive in their community but thrive. This has significant benefits, as it will lead to higher quality employment opportunities for Evanston residents while also providing local employers with a well-prepared source of local talent.

Currently, YJC has a staff of 20 people. An organizational chart is attached to this proposal. YJC's Board of Directors acts in an advisory capacity and has a maximum of 30 members. YJC's Board is comprised of business, community, and civic leaders. All members must serve on a least one standing committee. Committees include an Executive Committee, Finance & Audit, Board Development, Development, Communications, and Ad Hoc committees that cover term-limited topics including Human Resources, Events, and Employer

**11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?**

The leadership team at Youth Job Center is currently made up of the Executive Director, the Director of Programs, the Director of Finance and Administration, the Director of Individual Giving, and the Director of Strategic Initiatives. Of those individuals, one is a person of color.

Youth Job Center's Management Team also assists in decision making in many areas. Currently YJC's Management Team is composed of the Employer Relations and Core Services Manager, the Manager of Grants and Communications, the Career Partnership Manager, the Training Manager, the Office Manager, and the In-School Youth Partners Program Manager. Of those six individuals four are people of color.

While most decisions are made at the Director and Manager level, Youth Job Center also makes concerted efforts to involve program staff in decisions whenever possible. Currently 50% of Youth Job Center's program staff are people of color. Overall, 40% of YJC staff are people of color and 70% of staff are women.

Engaging all staff, especially staff of color, in decision making is a priority for the agency. Several YJC staff members come from the very communities we are trying to serve, and in many instances, share some of the same experiences as our clients. Their firsthand knowledge of the problems we are trying to address provides the agency with invaluable insight into the barriers that many clients experience, better positioning the agency for success. YJC actively works to engage staff through regular staff meetings, organization wide workshops, staff values retreats, and by bringing in external partners to lead the agency's staff in discussing the issue of equity, both within YJC and the larger communities of Evanston and Chicago.

**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).*

Youth Job Center has been providing employment services directly to Evanston youth since the agency opened its doors in 1983. Over the years, the agency has expanded both programmatically and geographically resulting in a robust set of services that help youth step onto the path to a lifelong career. Today, Youth Job Center is a leading youth workforce agency in Cook

County, annually providing job training and placement, personalized career advising, work-based learning programs, retention and career advancement supports, as well as wraparound social-emotional services to more than 2,000 clients, ages 14-25, throughout Chicagoland.

Additionally, YJC has developed a consistent revenue stream to support the agencies work, securing funds from a mixture of private foundations, corporate foundations, individual giving, and government funding. As a result, YJC has extensive experience in meeting a wide variety of reporting requirements. Additionally, YJC is the recipient of funding from the Illinois Department of Human Services (IDHS) and the Workforce Innovation and Opportunities Act (WIOA), which both have strict requirements for reporting. To meet the extensive reporting requirements for both funders YJC has developed effective processes for accurately accounting the usage of all funds received.

The strength of these accounting procedures as well as Youth Job Center's track record of successfully developing, implementing, and executing high quality programs demonstrate that YJC is in a strong position to successfully undertake the proposed work.

**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.*

YJC staffing is not exclusively reliant on funding from CDBG. The agency utilizes a variety of private, corporate, foundational, and government funds to support staff and programs. The following staff directly support YJC's programs in Evanston:

Ivan Ramos serves as YJC's Director of Programs. Ivan has over 12 years of experience in workforce training and development, and during his time at YJC programs have grown significantly, serving over 2,600 youth in FY19, the highest single year total in the agency's history. Ivan has aligned the work of YJC's In-School Youth and Out-of-School Youth teams, providing increased support through a major transition period for youth. Ivan has also overseen the growth of YJC's high school program, adding two new school partners in Fall 2018.

Rose Chavira serves as YJC's Career Pathways Career Advisor, working with youth to help them obtain licenses and credentials in fields related to their chosen career path. Rose obtained her Bachelor of Arts in Sociology and Spanish from Grinnell College. Before joining YJC, Rose served as a Case Manager for Howard Area Community Center's Career Readiness Program, managing a caseload of 70+ low-income and out-of-school youth.

Peter Escobar serves as a YJC Out-of-School Youth Career Advisor, working with youth who are disconnected from work and school. Peter provides Evanston youth with personalized career advising, job placement, an ongoing supplemental support. Prior to joining YJC, Peter worked as an Employment Coach for the Center for Changing Lives, working one-on-one with clients to develop their vision for employment and breaking that down into smaller, workable goals. Peter holds a Bachelor of Arts Degree in Psychology from DePaul University.

M Nelsen is YJC's Program and Data Analyst and assists youth during the intake phase of all YJC programs, gathering information that is used to construct a detailed client profile. M's primary responsibilities are managing and optimizing processes for data intake, client service delivery, and retention, providing support for programs. M has a Master of Arts in Research Psychology from The Graduate School at Northwestern University and a Bachelor of Arts in Psychology from Kansas State University. Before joining the YJC staff they served as a Graduate Research Assistant at Northwestern University.

Djuwana Frazier serves as YJC's Career Advisor at ETHS, assisting students with postsecondary planning in the classroom and through after school programs. Djuwana supports YJC's Summer Tutors and ABC Boosters programs and has been working with youth in Evanston since 2008. Djuwana earned her Bachelor of Professional Studies in Psychology from Roosevelt University. Prior to joining the YJC staff Djuwana served as a Special Education Behavioral Teacher Assistant at Evanston Township High School for six years.

Tana Francellno serves as the Career Partnership Manager for YJC, ETHS, and the City of Evanston, coordinating efforts across organizations to lead to greater collaboration and alignment amongst Evanston workforce agencies. Through her work Tana seeks to better connect Evanston youth with local employment opportunities. Before joining the YJC staff Tana worked as a Site Director at Books & Breakfast, administering a morning program that prepares Evanston elementary students for

their day socially, emotionally, and academically. Tana holds a Bachelor of Arts in Broadcasting and Communication from Columbia

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

Ted Carroll, tcarroll@youthjobcenter.org / development@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)**

16-424-2687

**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?**

Youth Job Center's main office is located at 1114 Church St. Evanston, IL 60201. Our satellite office at Evanston Township High School is located at 1600 Dodge Ave, Evanston, IL 60201. Both offices are accessible via public transportation.

**20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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.*

Ted Carroll, Manager of Grants of Communications

**Budget [top](#)**

<b>Funding Sources/Revenues</b>	2019	2020	2020 Committed
City of Evanston CDBG	\$ 27,399.00	\$ 50,000.00	
City of Evanston Mental Health Board Funds		\$ 0.00	
Annual Benefit/Other Events	\$ 128,180.00	\$ 145,000.00	
Individual Giving	\$ 309,607.00	\$ 200,000.00	
Philanthropic Grants	\$ 942,600.00	\$ 932,000.00	
Government Grants	\$ 497,112.00	\$ 491,918.00	
Other	\$ 10,417.00		
<b>Total</b>	<b>\$ 1,915,315.00</b>	<b>\$ 1,818,918.00</b>	<b>\$ 0.00</b>

<b>Funding Uses/Expenses</b>	2019	2020 Total	2020 CDBG	2020 MHB
Grants and Contract Expenses	\$ 215,928.00	\$ 236,040.00		
Salaries and Benefits	\$ 1,195,267.00	\$ 1,423,258.00	\$ 50,000.00	
Benefit/Other Expenses	\$ 42,257.00	\$ 67,795.00		
Depreciation	\$ 32,891.00	\$ 37,500.00		
Occupancy	\$ 47,953.00	\$ 42,800.00		
General and Administrative Expenses	\$ 179,770.00	\$ 159,338.00		
<b>Total</b>	<b>\$ 1,714,066.00</b>	<b>\$ 1,966,731.00</b>	<b>\$ 50,000.00</b>	<b>\$ 0.00</b>

**Budget Narrative**

In 2020, Youth Job Center will increase its budget to serve more youth and provide more in-depth programming. This increase in services is reflected in the salary budget for the overall agency. In 2019, YJC received a Partners for the Future grant from Evanston Community Foundation to assist the agency to expand its individual giving program, resulting in a stronger base of donors and an uptick in giving to support programming. These effort have just begun and will be a focus in 2020. The additional monies will support Evanston programs, specifically the career pathways program and our program at Evanston Township High School.

## 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 youth, Evanston resident young adults	# of out-of-school young adults who receive services that include training and/or advising	40	60	60	40	200					0
3	120 out-of-school youth will achieve employment or placement into career pathways training program	# of young people placed into employment or career pathways training program	15	35	35	15	100					0
4	70% of those placed in positions or career pathways training program will retain employment/achieve certification past 90 days	# of young people exceeding 90 days on the job or in a training program	10	25	25	25	85					0
5	1,000 youth and young adults will participate in YJC events, job fairs	# of young people who participate in job fairs and hiring events	250	500	0	250	1,000					0
<b>Total</b>			<b>425</b>	<b>730</b>	<b>140</b>	<b>440</b>	<b>1,735</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 City of Evanston / CDBG	50,000	50,000						\$ 0
2. Individual Giving / Events	145,000							\$ 0
3 Philanthropic Grants	932,000							\$ 0
4 Other Government Grants	491,918							\$ 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>1,618,918</b>	<b>50,000</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 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.

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

#### Required? Attached Documents \*



[YJC Audited Financials](#)

[YJC Form 990](#)

[YJC FY18 Annual Report](#)



[YJC 501c3 Determination Letter](#)



[YJC Key Staff](#)

agency, as applicable.

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

[YJC Intake Form](#)

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

[download template](#)

Evanston Livability Principles and MHB Funding Priorities.

[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.

[YJC Org Chart - Sept. 2019](#)

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.



[YJC 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 FY2019.



[YJC Statement of Operating Revenues and Expenditures - FY19](#)

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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

Application ID: 150058

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City of Evanston  
Community Development  
**2020 CDBG Public Services & Mental Health Board**  
10/20/2019 deadline

## Evanston Scholars Evanston Scholars, College Readiness Program

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

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

Submitted: 10/16/2019 8:04:43 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) [top](#)

### 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
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

#### 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. 2020 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 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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. Board of Directors, including demographic information, professional affiliations and home address. If a regional organization with a local board of directors, attach listings of both boards



[Evanston Scholars 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](#)

[Conflict of Interest Disclosure](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs

## Application Questions [top](#)

### **1. Describe the specific program for which funding is requested, 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/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.**

*Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.*

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): 85%

### **3. Describe how the program meets City goals.**

*If applying for CDBG funds, describe the priority need(s) 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.*

288	Intake/assessment
0	Referrals
288	Individual case management plan/services
288	Services delivered on an individual basis (e.g. home delivered meals)
288	One time event or activity (e.g. field trips, tax preparation)
288	Multi-session program (e.g. after school program)
288	Focused topic activities (e.g. workshops, trainings)
288	Drop in services (e.g. computer lab, tutoring, help desk)
0	Phone or online help (e.g. 24-hour help lines)
2,016.00	<b>TOTAL</b>

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 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, 64 ETHS sophomores applied to Evanston Scholars and we were able to accept 40 students. Some of the 24 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.

Demand does not fluctuate during the year because we have only one entry point per year.

**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 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, 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 2020, including any change from 2019 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, 91% of Evanston Scholars who started college are still enrolled. We anticipate approximately the same outcome in 2020.

#### 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 100 points in 2019. We anticipate the same or better score increase for 2020.

#### 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 applications in 2019. 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 2020.

#### 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, 65% of the high school graduation class of 2019 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 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.*

<input type="text" value="288"/>	Unduplicated people to be served in 2020
<input type="text" value="288"/>	Unduplicated Evanston residents to be served in 2020
<input type="text" value="279"/>	Unduplicated low/moderate income people to be served in 2020
<input type="text" value="279"/>	Unduplicated low/moderate income Evanston residents to be served in 2020
<input type="text" value="248"/>	Unduplicated people served in 2019
<input type="text" value="248"/>	Unduplicated Evanston residents served in 2019
<input type="text" value="240"/>	Unduplicated low/moderate income people served in 2019
<input type="text" value="240"/>	Unduplicated low/moderate Evanston residents served in 2019
<input type="text" value="2,110.00"/>	<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? Describe how the agency is engaging people of color and other minorities 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)  
Evanston Scholars is engaging people of color and other minorities in decision making through our diverse board and staff. Additionally we engage our students' parents through our Parent Engagement Group (PEG).

**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; 5 part-time). New staff is not planned for 2020.

Staff to participant ratio:

High School: 20 students per FTE

College: 60 students per FTE

No licensing or accreditation requirements.

Qualifications and experience of our staff include:

- 1) Steve Newman, Executive Director (49, 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) Andrea Guy, College Access Associate (20s, Female, African-American). Andrea Guy is an Evanston Scholars Alumna (Class of 2014) and a recent graduate of Lake Forest College (B.A. 2018) where she majored in Communications with a minor in Elementary Education.
- 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) Becca Nolan - bookkeeper (40s, Female, Caucasian)

10) Alison Segal - Career Readiness Associate (40s, Female, Caucasian)

11) Emily Berlinghof - Marketing/Communications (50s, Female, Caucasian)

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

Kay Israelite, kisraelite@evanston scholars.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."**

N/A

**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 2020 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** [top](#)

<b>Funding Sources/Revenues</b>	2019	2020	2020 Committed
City of Evanston CDBG	\$ 11,200.00		
City of Evanston Mental Health Board Funds			
Benefit	\$ 230,000.00	\$ 307,000.00	
Corporations	\$ 50,000.00	\$ 25,000.00	
Family Foundations	\$ 140,000.00	\$ 200,000.00	
Grants	\$ 48,800.00	\$ 40,000.00	
In-Kind	\$ 15,000.00	\$ 5,000.00	
Individual Contributions	\$ 322,000.00	\$ 367,000.00	
Other	\$ 11,000.00	\$ 6,000.00	
<b>Total</b>	<b>\$ 828,000.00</b>	<b>\$ 950,000.00</b>	<b>\$ 0.00</b>

<b>Funding Uses/Expenses</b>	2019	2020 Total	2020 CDBG	2020 MHB
Administrative	\$ 98,725.00	\$ 110,500.00		
Fundraising	\$ 40,800.00	\$ 56,100.00		
Personnel	\$ 510,855.00	\$ 583,300.00		
Program - College Access	\$ 59,370.00	\$ 58,260.00		
Program - College Success	\$ 100,300.00	\$ 113,070.00		
Program - Mentoring	\$ 2,800.00	\$ 800.00		
Program - Other	\$ 15,150.00	\$ 27,970.00		
<b>Total</b>	<b>\$ 828,000.00</b>	<b>\$ 950,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Our fiscal year is August 1 through July 31. Expenses will increase in 2020 due to a 16% increase in the number of students served and improvement in services provided.

We are making the same request to the City of Evanston as 2019 (\$35,000). Last year we were awarded \$11,200. We hope that the City can increase the amount as we continue to serve more students each year and improve the services we provide, for example by recently adding Career Readiness.

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** [top](#)

**Program Outcomes**

	<b>Outcome</b>	<b>Indicator (How was success measured?)</b>	<b>Goal # (G): Jan-Mar</b>	<b>G: Apr-Jun</b>	<b>G: Jul-Sep</b>	<b>G: Oct-Dec</b>	<b>Goal Total</b>	<b>Actual # (A): Jan-Mar</b>	<b>A: Apr-Jun</b>	<b>A: Jul-Sep</b>	<b>A: Oct-Dec</b>	<b>Actual Total</b>
1	College Persistence = Staying in School	Percentage of Evanston Scholars who started college and are still enrolled	91	91	91	91	364					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	9	9	9	9	36					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>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Program Line Item Expenditures**

<b>Item Description</b>	<b>Total Budget</b>	<b>CDBG Funds</b>	<b>MHB Funds</b>	<b>Q1 Jan-Mar</b>	<b>Q2 Apr-Jun</b>	<b>Q3 Jul-Sep</b>	<b>Q4 Oct-Dec</b>	<b>Spent to Date</b>
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>							
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### 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 [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 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.

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

#### Required? Attached Documents \*



[Audited Financial Statements and 990](#)

[Annual Report](#)



[501c3 Letter](#)



[Staff Biographies](#)

[Evanston Scholars Intake Application \(partial\)](#)

indicated in Question 11.

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

[download template](#)

Evanston Livability Principles and MHB Funding Priorities.

[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 FY2019.



[Revenue and Expense Past FY](#)

Organizational commitment to equity, diversity and inclusion.

[Policies](#)

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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

Application ID: 150473

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City of Evanston  
Community Development  
**2020 CDBG Public Services & Mental Health Board**  
10/20/2019 deadline

## GIRL SCOUTS OF GREATER CHICAGO & NORTHWEST INDIANA Girl Scouts of Greater Chicago and Northwest Indiana and All IN: Girl Scouting for Every Evanston Girl

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

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

Submitted: 10/21/2019 12:33:19 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) [top](#)

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

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

Girl Scouts of Greater Chicago and Northwest Indiana and All IN: Girl Scouting for Every Evanston Girl

#### 2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

#### 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 more than 50,000 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. 2020 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.*

12,000	CDBG
0	MHB (Human Services Fund)
12,000.00	<b>TOTAL</b>

**9. Funding request is:**

*Programs funded in 2019 should be classified as renewal even if amount requested is different from 2019 grant.*

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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="#">FY20 Operating Budget Girl Scouts GCNWI</a>
REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home address. If a regional organization with a local board of directors, attach listings of both boards	<input checked="" type="checkbox"/>	<a href="#">Board of Directors Girl Scouts</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.		<a href="#">Conflict of Interest Disclosure Form</a>

Complete and upload the attached form

[download template](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs  
[download template](#)

## Application Questions [top](#)

### **1. Describe the specific program for which funding is requested, 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: Girl Scouting for Every Evanston Girl is a staff-facilitated program that serves girls living in under-resourced communities and facing socio-economic barriers. The "staff-ignited" approach helps create troops in communities where it is difficult to recruit volunteers to lead a traditional Girl Scout troop. GSGCNWI offers this participation pathway to foster equity and access to the Girl Scout experience.

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

- The gender and race gap in STEAM (science, technology, engineering, art and math) fields and careers.
- Insufficient financial literacy skills that hinder social and economic advancement.
- Unhealthy lifestyles that impact physical and emotional wellbeing.

ALL IN troops meet year-round during out-of-school time hours. Troops meet for two hours, either weekly or bi-weekly depending on the site and resources available. The program year runs from October 1st to September 30th. ALL IN participants have high mobility and recruitment is ongoing.

The following is an overview of Girl Scout' program pillars which inform focus areas for learning and skill-building:

- **STEAM:** Girls 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 and how to be a wise consumer.

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 activities related to healthy lifestyles. They explore exercise, healthy food choices, and participate in activities that support social emotional development such as how to identify or manage emotions, respond to bullying, and qualities of a healthy relationship.

- **Outdoor Experiences:** 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 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. In the past, troops have created small first aid kits for homeless individuals that were then donated to a shelter or organized a recognition celebration for the school crossing guard by writing thank you notes and baking 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/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.**

*Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.*

ALL IN Girl Scout troops have previously been established in Evanston's 4th and 5th Wards. Participants are 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%. Latinx residents are at 9%, a 91% increase since 1990. Most of Evanston's African American and Latino community live 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 black student achievement showed that District 65 provided a better education to white 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 white 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. In 2019, there were 550 Evanston Girl Scouts, 56% were white and only 22% were girls of color and the median household income for this group was between \$75K and \$149K. In an effort to foster access, GSGCNWI offers ALL IN. The demographic make-up of ALL IN participants for 2019 was: African-American 70%, White 17%, Latina 13%. The family income for ALL IN participants is Very Low (about \$21K for a family of 2) and a third of girls live in female-headed households.

ALL IN collected income verification forms for participants whenever possible. There were challenges around securing these forms and as a result, there were some girls that participated that we could not include as a CDBG recipient. We did target services to areas 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.

Worth considering is "The State of the Girls 2017: Emerging Truths and Troubling Trends," a report by the Girl Scout Research Institute. The report states 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. In 2019, a troop made up of girls in foster care at the Daniel F. and Ada L. Rice Child and Family Center presented unique challenges. The Rice Center staff is always present to support the facilitator but program staff is exploring trauma-informed resources within the council to better support the facilitator. The troop facilitator reported that some girls cried during the investiture ceremony, perhaps overwhelmed to be reminded that they belong and can count on "sisters" across the globe. The center leadership felt that the Girl Scout experience would serve as an ongoing connection that the girls could take with them as they travel through the foster care system. Girls in this troop were also surprised to learn that they could keep the Guidebook and uniform. They were enthusiastic to learn the Promise and Law and eager to show their facilitator they had memorized it.

For Jasmine, a quiet ten-year old at the Rice Center, the troop is providing opportunities to build her confidence as she tries new things such as learning to cook an egg. She was apprehensive to partake in the activity, waiting to go last and then afraid to get near the pan or to crack the egg, but with the gentle support of her facilitator she was able to work through it. Jasmine continues to be a cautious participant but seems more comfortable with a buddy and has been more willing to try new things.

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 program p

### **3. Describe how the program meets City goals.**

*If applying for CDBG funds, describe the priority need(s) that your program addresses.*

The ALL IN program goal to foster access to Girl Scouting and leadership-building opportunities for underprivileged Evanston girls aligns with the City goals to provide services that address the needs of Evanston's lower-income individuals and families.

Community Outreach initiatives like ALL IN target underserved girls who may not have access to traditional troops because of economic or social barriers. This includes girls who are primarily African American and Latina, living in low-income households and distressed communities, and attending under-performing schools. In 2019, the troop at Fleetwood-Jourdain (in Ward 5) had 67% of girls reporting Ward 5 addresses. Other addresses included Ward 4, 8, and 2. Fleetwood-Jourdain consisted of a third of ALL IN Girl Scouts.

According to the 2015-2019 Consolidated Plan, Ward 5 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. This past summer, a Community Needs Assessment conducted by the City of Evanston surveyed residents on housing and community development needs. Feedback revealed that for low/moderate-income residents there is a high need for out of school time youth programs with over 50% of respondents expressing a need for summer programs and not having access to them.

The average annual income for Evanston public housing residents/housing voucher holders is about \$15,000. 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 continue to leverage funding from the Evanston CDBG to support wards and areas of highest needs. In addition to maintaining and growing current partnerships in these areas, staff continuously explores opportunities in these areas.

The program tracks 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 track 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.*

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

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?**

The ALL IN program does not turn girls away and there is 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; for example, a school-based troop can ask permission from school administrators that allow a girl from a different school to attend troop meetings. 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, supplies and provides an initial troop treasury to jump-start their Girl Scout experience.

Since beginning to collect Intake forms to track race and income for eligibility we have encountered challenges with completing the registration process for ALL IN participants. But program staff does not want to alienate girls who probably qualify based on other counterparts at a partnership facility. Parents and guardians will be asked and encouraged to submit a form but often they are apprehensive or may not be present.

**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 are also serving 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. Partner organizations often include Girl Scouts to enhance existing program offerings.

In 2019, we partnered with Fleetwood-Jourdain, Family Focus, St. Nicholas, and the Rice Center to engage underserved girls. Since Family Focus also received a CDBG grant, to avoid duplication of services, CDBG funds awarded to GSGCNWI were directed to support troops at Fleetwood-Jourdain, the Rice Center, and to a new troop that is pending for St. Nicholas. Partners provide space for troops to meet and GSGCNWI provides 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.

Last year, we faced a fair share of challenges. There was an unexpected delay in hiring the facilitator when the first candidate declined a job offer. A second candidate ultimately completed the hire process and accepted our job offer. There has also been a learning curve with the Evanston CDBG process, and we missed the opportunity to make adjustments to our program outcomes and goals. Unfortunately, program staff did not share concerns about meeting girl numbers until after the subrecipient agreement was finalized. As mentioned previously, collection of intake forms for ALL IN has been a challenge and it reflects only 35% of our goals. Program staff is exploring creating a digital Intake form to offer a better sense of privacy to parents and guardians. They hope this will help boost 4th quarter numbers for 2019. Challenges have been included in quarterly reports and despite these pain points the girl goal number for our 2020 request remains the same as last year. Staff feels that this goal number is attainable. There is also an increase in our request that aligns with the growth in our budget that we address in the budget narrative.

Girl Scouts is grateful for CDBG funding, the partnership with the City of Evanston helped us engage underserved Evanston girls with opportunities to explore, discover, and do things they could not do in other places.

**8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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.

Outcome 1: Enduring healthier relationships and life-style choices.

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

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

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

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

Indicator 3: 75% of participants reporting stronger connections to school, family, community, and 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. The 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 facilitators will share observations and help capture qualitative data through anecdotes that demonstrate impact.

In 2020, ALL IN will have mid-year assessments scheduled after the second quarter to be able to provide impact measures with our next application. The post-surveys for the 2019 program are scheduled for November and will be shared in our fourth quarter report.

Below are the results from the 2018 program year, there is a small variance from 2020 Indicators but we project results for 2019 and 2020 will be similar:

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 has helped me do better in school.

\* Girl Scouts has helped me be a leader in more activities.

\* Girl Scouts has helped me learn what I can do well.

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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 attitudes, 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, knowing her phone number; and being community-minded, such as helping their community and others.

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.*

87	Unduplicated people to be served in 2020
77	Unduplicated Evanston residents to be served in 2020
87	Unduplicated low/moderate income people to be served in 2020
77	Unduplicated low/moderate income Evanston residents to be served in 2020
30	Unduplicated people served in 2019
30	Unduplicated Evanston residents served in 2019
30	Unduplicated low/moderate income people served in 2019
30	Unduplicated low/moderate Evanston residents served in 2019
448.00	<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 Scouts' 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 about 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 19,000 adult members and over 50,000 girls annually.

Girl demographics for our council are as follows: White 54%, African American 11%, Latina 12%, Asian American 3%, American Indian/ Hawaiian/ Pacific Islander <1%, multiple 4%, other races 4%. Approximately 23% did not report or chose not to share.

The board of directors is comprised of 30 individuals that meets four times a year for board meetings and once a year for an annual meeting. Their financial commitment is \$2,500 give and \$10,000 get. Terms are three years for directors and two years for officers (there are no term limits). 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 26 women and four men. Of all the women, four are African American and one 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 five, and this year there are seven. These seven girls are all high school students. The youngest is 13 and the three oldest are 17. One girl is African American, another is Latina, there is also an Asian girl, and the final four girls are White.

GSGCNWI finalized its most recent strategic plan and a summary of it is attached.

**11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?**

The Executive/Senior Level team at GSGCNWI is comprised of four White women, one Latinx male, and one Latinx female. The First/Mid-Level Managers team is comprised of 33 women, five are African American, two are Latinx, and the rest are

White. Staff of color in leadership and/or decision-making positions comprise 23% of individuals at GSGCNWI. The council is committed to developing leadership skills in managers and directors, so that they are ready for promotion when opportunities arise. Overall, 33% of GSGCNWI staff identify as people of color (16% Latinx, 17 African American). In 2017, staff restructuring led to a large number of promotions, 70% were by people of color. To foster staff diversity, applicant recruitment includes posting positions on job sites geared toward specific populations.

**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. Additionally, the council has managed a City of Chicago contract under their Community Development Grant Application through the Department of Family and Support Services for 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 another Evanston Community Development Block Grant, GSGCNWI would continue to communicate with organizational partners and work towards ensuring that there are no girls that are being counted twice and/or that there is no duplication of programs. An example would be Family Focus, who received CDBG funding for its after-school program in 2019. ALL IN partners with Family Focus to enhance after-school offerings and serve 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 three different Girl Scouts councils in a variety of communities—from urban Detroit to rural Tennessee. 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 five years ago, in 2018 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. Partners include Family Focus, Fleetwood Jourdain, the Daniel F. and Ada L. Rice Child and Family Center, and St. Nicholas Church.

In 2019, Kim Sloan was hired as the ALL IN troop facilitator and she works directly with Evanston girls. Kim is currently a Northwestern University student and in the last year has led the ALL IN troops in Evanston. Since she has been working at the Rice Center where girls in foster care can sometimes present special needs, resources on trauma-informed practices are being explored to better support Kim in her role. Since starting to work with us, Kim has also taken on some administrative duties, such as helping with data entry and recruitment, but her primary duties revolve around ALL IN troops. Although, she has also led troops at Family Focus, Kim only codes her hours with troops at Fleetwood-Jourdain and the Rice Center to GSGCNWI's CDBG grant. Funding from Evanston CDBG in 2020 would continue to support the role of the part-time facilitator for ALL IN troops. ALL IN is still a relatively new program, and funding is being established to support its sustainability. Evanston CDBG funding would continue to be leveraged to help acquire new revenue streams.

Beth Sousa, a community organizer in the Member Services Department, will work closely with Marie in 2020 to help identify and form new partnerships for the ALL IN program. In 2020, Beth will provide support in recruiting girls and helping identify and/or mentor/coach volunteers at ALL IN partnership sites.

**15. Provide the name, email and phone number of the individual who attended the pre-application meeting.**  
Irasema Gonzalez. Email: igonzalez@girlscoutsgcnwi.org Phone: 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 2020 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 [top](#)

<b>Funding Sources/Revenues</b>	2019	2020	2020 Committed	
City of Evanston CDBG	\$ 5,500.00	\$ 12,000.00		
Evanston Community Foundation (Responsive Grant)	\$ 3,850.00	\$ 3,850.00		
Fitzsimonds Family Foundation	\$ 5,000.00	\$ 5,000.00		
Evanston Business Sponsor/Individual Donor	\$ 1,100.00			
North Shore Giving Circle / CFW	\$ 0.00	\$ 7,500.00		
GSGCNWI	\$ 7,464.00	\$ 7,063.00		
<b>Total</b>	<b>\$ 22,914.00</b>	<b>\$ 35,413.00</b>	<b>\$ 0.00</b>	

  

<b>Funding Uses/Expenses</b>	2019	2020 Total	2020 CDBG	2020 MHB
Assistance to Girls	\$ 9,570.00	\$ 9,570.00	\$ 1,560.00	
Troop and Group Camp	\$ 2,625.00	\$ 2,625.00	\$ 1,680.00	
Salaries and Wages	\$ 7,336.00	\$ 10,696.00	\$ 8,760.00	
Activity Supplies		\$ 3,132.00		
Assistance to Adults (Volunteer training)	\$ 1,050.00	\$ 1,050.00		
Recruitment	\$ 250.00	\$ 488.00		
Program Director		\$ 3,233.00		
Administrative	\$ 2,083.00	\$ 4,619.00		
<b>Total</b>	<b>\$ 22,914.00</b>	<b>\$ 35,413.00</b>	<b>\$ 12,000.00</b>	<b>\$ 0.00</b>

## Budget Narrative

The fiscal year for GSGCNWI is October 1 through September 30, and the program year follows the same schedule.



3	Improved behavior both at home and at school. Sense of community pride.	75% of participants reporting stronger connections to school, family, community and their peers.	22	44	87	153					0
4	Intake Forms	Intake Forms have been integrated into our registration process. Our goal is to collect one for each girl that attends troop sessions. Once registration is completed the girl gets her sash and Girl Guide.	22	22	22	21	87				0
5							0				0
<b>Total</b>			<b>88</b>	<b>154</b>	<b>22</b>	<b>282</b>	<b>546</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** [top](#)

<b>Documents Requested *</b>	Required?	<b>Attached Documents *</b>
REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.	✓	<a href="#">FY18 Final Audited Financial Statement</a> <a href="#">FY18 Final Form 990</a>
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.		<a href="#">2018 Annual Report</a>
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).	✓	<a href="#">IRS Confirmation Letter</a>
Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).		
Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).		
Brief biographies of key staff including demographic information.	✓	<a href="#">ALL IN 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 a written response (new applicants or previously funded agencies only if changed).		<a href="#">Accessibility Statement 2020 Update</a>
Supplemental information relating to your program or agency, as applicable.		<a href="#">GSGCNWI Strategic Priorities</a>
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. <a href="#">download template</a>		<a href="#">Intake Form 2019-2020</a>
Evanston Livability Principles and MHB Funding Priorities. <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 Organizational Chart</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 FY2019.



[Statement of Operating Revenue YTD FY19](#)

Organizational commitment to equity, diversity and inclusion.

[Non-Discrimination and Inclusion Policy](#)

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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

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City of Evanston  
Community Development  
**2020 CDBG Public Services & Mental Health Board**  
10/20/2019 deadline

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

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**\$ 20,000.00** Requested  
\$ 0 MHB Request

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**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.**

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-Explore Your Path Program.

**2. Type of organization**

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

**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 - Shore has received 16-consecutive 3-year accreditation's, which is the highest awarded from this prestigious organization. April 1, 2018 was our most recent accreditation, and we received 100% compliance on nearly 1000 standards.

**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. 2020 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 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).



[Agency Operating Budget](#)

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



[Board Demographic Information](#)  
[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](#)

[Conflict of Interest Disclosure Form](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations

## Application Questions [top](#)

**1. Describe the specific program for which funding is requested, 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 350 children and adults with intellectual and other developmental disabilities annually. In Fiscal Year (FY) 2019 (7/1/18-6/30/19), 319 individuals received services. Clients came from 18 communities with the largest representation coming from Skokie, Evanston and Chicago. Over 35 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 Center (SKTC) 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/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.**

*Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.*

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 145 clients (27 from Evanston) served in Fiscal Year 2019 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-Find Your Path 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.

Shore encourages all clients to actively participate in their service plan. Our staff attends schools, transition fairs, holds tours and meets with interested individuals and their families.

### **3. Describe how the program meets City goals.**

*If applying for CDBG funds, describe the priority need(s) 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 nearly 69 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.*

26	Intake/assessment
10	Referrals
26	Individual case management plan/services
0	Services delivered on an individual basis (e.g. home delivered meals)
26	One time event or activity (e.g. field trips, tax preparation)
20	Multi-session program (e.g. after school program)
26	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)
134.00	<b>TOTAL</b>

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 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 in May or June.

**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 if 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, Niles Township Food Pantry 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 Infinitec 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 50 individuals supports and services from the Community Employment Department with Job Counseling and Placement, Community Work Experience, Supported Employment and Competitive Employment. Five individuals maintained their jobs in the community. Sales in packaging, assembly and recycling reached over \$160,000. Shore eCycle, our electronic recycling business, obtained R2 RIOS 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 10,000 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 clients, 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 (1/3) have 10-30+ years of service and our management team has 114 years of service to Shore.

**8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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. 90% (18/20) of Evanston clients enrolled in Community Day Services will participate in internet searches to identify jobs to apply to, volunteer opportunities, or community leisure pursuits in order to choose community experiences they would like to participate in as measured by staff case notes as of 12/31/2020.

2. 85% (17/20) of Evanston clients enrolled in Community Day Services will participate in a community experiences including volunteering, job shadowing, community work experience or leisure pursuit\* as measured by staff case notes as of 12/31/2020.

\* The ones focusing on leisure pursuits would be Seniors or individuals who have worked in the community and have no desire for a job.

3. 75% (3/4) 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 12/31/2020.

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 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.*

<input type="text" value="150"/>	Unduplicated people to be served in 2020
<input type="text" value="26"/>	Unduplicated Evanston residents to be served in 2020
<input type="text" value="148"/>	Unduplicated low/moderate income people to be served in 2020
<input type="text" value="25"/>	Unduplicated low/moderate income Evanston residents to be served in 2020

145	Unduplicated people served in 2019
28	Unduplicated Evanston residents served in 2019
145	Unduplicated low/moderate income people served in 2019
27	Unduplicated low/moderate Evanston residents served in 2019
694.00	<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 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, 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 20 Board and 10 Honorary Board Members.

Shore now offers counseling and behavior support services to help our clients reduce maladaptive behaviors and increase their skill development to promote more independence. We have one Counselor and two Behavioral Analysts. A Job Developer was added to True North and a part-time Director of Annual Giving to the Development Department.

**11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?**

Out of 100 employees at Shore, we have seven African Americans, one Asian, one Hispanic and one Hawaiian in leadership/decision-making positions, which is 10%. Shore's Chief Executive Officer is African American. 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.

Our staff have a rich cultural background, with 13 languages spoken in addition to English, which improves communication with our clients and their families. Directors work closely with their staff and have meetings, some daily, to discuss

programming and other issues. In addition, DISC trainings were offered to leadership and program managers to learn how to better communicate with others, which has helped 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 69 years ago, Shore has grown from providing essential services to one child to meeting the needs of nearly 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 24 employees at the Joseph Koenig, Sr. Training Center. Lisa Wright, Chief Operating Officer, of Shore Joseph Koenig, Sr. Training Center, has a Master Degree, 31 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 Dipolma and over 11 years at Shore. Additional staff credentials include: 3 with a Bachelor Degree and 2 have an Associates Degree.

The Community Employment Manager (CEM) has a Bachelor Degree and has been employed by Shore since July 2019. 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 for our clients especially as our program focus will highlight community integration through volunteering,

job shadowing and maintaining employment. The CEM 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. He 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. He 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 53 and 47) 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 CEM 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 R2 RIOS 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 Matz, 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, Morton Grove, IL 60053 and 4125 Oakton Street, Skokie, IL 60076 Clients are transported via agency vehicles, PACE para-transit, parents/guardians, other agency vehicles, or self-transport via walking or public transportation.

**20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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 [top](#)**

<b>Funding Sources/Revenues</b>	2019	2020	2020 Committed
City of Evanston CDBG	\$ 7,500.00	\$ 20,000.00	\$ 0.00
City of Evanston Mental Health Board Funds	\$ 0.00	\$ 0.00	\$ 0.00
Purchase of Service & Other Grants	\$ 1,375,416.00	\$ 1,372,211.00	\$ 1,372,211.00
Grants - Foundations, Corporations & Businesses	\$ 19,969.50	\$ 116,400.00	\$ 116,400.00
Client & Family Payments	\$ 22,344.37	\$ 19,598.00	\$ 19,598.00
Contributions	\$ 42,396.00	\$ 62,307.00	\$ 62,307.00

Special Events & Other Revenue	\$ 17,433.17	\$ 32,585.00	\$ 32,585.00
Workshop Sales		\$ 210,381.00	\$ 210,381.00
<b>Total</b>	<b>\$ 1,455,053.04</b>	<b>\$ 1,833,482.00</b>	<b>\$ 1,813,482.00</b>

<b>Funding Uses/Expenses</b>	2019	2020 Total	2020 CDBG	2020 MHB
Salaries	\$ 713,843.57	\$ 897,478.20	\$ 17,000.00	
Program/Administrative Salaries	\$ 79,315.95	\$ 99,719.80		
Health, Worker's Comp & Retirement Benefits	\$ 170,133.34	\$ 226,099.00	\$ 2,000.00	
Payroll Taxes	\$ 57,924.96	\$ 70,691.00	\$ 1,000.00	
Professional Fees & Contracts	\$ 31,646.41	\$ 53,870.00		
General Operating	\$ 137,944.40	\$ 113,948.00		
Occupancy	\$ 99,045.00	\$ 125,562.00		
Misc./Depreciation	\$ 60,925.02	\$ 87,897.00		
Client Wages	\$ 153,845.00	\$ 150,347.00		
<b>Total</b>	<b>\$ 1,504,623.65</b>	<b>\$ 1,825,612.00</b>	<b>\$ 20,000.00</b>	<b>\$ 0.00</b>

### Budget Narrative

Shore's Fiscal Year runs July 1st-June 30th.

After 9+ years, Shore received an increase from the State of Illinois that was passed onto staff with a \$.75 per hour raise. In addition, the mandatory \$1.00 an hour incremental raise is being paid to employees to be in compliance with Cook County's \$15.00 per hour minimum wage by 2022. This is why the salaries vary from 2019 to 2020.

By March 2022, States need to be in compliance with the Olmstead Act, which fully integrates individuals with disabilities into every aspect of community living. For example, many individuals with disabilities who want to work are in segregated settings at the Koenig Center, which is operated by Shore. In fact, there are nearly 150 individuals working in our facility-based program. One of Shore's goals is to transition away from our training center and offer a wider range of options to individuals by developing more community-based supports. 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."

Funding received from the City of Evanston will go towards vocational training that is provided by the Koenig Center and at True North - Find Your Path, which emphasizes supported and community employment experiences. Currently, the Koenig Center has a pilot program in place to see how our clients like the community integrative activities that are offered by True North. The program is our way of transitioning the majority of our clients to be in compliance with the Olmstead Act. By 2022, we see our packaging and electronic recycling businesses expanding where people with and without disabilities will work together and our clients will be paid minimum wage. Roughly 20 clients will be employed by Shore; 85 will be in True North, 30 in the Seniors Program and 10 will have competitive employment.

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 30-45 days after services are rendered and Shore's budget consists of 80% funding from State Medicaid Payments. Shore is doing everything within its financial capability to maintain our programs and services without disruption. Measures to help reduce budgetary costs are always explored.

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 Employment Manager and two Job Coaches at \$35,000 each, which is 5%. The Job Coaches will work closely with the CEM 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 Developmental Training at Koenig Center has an annual deficit of @\$90,000. 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.

We are actively seeking new revenue to offset all program deficits. The part-time Director of Annual Giving will assist the one person Development Department in all aspects of fundraising because Shore currently must raise over 15-20% of its total annual budget from philanthropic contributions to balance its operating budgets. In addition, Phase II of our Capital Campaign "Our Heritage Our Future," is on-going and our goal is to raise \$2,200,000 by 2022. This campaign is for the new Lois Lloyd Center in Skokie and has been a financial burden as the agency borrowed to purchase and renovate the building to continue services to adults with moderate to sever/profound intellectual and other developmental disabilities.

**Program Outcomes** [top](#)

**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	90% (18/20) of Evanston clients enrolled in Community Day Services will participate in internet searches to identify jobs to apply to, volunteer opportunities, or community leisure pursuits in order to choose community experiences they would like to participate in.	As measured by staff case notes as of 12/31/2020.	14	15	18	18	65				0
2	85% (17/20) of Evanston clients enrolled in Community Day Services will participate in a community experiences including volunteering, job shadowing, community work experience or leisure pursuit.*  * The ones focusing on leisure pursuits would be Seniors or individuals who have worked in the community and have no desire for a job.	As measured by staff case notes as of 12/31/2020.	15	16	17	17	65				0
3	75% (3/4) 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 12/31/2020.	1	2	1	1	5				0
4							0				0
5							0				0
<b>Total</b>			<b>30</b>	<b>33</b>	<b>36</b>	<b>36</b>	<b>135</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
		64,910.6						

1 Salaries	897,478	17,000							\$ 0
2 Program/Administrative Salaries	99,720								\$ 0
3 Health, Worker's Comp & Retirement Benefits	226,099	2,000							\$ 0
4 Payroll Taxes	70,691	1,000							\$ 0
5 Professional Fees & Contracts	53,870								\$ 0
6 General Operating	113,948								\$ 0
7 Occupancy	125,562								\$ 0
8 Misc./Depreciation	87,897								\$ 0
9 Client Wages	150,347								\$ 0
10									\$ 0
11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
<b>Total</b>	<b>1,825,612</b>	<b>20,000</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 City of Evanston CDBG	20,000	20,000						\$ 0
2 Purchase of Service & Other Grants	1,372,211							\$ 0
3 Grants - Foundations, Corporations & Businesses	116,400							\$ 0
4 Client & Family Payments	19,598							\$ 0
5 Contributions	62,307							\$ 0
6 Special Events & Other Revenue	32,585							\$ 0
7 Workshop Sales	210,381							\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
<b>Total</b>	<b>1,833,482</b>	<b>20,000</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

#### Required? Attached Documents \*



[Audited Financial Statements](#)

[Form 990 \(1 of 3\)](#)

[Form 990 \(2 of 3\)](#)

[Form 990 \(3 of 3\)](#)

[Fiscal Year 2018 Annual Report](#)

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).



[501 c 3](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.



[Staff Resumes & Demographics](#)

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.

[Board Demographic Info](#)

[Spring Newsletter](#)

[Marketing Plan](#)

[Strategic Plan](#)

[Strategic Planning Packet](#)

[Short & Long Range Plans - True North](#)

[Short & Long Range Plans - SKTC](#)

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](#)

Evanston Livability Principles and MHB Funding Priorities.

[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](#)

[Organizational Chart Key](#)

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.

[FY 20 Agency Operating Budget](#)

[FY 20 Koenig Center Operating Budget](#)

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 FY2019.



[Statement of Operating Revenues](#)

Organizational commitment to equity, diversity and inclusion.

[Diversity and Inclusion](#)

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time

of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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

Application ID: 149906

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City of Evanston  
Community Development  
**2020 CDBG Public Services & Mental Health Board**  
10/20/2019 deadline

YWCA Evanston/North Shore  
**YWCA Evanston/North Shore Domestic Violence Services**

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

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

Submitted: 10/16/2019 11:39:35 AM (Pacific)

**Project Contact**

Genriyeta Papirova  
[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

Telephone 847-864-8445

Fax 847-864-8498

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

**President/CEO**

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

YWCA Evanston/North Shore Domestic Violence Services

**2. Type of organization**

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

**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. 2020 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 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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 budget](#)

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



[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](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs

## Application Questions [top](#)

### **1. Describe the specific program for which funding is requested, 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 700 survivors annually, direct services include: crisis intervention and emergency shelter, community services, legal advocacy, and longer term housing. In addition to victim services, the Program provides violence prevention and outreach and education services in our catchment area.

Domestic Violence Shelter operates 24-hours/day, 7 days/week. 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 our 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. The new Men's Leadership Project prepares men to work as allies with women and girls to prevent domestic and sexual violence and create healthy relationships. We educate men in the dynamics of relationship violence in order to mentor boys in how they can all be part of the solution.

Education and Outreach efforts raise public awareness about DV, educate the professional community about the dynamics of domestic violence, legal options for victims, and appropriate resources.

### **2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.**

*Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.*

YWCA's Domestic Violence Program serves victims of domestic violence and their children. Clients are racially, educationally, and economically diverse with the majority being employed but living on low wage salaries and often having more than one job. 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 might need both in the immediate moment and thereafter. 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. Because of our trauma-informed change process, we have significantly reduced the time and volume of questions we ask at the initial point of contact in an effort to prevent re-traumatization. We seek to screen people into shelter, not out of shelter. 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 how the program meets City goals.

*If applying for CDBG funds, describe the priority need(s) that your program addresses.*

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.

### 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="140"/>	Intake/assessment
<input type="text" value="500"/>	Referrals
<input type="text" value="110"/>	Individual case management plan/services
<input type="text"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="3000"/>	Multi-session program (e.g. after school program)
<input type="text" value="325"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text"/>	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text" value="120"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="4,195.00"/>	<b>TOTAL</b>

### 5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

In FY 19 we turned away 597 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.

Every year, YWCA's emergency housing shelters over 200 victims of domestic violence and their children seeking refuge from domestic violence. But the need for emergency shelter far exceeds our supply: each year, one thousand women and children are turned away due lack of space. This year, YWCA Evanston/North Shore is embarking on capital campaign to launch our next phase of growth and service to our communities. This milestone effort will: expand and upgrade our campus; enhance our services to women and children; increase our impact through new, innovative programming; and accelerate our transformation to a community catalyst, thought leader, and advocate for racial and gender equity. As part of the capital campaign YWCA will build a new Trauma-Informed Support Center for Survivors and Their Families with double the number of rooms and innovative design to help women and children heal from trauma of domestic violence and abuse.

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

YWCA Evanston North Shore is well-versed in providing a comprehensive range of services to survivors and their children who represent diverse life experiences, a variety of cultural backgrounds and who may lack access to basic resources. 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. The presence of the Equity Institute and its racial and gender equity programming enhances staff knowledge and service delivery.

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. For instance, a client's issues related to child custody will likely present intricacies beyond the scope of services provided by the YWCA's Legal Advocates; in these cases, clients are referred to organizations such as the LAF, one of many agencies with whom the YWCA maintains networking agreements. 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 three 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. Last year we opened our Culinary Program that is a hands-on 12-week workforce training program designed to prepare low to moderate income women for success in the food service industry and some clients from our LTH participated in it.

**8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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 120 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.

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 Public Grants & Compliance Director. The Clinical Services Manager and/or Public Grants & Compliance 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.

Program evaluation and quality assurance is an area of which the agency continues to evolve. Performance management occurs in various steps including program planning, data collection, data reporting and analysis followed by utilizing data findings and insights for future planning. This series of steps occurs on annual basis. The program evaluation plan, which is developed in conjunction with direct service staff and management staff, will assess the scope of the program and the appropriateness of services.

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 (from whom will the data be collected), methods (specific tools used), timeframe for data collections, and the person responsible for collecting the data. The tools are generally surveys or pre/post tests. Completed evaluation forms and surveys are entered into Survey Monkey.

Data is entered into InfoNet and Survey Monkey are generated monthly, quarterly and as needed for program evaluation and findings are discussed with program managers and the Evaluation Team on a quarterly basis. In overall, by utilizing these two systems 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 program.

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.*

<input type="text" value="700"/>	Unduplicated people to be served in 2020
<input type="text" value="140"/>	Unduplicated Evanston residents to be served in 2020
<input type="text" value="700"/>	Unduplicated low/moderate income people to be served in 2020
<input type="text" value="140"/>	Unduplicated low/moderate income Evanston residents to be served in 2020
<input type="text" value="680"/>	Unduplicated people served in 2019
<input type="text" value="129"/>	Unduplicated Evanston residents served in 2019
<input type="text" value="680"/>	Unduplicated low/moderate income people served in 2019
<input type="text" value="129"/>	Unduplicated low/moderate Evanston residents served in 2019
<input type="text" value="3,298.00"/>	<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 Equity, 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 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:

- Continue to strengthen our work in regards to being more trauma informed. Staff have engaged in various professional development opportunities as a means to enhancing their knowledge about working through a trauma informed lens.
- Continue to offer participants more choice by expanding the scope and array of group services. The groups range from traditional healthy relationship, talk groups that include physical activity as a form of coping with domestic violence and trauma.
- As a result of our newly implemented extension process for shelter residents, we are beginning to see a greater number of individuals leave us with longer-term housing plans and/or employment.
- We have restructured our community counseling program to deepen our reach in the community. In response to community need, we have developed the structure for a community-based group to be implemented in FY20.
- Expanded service delivery at Bridges, our long term housing for survivors of domestic violence.
- The legal advocacy team has begun working more closely with the Evanston PD in order to offer a greater level of support to police advocates and officers.
- Expanded our Women's Economic Empowerment program to include 1:1 financial coaching and a culinary job training program.
- Expanded 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.
- Offered a quarterly 40-hour Domestic Violence training which provides a solid base of knowledge for anyone working with individuals affected by domestic violence.
- Hosted our third annual racial and gender equity summit titled "The Way Forward".
- Launched a capital campaign that will allow us to deepen our impact in our communities.
- Became one of the first an approved training site for the state required DV training of cosmetologists and is providing classes at salons as well as at the YWCA starting from April, 2019

**11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?**

Out of 12 staff who are currently in leadership/decision making positions, 3 are people of color. YWCA Evanston/North Shore is committed to creating an anti-racist, equitable working environment. In keeping with our mission, we invest significant resources in engaging all staff in creating an equitable organization. We do this work through our equity committee where staff assesses areas for growth and offer recommendations for moving the organization ahead in the areas of organizational culture and policies and procedures.

**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. Karen Singer, the President/CEO of YWCA, now in her 15th year as CEO, has more than doubled the size of the organization and grown the revenue base to support and sustain the growing programs and staff; Kristen White, COO, has 15 years' experience managing public grant compliance and 16 years nonprofit executive level experience overseeing programs, operations, and program evaluation; Paul Nye, CFO, has over twenty years of senior and executive financial leadership experience in both the for- and not-for-profit sectors; Sandy Williams, Domestic Violence Residential & Community Services Director, has 20+ years developing and managing trauma-informed care victim services for adults and youth including policy and procedure development and staff training; Wendy Dickson, Domestic Violence Training & Education Director, has 20+ years' experience in developing and managing victim services, training and education, and institutional policies on domestic violence and sexual assault in social services, medical, and university settings; Genriyeta Papirova, Public Grants & Compliance Director, has 25+ years in domestic violence focused public grants management, data collection, and reporting; and Laura Moorehead, Controller, has 25+ years of general accounting procedures and functions working in privately owned and nonprofit sector together with an experienced and dedicated staff makes us confident in our ability to direct the organization, develop our programs and provide proposed services, manage the fiscal resources, provide grant management, program evaluation, and administrative oversight and comply with fiscal and administrative requirements. YWCA has written fiscal procedures and the Board of Directors is ultimately responsible for the financial outcomes of the

organization. We are the recipient of multiple public grants and have a history of meeting compliance standards and receiving positive public grant audits and have been praised by municipal leaders and national YWCA leaders as being one of the most stable and sustainable nonprofit organizations in Evanston and YWCA associations nationally.

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 FY2018, 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, 2018, 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 28 full and part time employees. All of the direct service staff members have a minimum of a bachelor's degree; all clinical staff has MA, MFT, LCSW, LPC, and LCPC. All staff providing domestic violence services to adults and children have 40-hour domestic violence training certificates. Our agency is certified by the ICDVP as approved 40-hr in person training site, approved supervision site, and approved ICDVP CEU site. All direct service staff in leadership positions hold ICDVP certificates. We currently have ten staff ICDVP certified.

In addition to the 40-hour domestic violence training, staff continuously receives training about confidentiality, working with clients who have mental health issues and/or substance abuse issues, and working effectively with clients of diverse populations. We have received and continue receiving training about trauma-informed care service. We continue our partnership with the National Center on Domestic Violence, Trauma, and Mental Health. We continue to provide on-going and specialized training for staff, especially front-line staff who play the most visible role in our shelter.

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 8 4 5 7

Race: AA W Hispanic Asian Other

10 10 5 1 2

Gender: Female Male Other

26 2

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 Papirov; gpapirov@ywca-ens.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

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 Shelter is located on the same lot as YWCA. Our Legal Advocacy Services operates at the District 2 Skokie Courthouse, 5600 Old Orchard Rd, Skokie and our Longer Term Supportive Housing Program is located at 241 Callan Street, Evanston.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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.  
Genriyeta Papirova, Public Grants & Compliance Director

**Budget [top](#)**

<b>Funding Sources/Revenues</b>	2019	2020	2020 Committed
City of Evanston CDBG	\$ 35,000.00	\$ 35,000.00	
City of Evanston Mental Health Board Funds	\$ 0.00	\$ 0.00	
City of Evanston ESG	\$ 15,000.00	\$ 15,000.00	
Other Government grants	\$ 1,110,528.00	\$ 1,072,258.00	\$ 528,172.00
United Way	\$ 95,550.00	\$ 86,100.00	\$ 43,050.00
Foundation Grants	\$ 44,332.00	\$ 78,000.00	
Individual Gifts	\$ 64,632.00	\$ 97,500.00	
Business, Civic & Church	\$ 68,458.00	\$ 87,400.00	
HACC	\$ 157,692.00	\$ 160,000.00	
<b>Total</b>	<b>\$ 1,591,192.00</b>	<b>\$ 1,631,258.00</b>	<b>\$ 571,222.00</b>

<b>Funding Uses/Expenses</b>	2019	2020 Total	2020 CDBG	2020 MHB
Personnel	\$ 1,336,683.00	\$ 1,366,886.00	\$ 35,000.00	
Professional Fees & Contractual Services	\$ 21,328.00	\$ 22,153.00		
General Operating	\$ 78,253.00	\$ 60,432.00		
Repair & maintenance	\$ 62,538.00	\$ 84,548.00		
Occupancy	\$ 31,217.00	\$ 31,517.00		
Specific Assistance	\$ 44,350.00	\$ 40,410.00		
Equipment	\$ 7,488.00	\$ 14,072.00		
Other Expenditure	\$ 9,335.00	\$ 11,240.00		
<b>Total</b>	<b>\$ 1,591,192.00</b>	<b>\$ 1,631,258.00</b>	<b>\$ 35,000.00</b>	<b>\$ 0.00</b>

**Budget Narrative**

Our fiscal year is July 1st through June 30th. We anticipate modest increases in funding levels from other government grants in FY2020. There will be \$18,488 increase in the grant from the IL Department of Human Services and the ICADV grant will increase \$59,713 for FY2020. The increase in grants will be used to cover increased in the salary expense for current employees in the DV program. In effort to attract and retain quality program personnel, there will be an estimated 12.75% increase in salaries expense in FY20. This is combined with budgeted increased costs of health insurance for personnel in the program. Overall, the budget for FY20 total program payroll expense including taxes and benefits is 14.95% higher than the expenses in FY19. There will also be slight increase in the repairs and maintenance of the Bridges facility (our longer-term supportive housing )at 240 Callan. in previous years, the expenses were capital projects. As the building renovation is complete, the work is done on the building in FY20 will be expenses and will increase the "Repair & Maintenance" budget for FY20. Much of the repair and maintenance work will be done by YWCA staff in a continued effort to reduce the fees charged to contract services. We hope to continue reductions in Occupancy costs due to continued maintenance on the properties and conservation efforts in the administrative buildings to reduce the costs of utilities.

The staff funded by CDBG:

Sandy Williams, DV Residential & CS Director; annual salary plus benefits \$100,683 of which 20.49% will be covered by

CDBG for a total of \$20,630

Wendy Dickson, DV Training & Prevention Director; annual salary plus benefits \$70,130 of which 20.49% will be covered by CDBG for a total of \$14,370.

**Program Outcomes** [top](#)

**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 120 callers	30	30	30	30	120					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	60	26	27	27	140					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					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	12	48					0
5						0					0
<b>Total</b>		<b>402</b>	<b>368</b>	<b>369</b>	<b>369</b>	<b>1,508</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 [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 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.

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

#### Required? Attached Documents \*

✓ [FY2018 Audit](#)  
[990 Form](#)

✓ [tax exepmt status](#)

✓ [Brief bio](#)

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](#)

Evanston Livability Principles and MHB Funding Priorities.  
[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 revenue and expense for 2019](#)  
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 FY2019.

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AML at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.  
[download template](#)

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

Application ID: 149774

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City of Evanston  
Community Development  
**2020 CDBG Public Services & Mental Health Board**  
10/20/2019 deadline

## The Center of Concern Homeless Prevention, Housing Counseling and Home Sharing

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

**\$ 12,500.00** Requested  
\$ 0 MHB Request

Submitted: 10/21/2019 1:27:54 PM (Pacific)

### Project Contact

Greg Eklund  
[geklund@centerofconcern.org](mailto:geklund@centerofconcern.org)  
Tel: 847-823-0453

### Additional Contacts

[apopa@centerofconcern.org](mailto:apopa@centerofconcern.org)

### The Center of Concern

1665 Elk Blvd.  
Des Plaines, IL 60016  
United States

Telephone 847-823-0453  
Fax 847-824-8437  
Web [www.centerofconcern.org](http://www.centerofconcern.org)

### Executive Director

John McNabola  
[jmcnabola@centerofconcern.org](mailto:jmcnabola@centerofconcern.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.

Center of Cocnern

#### 2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

#### 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.

We have several staff members who have been accredited in their specific field of employment.

### 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. 2020 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 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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.

The Center of Concern's Homeless Prevention, Housing Counseling, and Home Sharing

Program offers City of Evanston residents a focused service model that enables case managers to provide the most effective services to address each individual's unique housing situation.

The homeless prevention component includes ongoing financial counseling assistance, housing crisis intervention supports to avoid eviction and foreclosure, counseling for affordable housing solutions, and/or prevent utility disconnection, counseling to residents and households in imminent danger of eviction, and addresses the underlying circumstances which led to the housing crisis to better equip future challenges before another crisis can occur.

Support for overcoming housing hardships is provided through resources to meet immediate utility arrears, security deposits, and additional assistance to prevent homelessness and counsel clients to identify underlying precipitating issues and can provide available practical resources that include: legal support and assistance, Social Security and Medicare counseling, employment counseling, life skill trainings, and money management education.

The Home Sharing component offers accommodation(s) to a home sharer (seeker) in exchange for an agreed level of support in the form of financial exchange (reduced rent), assistance with household tasks, or both. We work to match Home Sharing providers with Home Sharing seekers through a comprehensive application process. Bringing persons together takes time and care must be taken to be sure both parties are comfortable with a living arrangement to ensure success. The process allows for questions and concerns to be addressed and resolved before a match between parties is completed. Our staff conducts an in-person interview with both parties to ensure quality matches which help prevent homelessness for low-income residents who can't afford rental rates and provide additional income to homeowners/renters to help offset housing costs.

Housing counseling component includes assistance, guidance, and support in resolving personal and social problems due to homelessness or on the verge of homelessness. Ongoing case management and support help residents overcome difficulties which span weeks, months or even years.

During the last fiscal year, the Center of Concern expected to provide over 800 individual one-on-one housing services to 40 residents. With the number of residents seeking assistance, the agency provided over 1,144 individual services to 62 residents. 93% of the households were living below the federal income poverty level (2019), 73% percent were females and 25% were male, 159 children were living in households served,

95% self-reported non-Hispanic ethnicity, and 83% percent were Black/African American, 8% Asian and 6% caucasian.

**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 Homeless Prevention, Housing Counseling, and Home Sharing Program address the unmet need for housing issues for low-income to moderate residents. Based on the early survey results from the Evanston Community Needs Assessment Survey that shows over 25% of the unmet need for low-income to moderate-income residents is housing and that 13.3% of the population for whom poverty status is determined in Evanston to live below the poverty line. (<https://www.census.gov/quickfacts/fact/table/evanstoncityillinois,IL/PST045218>).

As the distance in income, equality continues to grow and with more people working two or more jobs, the need for housing services to stabilize families is greater than ever. Low-income individuals, especially within the Black/African American and Hispanic community, are struggling with a greater rent burden, increasing costs of goods, services, and gas (transportation), prescription drugs, healthcare, and education. The overall increase in the cost of living with stagnate wages for the least skilled are among the greatest factors contributing to the number of persons living the below the poverty line resulting in homelessness and poor housing options.

The request will provide services within the City of Evanston to meet the CDBG national goals of providing a suitable living environment, decent affordable housing, and or creating economic opportunities for the benefit of low/moderate income Evanston residents.

Center of Concern services are evidence-based that are broader in scope and offer a comprehensive array of services such as short-term financial assistance to cover rent or rental arrears, mediation with landlords, and help with the process of qualifying for mainstream benefits for children and adults of all ages.

For over 42 years, all Center of Concern programs has begun with an in-depth initial assessment of individualized unmet needs. Experienced case managers conduct an initial face-to-face assessment and interview, an evaluation of the client's environment will help determine needs and which services can best help better provide housing options that maintain or increase their housing security. Ongoing case management happens regularly in person, by phone and is important to our successful housing support model.

The Center of Concern has a strong working relationship with government agencies at all levels of government: Federal, State, Cook County, area Townships (Maine, Niles, New Trier, Evanston, or Northfield Townships and Rich Township), and the City of Evanston, We also work closely with the area business community (Chamber of Commerce, small businesses and local corporations/companies), area Ministerial Associations (all denominations), Service Clubs (Rotary, Lions, Kiwanis, Optimists, etc.).

We actively network with area agencies to ensure we do not duplicate programs and services. The Center of Concern has developed strong working relationships over several decades with community-based organizations providing cooperative programs and advocating for the well-being of residents. We are partners with Age Options, Alliance to End Homelessness, Human Needs Task Force, AHAND, and our Executive Director serves as a committee member for many local community housing and healthcare network advocacy efforts.

Specific outreach capabilities to the low-income community include:

Print: The Center of Concern uses local newspapers for free publishing opportunities and at times purchased ads to reach residents and bring awareness of the CDBG program. Informational posters are posted at areas of worship, clothing centers, Coffee shops, Community bulletin boards, Community centers, Doctors' offices and other medical offices, Emergency rooms, Farmers' markets, Food banks, Laundromats.

Networking: The Center of Concern activity builds relationships with local community leaders and business by attending community-orientated events to help us reach a wider audience for service opportunities.

Online: All of our program information is available on the Center of Concern's website ([centerofconcern.org](http://centerofconcern.org)). Our social media platform includes daily posts on (Facebook, Twitter, and Instagram and LinkedIn). A monthly e-newsletter "The Spotlight" is sent to over 5,000 subscribers to highlights programs and connects services to the Evanston community

Outreach creates significant opportunities but we know that word of mouth from supporters, friends, community leaders, volunteers, and program participants is still the best form of communication to reach those in need of services.

A solid management team, financially prudent Board of Directors and experienced accounting staff effectively manage our resources to help us achieve financial sustainability. The Center of Concern's procedures for administration and finances are

governed by a series of policies that help us make the most of our resources and ensure transparency in fiscal management.

### Documents Requested \*

### Required? Attached Documents \*

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



[Operating Budget FY2020](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[Board of Directors](#)

Board of Directors, including demographic information, professional affiliations and home address. 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 Int form](#)

[download template](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs

[download template](#)

## Application Questions [top](#)

### 1. Describe the specific program for which funding is requested, 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.*

The Center of Concern's Homeless Prevention, Housing Counseling, Home Sharing Program offers financial counseling assistance, housing crisis intervention counseling, linkage and advocacy for financial assistance to avoid eviction and foreclosure, counseling for affordable housing solutions and/or prevents utility disconnection, counseling to residents and households in imminent danger of eviction in Evanston. Helping residents address the underlying circumstances which led to their crisis, to better equip them to address future challenges, and intervene before it becomes a crisis. The Center's focused management and service model enables social workers, case managers and volunteers to work together to provide the most effective services to address each individual's unique situation. Timely and practical resources including money management, employment counseling, energy savings counseling, Social Security, Medicaid and Medicare, Income Tax preparation, and life skills training are offered through the Center of Concern's professional services.

Evanston residents, individuals, and families who are homeless or at risk of becoming homeless have the daunting task of determining how they are going to survive from one day to another with limited resources. When faced with a crisis, they often have no one to turn to for support.

Center of Concern Homeless Prevention staff work with Evanston residents to overcome hardships by providing effective information and resources to secure possible funds to satisfy their immediate rental, mortgage and utility arrears, security deposits and provide additional assistance to prevent homelessness, counsel clients to identify underlying precipitating issues and make available practical resources including money management, employment counseling, energy savings counseling, Social Security, Medicaid and Medicare, Income Tax preparation, and life skills training are offered through the Center of Concern's professional services.

Home Sharing services offer accommodation(s) to a home sharer (seeker) in exchange for an agreed level of support in the form of financial exchange, assistance with household tasks, or both. We work to match Home Sharing providers with Home Sharing seekers through a comprehensive application. Bringing persons together takes time and care must be taken to be sure both parties are comfortable with a living arrangement to ensure success. The process allows for questions and concerns to be addressed and resolved before a match between parties is completed. In-person interviews are conducted with both parties to ensure quality matches which help prevent homelessness for Home Seekers and provides Home Providers with extra income to keep up with rising costs of homeownership and renting.

Housing Counseling consists of guidance and support in resolving personal and social challenges impacted by homelessness. Ongoing case management and support help residents overcome difficulties that span weeks, months or even years. Practical resources are also provided through the Center of Concern staff in regards to money management, employment counseling, energy savings counseling, Social Security, Medicaid and Medicare, Income Tax preparation, and

life skills training are offered through the Center of Concern's professional services. and relocation within Evanston.

## **2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.**

*Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.*

The Center of Concern program is primarily for low and moderate-income persons in Evanston and is limited to a clientele benefit where at least 51% of the services will be provided to low-and-moderate income persons in Evanston. In order to be eligible for services, persons must be a resident of Evanston and provide proof of income and identification that meets the federal government CDBG/Evanston requirements.

Last year, the Center of Concern provided services to Evanston residents who would have met the income requirements for Evanston/CDBG. Those specific demographics were: 100% were Evanston residents, 100% of household income was low to moderate (66.6% was below \$17,800, 16.6% was between \$17,801 and \$29,650, and 5.5% was between \$29,651 and \$35,550), average age was 52.6 years old, 83% self-identified as Black/African American, and 8% Asian and 6% caucasian, 94.4% identified as Non-Hispanic/Non-Latino, and 5.5% identified as Hispanic/Latino.

We understand that in order to increase participation within the minority communities we must have their trust and confidence. The first step is to be an agency that prohibits all unlawful discriminatory conduct and that may include, but is not limited to, age; state of health, including pregnancy and pregnancy-related medical conditions; national origin; veteran status/military service; citizenship status; race or color; religion or creed; gender, gender identity or expression, sexual orientation, ancestry, marital status, parental status; disability; physical or mental , handicap; Access to financial credit and or Political affiliation.

The Center of Concern engages the minority community by encouraging involvement in our local agency boards, volunteer activities, and program activities by showing a commitment to racial and social justice and a strong minority outreach component of trust, equal access, and success.

Specific outreach to the minority community includes: Print: The Center of Concern will use local newspapers for free publishing opportunities and at times purchased ads to reach the minority community and to bring awareness of the CDBG program, Informational posters are posted at areas of worship, clothing centers, Coffee shops, Community bulletin boards, Doctors' offices, and other medical offices, area emergency rooms, Food banks, laundromats, other Non-profit organizations, Networking: The Center of Concern activity builds relationships with local community leaders and business by attending community-orientated events to help connect to a wider audience, Online: All of our program information is available on the Center of Concern's website (centerofconcern.org.) and our social media platform includes daily posts on Facebook, Twitter, LinkedIn, and Instagram, Monthly e-newsletter": The Spotlight" is sent to over 5,000 subscribers to highlights programs and connect services to the Evanston community. Outreach creates significant opportunities but we know that word of mouth from supporters, friends, community leaders, volunteers, and program participants is still the best form of communication about our programs and services.

## **3. Describe how the program meets City goals.**

*If applying for CDBG funds, describe the priority need(s) that your program addresses.*

The Center of Concern Homeless Prevention, Housing Counseling, and Home Sharing Program address the unmet need for housing of low-income to moderate Evanston residents. Based on the early survey results from the Evanston Community Needs Assessment Survey that indicates over 25% of the unmet need for low-income to moderate-income residents is housing and that 13.3% of the population for whom poverty status is determined in Evanston to live below the poverty line. (<https://www.census.gov/quickfacts/fact/table/evanstoncityillinois,IL/PST045218>).

As the distance in income equality continues to grow and with more people working two or more jobs, the need for housing services to stabilize families is greater than ever. Low-income individuals, especially within the Black/African American and Hispanic community, are struggling with a greater rent burden, increasing costs of goods, services, gas (transportation), prescription drugs, healthcare, and education. The overall increase in the cost of living and stagnating wages for the least skilled are among the greatest factors contributing to the number of persons living below the poverty line resulting in homelessness and poor housing options.

Specifically, the program assists the City of Evanston with meeting the adopted 2019-2020 City Council Goals by creating metrics that will: 1. Enhance Community Development and Job Creation Citywide and 2. Expand Affordable Housing Options.

The program will Expand Affordable Housing Options by providing Housing Options and Services to the most vulnerable individuals and families in Evanston with the Homeless Prevention, Housing Counseling, Home Sharing Program by increasing the number of persons who will receive rental, mortgage, and utility assistance, case management, and other housing supports and services.

The program will also help expand Job and Career Creation Opportunities by creating an opportunity for persons in Evanston through employment and career counseling (Resume writing assistance with cover letters and job applications, Mock interviews, Current job announcements search, Individual instruction on using the Internet to search for employment).

**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
5	Referrals
1200	Individual case management plan/services
1000	Services delivered on an individual basis (e.g. home delivered meals)
25	One time event or activity (e.g. field trips, tax preparation)
	Multi-session program (e.g. after school program)
	Focused topic activities (e.g. workshops, trainings)
	Drop in services (e.g. computer lab, tutoring, help desk)
	Phone or online help (e.g. 24-hour help lines)
2,295.00	<b>TOTAL</b>

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?**

Eligible persons are not turned away from program services, period! We work with everyone who qualifies for services and tries to provide services in a timely manner that is successful at solving the housing problem.

The Center of Concern has a list of Home Sharing Providers and Seekers that we keep for matching Evanston providers with Evanston seekers. We keep an ongoing list of Home Sharing potentials to increase the opportunity for a great match connection. The list allows us to match providers and seekers in Evanston that will be successful longterm. We know from a long history of the Home Sharing program that matches are difficult and may take time to create long-lasting, successful matches.

Yes, demand for services does fluctuate throughout the year, especially within the homeless and homeless prevention service. Although homeless and homeless prevention is an annual service that is needed all year, we do see an increase in persons looking for assistance in the fall and winter seasons. As it begins to get colder the increase in specific services like shelter location assistance, utility bill assistance are requested more than usual.

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

Yes. We provide referrals both within the organization and to other agencies. Internally case managers advocate on behalf of their clients with other program managers in order to assist their clients. Outside referrals are identified within our agency resources directory that can provide a service we may not and will increase the rate of success to address clients needs.

Most referrals come after a one-on-one meeting with an agency case manager. If the agency case manager has determined our services will not provide the needed support for the issue - a referral is then initiated to an appropriate agency. A phone call is made by the Center of Concern case manager to a potential agency to inquire about service availability. If service is available, the case manager works with the agency to schedule an appointment.

After referral the case manager will follow up with the person referred within two weeks to confirm that assistance has been provided or is in the process. If confirmation is given that help is being provided the case is then closed in our tracking system.

In most cases when referrals are needed and no other agency is able to provide assistance, we will take it upon ourselves to find a solution. This has actually turned into a positive for the agency. As we begin to notice a service(s) is not meeting the demand in the community is when we begin a discussion of how to meet that need in the community with community leaders and other social service agencies to find a solution.

The Center of Concern uses Apricot, a Constituent Relationship Management software System (CRM) an integrated software system, which tracks clients and services including referrals (referred to whom, date, the status of referral, and the result of the referral, etc).

Apricot software was developed for Social Service agencies to provide detailed outcomes and outputs and enables the Center of Concern to track and monitor program management in one centralized system. We are able to customize reports to check and prevent record duplication, link records, schedule appointments, implement goals, handle program enrollment, and service activities. Apricot can establish relationships with two or more programs, reports, field types, groups, or users, and allows for

comprehensive reporting of data.

**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.*

The Center of Concern works closely with area agencies that provide housing services like Mary Lou's Place, Family Promise, Connections for the Homeless, Hilda's Place, The Ark in Skokie, Sarah's Circle, Cornerstone Community Outreach, The Harbour, Alliance to end Homelessness in Suburban Cook County, U.S Department of Housing and Urban Development (HUD), State of Illinois, Cook County, and others.

The Center of Concern is a member of the Alliance to End Homelessness in Suburban Cook County and participates within the HMIS tracking system and "Entry Point", a program connecting resources of the Suburban Cook County Call Center. Center of Concern staff are members of boards within the Alliance: John McNabola, Executive Director is a Board Member of the Alliance and the Director of Programs, Ana Popa is a member of the HMIS (Homeless Management Information System) Committee.

The Center of Concern works closely with both HUD and the State of Illinois as a grant awardee for two programs, Rapid Re-Housing (HUD), and the State Illinois (Emergency and Transitional Housing program (ETH)).

The Center of Concern coordinates with Connections for the Homeless with a linkage for homeless prevention funds that are provided by the State of Illinois. Last program year the Center of Concern coordinated with Connections for the Homeless to provide over \$40,000 dollars to 45 low-income households.

The Center of Concern has adopted the "Housing First" approach to housing options and ending homelessness by offering housing assistance without preconditions. Our program encompasses critical elements of "Housing First" such as focusing on helping individuals and families access and sustain permanent rental housing as quickly as possible, delivering a variety of services to promote housing stability and individual well being (on an as-needed basis) and creating a standard lease agreement to housing. After the housing is solidified, households are provided psychoeducation based on their self-identified needs while also focusing on their cognitive, emotional, and physiological expectations which transpire in various ways; this helps them transition easier from being homeless and living in the streets, or shelters, to their own residence.

**8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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?**

During the last fiscal year, the Center of Concern expected to provide over 800 individual one-on-one housing services to 40 Evanston residents. With a higher number of residents seeking assistance the agency actually provided over 1,144 individual services to 62 residents. 93% of the households were living below the federal income poverty level, 73% percent were females and 25% were male, 159 children were living in households that were served, 95% self-reported non-Hispanic ethnicity, and 83% self-reported race was Black/African American, 8% Asian and 6% caucasian.

This program year, the Center of Concern expects to provide 65 Evanstonians with specific CDBG/Evanston services within the Homeless Prevention, Housing Counseling, and Home Sharing Program. We expect to provide over 1,200 individualized services to similar demographics as last program year (more than 93% will be living below the poverty line, nearly 75% will be female and over 80% will likely be Black/African American.)

Agency success is realizing our mission, using best practices and operating with a positive financial balance at the end of the fiscal year. The Center has worked diligently to achieve and maintain timely and successful services.

Program effectiveness is monitored with both quantitative and qualitative measures. The primary quantitative measure is the number of residents requesting services and the number of clients served. The primary qualitative measure is an improved overall sense of client well being, which is obtained from follow-up personal or telephone interviews in which clients are asked to share a brief story of service delivery and by anonymous surveys sent annually to all persons who were seeking assistance.

Overall qualitative benefit indicators for persons include increases or decreases in their anxiety, safety, and stability before-and-after services are provided. Most importantly, our supportive program allows clients to avoid the trauma of being forced out of their current home in Evanston.

The Director of Programs, Ms. Ana Popa, will be responsible for ensuring the program is implemented and staffing goals are met. The program is evaluated by the Center of Concern Board of Directors, Center of Concern Executive Director, the Evanston community, and all persons using the service.

Both the Executive Director and the Board of Directors receive monthly program and financial reports that are thorough and compare current and yearly objectives with year-end expected results. A yearly anonymous survey is sent to the Center of Concern clients and community partners that provide us with results that can help improve and or change programs based on feedback and suggestions.

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.*

2300	Unduplicated people to be served in 2020
65	Unduplicated Evanston residents to be served in 2020
1900	Unduplicated low/moderate income people to be served in 2020
65	Unduplicated low/moderate income Evanston residents to be served in 2020
2202	Unduplicated people served in 2019
62	Unduplicated Evanston residents served in 2019
1896	Unduplicated low/moderate income people served in 2019
62	Unduplicated low/moderate Evanston residents served in 2019
8,552.00	<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 Center of Concern, a 501(c)3 not-for-profit organization responds to the needs of older adults and the disadvantaged in Evanston by providing services to help maintain their independence with dignity, alleviate isolation, and promote physical and emotional well-being. The Center of Concern's mission is to "Provide Housing Solutions, Support Services and Counseling for older adults, persons with disabilities and others in need enabling them to live with dignity and independence".

In 1978, five Park Ridge women looked into the unmet needs of the community and discovered that the most critical void was services for the ever-growing population of older adults and their families. The Center of Concern was formed to act as an advocate for the older adult population and a listening post for residents of all ages. The Center of Concern's mission has expanded significantly to include older adult support services and Housing Solutions programs, and Community Counseling services for residents in the north suburban Cook County Townships.

For over 10 years, the Center of Concern has been providing services to the residents of Evanston. Services to Evanston residents have increased by 250% since the expansion of our Home Sharing Program, Chore Program for Older Adults and the Senior Companion Program.

The Chore program is an In-Home program that connects older adults with trained aides who assist with light housekeeping, grocery shopping, light meal preparation, laundry, and yard work.

The Senior Companion Program (SCP) provides individuals who are at least 55 years of age and have an income at or below 200% of the poverty income guidelines with meaningful volunteer opportunities within their communities. Income eligible Senior Companion volunteers receive a non-taxable hourly stipend and other compensation as part of the program. Senior Companion volunteers provide services to seniors in the person's home (may include assisted living, retirement communities) and help senior adults achieve and maintain the highest possible level of independent living and provide grocery shopping, assist an individual to learn a new life skill or escort a client to a medical appointment.

The Home Sharing program has been connecting homeowners and renters (primarily older adults) in Evanston with responsible persons who are seeking affordable housing. The program matches individuals by application screening and interviewing applicants. Each setting is different and every Seeker/Provider have their own unique needs.

The Center of Concern is led by the Executive Director and a leadership team composed of the Director of Development, Director of Programs and the Director of Finance. The current staff is 14 persons of which 11 provide direct service to agency clients.

The Board of Directors receives monthly program and financial reports that are thorough and compare current and yearly objectives with year-end expected results. Agency evaluations are conducted yearly by the Board of Directors comparing actual outcomes with projections and overall effectiveness of services, unique cases, and assess how improvements in service and performance can have a more positive impact. The Board of Directors is composed of 14 Community volunteers who meet monthly, approve the agency budget and have financial fiduciary for the agency.

**11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging**

## **people of color and other minorities in decisions?**

Currently, the Center of Concern has two-persons of color on staff. The Director of Finance who is a member of the four-person agency leadership team that includes the Executive Director, Director of Programs, Director of Development and the Director of Finance, and a case manager with over 10 years of experience with housing options, homeless and homeless prevention knowledge.

The Center of Concern values the voice of minority communities. By listening to their opinions and helping in various ways to address concerns in regards to their specific communities The Center of Concern prefers to hire staff who are culturally competent and preferably from within the community where they will be working. The Center of Concern provides staff training on cultural differences that engages the minority community in agency decisions, recruits minority members of the community to be volunteers, on agency boards, and active within the Center of Concern in general.

## **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).*

The Center of Concern's Boards of Directors has a fiduciary duty to ensure that all assets (financial and in-kind) of the Center of Concern are used in accordance with all grant agreements and donor's intent, and in support of the mission. The Board of Directors has approved fiscal oversight policies to ensure programmatic and fiscal oversight at the highest level, including conflict of interest, gift acceptance policy, an annual review of the Executive Director's compensation and a whistleblower protection policy and more.

Prior to each Board meeting, the Finance Committee of the Board meets with the Executive Director and Finance Manager to review agency financial reports, including grant dollars and expenses. The Board of Directors Finance Committee reports back to the whole board with monthly financials for the agency. The financials and budget are a mandatory agenda item at all Board Meetings (scheduled monthly) so fiscal oversight of the agency is thorough and complete.

The Executive Director in coordination with the Finance Manager ensures the following are in compliance: including statute, regulations, and applicable OMB circulars, IRS requirements for maintaining tax-exempt status and continually evaluate organization's activities, use of funds, record keeping, and IRS reporting to assure compliance with all requirements.

With support from the Development Director and Financial Manager, the Executive Director monitors activities to ensure the agency is meeting rules and regulations required internally and externally. This includes that the use of the organization's resources is consistent with the organization's mission and priorities, the organization is solvent, i.e. has assets in excess of its liabilities.

The Executive Director ensures the organization has adequate cash and other liquid assets to meet its current obligations and assure its continuing ability to pay its employees, taxing authorities, and vendors on time, observing and documenting its observance of all restrictions imposed by funders and donors.

As a not-for-profit agency, the Center of Concern complies with Federal and State regulations with the execution of an in-depth financial audit performed by an independent accounting firm, Barnes, Givens, and Barnes. Risk management precautions include checks and balances and conflict of interest measures are observed in accordance with federal accounting standards. Clearly defined paid staff positions, including (as applicable) identification of current staff assigned to the project and how these positions will ensure the accomplishment of program objectives.

The Finance Manager is responsible for accurate tracking of grants receivable and expenses associated with the granting programs. Working with the Development Director and the Programs Director, the Finance Manager receives instruction on allocating grant income, budgeting for program expenses, creating monthly reporting documents to verify monthly program financials and ensure the budget, expenses, and grant income are recorded.

The Executive Director is responsible for authorizing all financial disbursements and accountable for reimbursement and other government reimbursement procedures. The Executive Director's actions related to agency finances are subject to monthly review by the agency Finance Committee and an independent audit firm.

## **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 Center of Concern staff provides In-home assessments and ongoing case management services by licensed social workers and licensed counselors. Senior Health Insurance Program (SHIP) trained counselors assist residents with Medicare Enrollment, Benefits and Insurance counseling. Experienced attorney volunteers provide free legal assistance with residents addressing challenges related to aging and general legal concerns including debt relief, eviction or foreclosure. Specific licenses include Licensed Professional Counselor (LPC), Licensed Social Worker (LSW), Licensed Paraprofessional (LPP), Registered staff with the Illinois Department of Public Health: Health Care Worker Registry and staff trained for Domestic Violence Awareness and Response.

11 staff members provide direct client service to community residents 10 are female, 1 is male and one is Black/African American. All identity as non-Hispanic/non-Latino.

Staffing for CDBG Evanston will be specific to the CDBG award if funded. No additional housing options staffing is expected. If awarded a housing staff member will be assigned to support the Evanston Community - specifically within the CDBG award.

The Center of Concern housing options staff is experienced. The primary Housing Options staff is below:

Ms. Ana Popa, MS, CRC, LPC is the Director of Programs at the Center of Concern. She provides senior support services, housing counseling, homeless prevention, case management services to households in the Rapid Re-Housing program, and she coordinates the agency directory. Ana holds a Master of Science in Rehabilitation and Mental Health Counseling from Illinois Institute of Technology.

Mr. Abner Cunningham, LCSW, is the senior program manager at the Center of Concern and holds an M.S.W. from Loyola University in Chicago, and an M.Div. degree from the Lutheran School of Theology, Chicago. He recently worked eight years in geriatric social work with a home-based primary care clinic at the Jesse Brown V.A. Medical Center in Chicago

Ms. Renee Phillips is a long-time strong and active advocate for Housing and Homelessness Prevention, and partners with communities and schools providing an array of services. Renee has vast experience and knowledge in working with the most vulnerable families, individuals, and couples that are at shelters homeless or at risk.

**15. Provide the name, email and phone number of the individual who attended the pre-application meeting.**  
Greg Eklund, geklund@centerofconcern.org, 847-823-0453 x1011

**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)**  
114490089

**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?**  
One-on-one, face to face meeting with a Case Manager in Evanston.

**20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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.*  
Greg Eklund, Director of Development

**Budget [top](#)**

<b>Funding Sources/Revenues</b>	2019	2020	2020 Committed
City of Evanston CDBG		\$ 12,500.00	
City of Evanston Mental Health Board Funds			
Volunteer Hours (In-Kind) Support	89 of 106	\$ 5,000.00	\$ 5,000.00

Agency Gifts/Donations		\$ 5,000.00	\$ 5,000.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 22,500.00</b>	<b>\$ 10,000.00</b>

<b>Funding Uses/Expenses</b>	2019	2020 Total	2020 CDBG	2020 MHB
Salaries		\$ 17,000.00	\$ 12,000.00	
Volunteer Hours (In-Kind) Support		\$ 5,000.00		
Supplies		\$ 250.00	\$ 250.00	
Copying/Printing		\$ 250.00	\$ 250.00	
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 22,500.00</b>	<b>\$ 12,500.00</b>	<b>\$ 0.00</b>

### Budget Narrative

Budget: The proposed Homeless Prevention, Housing Counseling, Home Sharing, and Resources Program for Evanston CDBG will cost \$22,500 of which \$12,500 is being requested from CDBG and \$10,000 will be provided by the Center of Concern.

Staff Salaries: If awarded the Center of Concern is planning to use a current staff member, Case Manager who will spend nearly 50% of her time working with Evanston residents within the CDBG program of Homeless Prevention, Housing Counseling, Home Sharing and Resources (\$17,000), to begin on January 1, 2020. The Position will be funded by \$12,000 in CDBG dollars and \$5,000 match from the Center of Concern which will cover 47.2% of salary. The position will manage, organize, provide community outreach, and provide homeless prevention, housing counseling, life skills training and case management within the CDBG Evanston program.

Community volunteers who support the agency services and reduce staffing costs will be supporting the CDBG program with over 186 hours of in-kind support at \$26.89/hour (independentsector.com) for over \$5,000 with in-kind hours. Volunteers will support the program with internal data entry, and assistance by professional volunteers who help with our marketing materials, attorneys who provide pro-bono legal advice, tax preparers, counselors of financial management and employment and energy-saving counselors, etc.

Supplies for the program will be for expenses such, office supplies, which directly support the CDBG Evanston program (\$250 of the requested CDBG funding).

Copy/Printing for the program will be for the expense of printing documents and the copying of documents for the CDBG Evanston program (\$250 of the requested CDBG funding).

### Program Outcomes [top](#)

### 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	New access to Homeless Prevention/Housing Options service/program to prevent homelessness.	New, one-on-one completed intake/Assessment	25	10	10	20	65				0
2	Received legal, money management, financial, or tax preparation counseling/assistance to prevent homelessness.	Completed counseling	5	5	5	5	20				0
3	Provide Case Management	Individual number of case management services provided	461	185	185	369	1,200				0
4	Home Sharing	Home Sharing Applications	5	5	5	5	20				0
5			90 of 106				0				0

<b>Total</b>					496	205	205	399	1,305	0	0	0	0	0
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### 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>	<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? **Attached Documents \***

[Audit Center of Concern FY2019](#)

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.

[Annual Report 2019](#)

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).



[Center of Concern 501\(C\)3 LTR](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).

[Equal employment opportunity policy](#)

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

[Article of Incorporation](#)

Brief biographies of key staff including demographic information.



[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).

[Grievance procedures](#)

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

[Strategic Plan](#)

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

[Income Verification](#)

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

[download template](#)

Evanston Livability Principles and MHB Funding Priorities.

[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 FY2019.



[Statement of operating revenues and expenditures](#)

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AML at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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

Application ID: 150119

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City of Evanston  
Community Development  
**2020 CDBG Public Facilities & Improvements**  
10/20/2019 deadline

## Council for Jewish Elderly dba CJE SeniorLife CJE SeniorLife ADS Improvement Project

Jump to: [Letter of intent](#) [Application Questions](#) [Budget](#) [Documents](#)

**\$ 25,790.00** Requested

Submitted: 10/18/2019 5:21:28 PM (Pacific)

### Project Contact

Francine Knowles  
[Francine.knowles@cje.net](mailto:Francine.knowles@cje.net)  
Tel: 773-508-1017

### Additional Contacts

*none entered*

### 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 [top](#)

### 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.

CJE SeniorLife (CJE), a diversified eldercare organization that responds to needs of individuals and families through life enrichment, supportive resources, healthcare, research and education, is a partner with the Jewish United Fund/Jewish Federation of Metropolitan Chicago (JUF). The partnership is categorized as an affiliate. JUF serves 500,000 Chicagoans of all faiths and ages who are in need and supports humanitarian assistance for Jews worldwide. CJE's Board of Directors guides CJE in maintaining its mission, which is to facilitate the independence of older adults and enhance quality of life by advocating and offering continuum of care services. 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 its policies and programs and regularly reports progress back to the Board. JUF provides annual funding support to CJE. The JUF board decides the amount of the allocation.

### 4. CDBG Funding Requested for 2020 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.

25,790.00

### 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 in the latest City of Evanston Consolidated Plan (2015-2019) and in the Southeast Evanston Section of Evanston Neighborhood Revitalization Strategy Areas.

ADS provides services for 99 older adults annually. Twenty-seven, or 30 percent are Evanston residents, and 60 percent of the 27 are low-income. The average ADS client age is 82, 85 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 nine full-time drivers operate eight buses and three minivans vans, serving 2,199 older adults annually. Roughly 70, or 3 percent, of clients are Evanston residents, and approximately 60 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 \$25,790 in funds for the CJE SeniorLife 2020 ADS Improvement Project, which will be used to:

- 1) Weather seal 3 doors leading to the ADS patio area. Although the doors have remaining life, the weather stripping and transition strips are worn beyond use.
- 2) Replace the double door at the mechanical room/receiving area. The door and frame are worn out beyond their expected life cycle.
- 3) Replace the west emergency exit door and frame. The door and frame are worn out beyond their expected life cycle.
- 4) Replace 3 windows in the ADS kitchen, living room and Asher. These windows are worn beyond their life cycle. Moisture is seeping in and creating additional damage by affecting the surrounding wood work, and the rooms are experiencing energy/heat loss.

Work on the ADS 2020 Improvement Project is projected to commence in June 2020 and to be completed by September 2020. 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 FY2020 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 List](#)

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 Disclosure Form](#)

[download template](#)

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

**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 St. This is along the Howard Street Corridor that is highlighted as in need of revitalization by the City of Evanston Consolidated Plan (2015-2019) 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 them stay in the community and avoid premature institutionalization. ADS offers activities that keep participants physically active and mentally and socially engaged including music, drama, dance, art therapy, exercise and mental stimulation activities. ADS also provides needed caregiver respite and support.

ADS provides services for 99 older adults annually. 27 clients, or 30%, are Evanston residents; 60% of those 27 Evanston residents are low-income. The average ADS client age is 82, 85% have Parkinson's disease or dementia, 34% are frail and

100% live in their own or adult children's homes.

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 9 full-time drivers operate 8 buses and 3 minivans serving 2,199 older adults annually. Roughly 70, or 3%, of clients are Evanston residents, and roughly 60 of those Evanston residents, or 88%; are low-income. All ADS and Transportation clients are age 60 or older and live with at least 1 disability.

We seek \$25,790 in Community Development Block Grant funds to:

- 1) Weather seal 3 doors leading to the ADS patio area, which include doors leading to the kitchen, living room and Asher room. Although the doors have remaining life, the weather stripping and transition strips are worn beyond use.
- 2) Replace the Howard Street emergency exit door and frame, which are worn out beyond their expected life cycle.
- 3) Replace the double door and frame at the mechanical room/receiving area. The door and frame are worn out beyond their expected life cycle.
- 4) Replace 3 windows in the ADS kitchen, living room and Asher room, which are worn beyond their life cycle, with new commercial windows. Moisture is seeping in and creating additional damage by affecting the surrounding wood work, and the rooms are experiencing energy/heat loss.

The project will enhance the appearance of the building that houses the programs and help protect the building from further water damage and energy/heat loss. It also will enhance the Howard Street Corridor.

It meets these goals in the latest City of Evanston Consolidated Plan (2015-19):

Goal 3: Creating livable communities through improvements to public facilities and infrastructure (p. 150). Improvement of the Howard Street facility will create a more energy-efficient, 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 door and window replacements will make the facility more visually appealing to visitors and local business owners.

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).

## 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. Who developed the scope of work for this project and the proposed budget? How did you ensure estimated project costs include Davis-Bacon wage requirements? How did you determine that the project is structurally feasible?

*Was any impact to the physical structure, such as load bearing walls, assessed when developing the project?*

David Guthridge, CJE Director of Affordable Housing, developed the scope of work. In our bid estimate requests, we informed prospective bidders they will have to comply with Davis-Bacon wage rules. The project poses no threat to the physical structure.

## 5. Is the facility in compliance with the Americans with Disabilities Act?

- Yes
- No

## 6. 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.

N/A

## 7. 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

**8. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.**

N/A

**9. 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 SeniorLife (CJE) owns and/or manages 9 properties — the Howard Street ADS/Transportation 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.

With financial support from the city of Evanston, CJE is working with Evergreen Real Estate Group to build a 60-unit affordable housing apartment building for low-income seniors adjacent to CJE's ADS building in Evanston. The project will include a new parking garage for CJE's buses and capital improvements to the existing ADS building including a new roof and HVAC system. Additional internal reconfiguration of the space will allow CJE to better meet the needs of our ADS clients.

CJE was previously awarded Evanston CDBG funds for other improvements at the ADS and Transportation building, which include replacing the gutter on the north side of the building, installing electromagnet door holders/releases on interior doors and installing safety/security maglocks and exit keypads at exits.

In addition, CJE has applied for and been awarded grants from federal and state funding agencies for projects including:

- Installation of Americans With Disabilities Act (ADA) compliant signage in Braille and raised letters throughout CJE's subsidized housing facilities
- Renovation and expansion of CJE's assisted living facility
- Renovation of parking lot at CJE's Skokie long-term care facility
- Installation of security fencing and lighting in the ADS Evanston parking lot
- Repair of multiple CJE facility roofs
- Renovation of landscaping at CJE's ADS Deerfield facility
- Installation of a new dishwasher at CJE's Skokie long-term care facility and renovation of the kitchen floor
- Remodeling of the first floor atrium/living room at ADS Evanston
- Replacement of the lighting in multiple residential facility hallways
- Remodeling of the public restrooms in CJE facilities to be compliant with ADA regulations
- Renovation of a residential facility laundry room
- Installation of new lighting and medicine cabinets in CJE's Deerfield and Skokie facility bathrooms

The awards included mandatory reporting and ADA compliance.

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 36 years of experience working in the psychiatric and older adult fields.

David Guthridge is CJE's Director of Affordable Housing. He will oversee the project. He has been with CJE for more than 4 years and previously was CJE Director of Physical Plant and Project Management and a Facilities Manager with Aramark Facilities Services for 25 years. He has 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.

**10. 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.

**11. 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 weather seal three doors leading to the ADS patio area:

- 1)Supply new gasketing/sweeps/thresholds for three existing doors

Plan to replace the Howard Street emergency exit door and frame:

- 1)Supply and install steel exit door and frame with weather seal.. The door and frame are worn out beyond their expected life cycle.
- 2)Includes removal and disposal of the old door and painting of new door and frame.

Plan to replace double door at the ADS mechanical room/receiving area:

- 1)Supply and install two new hollow metal doors and double frames and weather seal the doors. The doors and frame are worn

out beyond their expected life cycle.

Plan to replace windows:

1) Replace three windows in the Adult Day Services (ADS) building kitchen, living room and Asher room with new commercial windows. The existing windows are worn beyond their life cycle. Moisture is seeping in and creating additional damage by affecting the surrounding wood work, and the rooms are experiencing energy/heat loss.

Work on the CJE SeniorLife ADS Improvement Project, which will include solicitation of bids, is projected to commence in June 2020 and be completed by September 30, 2020. This timeline is flexible.

**12. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the drawback to the project not being undertaken in 2020?**

The project will improve the function and appearance of the building that houses CJE's ADS and Transportation programs, which provide essential services to low- and moderate-income older adults including Evanston residents. It will prevent water damage and eliminate the energy/heat loss caused by the worn out windows at the building. It also will enhance the conditions of daily living of Evanston low-income older adult clients and improve the environment of the Howard Street Corridor. The 2020 timeline for this project is important; roughly 22% of Evanston residents will be age 60 and older by 2020, above the 16.3 percent level in 2000, the City of Evanston's 2014 report "Age Friendly Evanston! An initiative for a Sustainable community," noted. In addition, senior services were identified as needs by residents responding to the Evanston Community Needs Assessment Survey conducted in summer 2019. The city's Consolidated Plan (2015-2019) also reports that following national trends, Evanston has a growing elderly population.

Meanwhile, 16% of senior households in Evanston have annual income of less than \$20,000, and 7% of seniors in Evanston are below the poverty level, according to Census data. As noted earlier, 60% of Evanston residents using CJE ADS and 88% of Evanston residents using CJE Transportation are low-income.

Local and national trends reflect the need for eldercare organizations to develop and sustain affordable, supportive programs and services for Evanston's seniors and other older adults like our ADS and Transportation programs. Indeed, an estimated 5.8 million Americans have Alzheimer's dementia currently including 5.6 million ages 65 and older nationally and 230,000 in Illinois, the Alzheimer's Association reports. Nationally, the number of seniors with the disease is expected to spike to nearly 14 million by 2050, the association notes. ADS programs provide safe and cost-effective care for seniors with dementia and other disabilities while allowing them to "age in place," enhancing health-related quality of life, a 2010 MetLife study found. ADS programs also offer critical respite to caregivers. 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. Meanwhile, 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). The CJE Transportation Program provides access to essential services. Both CJE programs provide crucial support for older adults.

The project aligns with action items in the Evanston Age Friendly Task Force Implementation Plan (3.26.19), which include "enhance and improve public spaces and business areas for safety, quality of life and community access," "improve access to social, cultural, educational, civic and recreational resources through outreach partnerships and communication and "enhance opportunities and access to recreational opportunities year-round."

If we don't get CDBG funds, CJE will have to delay the project. We will need to raise funds to proceed and likely have to complete work in phases.

**13. 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

**14. 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.*

Established in 1971 by the Jewish Federation of Metropolitan Chicago, CJE first offered counseling, in-home services, home-delivered meals and community nursing for Jewish elderly in Rogers Park. Forty-eight years later, the agency is a nationally recognized service network annually assisting 20,000 older adults and caregivers of diverse faiths and cultures in Chicago north side neighborhoods and north and northwest suburbs. Most clients live close to or below the poverty line and receive free or subsidized services. CJE's mission is to enhance quality of life and facilitate independence of older adults. It is based on the idea that the true test of a people lies in how it treats the elderly. CJE focus areas are:

Life Enrichment — Programs include Community Engagement, which annually offers educational programs and socialization events that help older adults make healthy choices, get connected to community resources and enhance quality of life.

Supportive Resources — CJE offers guidance and assistance to help older adults thrive and "age in place" in the community.

Programs include Consumer Assistance, Adult Day Services, Home-Delivered Meals, Geriatric Care Management, Transportation, Independent Affordable Housing and Assisted Living. The Linkages program is a valuable resource for older adults who are the primary caregivers for adult children with disabilities. Holocaust Community Services helps Holocaust survivors and family members.

Healthcare — Programs include individual and group counseling, short-term rehab and long-term nursing care at Lieberman Center for Health and Rehabilitation and special support for individuals with Parkinson's disease and Alzheimer's disease. Research and Education — CJE's Leonard Schanfield Research Institute (LSRI) is an in-house applied research unit. Through social and clinical research and dissemination, LSRI seeks to increase scientifically proven outcomes and impacts and implement innovative models of healthcare that improve quality of life and health for older persons and support families and communities that care for them. Its work is done in partnership with the healthcare community.

CJE is a partner with the Jewish United Fund/Jewish Federation of Metropolitan Chicago (JUF). The partnership is categorized as an affiliate. JUF serves 500,000 Chicagoans of all faiths and ages who are in need and supports humanitarian assistance for millions of Jews worldwide. JUF provides annual funding support to CJE. The JUF board decides the amount of the allocation.

CJE's Board of Directors guides CJE in maintaining its mission. The Board consists of 47 members, including four officers — Chair, Vice Chair, Secretary and Treasurer. 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 its policies and programs and regularly reports progress back to the Board. The Board is required to meet a minimum of four times a year between annual meetings, but meets more frequently. The Executive Committee meets monthly.

With a budget of \$66.7 million, CJE relies on more than 100 funding sources. CJE employs nearly 600 staff members.

**15. 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

**16. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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 [top](#)

Funding Sources/Revenues	Project Sources	Amount Committed
Evanston CDBG	\$ 25,790.00	\$ 0.00
<b>Total</b>	<b>\$ 25,790.00</b>	<b>\$ 0.00</b>

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
5424 Repairs and maintenance/general	\$ 25,790.00	\$ 25,790.00
<b>Total</b>	<b>\$ 25,790.00</b>	<b>\$ 25,790.00</b>

Funding Secured	\$
The portion of project funding that is committed and will be available if 2020 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed.	<b>0.00</b>

## Budget Narrative

We are pursuing \$25,790 in Evanston Community Development Block Grant funds. The budget estimate is based on quotes of:

- 1) \$786 to weather seal 3 exit doors leading to the ADS patio area, which include the doors leading to the kitchen, living room and Asher room; entails supplying and installing new gasketing/sweeps/thresholds for 3 existing doors.
- 2) \$2,256 to replace the Howard Street emergency exit door and frame; entails supplying and installing steel exit door and frame with weather seal. The door and frame are worn out beyond their expected life cycle. Includes removal and disposal of the old door and painting of new door and frame.
- 3) \$5,969 to replace the double exit door at the mechanical room/receiving area and frame; entails supplying and installing two new hollow metal doors and double frames and weather sealing the doors. The doors and frame are worn out beyond their expected life cycle.
- 4) \$14,434 to replace 3 windows in the ADS kitchen, living room and Asher room with new commercial windows. The existing windows are worn beyond their life cycle. Moisture is seeping in and creating additional damage by affecting the surrounding wood work, and the rooms are experiencing energy/heat loss.

This totals \$23,445. We added a 10 percent cushion for painting, hardware and unforeseen expenses and in case other bids that are required and solicited run higher than anticipated. This brings the total to \$25,790.

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 Requested \***

Required? **Attached Documents \***

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



[CJE SeniorLife Audited Financial Statement](#)  
[CJE SeniorLife Form 990](#)

Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

[CJE SeniorLife 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).

[CJE SeniorLife 501\(c\)3 letter of determination](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.

[CJE SeniorLife Affirmative Action and EEOC Plan](#)

Articles of incorporation/bylaws.

[Council for Jewish Elderly dba CJE SeniorLife Articles of Incorporation](#)

Brief biographies of key staff, including demographic information, or outside experts involved in project management.

[CJE SeniorLife Key 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 providing a written response.

Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

[CJE SeniorLife Photos.living room door and window](#)  
[CJE SeniorLife Photos.Asher room door and window](#)  
[CJE SeniorLife.Photos.kitchen door and window](#)  
[CJE SeniorLife Photo of Howard Street emergency exit door](#)  
[CJE SeniorLife.Photo of Howard Street emergency exit door](#)  
[CJE SeniorLife.Photo of Mechanical room.receiving area door](#)  
[CJE SeniorLife Photo of Mechanical room.receiving area door](#)

Documentation of CDBG eligibility as indicated in Question 3 (map of service area if Area Benefit, form for income documentation if Limited Clientele).

[CJE SeniorLife NRSA Eligibility/Map](#)

Quotations or other pricing information used to develop your project budget.



[CJE SeniorLife estimate to replace 3 windows](#)  
[CJE SeniorLife estimate to replace double door and frame](#)  
[CJE SeniorLife estimate to replace north exit door and frame](#)  
[CJE Senioroife estimate to weather seal 3 exit doors](#)

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.

[CJE SeniorLife Chart of Accounts](#)

Agency Strategic Plan, including any Facilities plans.

[CJE SeniorLife.Howard Street Affordable Housing Project](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.  
 Statement of operating revenues and expenditures for most recently completed fiscal year (not required for

[CJE SeniorLife FY 2019 Operating Budget](#)

City programs). Example, if your fiscal year is July 1-  
June 30, this will be for FY2019.

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

Application ID: 150469

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City of Evanston  
Community Development  
**2020 CDBG Public Facilities & Improvements**  
10/20/2019 deadline

## Reba Early Learning Center Bathroom Accessibility and Lead Reduction Project

Jump to: [Letter of intent](#) [Application Questions](#) [Budget](#) [Documents](#)

**\$ 140,000.00** Requested

Submitted: 10/21/2019 12:58:14 PM (Pacific)

### Project Contact

Darcy Carter  
[rebaelc@gmail.com](mailto:rebaelc@gmail.com)  
Tel: 847 475-6480

### Additional Contacts

bcohns@yahoo.com

### Reba Early Learning Center

740 Custer Ave  
Evanston, IL 60202

Telephone 847 475-6480  
Fax 847 475-6490  
Web [rebaearlylearningcenter.com](http://rebaearlylearningcenter.com)

### Executive Director

Bettye Cohns  
[rebaelc@gmail.com](mailto:rebaelc@gmail.com)

## Letter of intent [top](#)

### 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 2020 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.

140,000

### 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.*

The Bathroom Accessibility and Lead Reduction Project for Reba Early Learning Center, located at 740 Custer Ave in Evanston, involves two parts. The first is to renovate the Blue Room and Purple Room classroom bathrooms so that they are accessible to children with disabilities. The second is to install new hot and cold water pipes through the kitchen and classrooms, so that all water in the building is obtained from the water service line at the north end of the building. The projected timeline for this project is August 2020, when we have some some flexibility to close the Center.

## 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)



[FY20 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.

[Board Directory](#)

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 [top](#)

### 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 Bathroom Accessibility and Lead Reduction Project would take place at Reba Early Learning Center, located at 740 Custer Ave in Evanston and involves two aspects. The first includes general demolition and construction for the renovation and upgrade of two existing classroom toilet rooms per current accessibility standards. The second includes opening necessary walls to allow room for new hot and cold water piping from the North end of the building through the the kitchen and classrooms, so that all water in building is obtained from the water service line at the north end of the building, and repairing all drywall. Currently the water obtained from the service line at the South end of the building contains lead levels above the amount allowed by the Department of Children and Family Services.

Reba Early Learning Center is committed to supporting children and families from diverse ethnic, racial and socio-economic backgrounds by providing high quality early childhood education for children ages 2-5. Goals of the consolidated plan are to expand economic opportunities for families with low and moderate incomes.

Annually 60-70 families will access our early childhood program. Of these families, an estimated 50% will be low/moderate income.

### 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. Who developed the scope of work for this project and the proposed budget? How did you ensure estimated project costs include Davis-Bacon wage requirements? How did you determine that the project is structurally feasible?

*Was any impact to the physical structure, such as load bearing walls, assessed when developing the project?*

The scope of work for this project was developed by the Executive Director and Administrative Director in consultation with an

architect and contractors for the bathroom renovations, and a certified plumber for the water pipes.

**5. Is the facility in compliance with the Americans with Disabilities Act?**

- Yes
- No

**6. 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.**

The bathrooms in two of the classrooms are not wheelchair accessible. The bathroom in the third classroom is accessible. Accommodations for children with special needs have occurred regularly, in collaboration with families and community organizations. Accommodations have included room arrangement, added teacher supports, and welcoming family members through the accessible classroom.

**7. 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

**8. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.**

This project will not require zoning variance.

**9. 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?*

Reba Early Learning Center has applied for and received Community Development Block Grant funds in the past. We also participate in the Child and Adult Care Food Program (CACFP) which is federally funded. Our staff, board members and families have completed a \$30,000 playground renovation project.

**10. 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.**

NA

**11. 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 Bathroom Accessibility and Lead Reduction Project involves two aspects. The first includes general demolition and construction for the renovation and upgrade of two existing classroom toilet rooms per current accessibility standards. The second includes opening necessary walls to allow room for new hot and cold water piping from the North end of the building through the the kitchen and classrooms, so that all water in building is obtained from the water service line at the north end of the building, and repairing all drywall.

This Project would need to take place in August of 2020, when we have some flexibility for closing the Center.

**12. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the drawback to the project not being undertaken in 2020?**

The bathroom renovations required to make the Center ADA compliant would ensure that we are accessible to all families.

The installation of new pipes to ensure that water is only obtained from the water service line at the north end of the building will protect the health and well-being of children in our care.

The drawback to the project not being undertaken in 2020 would be that we would continue with program modifications for accessibility and continue with bottled water and water obtained from the North classroom for kitchen use and use in the other 2 classrooms.

**13. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)**

Darcy Carter, rebaelc@gmail.com, 847 475-6480

**14. 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.*

Mission and Vision: Reba Early Learning Center is a community-based organization dedicated to providing high quality care, education and support for children and families of diverse cultural, ethnic and socioeconomic backgrounds. Our primary goal is that every child will be confident, eager to learn, and ready for kindergarten. Committed staff provides an emerging curriculum that enables children to express their individuality and explore their environment, while developing skills for learning and cooperative interactions. Respectful partnerships with families and teachers are nurtured as a means of fostering and encouraging the best in each of us. We believe that we best meet our mission and vision by working in collaborative partnerships with local, state and national organizations and institutions that support, enhance, and advance the best interest of young children and their families.

Our Board of Directors currently consists of 10 members including one Family Representative and 9 community members. The Executive Director, Administrative Director and two staff representatives are active participants in board activities and functions. We elected new officers including President, Treasurer and Co-Secretaries in August 2019. We have been actively engaged in board development efforts: including recruitment, committee development and strategic planning.

**15. 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.**

159241835

**16. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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.*

Darcy Carter, Administrative Director

**Budget [top](#)**

<b>Funding Sources/Revenues</b>	<b>Project Sources</b>	<b>Amount Committed</b>
Evanston CDBG	\$ 140,000.00	
Evanston CDBG 2017 Public Facilities and Improvements		\$ 36,220.00
<b>Total</b>	<b>\$ 140,000.00</b>	<b>\$ 36,220.00</b>

<b>Funding Uses/Expenses</b>	<b>Project Uses</b>	<b>Planned Use of CDBG</b>
Purple Room Bathroom Renovation		\$ 65,000.00
Blue Room Bathroom Renovation		\$ 65,000.00
Installation of water pipes		\$ 40,000.00
Drywall repair and replacement		\$ 6,250.00
Architect Fees		
	\$ 4,000.00	
<b>Total</b>	<b>\$ 4,000.00</b>	<b>\$ 176,250.00</b>

**Funding Secured \$ 0.26**

The portion of project funding that is committed and will be available if 2020 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed.

**Budget Narrative**

We have \$36,220 remaining from Evanston CDBG 2017 funding to go towards our bathroom renovations. We had a wide variation in the 2 bids that we received previously and the Contractor with the lower bid did not sign a contract in the end. We used the higher bid for the bathroom renovations and an estimate for water pipe replacement from a certified plumber, for this budget. The bathroom renovations required to make the center ADA compliant is a goal for our program to ensure that we are accessible to all families. Up until now, we have been able to make accommodations for all families that have wished to enroll their children.

**Documents Requested \***

Required? **Attached Documents \***

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



[Audit](#)

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).

[501c3](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.

[Equal Employment Opportunity](#)

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.

[Architectural Plans](#)

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.



[Estimates](#)

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](#)

Agency Strategic Plan, including any Facilities plans.

[Development 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 FY2019.

[Financial Statement](#)

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