



HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE and MENTAL HEALTH BOARD

Thursday, September 14, 2017, 7:00 pm
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, G300-Lake Superior Conference Room

AGENDA

- I. CALL TO ORDER / DECLARATION OF QUORUM
- II. 2018 CDBG-PS and MHB - REVIEW OF APPLICATIONS

<u>App.#</u>	<u>EST. TIME</u>	<u>Agency/Program</u>
1	7:10 PM	Family Focus/ <i>Afterschool Program</i>
2	7:20 PM	James B. Moran Center/ <i>Legal and Social Services for Youth</i>
3	7:30 PM	Turning Point/ <i>Open Access Program</i>
4	7:40 PM	Meals at Home/ <i>Home Delivered Meals</i>
5	7:50 PM	Open Studio Project/ <i>Art & Action</i>
6	8:00 PM	Evanston Scholars/ <i>College Readiness</i>
7	8:10 PM	The Josselyn Center/ <i>Psychiatric Services</i>
8	8:20 PM	YOU/ <i>Trauma Informed Youth & Family Services (MHB)</i> <i>STEAM if for Teens (CDBG)</i>
9	8:40 PM	Shore Community Services/ <i>Lois Lloyd Center (MHB)</i> <i>Residential Program (MHB), Vocational Training (CDBG)</i>
10	9:10 PM	North Shore Senior Center/ <i>Social Services for Seniors & Their Families (MHB), PEARLS a Program of CareOptions (MHB), Grandparents Raising Grandchildren (CDBG)</i>

III. STAFF/CITIZEN COMMENT

IV. ADJOURNMENT

The next *Housing & Community Development Act Committee* meeting will be held **Tuesday, September 19 at 7 PM** in James C. Lytle City Council Chambers to review applications for 2018 CDBG funding.

The next *Mental Health Board* meeting will be held **Saturday, September 23 at 9 AM** in room 2402 to review applications for 2018 MHB funding.

Order of Agenda Items is subject to change. Information about the *Housing & Community Development Act Committee* and the *Mental Health Board* is available at: www.cityofevanston.org/government/boards-commissions. Questions can be directed to Jessica Wingader, Public Services – Grants & Compliance Specialist, at 847-859-7889 and via e-mail at jwingader@cityofevanston.org.

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).



2018 CDBG/MHB Application Review Meeting
September 14, 2017

1. Family Focus – Afterschool Program

2017 Request	2017 Award	2018 Request	% Increase of 2018 Request over 2017 Award
\$20,000 - CDBG \$35,000 - MHB	\$15,000 - CDBG \$35,000 - MHB	\$20,000 – CDBG \$35,000 - MHB	10%

2017 Evanston Residents Served: 66 **Evanston % of total served: 93%**
2018 Evanston Residents Estimated: 65 **Evanston % of total served 96%**

2017 CDBG/MHB Proportion of Actual Budget: 40%
2018 CDBG/MHB Proportion of Proposed Budget: 44%

FY 2016 Audit – Financial statements present fairly
FY 2016 Single Federal Audit – no findings

Family Focus is a long-time recipient of MHB and CDBG funding for capital projects and youth programming. Agency provides consistent programmatic/financial reporting and is compliant with federal requirements. 2018 program continues to focus on literacy, STEM (Science, Technology, Engineering, and Mathematics), and social-emotional skills. The agency deepened key partnerships with Northwestern’s Science Society and the Museum of Science & Industry. Programming continues to address City goals of serving at risk-residents, reducing youth violence, and reducing the achievement gap for students 8 to 18 years old. Program runs 3 PM-6 PM, Monday – Friday, during holidays throughout the school year, and for 6 weeks during the summer. Program served 89 residents in 2016 and 66 residents in the first 2 quarters of 2017. Application includes a detailed description of program activities; outcomes are defined and measurable. City funding would directly support program staff. The projected number of unduplicated beneficiaries for 2018 does not meet CDBG guidelines for a 10% increase in CDBG funding.

2. The James B. Moran Center for Youth Advocacy

2017 Request	2017 Award	2018 Request	% Increase of 2018 Request over 2017 Award
\$30,000 - CDBG \$45,000 - MHB	\$21,800 - CDBG \$41,000 - MHB	\$30,000 - CDBG \$45,000 - MHB	19%

2017 Evanston Residents Served: 460 **Evanston % of total served: 48%**
2018 Evanston Residents Estimated: 590 **Evanston % of total served: 54%**

2017 CDBG/MHB Proportion of Budget: 15%
2018 CDBG/MHB Proportion of Budget: 14%



FY 2016 Audit – Financial statements present fairly
FY 2016 Single Federal Audit – NA

The Moran Center provides legal representation, advocacy and trauma-informed counseling to income-eligible Evanston youth navigating the criminal justice system and their families. Social services include individual case management plans, drop in services, individual and family counseling, and workshop/training opportunities. Legal services include representation in juvenile delinquency and adult criminal court.

Services targeting at-risk and underserved subgroups include the Special Education Legal Advocacy (SELA) program (assists students with special needs and their families), and the Voices, Ideas, & Perspectives (VIP) program for Dist. 65 students (offers students therapeutic, skill building responses to behaviors that would otherwise lead to suspension/expulsion). New in 2017 is Project Bridge, which brings disconnected youth in conversation with police officers. There is no formal wait list and all services are provided at no cost to clients. Agency reported serving 286 Evanston residents in 2016 and 195 in the first 2 quarters of 2017. Agency is a long-time CDBG and MHB fund recipient and provides consistent and timely programmatic/financial reporting in compliance with all CDBG and MHB requirements. Program projects a 15% increase in unduplicated beneficiaries in 2018 and a 28% increase in Evanston residents; 2018 program budget increase is proportionate to service increase. Evanston portion of total program budget decreases despite increase in City request due to increases from other sources.

3. Turning Point – Open Access Program

2017 Request	2017 Award	2017 Request	% Increase of 2018 Request over 2017 Award
N/A	N/A	\$10,000 – CDBG \$15,000 – MHB	N/A

2017 Evanston Residents Served: 44

Evanston % of total served: 11%

2018 Evanston Residents Estimated: 54

Evanston % of total served: 12%

2017 CDBG/MHB Proportion of Budget: 0%

2018 CDBG/MHB Proportion of Program Budget: 13%

FY 2016 Audit – Financial statements present fairly
FY 2016 Single Federal Audit – NA

Turning Point’s Open Access program began in 2016 and provides intake and assessment services on a walk-in basis for people who have a primary diagnosis of mental illness and who meet the agency’s payment criteria. Open Access is available 13 hours per week; time is assigned for people with Medicaid and those with private insurance. Agency is accredited by the Commission on Accreditation for Rehabilitation Facilities. People are required to present



insurance information, proof of current income, primary care physician, etc., at intake. No information is provided about services for individuals without insurance. Program goal is to reduce wait times to access services. Agency maintains a varying wait list of approximately 30 people; wait times run two weeks or more depending on flexibility of client schedules and availability of therapists specifically licensed to work with client’s insurance plan. Award would support program staff including Intake Coordinator, Floor Schedulers, Client Service Specialists, Clinicians, and the Compliance Officer.

Of the 400 clients served, 11% were Evanston residents; Agency projects Evanston residents will make up 12% of 2018 population. The majority of clients are Skokie residents. Agency is accredited by The Commission on Accreditation of Rehabilitation Facilities and offers broad range of mental health services including individual, family and group therapy, psychiatry for adults, case management and a number of other supportive programs. Facility is located at 8324 Skokie Boulevard and is accessible by the CTA Yellow Line and bus. Program measures for Evanston residents include service to 10 additional clients, intakes for 54 people and high priority intakes for 8. Details about high priority intake are not specified in the application, but have been requested by staff.

4. Meals at Home – Prevention of Malnutrition and Hunger Through Home Delivered Meals

2017 Request	2017 Award	2018 Request	% Increase of 2018 Request over 2017 Award
\$19,000 - CDBG \$9,000 - MHB	\$14,700 - CDBG \$8,000 - MHB	\$20,000 – CDBG \$10,000 – MHB	32%

2017 Evanston Residents Served: 120

Evanston % of total served: 60%

2018 Evanston Residents Estimated: 165

Evanston % of total served: 60%

2017 CDBG/MHB Proportion of Budget: 5%

2018 CDBG/MHB Proportion of Budget: 5%

FY 2016 Audit – Financial statements present fairly

FY 2016 Single Federal Audit – NA

Meals at Home provides hot lunches and dinners, including medically prescribed meals (diabetic, salt free, gluten free, chopped or pureed meals) to elderly and/or home bound clients. Volunteers, approximately half of whom are Evanston residents, deliver food Monday-Saturday and provide social interaction/wellness checks. Meals are offered at reduced or no cost for income eligible clients; 68% of clients are subsidized. Evanston residents make up 60% of the population served. Agency leverages partnerships with Northwestern University’s Campus Kitchen and CJE; both organizations provide meals, but not at the same scope or consistency. Meals at Home also partners with Curt’s Café. The agency does not currently have a wait list. The agency reported serving 114 Evanston residents in 2016 and 96 in the first 2 quarters of 2017. Evanston residents are projected to increase by 38% in 2018 if fully funded while request from City is 5% of program budget.



CDBG/MHB would support staff salaries and cover meal costs. Staff includes the Executive Director, Volunteer Coordinator, Program Coordinator, Development Coordinator and Bookkeeper; all positions are currently filled. Agency is a long-time recipient of CDBG/MHB funds, provides consistent programmatic/financial reporting, and is in compliance with all CDBG and MHB requirements.

5. Open Studio Project – Evanston Outreach Program

2017 Request	2017 Award	2018 Request	% Increase of 2018 Request over 2017 Award
\$5,000 – CDBG \$5,000 – MHB	\$4,000 - CDBG	\$10,000 – CDBG \$15,000 – MHB	525%

2017 Evanston Residents Served: 80

Evanston % of total served: 100%

2018 Evanston Residents Estimated: 300

Evanston % of total served: 100%

2017 CDBG/MHB Proportion of Budget: 7%

2018 CDBG/MHB Proportion of Budget: 53%

FY 2016 Audit – NA

FY 2016 Single Federal Audit – NA

Open Studio Project’s Evanston Outreach Program (EOP) combines the Art & Action program, currently funded by CDBG, and a new Therapeutic Arts Program (TAP) for participants from the Moran Center’s SELA program and Curt’s Café. As in previous years, award will be used to support contract staff that facilitates classes; CDBG increase and additional MHB request would provide more classes throughout the year, fund gallery shows for EOP, and a contract social worker to support participants of the SELA program.

The agency has a new Executive Director; the former ED remains with the agency in a grant writing/reporting role. Staff has met with OSP multiple times to provide technical assistance on compliance with federal requirements. Projected 2018 total program budget is almost \$14,000 lower than 2017 program budget while projected number of 300 unduplicated persons served would be a 275% increase. The agency reported serving 68 Evanston residents in 2016 and 41 in the first 2 quarters of 2017. Agency has been asked to explain how number of beneficiaries can be increased so substantially with overall program budget reduction. City budget request is substantially above 30% guideline. Program budget, definition of people served, and outcomes are redefined in 2018. Staff continues to work with agency on accurate reporting of beneficiaries, to define measurable indicators for outcomes, and comply with CDBG financial and programmatic reporting requirements.



FY 2016 Audit – Financial statements present fairly
FY 2016 Single Federal Audit – NA

The Josselyn Center provides a wide variety of therapeutic services to address mental health needs including psychological evaluations and psychiatric services, support groups, and case management; drop-in center and diversion program are also provided. The agency accepts Medicaid and currently has no wait list for services; referrals typically come from hospitals, police departments and other social service agencies. Agency is located in Northfield and is public transportation accessible. The agency is accredited by the Commission on Accreditation for Rehabilitation Facilities and has historically received Cook County CDBG funds. 97% of clients served qualify for reduced payments based on income, 75% of overall clients are Medicaid recipients. Evanston residents make up 5% of the population with just 2% being low/mod. Agency projects services to 64 Evanston residents, an increase of 8 participants. Proposed outcomes are not measures of client outcomes or may not be applicable to Evanston clients (commitment to Agency mission by staff, documented client satisfaction with tele-psychiatry services) or relate to intake only (initial assessment of new people interested in services within 30 days of initial contact). Award would support staff salaries.

8. YOU – Trauma Informed Youth & Family Services (MHB)

2017 Request	2017 Award	2018 Request	% Increase of 2018 Request over 2017 Award
\$100,000 - MHB	\$78,055 - MHB	\$100,000 - MHB	28%

2017 Evanston Residents Served: 750

Evanston % of total served: 79%

2018 Evanston Residents Estimated: 750

Evanston % of total served: 79%

2017 MHB Proportion of Budget: 4%

2018 MHB Proportion of Budget: 10%

FY 2016 Audit – Financial statements present fairly

FY 2016 Single Federal Audit – No findings

YOU works in partnership with seven District 65 Title 1 schools and ETHS to provide afterschool and enrichment programming to youth. While there are no eligibility requirements, YOU staff receives referrals from teachers and social workers to connect with youth who are from low/moderate income families and are in need of academic, social, and emotional supports. Program includes individual and group counseling offered to youth and their families, project-based learning opportunities, civic engagement and psychoeducational groups. The agency keeps site-specific wait lists that haven't exceeded 10 people; youth on wait lists are typically able to enroll in programming within 6 months. YOU projects to serve the same number of participants in 2018 as projected for 2017. The agency reported serving 428 Evanston residents in 2016 and 430 in the first 2 quarters of 2017. Stated outcomes for the program remain relatively unchanged; progress is measured through surveys collected annually and by the



Shore’s Lois Lloyd Center is a current recipient of MHB funding; agency has been approved by federal, state and local organizations including Illinois Department of Public Health, and US Department of Labor. Agency is compliant with reporting requirements and has the capacity to manage the program. The Adult Services & Seniors Program works with people 18 and older who have a broad spectrum of disabilities, including those who are non-verbal and/or in need of specialized medical services. Program participants focus on Individual goals that can include improving daily living activities, self-care, socialization and prevocational skill development. Services are provided Monday through Friday from 8:45 am – 2:24 pm, 243 days per year.

Program site is in Skokie; clients are transported by a parent/guardian, PACE or Shore staff. Evanston residents are 13% of population served. Program is staffed by professionals and paraprofessionals including a Developmental Activities Trainer, Registered Nurse, and Program Manager. The agency reported serving 19 Evanston residents in 2016 and 13 in the first 2 quarters of 2017. Outcomes are clearly defined and measurable; agency demonstrates capacity to manage funds and provide services. Grant will support the Developmental Activities Trainer and the Registered Nurse; positions are currently filled. If fully funded, Agency projects it will serve 2 additional Evanston residents.

11. Shore Community Services – Residential Program (MHB)

2017 Request	2017 Award	2018 Request	% Increase of 2018 Request over 2017 Award
\$13,500 - MHB	\$13,000 - MHB	\$15,000 - MHB	5%

2017 Evanston Residents Served: 33

Evanston % of total served: 34%

2018 Evanston Residents Estimated: 35

Evanston % of total served: 33%

2017 MHB Proportion of Budget: 1%

2018 MHB Proportion of Budget: 3%

FY 2016 Audit – Financial statements present fairly

FY 2016 Single Federal Audit – No findings

Shore’s Residential Services program offers in home respite care and home based support to children and adults with intellectual and other developmental disabilities. Housing programs, including the Supported Living Arrangements (SLAs) and the Community Integrated Living Arrangements (CILAs), offer supportive housing in the Skokie/Evanston community. There is a wait list of 16 people; depending on applicant needs, new openings may not be available for years. The agency reported serving 28 Evanston residents in 2016 and 35 in the first 2 quarters of 2017. To offer more housing, the agency eliminated the live-in House Manager positions at Patricia Lloyd townhomes, which opened space for two additional residents. House manager duties have been assumed by Program Managers. Funds will support salaries and benefits for the Program Managers at the Patricia Lloyd Townhomes, Buehler House/Shore Homes East location and Respite Care & Home Based Services Facilitation located in Evanston, Morton Grove and Skokie. The grant would cover 14% of each position and each position works with



Evanston residents; all positions are filled. The increase to request would be used to provide more service hours to program participants; additionally, program participants increased. Agency has the capacity to provide services and manage grant.

12. Shore Community Services – Vocational Training (CDBG)

2017 Request	2017 Award	2018 Request	% Increase of 2018 Request over 2017 Award
N/A	N/A	\$20,000 - CDBG	N/A

2017 Evanston Residents Served: 35

Evanston % of total served: 21%

2018 Evanston Residents Estimated: 37

Evanston % of total served: 21%

2017 CDBG Proportion of Budget: 0%

2018 CDBG Proportion of Budget: 1%

FY 2016 Audit – Financial statements present fairly

FY 2016 Single Federal Audit – No findings

Shore offers vocational rehabilitation and training to members of the Residential Program at the Joseph Koenig, Sr. Training Center located in Morton Grove; this is the Agency’s first time requesting support for this program. Some eligibility requirements for participants include a diagnosed intellectual or developmental disability, ability to function in a group setting with minimal supervision, minimal assistance in personal care, and sufficient skills to complete tasks. Work includes packaging-type jobs; the social/emotional benefit comes from increased socialization, self-sufficiency and increased employment skills.

Additional components providing depth of services have been included. Life in Motion, a new program launched in May 2017 offers job shadowing opportunities. True North, yet to be launched, will focus on building independent life skills by encouraging participants to explore vocational opportunities in a supportive community setting. The goal is to foster independence through guided support that gradually lessens as participants build/master necessary skills. Agency has experience managing awards and has the capacity to comply with programmatic and financial reporting requirements. Award would support the Community Program Manager and Job Coach; Job Coach position is currently vacant and duties are assumed by the Rehabilitation Coordinator. Position expected to be filled prior to January 2018. Program projects serving 2 additional Evanston residents for a total of 37; Evanston residents are 21% of population. CDBG support would be used to launch True North program component and support existing services.

13. North Shore Senior Center – Social Services for Seniors and Their Families (MHB)

2017 Request	2017 Award	2018 Request	% Increase of 2018 Request over 2017 Award
\$50,000 - MHB	\$30,000 - MHB	\$50,000 - MHB	67%



2017 Evanston Residents Served: 2,144
2018 Evanston Residents Estimated: 2,250

Evanston % of total served: 11%
Evanston % of total served: 10%

2017 MHB Proportion of Budget: 1%
2018 MHB Proportion of Budget: 2%

FY 2016 Audit – Financial statements present fairly
FY 2016 Single Federal Audit – No findings

North Shore Senior Center (NSSC) is a long-time CDBG/MHB recipient with consistent programmatic/financial reporting. Agency is compliant with CDBG requirements, financially stable and staff is experienced. Agency is accredited by the Commission on Accreditation for Rehabilitation Facilities and the National Institute of Senior Centers. Program provides case management and counseling services to primarily low and moderate income seniors and their families initiated through phone and in-home assessments. Assessment evaluates mental status, medical conditions, nutritional status, social support, access to transportation, and legal and financial support services; agency offers programs that strengthen identified deficiencies.

Agency has a satellite office located in the Civic Center and provides referrals for additional supports. Agency reported serving 1,897 Evanston residents in 2016 and 1,110 in the first 2 quarters of 2017. If fully funded, program projects to serve 3% more Evanston residents. Program outcomes focus on Evanston residents remaining in independent living situations, enrolling in LIHEAP, and providing supports to family caregivers. Award would fully fund the Evanston based Case Manager working exclusively with Evanston residents, partially support the Benefits Specialist and cover rent for the Evanston office.

14. North Shore Senior Center – PEARLS a Program of CareOptions (MHB)

2017 Request	2017 Award	2018 Request	% Increase of 2018 Request over 2017 Award
N/A	N/A	\$25,000 - MHB	N/A

2017 Evanston Residents Served: 0
2018 Evanston Residents Estimated: 15

Evanston % of total served: 0
Evanston % of total served: 50%

2017 MHB Proportion of Budget: N/A
2018 MHB Proportion of Budget: 27%

FY 2016 Audit – Financial statements present fairly
FY 2016 Single Federal Audit – No findings

The Program to Encourage Active and Rewarding Lives for Seniors (PEARLS) is evidence based and aims to reduce depression in income eligible seniors who are enrolled in Medicare Part B. Enrollment in Medicare Part B is optional and premiums are based on income; if a senior did not enroll initially, there would be a fine for late enrollment. Program projects to serve 30 people, 15 would be Evanston residents identified by NSSC case managers. Award would



provide 75% salary for a licensed LCSW Clinical Supervisor; position is currently filled. LCSW will meet with individuals 8 times over a 19-week period; meetings can be scheduled in client homes thereby eliminating transportation and mobility barriers. Program is evidence-based, outcomes are measurable. Referrals will be provided by agency’s Senior and Family Services case managers. Agency is seeking new sources of funding for this program that was started in 2017; currently using general operating funds in addition to Medicare Part B payments.

15. North Shore Senior Center – Grandparents Raising Grandchildren (CDBG)

2017 Request	2017 Award	2018 Request	% Increase of 2018 Request over 2017 Award
\$15,000 - CDBG	\$10,500 - CDBG	\$15,000 - CDBG	43%

2017 Evanston Residents Served: 21

Evanston % of total served: 81%

2018 Evanston Residents Estimated: 27

Evanston % of total served: 82%

2017 CDBG Proportion of Budget: 22%

2018 CDBG Proportion of Budget: 30%

FY 2016 Audit – Financial statements present fairly

FY 2016 Single Federal Audit – No findings

The Grandparents Raising Grandchildren program provides case management services, support groups, and financial assistance to low/moderate income Evanston residents who are primary caregivers for their grandchildren. NSSC works collaboratively with many other social service providers in Evanston to offer community referrals/access to community supports. Program also offers age appropriate recreational and educational enrichment activities to grandchildren for 10 to 15 hours per month. There is no wait list for services. Award supports 20% of salaries for two case managers and two contractual Child Specialists who provide services to children while grandparents participate in programming; all positions are currently filled. Agency has proven recording and reporting practices and the capacity to provide services. The agency reported serving 22 Evanston residents in 2016 and 15 in the first 2 quarters of 2017. The projected number of people served does not meet CDBG guidelines for a 43% increase in CDBG funding.

City of Evanston

Community Development

2018 CDBG Public Services & Mental Health Board - City of Evanston

8/18/2017 deadline

Family Focus, Inc. After School Program

\$ 55,000.00 Requested

\$ 35,000 MHB Request

Submitted: 8/18/2017 11:59:26 AM (Pacific)

Project Contact

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EIN 36-2884042

DUNS 096801998

SAM Expires 1/17/2018

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

Family Focus Evanston After School Program

2. Type of organization

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

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

- No
- Yes

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

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

Family Focus Evanston (Our Place) is the founding location of Family Focus, Inc., which has an administrative office in the city of Chicago and six additional service locations within the metro Chicago area. The administrative office provides accounting and payroll, operations, IT, human resources, fund development and other back-office functions for the center. Family Focus Evanston has a very active local board that provides oversight and support for programming, community relations, and local fundraising events. The president of the local board also sits on the Family Focus, Inc. board as a voting

member and represents the center and fellow local board members in the discussions and decisions made for the whole organization.

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. 2018 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
35000	MHB (Human Services Fund)
55,000.00	TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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 *

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

Required? **Attached Documents ***



[FY18 Family Focus Budget Preliminary Draft](#)

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

[FY18 Board Lists](#)

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

[Conflict of Interest Disclosure](#)

[download template](#)

Application Questions

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

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

To date in 2017, 95% of Family Focus afterschool students are Evanston residents and 88% are low-moderate income. A total of 86% are African American/Non-Hispanic; 10% are White-Hispanic; the remainder are White or African American – Hispanic. All participants are school age (under 18). Students most frequently attend Bessie Rhodes, Kingsley, King Lab and Haven Schools.

Family Focus has been a part of the West Side 5th ward community for decades, serving multiple generations of Evanston families. The afterschool program serves students ages 8-18. Sixty percent or more of families in the census tracts surrounding the center are low/moderate income, and in Census tract 8092, 58.7% of residents are African American and 21.9% are Hispanic/Latino (a significant increase from 7.5% in 2000.)

According to D65 data, 20.4% of low-income Evanston students meet MAP standards in reading, while 69.9% of their non-low-income classmates meet or exceed the standards. The same gaps exist in math (13.5% vs. 56.7%). The achievement gap also exists along racial lines. While 20.1% of African American students meet or exceed the standards, 72.2% of their white classmates meet the standards in reading. The gap in math (10.4% vs. 59.8%) is just as pronounced, and the trend is continuing. Because Family Focus serves primarily low-income minority students, we are in a strong position to join our colleagues in the school district and other youth-serving organizations in the effort to reverse that trend.

Police reports of “Shots Fired Calls” in 2017 as of April show a majority of gun use being reported in the area immediately surrounding the Family Focus center (www.cityofevanston.org/government/departments/police/reports/incident-maps). It is our responsibility to provide a safe environment and activities for our students during the after school hours. It is also important that we address topics of violence prevention and mental health. In recent years, Family Focus teens have taken on projects to directly address the violence in their neighborhood, and we will continue these opportunities to help students understand how they can make a difference in their community. Evanston Police officers also now have a post in the Family Focus center and have conducted classes for our students.

The afterschool program takes place at the Family Focus Weissbourd-Holmes building, named after the organization's founder, Bernice Weissbourd and former director Delores Holmes. The center is located at 2010 Dewey Avenue in the 5th Ward, within Evanston's Neighborhood Revitalization Strategy Area. The building is also the former Foster School, and has large classrooms, a ten-station computer lab, a library, and a gym available to the program.

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

In FY17, the program continued to shift its focus to in-depth, quality programming where we can address the greatest needs of our students and demonstrate the impact of our work. Areas of program emphasis include:

- **STEM.** We are a partner in the EvanSTEM initiative, led by D65, which is designed to build an ecology of STEM services for students, especially low-income minority students like those we serve. Students also participated in Northwestern's Science in Society club and a FIRST Robotics club. Staff are also continuing to receive STEM education training at the Museum of Science and Industry focused on hands-on activities that complement the Common Core Curriculum designed to provide all students with internationally-benchmarked science education. Activities explore aerodynamics, rockets, and will include a series on movie making and its related science careers. In addition, we hosted our second annual STEMfest in April. A total of 121 children attended, an increase from 112 the first year.
- **Literacy.** Given the reading achievement gap among our target population, Family Focus devotes additional time to developing reading and writing skills to address the achievement gap already present by third grade. We also continue to work with SitStayRead to build fluency and confidence. In addition, we provide creative drama classes to the students to increase literacy by reading plays, as well as students' self-confidence.
- **Social-emotional skills.** Family Focus involves students in discussions and activities dealing with the difficult issues and decisions they face throughout their adolescence and engages them in activities that promote positive self-esteem and self-development. Self-development topics covered by youth include: self-esteem, goal setting, effective communications, anger and stress management, and relationships. Family Focus teens will also continue anti-bullying and community violence prevention efforts. We are also continuing to partner with Evanston Police Department for education and mentoring opportunities.

Activities are offered during the critical hours of 3 p.m. -- 6 p.m. Monday - Friday, the time when a lack of constructive activity and supervision can lead to risk-taking behavior. Services and activities take place at the Family Focus center after school, on school holidays, and for six weeks during the summer.

Most Family Focus students attend regularly (4-5 days per week throughout the school year for three hours per day); our capacity based on current staffing is 60 during the school year and 60 during the summer. We expect to serve approximately 70 students in total in 2017. We also expect to serve 120 people through one-time events like STEMfest and 20 parents through parent engagement workshops in partnership with D65.

The City of Evanston's 2015-2019 Consolidated Plan noted the need for supportive services for youth, particularly among low-income residents. Data cited above shows that the low-income and minority youth who make up the population of our afterschool program are most likely to have achievement deficits in key subjects. The youth near our center also struggle disproportionately with poverty and community violence. By providing programs that directly address the academic and social-emotional needs of our students, we can help our youth grow into resilient, self-sufficient, educated, and socially responsible adults.

3. 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"/>	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="120"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="70"/>	Multi-session program (e.g. after school program)
<input type="text" value="20"/>	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="210.00"/>	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

For over 35 years, the afterschool program at Family Focus has provided a warm and supportive environment for children

in Evanston's 5th ward during the critical hours of 3 – 6 p.m., when lack of constructive activities can lead to negative behaviors. As noted in our 2016 application, following the transition of a large state of Illinois grant away from afterschool activities (to in-school activities), Family Focus Evanston is rebuilding its base of support and approaching the program as a continuum of services rather than distinct youth groups. Led by Center Director Colette Allen, the program shifted its focus to fewer subjects and more in-depth, quality programming where we can address the greatest needs of our students and demonstrate the impact of our work. We are focusing on academic achievement, particularly in literacy and STEM, and social-emotional skills.

Following the end of our state grant, we have taken the opportunity to provide a program that is less proscribed and more tailored to meet the needs of Evanston youth, but the lack of a large primary funding source limits our ability to grow. The state of Illinois is not currently a reliable source of youth development funding, so we are working to build support from local individuals, foundations and the city. Due to the state budget impasse and challenging fundraising environment, we are progressing toward our goal more slowly than anticipated. We request renewed support from our partners as we work toward sustainability.

We have received generous in-kind and volunteer support. The Family Focus afterschool program works closely with School District 65, Evanston Cradle to Career, EvanSTEM and the Museum of Science and Industry. District 65 loaned furniture for summer programming and provided three part-time teachers for the summer: one for STEM and two for literacy activities. Evanston Cradle to Career sponsored two AmeriCorps members for the afterschool and summer programs. They also helped fund a partnership with Freedom School, which is for a summer literacy program targeting students reading below grade level. We received support from EvanSTEM for our summer STEM program for pre-K through 3rd grade students, along with funding for our FIRST Robotics Club and the afterschool science club conducted by Northwestern University's Science in Society. The Museum of Science and Industry provides professional development for our staff and materials for the science club for 3-5th grade students. Furthermore, Identity Dance Company is offering dance classes for our participants and we have recruited volunteers to help with SitStayRead, math, Spanish lessons, junior achievement, writing and woodworking.

As an anchor in the community for nearly 40 years, Family Focus is well-positioned to continue serving these students. To ensure that the afterschool program is providing the opportunities that our students need for decades to come, we need to refocus and refresh our program plan, strengthen partnerships with peer organizations, and rebuild our funding base. While our goals are ambitious, we have a clear path forward; we are identifying and implementing strategies to strengthen the program and increase its funding and resources.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

The after school program currently has a waitlist of ten new families for the fall. Priority is given to returning students. After the enrollment period, new students are invited to enroll until we reach capacity.

6. 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.

Family Focus has a history of working with other agencies to maximize impact and avoid duplication of services. Partners include District 65, Evanston Cradle to Career, Northwestern, the Freedom School, Infant Welfare Society of Evanston, Fleetwood-Jourdain, Evanston Public Library, Y.O.U., YWCA, Loyola Academy High School, New Trier High School, Evanston Township High School, Mudlark and Piven Theater, The Art of Evolution Theater, Delta Sigma Theta Sorority, Kappa Alpha Psi Fraternity, Foster Reading Center, City of Evanston, and McGaw YMCA.

Family Focus has been a part of the fabric of the 5th ward community for decades, spanning multiple generations. Our deep roots in the community and reputation as a dependable resource keeps families involved over many years. Program alumni often return as successful adults to mentor and speak to current students. In addition, all Family Focus services are based on the Principles of Family Support pioneered by Founder Bernice Weissbourd. Children do not exist in a vacuum, so we systematically involve parents and other family members in events and activities. This year, we are partnering with D65 on a series of parent workshops to help families navigate the educational system. We also offer additional services and referrals to support the healthy growth and development of all family members—adults, youth, and children.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

Family Focus will measure the following goals and outcomes in 2017 using pre-/post-tests and student surveys administered by program facilitators. These program facilitators and the center director are responsible for implementing the program as planned.

Goal: To improve participants' academic performance in reading and writing as measured by report cards and teacher parent conferences

Outcomes: 75% of students will show improved performance in reading and writing skills.

Goal: To improve student knowledge of STEM subjects and STEM career options

Outcomes: 100% of students will participate in hands-on, experiential STEM activities.

Goal: To increase positive behaviors and attitudes about school and activities

Outcomes: 75% of students will avoid school/program disciplinary reports.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="70"/>	Unduplicated people to be served in 2018
<input type="text" value="65"/>	Unduplicated Evanston residents to be served in 2018
<input type="text" value="58"/>	Unduplicated low/moderate income people to be served in 2018
<input type="text" value="58"/>	Unduplicated low/moderate income Evanston residents to be served in 2018
<input type="text" value="69"/>	Unduplicated people served in 2017
<input type="text" value="66"/>	Unduplicated Evanston residents served in 2017
<input type="text" value="58"/>	Unduplicated low/moderate income people served in 2017
<input type="text" value="58"/>	Unduplicated low/moderate Evanston residents served in 2017
<input type="text" value="502.00"/>	TOTAL

9. Provide a summary of your organization's mission including 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."

Mission: Family Focus was founded in 1976 by Bernice Weissbourd, a leading scholar, educator in child development, and the originator of the Family Support movement. Her vision, to promote the well-being of children by supporting and strengthening families in and with their communities, has been the mission of Family Focus for nearly 40 years.

Services: Family Focus provides services for whole families—birth through adulthood—in one location. Early childhood services include home visiting to promote healthy development and school readiness. School-age programs address academic, extracurricular and social-emotional needs of students ages 8-18. Family support services such as the Family Advocacy Center and adult education programs promote positive parenting and increase self-sufficiency.

Organizational Structure: Family Focus Evanston is led by Director Colette Allen. Each of the major program areas—early childhood, school-age, and family support—is overseen by a qualified program manager reporting to Ms. Allen. Ms. Allen reports to President and CEO Merri Ex.

Family Focus Evanston is the founding location of Family Focus, Inc., which has an administrative office in the city of Chicago and six additional service locations within the metro Chicago area. The administrative office provides accounting and payroll, operations, IT, human resources, fund development and other back-office functions for the center.

Family Focus Boards: Family Focus Evanston has a very active local board that provides oversight and support for

programming, community relations, and local fundraising events. The president of the local board also sits on the Family Focus, Inc. board as a voting member and represents the center and fellow local board members in the discussions and decisions made for the whole organization.

FY16-19 Strategic Plan: In a time when state funding is unreliable, Family Focus' board felt strongly that this strategic plan needed to be primarily about sustainability while aspiring to serve more children and families in low-income communities. Strategies include centralizing programs through restructuring to promote increased collaboration and sharing of resources across the organization. We will also increase the number of members of our board of directors and raise the give/get requirements. Finally, we are accelerating the growth of private funding through a major gifts program. The result of these strategies will be a resilient, sustainable organization capable of providing high quality services for our communities for another 40 years.

10. Describe your 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).

Family Focus Evanston has been the recipient of CDBG funding from the City of Evanston for many years. As an organization, Family Focus' resource development staff manage CDBG grants for multiple municipalities. Following transition of the previous center director, we will work with City of Evanston staff to make sure that the new director and supporting staff are familiar with federal procurement procedures and requirements as required in the new "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

Family Focus maintains a Finance Policy and Procedure Manual as approved by the board of directors, which includes parameters of responsibility, financial control procedures, and procurement policies. In many cases, the federal guidance and the City of Evanston maintain more restrictive procurement policies than those required by the Family Focus board. In those cases, we use the most restrictive set of procurement guidelines.

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

The program is supervised by Family Focus Evanston Center Director Colette Allen, who joined the organization in July 2015. An Evanstonian, Colette has worked in the nonprofit sector since 1984, most recently in fundraising as a corporate major gift officer at the Museum of Science and Industry and as the Midwest Director of Development for the Foundation Fighting Blindness. She was also the Executive Director of Literacy Volunteers of Atlanta and she worked for the United States Olympic Committee, managing community and media relations. Ms. Allen holds a Bachelor of Arts from Oberlin College, and a Master of Science in Elementary Education from Bank Street College of Education in New York. She also attended the School of Drama at Yale University.

Senior Program Coordinator JoAnn Avery has an MS in Human Services and more than 30 years of experience working with youth at Family Focus. JoAnn has inspired and motivated hundreds of Evanston youth during her tenure with Family Focus. Part-time instructor Shannon Sudduth is a former participant and a chef and chocolatier by training and trade. She began teaching cooking classes to the students and when the afterschool instructor opportunity became available, she willingly took on the new role bringing her culinary and entrepreneurial skills to the curriculum. To supplement our budget, we have secured two AmeriCorps volunteers (through Cradle-to-Career), as well as support from dedicated volunteers. With the two permanent direct service afterschool staff, we expect a ratio staff-to-student of 1:30-35, but with the dedicated volunteers, the ratio will almost always be lower.

In addition to ensuring that our program plans increase the achievement and growth of our students, the purpose of our request for the support from the City of Evanston and the Mental Health Boards is to provide additional bridge funding

for greater sustainability. Until we reach our fundraising goals, sustained support from the City is critical to our ability to retain current staffing levels. We have also secured significant in-kind staffing and programmatic support. In this challenging funding year, we will use support from the foundation for program stability and continuity while we work to achieve our fundraising goals.

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

Sarah Holliday, sarah.holliday@family-focus.org, 312-777-1936

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

09-680-1998

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

Yes

No

16. 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

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

2010 Dewey Avenue; Participants most frequently reside in the communities immediately surrounding the center, but van transportation is available when needed.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 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 Holliday, Director of Grants and Operations

Budget

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG	\$ 15,000.00	\$ 20,000.00	
City of Evanston Mental Health Board Funds	\$ 35,000.00	\$ 35,000.00	
Kendall Foundation	\$ 30,000.00	\$ 30,000.00	
Evanston Community Foundation	\$ 5,000.00	\$ 0.00	
Program Fees	\$ 15,000.00	\$ 15,000.00	
Individual Contributions/Events	\$ 12,574.00	\$ 10,846.00	
Evanston Food Exchange	\$ 1,000.00	\$ 0.00	
City of Evanston - Cultural Arts	\$ 2,500.00	\$ 0.00	
North Shore Exchange	\$ 10,000.00	\$ 15,000.00	
Total	\$ 126,074.00	\$ 125,846.00	\$ 0.00

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Salaries and Benefits	\$ 99,418.00	\$ 107,812.00	\$ 20,000.00	\$ 31,907.00
Contractual	\$ 12,000.00	\$ 0.00		
Audit/Insurance	\$ 1,625.00	\$ 1,752.00		\$ 438.00

Occupancy	\$ 2,959.00	\$ 3,500.00		
Transportation	\$ 1,351.00	\$ 1,500.00		\$ 375.00
Telephone	\$ 1,213.00	\$ 2,165.00		
Supplies	\$ 3,671.00	\$ 4,200.00		\$ 1,050.00
Special Events	\$ 1,000.00	\$ 1,750.00		\$ 438.00
Printing and Postage	\$ 600.00	\$ 1,000.00		\$ 250.00
Equipment Maintenance (printers/copiers)	\$ 1,237.00	\$ 2,167.00		\$ 542.00
Total	\$ 125,074.00	\$ 125,846.00	\$ 20,000.00	\$ 35,000.00

Budget Narrative

Because Family Focus is on a July-June fiscal year, we projected the 2018 calendar year budget on likely revenue and expenses in the last half of our FY17 (January – June 2018). Because we don't have an FY19 budget at this time, the remainder (July – December 2018) is projected based on the current year. Staff included in the afterschool program and supported by CDBG / MHB are: Sr. Coordinator \$48,686 at 1.0 FTE and an hourly after school worker at \$14/hour for 10 hours per week. Two part-time, temporary summer instructors were hired at \$35/hr and \$15/hr. Additional support is from the Center Director \$61,800 at .07 FTE; two maintenance personnel (\$29,149 and \$27,000) at 0.1 FTE and 0.25 FTE; and Facilities and Office Manager hourly at \$21.64 for 20 hours per week. Only direct service staff positions are included in CDBG budgets to simplify HUD reporting requirements. All funding for this program is from local government and private funders.

Program Outcomes

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	Improve academic performance in reading and writing.	75% will read at/above grade level at the end of the academic year.	49	49	49	49	196					0
2	Improve student knowledge of STEM subjects and STEM career options.	100% of students participate in hands-on experiential STEM activities.	65	65	65	65	260					0
3	Increase positive behaviors and attitudes about school and activities.	75% of participants will avoid school and program discipline reports.	49	49	49	49	196					0
4							0					0
5							0					0
Total			163	163	163	163	652	0	0	0	0	0

	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
								\$
Total	0	0	0	0	0	0	0	\$0

Program Line Item Funding

	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
								\$
Total	0	0	0	0	0	0	0	\$0

Documents

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Audited financial statement and Form 990 for the most recent completed fiscal year.

Required? Attached Documents *

[Audit + 990](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the

[Annual Report](#)

organization's prior year's activities and accomplishments.

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

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

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

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.

[Income Eligibility](#)

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

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

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

[Organizational Chart](#)

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

[Chart of Accounts](#)

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

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 FY2017.

[FY17 Draft Financials](#)

Please indicate how outcomes for #1 and #3 will be measured.

#1 - 75% will read at/above grade level at the end of the academic year.

Family Focus collects report cards from every after school student and keeps copies in participant files. The report cards indicate whether students are reading above/at/below grade level.

#3 - 75% of participants will avoid school and program discipline reports.

Family Focus tracks disciplinary issues from the program and school in participant files. We are notified of school disciplinary issues by principals and teachers. When participants are suspended or have discipline issues they are not allowed to participate in the after school program.

What is the age range of participants in the After School Program?

Students are ages 7-14.

What is the financial outlook for the parent organization?

Family Focus' funding challenges are primarily due to onerous State of Illinois contract requirements. For example, the State has reduced allowable reimbursement for rent and other expenses crucial to implementing human service programs. This has resulted in reduced contracts and the need for Family Focus to subsidize programs with fund raising for private funds from individuals and foundations. Family Focus also experienced a significant cash flow shortfall this summer at the end of fiscal year 2017.

Family Focus' funding challenges due to public contracts include increasing operational costs, increasing administrative/fiscal reporting burdens, decreasing allowable indirect and operational reimbursement rates, as well as reduced contracts and recent delays in payments due to the state budget crisis. These delays included a complete stop of payments from the state toward the end of our last fiscal year, causing a cash flow issue. Through advocacy efforts, we were able to secure enough of our pending payments to avert any major changes to the organization. Since the passage of the state budget, we are receiving payments on time and in full again. We continue to monitor incoming revenue closely and we have cash flow statements projected through the end of the calendar year.

To ensure that we are less vulnerable to future state issues, we are taking immediate action to streamline operations, including reducing rented space where possible and working toward a more mobile workforce, reviewing operations contracts (leases, phones, printers, etc.), and reviewing feasibility of certain contracts that limit our ability to pay for these costs.

As we move into FY18, we are working closely with our Board of Directors to recruit new members, increase major and planned giving, and create strategies for sustainability. This will be a major focus of the next 3-year strategic plan, which will begin in FY19.

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Application ID: 86029

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City of Evanston

Community Development

2018 CDBG Public Services & Mental Health Board - City of Evanston

8/18/2017 deadline

**James B. Moran Center for Youth Advocacy
Moran Center for Youth Advocacy**

\$ 75,000.00 Requested
\$ 45,000 MHB Request

Submitted: 8/18/2017 1:46:28 PM (Pacific)

Project Contact

Susan Knight

sknight@moran-center.org

Tel: 847-492-1410

Additional Contacts

jrussell@moran-center.org, dmasini@moran-center.org,
dmasini@moran-center.org

**James B. Moran Center for
Youth Advocacy**

1123 Emerson Avenue
Suite 203
Evanston, IL 60201
United States

**Executive Director/Staff
Attorney**

Patrick Keenan-Devlin

pkeenandevlin@moran-center.org

Telephone 847-492-1410
Fax 847-859-5836
Web <http://moran-center.org/>
EIN 36.3180725
DUNS 085865483
SAM
Expires

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

James B. Moran Center for Youth Advocacy

2. Type of organization

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

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

- No
- Yes

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

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

NA

5. Is your organization accredited?

Yes

No

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

NA

7. People served:

Check all that apply.

Youth 0-15 years

Youth & young adults 16-24 years

Adults 25-54 years

Older adults/seniors 55+ years

Other:

8. 2018 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 2017 should be classified as renewal even if amount requested is different from 2017 grant.

Renewal of 2017 CDBG funding

Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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).

[MC Budget FY 2017-18](#)

[Budget with Income Sources ID'd 2017-18](#)

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

[Board of Directors](#)

boards

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

[Conflict of Interest Disclosure Form](#)

[download template](#)

Application Questions

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

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 James B. Moran Center for Youth Advocacy (“Moran Center”) serves more than 1100 individuals per year providing advocacy, legal representation, and trauma-informed counseling to equip clients with hope for the future and the tools to rebuild their lives. Our primary client population is comprised of Evanston youth, age 21 and under, and their families who have limited financial resources and are in need of legal and social work services. The age range of these clients is from 3-21 years, with the greatest concentration of clients between the ages of 12 and 17. 70% of our clients have incomes less than 30% of the median income, 13% earn between 30% and 50% of the median income, and 7% earn between 50% and 80% of the median income. Approximately 80% of our clients are male with 63% identifying racially as African American, 11% as white, and 26% identifying as “other” or “multiracial.” 11% of our legal clients identify ethnically as Hispanic. Notably, 40% of our clients have some type of disability or special education need. Participants in our integrated Legal Representation & Social Work (“LRSW”) Program must be under the age of 21 and reside in Evanston. Our Help Desk at the Skokie Courthouse provides Evanston residents and others with criminal record clearing services, removing roadblocks to education, employment, and housing.

The clients who benefit from the Moran Center's services, like many disconnected families in Evanston, are challenged by complex social and economic determinants of health including poverty, homelessness, violence, substance abuse, and mental health issues, stemming from systemic injustice and racism. There is strong evidence from the Adverse Childhood Experiences study (ACES) that children exposed to trauma, including, but not limited to, violence during early childhood, are more likely to experience negative health and well-being outcomes.

(<https://www.cdc.gov/violenceprevention/acestudy/index.html>) Among the LRSW clients served by the Moran Center in 2016, 90% identified four or more ACES, which unless addressed, puts them at risk for poor performance in school, behavioral problems, health and mental health challenges, school drop-out, and/or involvement with the criminal justice system.

With coordinated services and support by the Moran Center, youth who have experienced trauma and developed maladaptive ways of coping are able to regain resilience and learn new strategies to manage conflict and adversity. (<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4721430/>). The Moran Center aims to create a safe and healing environment for Evanston youth and provide them with legal representation and social work counseling with the goal of keeping them in school and out of dysfunctional institutions. Benefiting Evanston students with special needs who are disproportionately low-income and students of color, our Special Education Legal Advocacy (“SELA”) Project ensures that these students obtain the appropriate educational services and supports they need to make academic progress and graduate from high school. The Moran Center's Voices, Ideas, & Perspectives (“VIP”) Program at District 65, provides students with a therapeutic, skill-building response to maladaptive behaviors, thereby reducing students' time out of the classroom. Our programs create a coordinated, supportive, and holistic platform for youth as they navigate the criminal justice, special education, and/or school disciplinary systems.

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

The Moran Center's vision, reflected in our mission and programs, is to support youth and their families in becoming productive, law-abiding citizens with bright futures – successful in school, jobs, and the community; and to promote a community that is equitable and just, with a strong workforce and opportunities for all youth. Our goals and strategies to

achieve our vision align with the HUD Consolidated Plan, which focuses on “provid[ing] decent housing and a suitable living environment, and expand[ing] economic opportunities, principally for low and moderate income persons.” Specific to Evanston, the key goal identified in the Plan is to expand the availability of and increase access to needed services including mental health, job training, and youth programs. Additional needs identified in the Plan include legal services, prevention of homelessness, anti-poverty programs, and violence-prevention - all services the Moran Center provides. Our mission is to provide low-income Evanston youth and their families with integrated legal and social work services to improve their quality of life at home, at school, and within the community. Our approach consists of legal representation, social work services, advocacy, and restorative justice practices at no cost to our clients.

- **Representation: Legal Advocacy** – The Moran Center’s legal service program provides low-income Evanston youth with representation in juvenile delinquency and adult criminal court. The SELA Project empowers Evanston parents with knowledge and support to secure appropriate educational services for their children with disabilities.
- **Restoration: Integrated Social Work Services** – Moran Center social workers provide trauma-informed counseling, case management, and supportive guidance to help clients develop effective problem-solving and conflict resolution skills. Collaborating with Evanston schools and social service agencies, our social workers help clients avert crises related to homelessness, access needed mental health or substance abuse services, prevent violence, and stay in school. With our attorneys, the social workers help to ensure that terms of court orders, sentences or educational plans are successfully met.
- **Redirection: Client and Community Rebuilding** – Our redirection programs are designed to prevent recidivism and enable eligible clients to pursue work, secure stable housing, and restore their dignity. The Moran Center accomplishes this through the Expungement & Sealing Help Desk, open Tuesdays and Thursday mornings at the Skokie Courthouse; the City-supported Certificate of Rehabilitation Initiative; City of Evanston Diversion Program, which assists youth cited with minor ordinance violations in completing community service and counseling; and the VIP Program at Oakton Elementary. In partnership with the Evanston Police Department, the Moran Center successfully launched “Project Bridge” in 2017, which brings disconnected Evanston youth together with police officers to dialogue, break down harmful stereotypes, and build constructive relationships.

The Moran Center is officially open Monday through Friday from 9:00 to 5:00; however, many of the situations in which our attorneys and social workers become involved require 24-7 coverage via cell phone. The frequency and duration of client contact vary depending on the situation. Typically, our social workers see clients weekly until their goals are met, which could be for a year or more.

3. 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.

610	Intake/assessment
300	Referrals
310	Individual case management plan/services
310	Services delivered on an individual basis (e.g. home delivered meals)
50	One time event or activity (e.g. field trips, tax preparation)
45	Multi-session program (e.g. after school program)
150	Focused topic activities (e.g. workshops, trainings)
325	Drop in services (e.g. computer lab, tutoring, help desk)
0	Phone or online help (e.g. 24-hour help lines)
2,100.00	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

Originally incorporated as the Evanston Community Defender Office in 1981 out of concern for the lack of quality legal services for indigent Evanston residents, the Moran Center has been a champion and advocate for low-income youth ever since. The Honorable James B. Moran, known for his legal acumen and passion for youth justice, was instrumental in establishing the organization with the innovative approach of combining social work services with legal services to address issues affecting children’s development at home and in the community. Following the passing of Judge Moran in 2010, the Board of Directors renamed the organization the James B. Moran Center for Youth Advocacy in honor of Judge Moran.

As the needs of Evanston youth and families have changed over the past 36 years, the Moran Center has responded

accordingly. Our programs have consistently aligned with Evanston's Consolidated Plan, addressing the legal, housing, economic, educational, and social service needs of low-income Evanston families to help create and maintain a "suitable living environment and expand economic opportunities for low- and moderate-income Evanston residents." The number of individuals served by the Moran Center has risen from 375 in 2010 to more than 1100 in 2017. Our budget has tripled since 2012 to accommodate the critical needs of under-resourced youth and their families in Evanston. The services the Moran Center has developed during the past 7 years in response to the challenges low-income Evanston children and families face include:

- Establishing the Expungement & Sealing Help Desk at the Skokie Courthouse to provide criminal record relief, thereby increasing educational, employment and housing opportunities for adults while creating more stable homes for youth in Evanston (2009);
- Launching the Special Education Legal Advocacy (SELA) Project to help families negotiate the complex special education system and ensure appropriate educational support and resources for youth with special needs. This program has grown dramatically, requiring the hiring of a .8 FTE attorney in 2016 – serving now close to 70 clients per year (2010);
- Coordinating the City of Evanston's Diversion Program which assists Evanston youth cited with minor ordinance violations in completing community service hours and counseling (2011);
- Establishing the ETHS VIP Program to keep youth in school instead of on the streets and provide them with valuable skills for conflict resolution and anger management. With now five, school-run alternative-to-suspension programs in place at ETHS, the Moran Center has been able to focus our efforts on expanding the model at Oakton Elementary, while also sharing our model regionally (2011); and
- Partnering with the City of Evanston to establish the Certificate of Rehabilitation Initiative to help residents remove barriers to employment who do not qualify for expungement or sealing of their criminal records (2013).

As the Moran Center looks to the future, our plans include filling the gap in the provision of civil legal services for low-income families through a school-based civil legal clinic and improving access to mental health services for clients who are in urgent need of psychiatric care. The Moran Center intends to continue services as long as it takes to fulfill our vision of a community that is equitable and just, with a strong workforce and opportunities for all youth.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

The Moran Center makes every effort to serve all low-income residents who qualify for our services. We do not have a formal waiting list. We receive many calls from individuals who for one reason or another are not eligible for our services (i.e. non-Evanston residents, are older than 21, or require legal services that we do not provide). We offer information and referral services for those individuals, frequently referring to the Legal Assistance Foundation ("LAF") in Chicago, Coordinated Advice & Referral Program for Legal Services ("CARPLS"), among others.

6. 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 Moran Center is the only agency in Evanston that addresses legal and social work needs of under-resourced youth and their families. Given our role and reputation in the community, Evanston families and social service agencies view the Moran Center as a critical resource – directly providing legal services and connecting Evanston residents to the appropriate resources if we are unable to serve them. Further, we are the only legal aid organization in the northern suburbs providing free legal assistance to individuals seeking criminal record relief.

In order to provide comprehensive, wrap-around services to meet the complex needs of our clients, the Moran Center successfully collaborates with multiple human service organizations in Evanston. We work in partnership with: Y.O.U. and the YMCA for youth development opportunities; Connections for the Homeless for housing homeless youth; Curt's Café, Rebuilding Warehouse, and the Youth Job Center for essential employment and job training skills; and Peer Services, Metropolitan Family Services, Rush Behavioral Health, Community Counseling Centers of Chicago, Thresholds, and Erie Family Health for accessing mental health, substance abuse, and evaluation services. The Moran Center also works closely with the City of Evanston's Youth & Young Adult Division for youth outreach and to ensure that youth understand their legal rights and responsibilities. We have partnered with both District 65 and 202 in implementing the VIP Program. In

recent years, we have also increased our engagement with preschools and early childhood providers such as the Childcare Network of Evanston. We believe that arming parents early on with the tools they need to advocate effectively for their children with special needs results in improved educational outcomes and diverts more children from the school-to-prison pipeline.

The Moran Center seeks to foster our clients' engagement with multiple caring adults, equipping them with "social capital" and providing opportunities for the development of knowledge, skills, and confidence needed to succeed. Consistent with research findings that non-violent youth are less likely to become further involved with criminal behavior if they remain in their home communities with appropriate, coordinated services, the Moran Center aims to keep youth out of institutions whenever possible. This approach not only redirects young people away from future criminal activity that erodes our community, but also saves millions of dollars in incarceration-related expenses. According to the Illinois State Bar Association, serving youth in their own communities costs less than \$10,000 per youth, while incarceration costs close to \$85,000. (<https://www.isba.org/sites/default/files/juvenilejustice.pdf>)

The principal challenges we face are access to mental health providers in urgent (non-emergent) situations (e.g. for psychiatric consultation and medication management), and emergency housing for homeless youth. While Connections for the Homeless serves our clients well, at times there is no space available and it is challenging to find alternatives. With a recent grant from the Evanston Community Foundation, we aim to improve access to trauma-informed mental health care. Our partnerships are vital to our legal and social work services and support our efforts to reduce recidivism, increase public safety, and create a stronger, more stable Evanston community.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

The Moran Center's program goals and outcomes are consistent with both our vision to foster youth and families who are productive, law-abiding citizens with bright futures – successful in school, jobs, and the community – and the HUD Consolidated Plan for Evanston, which identifies as key goals, expanding economic opportunities and increasing access to needed services for low- and moderate-income Evanston residents.

Based on the Moran Center's newly implemented "Theory of Change" (TOC) framework, we believe that if we provide quality, integrated legal and social work services, make successful referrals to community partners, engage with families to promote positive client outcomes, and advocate for needed support services in school, then youth will access desired services, develop conflict resolution and problem solving skills, avoid dispositions with long-term collateral consequences, grow self-efficacy, and feel supported to graduate from high school and become productive citizens. Further, residents with criminal records who access the Moran Center's Help Desk will have the chance to clear their records, opening doors to housing, employment, and education. Our specific goals and outcomes for CDBG and MHB funding in 2018, based on our TOC framework, follow:

1. Social work clients will successfully grow self-efficacy (i.e. self-awareness, confidence, advocacy, and conflict resolution skills). 70% of youth will report and/or demonstrate increased levels of confidence. Pre-and post-intervention youth surveys will demonstrate growth in self-efficacy;
2. LRSW clients will access necessary community services. 90% of clients and/or youth who want access to additional supports will have received help in accessing those services. Clinician Surveys will document community services accessed during intervention;
3. SELA clients will improve participation in school. 70% of clients will improve performance in school as demonstrated by grades, progress toward IEP goals, and attendance. School Records will show students' academic improvements;
4. Legal clients will be compliant with court orders. 70% of legal clients will successfully comply with court orders. Moran Center legal records will indicate clients' compliance; and
5. Individuals seeking criminal record relief through the Moran Center's Help Desk will have their records reviewed and receive assistance in the record-clearing process. 95% of Evanston residents seeking Help Desk assistance will have their records reviewed and receive legal assistance in the record clearing process. Moran Center Help Desk Forms will track the successful delivery of clients' services.

In 2018, the Moran Center will implement a new client management system enabling us to better capture data needed to measure outcomes. Staff attorneys and social workers are responsible for collecting and entering required case information from their client interactions, court and school records, referrals made, and pre/post client survey results. From these data, outcomes for each of the goals outlined above may be determined. Overall programmatic evaluation and reporting is the responsibility of the Executive Director, and Directors of Legal Services and Social Work Services, with

oversight provided by the Board of Directors. We are confident that measured outcomes will not only capture the impact of our services, but also continue to guide us in program improvement.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="1100"/>	Unduplicated people to be served in 2018
<input type="text" value="590"/>	Unduplicated Evanston residents to be served in 2018
<input type="text" value="979"/>	Unduplicated low/moderate income people to be served in 2018
<input type="text" value="525"/>	Unduplicated low/moderate income Evanston residents to be served in 2018
<input type="text" value="960"/>	Unduplicated people served in 2017
<input type="text" value="460"/>	Unduplicated Evanston residents served in 2017
<input type="text" value="854"/>	Unduplicated low/moderate income people served in 2017
<input type="text" value="409"/>	Unduplicated low/moderate Evanston residents served in 2017
<input type="text" value="5,877.00"/>	TOTAL

9. Provide a summary of your organization's mission including 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."

The Moran Center's mission is to provide low-income youth and their families with integrated legal and social work services to improve their quality of life at home, at school, and within the Evanston community. Our goal is to provide Evanston youth and their families with the support to successfully emerge from a challenging legal situation, the tools to make positive life choices, and the ability to thrive in the local community as productive citizens. Our staff attorneys represent and advocate for youth in the courts and in the schools. Our social workers restore lives by providing counseling, support, and resources to struggling youth. Our staff and volunteers work together to redirect youth by building skills and rebuilding lives through programs such as the Expungement Help Desk, City of Evanston's Diversion Program, VIP, and Project Bridge. We collaborate with Evanston organizations to ensure that youth and families get the services they need to thrive in our community.

In addition to the four attorneys (one of whom is the Executive Director, and one on contract), we employ two licensed clinical social workers who work together to provide the Moran Center's direct services to Evanston youth and their families. A full-time Director of Strategic Partnerships leads a part-time development team including a communications manager and grant writer, added in 2016, and an assistant to be added this fall. The development team functions to build organizational capacity and increase funding to meet expanding operational, communication, and programmatic needs. A part-time Administrative Director manages Moran Center operations. Through a grant, we will be contracting with two part-time community advocates in 2017-18 to support clients' case management. We continually rely on a cadre of volunteers and pro-bono attorneys to optimally serve our clients.

While providing vision and leadership for the Moran Center, our active 19 member Board of Directors comprise the majority membership of our Executive, Development, Nominating, and Program Committees. Our board works diligently to increase and diversify funding sources, communicate our mission, and strengthen our presence in the community. Each year 100% of our board members fulfill their commitment to raise funds or give to the Moran Center. All board members are engaged in fundraising, including participating in community events and soliciting individual and corporate donors. Many of our board members also contribute their time and talents to Moran Center operations. For example, one of our board members shared her professional expertise by leading staff through a "Theory of Change" evaluation model this year. Another board member participated in Project Bridge given her expertise in restorative justice.

To broaden and deepen our impact in the community, the Moran Center has a 15-member Advisory Council which provides feedback and guidance on the Moran Center's mission, programming, and community impact. This year, for example, one of our Advisory Council members served as a discussant at a Moran Center-sponsored, community event following the showing of the documentary, 13th, which dramatically unfolds the history behind mass incarceration of African Americans in the U.S.

Other than the staff additions noted above, there have been no significant changes in the past year.

10. Describe your 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).

Since 1981, the Moran Center (formerly the Evanston Community Defender Office) has vigorously defended the legal rights of low-income youth and their families in Evanston and provided integrated social work services to address the complex array of factors that contribute to legal, behavioral, or academic difficulties. Through our outreach, connections with Evanston organizations serving youth, and constructive relationships that we have built over the years with some of the most challenged families in Evanston, we have earned the trust of neighborhoods across Evanston.

We have strived to find meaningful ways to measure our impact, and are heartened to find that 80% of the youth we serve improve school attendance, grades and disciplinary records in school; 80% are able to meet their individual goals; and 70% of our clients successfully comply with court orders. The Moran Center staff, Board of Directors, and community members have joined with us to raise additional funds so that we can broaden and deepen our impact across Evanston to fulfill our vision of supporting youth and their families in becoming productive, law-abiding citizens with bright futures – successful in school, jobs, and the community; and promoting a community that is equitable and just, with a strong workforce and opportunities for all youth.

The Moran Center has built capacity in recent years through individual donations, as well as through government and foundation grants, to make progress toward our shared goal of creating a more just and equitable Evanston. We have consistently demonstrated our ability to meet goals, increase services in response to need, and meet all funders' reporting and compliance requirements. In addition to fulfilling the reporting requirements for CDBG and Mental Health Board funds over the years, we have also been diligent in fulfilling procurement and reporting requirements for the Cook County Justice Advisory Council, Evanston Community Foundation, the Chicago Bar Foundation, and other funding entities. We are investing in a new client management system so that we can track more effectively and efficiently the services provided and the clients we serve, along with measuring the impact of our work.

Our financial records are audited annually by an independent audit firm and reported publicly through both State and Federal reporting processes. We are current and in full compliance with all financial and legal reporting requirements. We have also instituted in 2016-17 new organizational protocols that include the handling of incoming mail, processing of received donations, and the review of monthly financial statements, to ensure fiscal transparency. We are confident in our ability to be efficient, effective, and trustworthy managers of the private and public funds entrusted to our organization for the benefit of our clients.

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

The Moran Center employs three staff attorneys and two social workers to deliver our primary programmatic services. Their qualifications are described below. Plans are underway to hire a part-time attorney to manage our new school-based civil legal clinic. We have no requirements for program licensing or accreditation.

Patrick Keenan-Devlin, Executive Director and Juvenile Justice Attorney: Mr. Keenan-Devlin transitioned into his role as Executive Director in July 2016, where he previously served as the Deputy Director and represented youth in juvenile delinquency and school law proceedings. Mr. Keenan-Devlin has had experience shaping Illinois public policy, assumed leadership roles in civic organizations, and has strong ties to the Evanston community. Formerly, he served as Health Policy Advocate for the Sargent Shriver National Center on Poverty Law and as Legislative Director of Citizen Action/Illinois. He graduated cum laude from Northwestern University and received his law degree from Loyola University.

Tom Verdun, Director of Legal Services: With 40+ years of experience, Mr. Verdun is a highly respected criminal defense

attorney. Prior to being named Director of Legal Services in July 2016, Mr. Verdun served as Sr. Staff Attorney. In addition to representing Moran Center young adult clients, Mr. Verdun directs the Expungement Help Desk. Formerly, he served with distinction as an attorney for the Cook County Public Defender Office, where he handled thousands of cases including capital cases. Mr. Verdun is a graduate of Illinois State University and John Marshall Law School.

Verity Sandell, Special Education Legal Advocacy Attorney: Since 2016, Ms. Sandell has represented families in special education and school discipline matters and provided community forums on educational rights. Previously, Ms. Sandell served as a staff attorney at the Legal Assistance Foundation. Her interest in advocating for student educational rights stemmed from her experiences teaching in Chicago Public Schools as a TFA Fellow. She graduated from Loyola University Law School magna cum laude, holds a B.A from Pomona College, and a M.A.T. from Dominican University.

Kristen Kennard, Deputy Director/Director of Social Work Programs: Ms. Kennard was named Deputy Director on July 1, 2016, after serving as Director of Social Work Services since 2010. A licensed clinical social worker (LCSW) with experience in youth and family counseling, Ms. Kennard provides trauma-informed therapy services and case management. Previously, she facilitated groups in a juvenile detention center and provided crisis counseling to runaway youth. She holds a B.S. degree from Eastern Illinois and a M.S.W. from Loyola University.

Asa Gezelius, Social Worker: Ms. Gezelius is a LCSW with experience working with children, adolescents, and adults in a variety of clinical settings. She provides trauma-informed social work services along with managing and providing counseling to youth referred by the City of Evanston's Diversion Program. Formerly, Ms. Gezelius worked in therapeutic day school settings. She holds a M.S.W. from Loyola University and has a School Social Work Certification.

The Moran Center depends on City funding along with private donors and grants to maintain our current level of staffing and services. Without City funding, we would have to reduce services and cut back hours of service delivery from our attorneys and social workers.

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

Susan Knight, sknight@moran-center.org, (847)492-1410

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

085865483

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

Yes

No

16. 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

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

1123 Emerson Street, Suite 203, Evanston, IL 60201. We are steps away from the CTA, Metra, PACE and bus stops. Our building and office are handicapped accessible. We also see clients in their homes, at school, and in court.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 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.

Patrick Keenan-Devlin, Executive Director and Attorney

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG	\$ 21,800.00	\$ 30,000.00	
City of Evanston Mental Health Board Funds	\$ 41,000.00	\$ 45,000.00	
Program Fees	\$ 37,500.00	\$ 30,000.00	\$ 30,000.00
Other Government Funds	\$ 10,000.00	\$ 40,000.00	
Foundation Grants	\$ 55,000.00	\$ 106,000.00	\$ 25,000.00
Corporate Sponsorships	\$ 10,000.00	\$ 20,000.00	
Individual Contributions	\$ 180,000.00	\$ 250,000.00	
Special Events	\$ 62,500.00	\$ 20,000.00	
Total	\$ 417,800.00	\$ 541,000.00	\$ 55,000.00

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Salary, Benefits and Payroll Taxes	\$ 325,000.00	\$ 427,000.00	\$ 30,000.00	\$ 45,000.00
Professional Fees & Contract Services	\$ 10,000.00	\$ 18,500.00		
Program Supplies/Materials	\$ 5,000.00	\$ 5,500.00		
Office/Program Space	\$ 58,000.00	\$ 38,000.00		
General Operating	\$ 30,000.00	\$ 49,500.00		
Equipment & Other Fixed Assets	\$ 2,000.00	\$ 2,500.00		
Total	\$ 430,000.00	\$ 541,000.00	\$ 30,000.00	\$ 45,000.00

Budget Narrative

The Moran Center operates on a fiscal year of July 1 to June 30. Growth in programming and infrastructure has required additional funds to support prevention efforts and deeper engagement with the Evanston community. Our Director of Strategic Partnerships hired in 2015 has led staff and board in creating a fundraising culture to expand, diversify, and sustain our funding sources. The Moran Center is extremely grateful to the Evanston Community Foundation which provided a \$100,000 challenge grant in FY 2016-2017 that enabled us to match major gifts from individual donors and family foundations. In addition, we are presently seeking to increase revenues through the cultivation of multi-year gifts from top donors. Our revenues vary from year-to-year depending on our fundraising programs and availability of public funds. We are grateful to the City of Evanston for ongoing CDBG and MHB funding which have been consistent sources of revenue in support of our Legal Representation & Social Work ("LRSW") Program. The Moran Center will expand our services in 2018 with other funds to establish a school-based civil legal clinic to help close the "justice gap" for low-income families in Evanston, relieving them of legal barriers related to housing, public benefits, and financial exploitation, while continuing our efforts in creating comprehensive mental health network for at-risk youth. We request the same level of funding in 2018 from both CDBG and MHB, as requested in 2017, and propose to in fact slightly increase the number Evanston residents we serve.

The Moran Center will use CDBG and MHB funding for staffing costs related to the LRSW Program. All funded positions will serve exclusively Evanston youth and their families.

The CDBG funding request for \$30,000 will partially support two staff members (attorneys) who provide legal services:

1. The SELA Attorney has an annual salary and benefits of \$47,700. CDBG funding will pay \$15,000/\$47,700 or 31%.
2. The Juvenile Justice Attorney has an annual compensation of \$31,900. CDBG funding will pay \$15,000/\$31,900 or 47%.

The MHB funding request for \$45,000 will support the two licensed, clinical social workers who will provide trauma-informed therapeutic services and case management for Evanston youth.

1. The Deputy Director/Director of Social Work Services has an annual salary and benefits of \$59,290. MHB funding will pay for \$20,000/\$59,290 or 33%.
2. The Social Worker has an annual salary and benefits of \$44,580. MHB funding will pay for \$25,000/\$44,580 or 56%.

Program Outcomes

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	Moran Center social work clients will successfully grow client self-efficacy(i.e. self-awareness, confidence, advocacy, and conflict resolution skills).	70% of youth reported and/or demonstrated increased levels of confidence.	42	42	42	42	168					0
2	Moran Center LRSW clients will access necessary additional social services.	90% of clients and/or youth who wanted access to additional supports received help in accessing those services.	42	42	42	42	168					0
3	Moran Center Special Education Legal Advocacy clients will improve their participation in school.	70% of clients improved performance in school as demonstrated by grades, progress toward IEP Goals, and/or attendance.	26	26	26	26	104					0
4	Moran Center legal clients will be compliant with court orders.	70% of legal clients successfully complied with court orders.	42	42	42	42	168					0
5	Individuals will have conducted an intake with the Expungement & Sealing Help Desk at the Skokie Courthouse, had records reviewed and been provided assistance in the legal record clearing process.	95% of individuals who visited the Help Desk received legal assistance in the record clearing process.	130	130	130	130	520					0
Total			282	282	282	282	1,128	0	0	0	0	0

Program Line Item Expenditures

	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
								\$
Total	0	0	0	0	0	0	0	\$0

Program Line Item Funding

	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
								\$ 0
Total	0	0	0	0	0	0	0	\$0

Documents

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS.
 Audited financial statement and Form 990 for the
 most recent completed fiscal year.

Required? Attached Documents *

[Moran Center 2015-16 990](#)
 36 of 215 [Moran Center 2015-16 Audit](#)

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

[Highlights and Accomplishments of FY 2016-17](#)

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 letter](#)

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

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

[Moran Staff Bios](#)

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).

[Moran Center Client Complaint Procedure](#)

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

[Moran Center Strategic Plan](#)

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

[Documentation of Income Form](#)

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

[HUD Family Income Limits to Determine Eligibility](#)
[Moran Center Intake Form](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.
[download template](#)

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

[Moran Center 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.

[Moran Center Budget with detail FY 18](#)

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 FY2017.

[Operating Revenues and Expenses FY 2016-17](#)

What is the source of "Other Government Funds"?

The Moran Center currently has a one-year contract with the Cook County Justice Advisory Council - Violence Prevention, Intervention and Reduction Demonstration Grants for \$40,000 to cover expenses related to the Special Education and Legal Advocacy Initiative, including 69% of the Moran Center attorney's salary. (We have requested \$15,000 from CDBG/MHB to cover the remaining 31% of her salary.) The contract and funding from the Justice Advisory Council ends on October 31, 2017. The Moran Center has again applied to the Cook County Justice Advisory Council for funding -- a 24-month \$80,000 grant, \$40,000 paid out at the beginning of each County fiscal year -- with potential funding from 12/1/17 - 11/30/2019. As of this date, we have not yet heard from Cook County as to whether we will receive this grant, and therefore have no guarantee of continued funding.

Please let us know if you have any additional questions. Thank you.

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Application ID: 86176

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

City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

Turning Point Behavioral Health Care Center Open Access Program

\$ 25,000.00 Requested
\$ 15,000 MHB Request

Submitted: 8/18/2017 11:46:29 AM (Pacific)

Project Contact

Jennifer Sultz
jsultz@tpoint.org
Tel: 8479330051

Additional Contacts

none entered

Turning Point Behavioral Health Care Center

8324 Skokie Boulevard
Skokie, IL 600772545

Chief Executive Officer

Ann Fisher Raney
araney@tpoint.org

Telephone 8479330051
Fax 8479330057
Web www.tpoint.org
EIN 36-2327294
DUNS 060370657
SAM Expires 5/22/2018

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

Turning Point Behavioral Health Care Center - Open Access Program

2. Type of organization

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

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

- No
- Yes

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

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

NA

5. Is your organization accredited?

- Yes

No

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

Commission on Accreditation of Rehabilitation Facilities (CARF) - 4/7/16 Three-Year Accreditation

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. 2018 Funding Requested from the City of Evanston

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

<input type="text" value="10000"/>	CDBG
<input type="text" value="15000"/>	MHB (Human Services Fund)
<input type="text" value="25,000.00"/>	TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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.

Turning Point Behavioral Health Care Center wishes to apply for support of our recently launched Open Access program, a streamlined intake program designed to swiftly serve more clients in need of mental health services on a walk-in basis.

Now celebrating 48 years, Turning Point Behavioral Health Care Center is an award-winning, non-profit outpatient mental health center serving both children and adults from throughout the Chicago metropolitan area, with a mission to provide solid support, when you need it most.

Located in Skokie, Turning Point provides expert, affordable, and compassionate care to approximately 1,300 clients annually, approximately 90% of whom are low income and 10% of whom are Evanston residents. Of the approximately 45 communities in metropolitan Chicago that Turning Point serves, Evanston ranks third in the amount of residents served, with only Skokie and Chicago ranking higher.

Of our client base, approximately 55% are female and 45% male. Turning Point serves clients ages 5 and older and our client population is 56% Caucasian, 25% Multi-racial, 10% African American, 6% Asian, 3% other.

Turning Point's Open Access program, which required extensive restructuring of the agency's intake process and which was launched in 2016 with start-up funding from Impact 100 Chicago, has allowed us to provide expedited access to care for new, incoming clients. Free of lengthy and longstanding wait lists, new clients can walk in during Open Access hours and meet with our team of clinicians and staff for a same-day assessment. Open Access is a revolutionary approach that

respects the client's readiness and provides access to care that is both swift and effective. Open Access is now available at Turning Point 13 hours a week, with specified time windows for individuals with private insurance plans and with Medicaid.

Since launching in July 2016, Open Access has welcomed approximately 400 new clients into Turning Point and that number continues to grow. Turning Point provides a wide array of services including individual, family and group therapy, psychiatry for adults, case management, crisis line, psychosocial rehabilitation, a residential living program, and The Living Room at Turning Point. The Living Room, a walk-in crisis center for adults experiencing a psychiatric emergency, recently celebrated its 5th anniversary. This innovative program, free to all who utilize it and available to clients and non-clients alike, has achieved a 98% success rate in deflecting guests away from costly visits to hospital emergency rooms.

Turning Point has been awarded highest ratings by The Commission on Accreditation of Rehabilitation Facilities and was a recipient of the 2015 Impact Award for Excellence in Behavioral Healthcare Management from the National Council for Behavioral Health. In 2017, Turning Point received the Public Health Partners of Excellence Award from the Skokie Health Department and Board of Health, in recognition of exceptional contributions to the health of Skokie. Turning Point was named 2011 and 2012 Non-Profit of the Year by the Skokie Chamber of Commerce, making it the first to be honored in two consecutive years. With a commitment to solid support, Turning Point has been serving the community for 48 years, providing expert and affordable care in a context of understanding, compassion and hope.

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.

Historically, accessing mental health services has routinely involved lengthy waits. In the past, Turning Point's wait list has been as high as 200 people waiting for services, with an average wait time of 10 weeks for a first therapy appointment. A typical result of individuals having to wait for mental health care is an increase in symptoms, psychiatric crises, emergency room usage, and the possibility that the person in need of care will give up on pursuing the services they require. Not receiving necessary healthcare can have a ripple effect on the client's family, livelihood and the larger community. With the new Open Access program in place at Turning Point, lengthy delays are no longer a necessary component of seeking care. The program also allows for walk-in, same-day service, further respecting each individual's readiness for help and further reducing any obstacles to care.

The agency-wide preparations for Open Access were complex and widespread, including a new centralized scheduling system, a new electronic medical record system, reorganized and expanded staffing, and extensive training and preparations. The Open Access intake service is staffed by Turning Point Master's level therapists. During service hours, individuals are asked to walk in with their insurance information, proof of current income, a list of current medications, and names and phone numbers of primary care physician and psychiatrist (if applicable). The appointment begins with a brief screening to ensure Turning Point's services are a good fit for the client's recovery needs. The client receives an orientation to agency services, before being introduced to a therapist or case manager to complete the assessment. While a temporary wait may occasionally happen depending on the quantity and flow of new clients, the structure now exists to streamline the process, deliver a first assessment with a clinician on the same day, and allow the individual in need to be connected to their new therapist in a timely manner.

Since our launch of this program, clients have been very pleased with the new system, frequently remarking how wonderful it is to hear that they do not need to wait to make an appointment to access services and can rather come in on a walk-in basis when they are ready to seek care. While the launch and maintenance of Open Access has required expanded staffing and infrastructure, the success of this program has been reflected in both increased productivity of staff as well as increased client satisfaction.

Documents Requested *

Required? **Attached Documents ***

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



[Agency Operating Budget FY18](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including professional affiliations and home addresses. If a regional organization with a

[Board of Directors](#)

local board of directors, attach listings of both boards

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

[Conflict of Interest Disclosure Form](#)

[download template](#)

Application Questions

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

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

Now celebrating 48 years, Turning Point Behavioral Health Care Center is an award-winning, non-profit outpatient mental health center serving both children and adults from throughout the Chicago metropolitan area. Located in Skokie, Turning Point provides expert, affordable, and compassionate care to approximately 1,300 clients annually, approximately 90% of whom are low income and 10% of whom are Evanston residents. Of the approximately 45 communities in metropolitan Chicago that Turning Point serves, Evanston ranks third in the amount of residents served, with only Skokie and Chicago ranking higher.

Of our client base, approximately 55% are female and 45% male. Turning Point serves clients ages 5 and older. The breakdown of ages that we serve is as follows: 21% are under 18 years of age, 61% are 18 to 55 years, and 18% are over 56 years of age. Our client population is 56% Caucasian, 25% Multi-racial, 10% African American, 6% Asian, 3% other. Our clients experience a wide range of primary diagnoses including schizophrenia, depression, bipolar disorder, anxiety, agoraphobia, post-traumatic stress, obsessive-compulsive disorder, among many others.

To be eligible for services, individuals must meet the age requirement, they must have a mental illness as their primary diagnosis, their needs must be an appropriate match for the services that Turning Point provides, and they must meet the agency's payment criteria. Turning Point serves approximately 1,300 clients annually and approximately 400 new clients entered into services within FY17, the first year of the Open Access intake program.

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

Turning Point provides a wide array of mental health care services including individual, family and group therapy, psychiatry, case management, crisis line, psychosocial rehabilitation / day treatment, a residential living program, and The Living Room at Turning Point, our walk-in clinic for individuals experiencing a psychiatric emergency. This innovative program, free to guests and available to clients and non-clients alike, has achieved a 99% success rate in de-escalating crises and deflecting guests from costly visits to hospital emergency rooms.

In the 2015-2019 Consolidated Plan, the City of Evanston has identified expanding the availability of and increasing access to mental health services as a key goal under the heading of Public Services. This objective is fully in keeping with Turning Point's Open Access program which expedites access to care and makes it more easily attainable through a walk-in intake service, requiring no prior appointment.

Historically, accessing mental health services has routinely involved lengthy waits. In the past, Turning Point's wait list has been as high as 200 people waiting for services, with an average wait time of 10 weeks for a first therapy appointment. A typical result of individuals having to wait for mental health care is an increase in symptoms, psychiatric crises, emergency room usage, and the possibility that the person in need of care will give up on pursuing the services they require. Not receiving necessary healthcare can have a ripple effect on the client's family, livelihood and the larger community. With the

new Open Access program in place at Turning Point, lengthy delays are no longer a necessary component of seeking care. The program also allows for walk-in, same-day service, further respecting each individual's readiness for help and further reducing any obstacles to care.

Turning Point's hours of operation are Monday through Thursday 9:00 a.m. – 8:00 p.m. and Fridays 9:00 a.m. – 4:00 p.m. Open Access hours are as follows: Monday 12:30 – 3:30 p.m., Tuesday 9:30 a.m. – 1:30 p.m., Wednesday 2:30 – 5:30 p.m., and Thursday 12:30 – 3:30 p.m. Medicaid recipients may join us for Open Access at any of these listed times. Individuals with private insurance are asked to come in for Open Access on either Mondays or Tuesdays. The Open Access intake process typically requires approximately two hours to complete.

3. 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="54"/>	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"/>	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="54.00"/>	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

The Turning Point Open Access program was launched in July 2016 and since then we have welcomed approximately 400 new clients into services at Turning Point through this streamlined intake program. Free of lengthy and longstanding wait lists, new clients can walk in during Open Access hours and meet with our team of clinicians and staff for a same-day assessment. Open Access is now available at Turning Point 13 hours a week, with specified time windows for individuals with private insurance plans and with Medicaid. The agency-wide preparations for Open Access were complex and widespread, including a new centralized scheduling system, a new electronic medical record system, reorganized and expanded staffing, and extensive training and preparations. The Open Access intake service is staffed by Turning Point Master's level therapists. During service hours, individuals are asked to walk in with their insurance information, proof of current income, a list of current medications, and names and phone numbers of primary care physician and psychiatrist (if applicable). The appointment begins with a brief screening to ensure Turning Point's services are a good fit for the client's recovery needs. The client receives an orientation to agency services, before being introduced to a therapist or case manager to complete the assessment. While a temporary wait may occasionally happen depending on the quantity and flow of new clients, the structure now exists to streamline the process, deliver a first assessment with a clinician on the same day, and allow the individual in need to be connected to their new therapist in a timely manner.

Since our launch of this program, clients have been very pleased with the new system, frequently remarking how wonderful it is to hear that they do not need to wait to make an appointment to access services and can rather come in on a walk-in basis when they are ready to seek care. While the launch and maintenance of Open Access has required expanded staffing and infrastructure, the success of this program has been reflected in both increased productivity of staff as well as increased client satisfaction. We fully expect this new program to grow and improve in efficiency and to be a permanent new system for welcoming new clients into our agency.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

While the goal of this program is to eliminate wait times, we do occasionally have a wait list due to the flow and quantity of new clients and the parameters that they give us in terms of their availability for appointment times. As of the week in which we are submitting this application, we currently have a wait list of 32 people. For individuals with flexible schedules, that wait is expected to be no more than one to two weeks. For individuals with more limited availability, that wait may be

longer. Length of wait time is also dependent on the specific services requested, and whether individuals are self-pay, have Medicaid, Medicare or private insurance since clients must be paired with therapists who are specifically licensed to work with their insurance. Turning Point has recently hired several new staff members and our expectation is that the current wait list will be reduced as our new clinicians take on new clients.

For clients who are in need of services that Turning Point does not provide, we refer them to agencies who do have those services. Some examples include Thresholds, Behavioral Services Center in Skokie for substance abuse treatment, Evanston Hospital Outpatient Clinic for medication only needs, and The Autism Family Center in Winnetka for Autism Spectrum Disorders, to name a few. If we are unable to serve an individual due to not accepting their insurance, we direct them back to their insurance companies for referrals, as that is the most efficient way for them to find out which agencies they can go to under their insurance plans.

6. 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.

Given the current economic climate in Illinois and the lack of mental health services available to lower income clients, duplication is not an issue we encounter. Other agencies providing mental health services include Thresholds, Josselyn Center, Erie Family Health, and Metropolitan Family Services, among others. Turning Point maintains strong collaborative and referral relationships with these and many other agencies and organizations in the surrounding area.

Since Open Access launched on July 5, 2016, we have been very pleased with the success of the program as over 390 new clients have completed Open Access assessments and started treatment. Clients have shared positive feedback and have been very pleased with this new system, frequently remarking on how wonderful it is to hear that they don't need to wait to make an appointment to access services. The success of this program has resulted in increased productivity of staff as well as increased client satisfaction.

Our challenges with the program have included scheduling predictability as we shifted to a drop-in intake format and have had to grapple with wide variations in flow, staffing needs arising from this new structure, and capacity issues resulting from higher demand. Throughout this first year of Open Access, we have continually assessed the system, looked for ways to address unanticipated issues, and flexibly responded to any challenges that arose. New staff have recently been hired to serve as dedicated Open Access assessors, new clinicians have joined our team, and new student interns will be starting later this month.

Turning Point has been awarded highest ratings by The Commission on Accreditation of Rehabilitation Facilities and the agency was a recipient of the 2015 Impact Award for Excellence in Behavioral Healthcare Management from the National Council for Behavioral Health. In 2017, Turning Point received the Public Health Partners of Excellence Award from the Skokie Health Department and Board of Health, in recognition of exceptional contributions to the health of Skokie. Turning Point was named 2011 and 2012 Non-Profit of the Year by the Skokie Chamber of Commerce, making it the first to be honored in two consecutive years. With a commitment to solid support, Turning Point has been serving the community for 48 years, providing expert and affordable care in a context of understanding, compassion and hope.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

The Open Access program is overseen by Turning Point's Compliance Officer, Martina Cortez, MS, LCPC. Our goals for the coming year are to increase our outreach and to build on a successful first year so as to serve more people in need. The information that we collect and track includes demographics as well as number of inquiries, number of completed intakes, number of high priority intakes, and status of the wait list.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

Unduplicated people to be served in 2018

Unduplicated Evanston residents to be served in 2018

405	Unduplicated low/moderate income people to be served in 2018
49	Unduplicated low/moderate income Evanston residents to be served in 2018
395	Unduplicated people served in 2017
44	Unduplicated Evanston residents served in 2017
355	Unduplicated low/moderate income people served in 2017
39	Unduplicated low/moderate Evanston residents served in 2017
1,791.00	TOTAL

9. Provide a summary of your organization's mission including 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."

Now celebrating 48 years, Turning Point Behavioral Health Care Center is an award-winning, non-profit outpatient mental health center serving both children and adults from throughout the Chicago metropolitan area with a mission to provide solid support, when you need it most. Turning Point provides expert, affordable, and compassionate care to approximately 1,300 clients annually, approximately 90% of whom are low income and 10% of whom are Evanston residents.

Turning Point maintains a clinical and administrative staff of approximately 70 led by Chief Executive Officer Ann Fisher Raney, AM, LCSW. The Board of Directors currently consists of 14 members. The Board attends seven Board meetings over the course of the year and actively participates in Finance, Development, Audit, Community Awareness, and Board Effectiveness and Governance Committees. The Board has increased its size significantly in the past two years. In 2016, three new members were brought on, with three more to follow in 2017.

10. Describe your 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).

Turning Point Behavioral Health Care Center is in its 48th year, has received numerous awards, and has been awarded highest ratings by The Commission on Accreditation of Rehabilitation Facilities (CARF). Most recently, CARF awarded Turning Point a Three Year Accreditation in April 2016. The agency is rigorously audited annually and has extensive experience with CDBG record keeping, having received support from both the Cook County CDBG program and the Village of Skokie CDBG program.

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

The Open Access program is overseen by Compliance Officer, Martina Cortez, MS, LCPC. Ms. Cortez oversaw the extensive and agency-wide preparations for the launch of Open Access and now manages its ongoing operation. Her clinical areas of expertise include mood disorders, addiction, and anxiety. She has more than 15 years of experience in community mental health and has extensive experience with training and supervising of students and clinical staff. Ms. Cortez oversees the Open Access program staff including the Open Access Intake Coordinator, two Therapists/Assessors dedicated to the program, and the Intake and Engagement Clinician. Also involved in the program are Schedulers and Floor Generals, Clinicians, and Client Services Specialists.

The Open Access intake service is staffed by Turning Point Master's level therapists. Therapists at Turning Point must have master's degrees or be studying towards master's degrees in order to provide treatment for Medicaid recipients or self-pay clients. Recovery Support Specialists and Case Managers must have bachelor's degrees. Medical staff must be MD, DO or

APN. Therapists must have a clinical license (LCPC, LCSW, LMFT, PsyD) in order to provide services to clients with private insurance, or under U.S. Probation Office, or to provide clinical supervision to other clinical staff or students. Medicare requires therapists to be licensed as either LCSW or PsyD.

Further expansion of Open Access staffing is not anticipated and neither is a reduction in staff. Annually, Turning Point serves approximately 1,300 clients with a staff of approximately 70.

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

Jennifer Sultz, Development Director, jsultz@tpoint.org, (847)933-0051 x591

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

060370657

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

- Yes
- No

16. 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

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

Turning Point is located at 8324 Skokie Boulevard, Skokie, Illinois, 60077. The agency is easily accessible by car, with abundant free parking, and by public transit, a short walk from bus lines and from the Oakton stop on the CTA Yellow Line.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 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.

Ann Fisher Raney, Chief Executive Officer

Budget

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG		\$ 10,000.00	
City of Evanston Mental Health Board Funds		\$ 15,000.00	
Other Grants		\$ 20,000.00	
Fundraising & Events	\$ 30,000.00	\$ 30,000.00	
DMH Fee for Service & Other Fee for Service	\$ 140,413.00	\$ 111,136.00	
Total	\$ 170,413.00	\$ 186,136.00	\$ 0.00

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Human Resources	\$ 165,725.00	\$ 181,350.00	\$ 9,500.00	\$ 14,250.00
Office Expense: Computer & IT Consulting	\$ 3,828.00	\$ 3,828.00	\$ 400.00	\$ 600.00
Community Awareness & Marketing	\$ 860.00	\$ 958.00	\$ 100.00	\$ 150.00
Total	\$ 170,413.00	\$ 186,136.00	\$ 10,000.00	\$ 15,000.00

Budget Narrative

The Turning Point fiscal year runs from July 1 to June 30. The Open Access program staff has increased in FY18.

Staffing costs cover the following positions, all of which are currently filled:

- Compliance Officer @ .50 time, salary \$66,200.
- Intake Coordinator @ .50 time, salary \$37,300.
- Clinicians @ .55 time, salary \$36,000
- Two Client Services Specialists, salary \$28,500.
- Two Floor Generals/Schedulers, salary \$26,400.

The percentage of our staffing expenses covered in our budgets by these two grants is approximately 5% in the CDBG budget, and 8% in the MHB budget. Staff members would not exclusively serve Evanston residents. In fiscal year 2017, the first year of our Open Access program, approximately 11% of the individuals we served through Open Access were Evanston residents.

On the revenue side of our budget, fundraising revenue consists of a portion of our annual appeal campaign revenue. A number of other grant applications are being submitted to support Open Access and that is indicated in Other Grants.

Program Outcomes

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	Expand outreach to our community	Number of inquiries recorded through intake dept.	100	110	120	120	450					0
2	Increase service to individuals in need	Completed client intakes tracked	100	110	120	120	450					0
3	Increase service to Evanston residents	Completed intakes of Evanston residents tracked	12	13	14	15	54					0
4	Provide high priority intake service to Evanston residents	High priority intakes tracked	2	2	2	2	8					0
5							0					0
Total			214	235	256	257	962	0	0	0	0	0

Program Line Item Expenditures

	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
										\$
Total	0	\$0								

Program Line Item Funding

	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
Total	0	0	0	0	0	0	0	\$0

Documents

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Audited financial statement 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.

Federal 501(c)(3) letter of determination verifying

Required? Attached Documents *

[Audited Financial Statement & Form 990](#)

[Organization Prior Year Activities](#)

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tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

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

[Non Discrimination Policies](#)

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

[Articles of Incorporation](#)

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

[Key Program Staff Biographies](#)

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

[Grievance & Accessibility Policies](#)

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

[Strategic Plan](#)

[Open Access Brochure](#)

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

[Form Used to Document Income of Participants](#)

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

[Turning Point Sliding Scale](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.
[download template](#)

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

[Agency 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 FY2017.

[FY17 Unaudited Revenues & Expenditures](#)

Extra

Open Access is Turning Point's new streamlined intake program, launched in 2016. It is a massive restructuring of the classic intake process, designed to allow new clients to access the mental health care services they need swiftly and on a walk-in basis, dramatically reducing wait times and allowing individuals to be seen without an appointment and on the same day that they walk in.

Numbers of Evanston clients served is confusing. Please state number consistently.

Turning Point has found that of our total number of clients served annually, approximately 10% are consistently from Evanston. In FY17, our total number served including new and existing clients was 1,304 individuals. Looking specifically at the Open Access program which applies only to new incoming clients, our total for FY17 was 395 with 44 of those individuals being Evanston residents. This represents a higher percentage than 10% but is still within the general range that we would expect, given our tracking from past years. FY17 was the first year of our Open Access program and with the promotion we have already dedicated to the program and the further promotional efforts that we plan, we expect our numbers to increase in FY18, both in total and in the portion from Evanston.

When did the organization begin serving Evanston clients? Were clients private fee clients? Where do referrals come from for Evanston clients?

Turning Point has been in operation for 48 years and we are unable to pinpoint when the first Evanston client was served, but we have no geographic boundaries and individuals from Evanston and all surrounding areas are welcome. Client fees are determined during the Open Access intake process and are dependent on income and insurance. Fees for clients with insurance are determined by individual insurance companies. Fees for clients who do not have insurance are determined based on where their income falls on our sliding fee scale. Many of our clients are referred by current or past clients, by their physicians, by a variety of area hospitals including NorthShore and St. Francis, by area schools, and by our social service colleagues at many agencies including PEER Services and Metropolitan Family Services in Evanston.

Do clients in specific geographic areas have priority?

No.

What is a high priority intake? How does it differ from a regular intake?

A high priority intake would be a client who identifies as being in psychiatric crisis at the time of the intake assessment.

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Application ID: 88011

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City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

Meals at Home

Prevention of Malnutrition and Hunger Through Home Delivered Meals

\$ 30,000.00 Requested
\$ 10,000 MHB Request

Submitted: 8/15/2017 7:55:54 AM (Pacific)

Project Contact

Deborah Genthe
mealsathome@sbcglobal.net
Tel: 847-332-2678

Additional Contacts

none entered

Meals at Home

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IL, IL 60201
United States

Executive Director

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Fax 847-492-1037
Web www.mealsathome.org
EIN 362662113
DUNS 164242562
SAM
Expires

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

Meals at Home: Prevention of Malnutrition and Hunger Through Home Delivered Meals

2. Type of organization

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

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

- No
- Yes

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

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

NA

5. Is your organization accredited?

- Yes

No

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

NA

7. People served:

Check all that apply.

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

8. 2018 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
10000	MHB (Human Services Fund)
30,000.00	TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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).

[2017-2018 Budget](#)

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

[BOD](#)

REQUIRED FOR EXTERNAL APPLICANTS Conflict of

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[Conflict of Interest](#)

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

[download template](#)

Application Questions

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

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 majority of Meals at Home clients are over the age of 60, but 20% are younger and need help accessing food due to physical or mental health challenges. We serve all genders, races/ethnicities, family status, and income levels. It is our mission to help improve health through meal delivery. We have noticed an increase in the number of low income clients recently, climbing as high as 68%.

As stated previously, we help everyone in our community. The only eligibility requirement we have is that the client lives in our delivery area, which includes all of Evanston as well as Skokie, New Trier Township, Northbrook, Glenview and portions of Lake County.

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

Meals at Home (MaH) addresses the need of the home-bound for a “decent quality of life that includes basic necessities, adequate food, and medical care.” (Needs listed in Consolidated Plan pages 58 and 139). MaH's home delivered food helps avert malnutrition which, in turn, fosters individuals' health and quality of life. MaH responds to the following specific needs

1. Need for support services such as home delivered meals so that seniors and persons with disabilities may avoid malnutrition and maintain health so they may continue to live at home and avoid premature costly and restrictive institutional placement.

Twenty-five percent of people age 65 or older suffer from some form of malnutrition. Sixteen percent of seniors consume fewer than 1,000 calories a day which is insufficient to maintain health. Thirty percent of all seniors skip at least one meal a day. The proportion of the seniors who are the hidden hungry has grown in the United States to one in seven in 2010 from one in nine in 2005.

Persons who are unable to shop or cook for themselves often eat foods that are easy to fix but may have little nutritional value or they eat too little.

Answering the Need:

Meals at Home's volunteers deliver fresh hot lunches and dinners, as well as beverages 6 days per week, 52 weeks a year, including holidays. No cooking is required; the meals are completely ready to eat. Each pair of meals provides at least two thirds of an adult's daily recommended dietary allowance.

2. Need for support in complying with medically prescribed diets.

Many individuals such as those with kidney failure or diabetes do not adhere to their medically required diets and jeopardize their health. They may be unable to measure portions or do not understand their diet's limitations. Those with dysphagia (swallowing disorders) cannot chew efficiently.

Answering the Need:

MaH offers clients diabetic, salt free, mechanically chopped or pureed food, and even gluten free meals which have been prepared under dietitians' supervision. Many who are receiving MaH's therapeutic meals report that their doctors say they are benefiting.

3. Need for social support:

Remaining at home can be extremely isolating which is a health risk. Social isolation is a risk factor for ill health and premature death. The magnitude of the health risk associated with social isolation is comparable with that of cigarette smoking.

Answering the Need

MaH volunteers also help stave off loneliness. At the time of a delivery, volunteers may chat with clients. This interaction – brief though it may be -- also is a buttress against the damaging effects of social isolation. At the same time as they deliver meals, volunteers may do a subtle well-being check to assure client safety.

4. Need for affordable meals

Because the household lacked money and other resources for food, nearly 15% of American households are food insecure. (Economic Research Service Economic Research Report No. 155 September 2013, U.S. Dept. of Agriculture) So they may skip meals, eat less often, or eat smaller portions, giving them fewer calories than they require in order to avoid malnutrition. The majority of MaH clients is considered low income and need help paying for their food.

Answering the Need:

MaH subsidizes 68% of its clients, some paying as little as \$.75, some pay nothing at all.

3. 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="125"/>	Intake/assessment
<input type="text" value="0"/>	Referrals
<input type="text" value="0"/>	Individual case management plan/services
<input type="text" value="63000meals"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="0"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="0"/>	Multi-session program (e.g. after school program)
<input type="text" value="0"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text" value="0"/>	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text" value="0"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="125.00"/>	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

Meals at Home has been in existence for 49 years and has a record of continuous growth with significant and steady growth during the past four years. Meals at Home now serves more individuals and more communities than ever in its history.

In 1968, CEDA (Community and Economic Development Association) of Cook County and concerned citizens saw that numbers of Evanston seniors, particularly those with limited incomes were at risk of malnutrition. The group approached the Chief Executive Officer of Saint Francis Hospital, who arranged for the hospital kitchen to prepare meals for home delivery. Volunteers were recruited and trained, delivery routes were laid out, and schedules drawn up. Meals at Home's first deliveries were made in October 1968 to residents of Evanston and nearby Chicago.

In 1975, Wilmette clients were added and Evanston Hospital's kitchen began to prepare meals for residents of that Village. In 1982, Kenilworth and Winnetka were added to MaH's service area. In subsequent years, East Glenview and East Northfield also were covered.

In 2002, to avert isolation, a Friendly Visit program was introduced, and a Grocery Shopping program was added the following year.

In 2013, MaH set up an office in Evanston.

In 2016, in response to urgent requests and identified needs, the MaH service area expanded to include a section of Skokie and more recently, north eastern Lake County. This was accompanied by an increase in the number of suppliers of food.

From the beginning, area churches and service organizations helped MaH recruit volunteers. About half come from

Evanston with others from more than 13 area towns and villages as well as from the City Chicago.

Growth

Over the years, MaH measured its growth in the numbers of individuals it served; the number of meals delivered, and increases in service areas adjacent to Evanston. In every one of these respects, MaH has registered steady growth.

This past year however, MaH has experienced even greater growth in both the existing delivery area as well as nearby communities in need. Because there is no agency providing comparable services, MaH responded to an acute need: to address food insecurity among vulnerable adults in nearby Lake County, Skokie and Glenbrook. MaH has been utilizing its experience and successful organizational model to provide meals for homebound residents of Skokie, Northbrook, Glenview, North Chicago, Waukegan, and Zion who are at risk of malnutrition.

- One in six seniors faces hunger issues; which equates to an estimated 3,742 persons in our Evanston and New Trier delivery areas and an additional 1,773 in our Lake County delivery area; 1,490 in Glenview and 1,238 in Northbrook - all at risk of hunger.
- Twenty percent of Meals at Home clients are not seniors, but require help preparing food due to physical and mental challenges.
- Another group suffering from food insecurity is veterans. Civilian veterans make up 7.7% of the Lake County population.

Expected to continue

It appears that the numbers experiencing food insecurity is increasing along with the aging population. Meals at Home will continue its services as long as it can successfully meet the needs of home-bound adults who are at risk of malnutrition. MaH plans to increase its capacity to help them maintain their health and independence. This includes finding greater efficiencies in food production, finding volunteers in workplace and other settings, and growing our re

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

We do not have a waiting list. We feel everyone needs to eat every day, so we serve everyone. We are struggling to keep pace with the cost.

6. 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.

Other agencies partially address the need, but this is a huge unmet need

- Campus Kitchens uses student volunteers from Northwestern University who collect excess food from dining halls, package it, and deliver it to impoverished, disabled and elderly Evanston residents. Meals are delivered 3 times a week and only offer general diets. They are capped at 50 clients. We are in communication with Campus Kitchens in an effort to increase the capacities of both organizations and better address the need in Evanston
- Council for Jewish Elderly (CJE) delivers meals 5 days a week between 10 a.m. and 3 p.m., but do not deliver on Jewish or national holidays. They have recently begun to serve medically prescribed. MaH refers clients to CJE if they are looking for kosher meals

Collaboration to avoid duplication of services

Occasionally, MaH and CJE may refer clients to each other. There has been little duplication and the community need is great

Successes

An increasing and record-setting number of persons are signing up for MaH meals

Meals at Home has used Curt's Café to supply meals for its clients. Curt's Cafe provides job training and jobs to at risk youth, supporting an Evanston organization that offers, as we do, an important community service.

The MaH board of directors has become more diversified, having added more members who are from the business world. They are providing new insights to the agency's operations.

Meals at Home is proud to subsidize increasing numbers of clients who need help paying for their meals.

To assure that clients are eating the meals they receive despite the fact that many are losing their their sensation of taste, they are offered more variety. Clients on regular diets may choose soup and sandwiches from Capt'n Nemo's. By lottery, some clients get meals from Jilly's Cafe, a French restaurant. Meals at Home regularly seeks ways to vary menus and cheer clients' meals experience with flowers, greeting cards, and the like.

Challenges

- *To obtain the required quantities of food and do so in an efficient way, while making sure that the vendors offer standardization of quality, sufficient quantity, accommodation to MaH's scheduling, and with costs that meet our budget.
- *To recruit and retain volunteers in order to keep up with the growing demands for services. More volunteers are needed to serve added clients on current routes as well as to keep up with clients in a larger service area.
- *To subsidize the increasing number of individuals who need help paying for their food. Meals at Home is experiencing a 40% increase in the number of clients this year who need subsidies compared to last year. Adequate financial resources are required to meet these clients' needs.
- * To keep meals appealing. Approximately half of seniors has lost some sense of smell and experience a decline in their sense of taste. This affects their ability to enjoy food. If a meal isn't appetizing, a senior is less likely to eat it and his/her nutritional status is diminished.

What sets MaH services apart

- MaH offers medically prescribed diets supervised by dietitians which Campus Kitchens does not.
- MaH delivers 6 days a week, including holidays, and are delivered between 11 a.m. and 1 p.m. closer to typical lunchtimes. CJE delivers between 10 and 3, only 5 days a week; not on holidays. Campus Kitchen deliveries are only 3 days a week.
- MaH provides freshly prepared, not frozen or leftovers.
- MaH volunteers monitor

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

1) Goal: To provide nutritional support for the elderly and persons with disabilities who wish to age in place for as long as possible.

Outcome anticipated: 95% of clients receiving regular MaH deliveries will continue to live in the community in 2018.

Nationally, 92% of recipients of home delivered meals report that home delivered meals enabled them to continue to live at home. (www.agidnet.org/CustomTables/NPS/Data/)

Change from 2017: Meals at Home will be pleased to continue to achieve our goal which exceeds the national rate

Data collected: A review of client records and tabulation of the percent of those who have not moved to nursing homes or other institutions. While many factors contribute to a person's remaining in an independent living environment, access to good nutrition is vital for an individual's good health and therefore, his/her ability to avoid institutional placement.

2) Goal: To provide meals that will help clients maintain or improve their health.

Outcome anticipated: At least 90% of clients will say MaH meals benefit their health.

Change: The outcome was restated to focus on the health of all clients' health. Eating nutritious meals on a regular basis benefits all clients, assuredly those who are on therapeutic diets, but also those who formerly grabbed snacks because it was easy, those who skipped meals because they couldn't shop or couldn't afford protein rich food, etc.

Data Collected: Clients answered a survey that included questions about the effect MaH deliveries on their health. Some receiving regular diets after surgery reported that the meals had been critical to their recovery

3) Goal: To prevent harmful effects of social isolation.

Outcome anticipated: Of clients receiving meal deliveries, 70% will report having increased social ties/social support

Possible Change: The numbers are expected to rise.

Data Collected: In the survey alluded to above, 70% answered positively to the question about whether MaH increased their social contacts. But elsewhere many clients praised the "kindness of the volunteers," said they appreciated talking to the volunteers," and more. The survey question did not capture the true, higher number of clients receiving social support.

4) Goal: To provide affordable meals.

Anticipated Outcome: In 2017, MaH will provide subsidies to more than 61% of its clients to help them pay for their meals.

Possible Change: Increasing number of clients are requesting subsidies, so the percent may increase

Data Collected: The MaH bookkeeper does quarterly client subsidy analysis to determine the numbers, percentages, and trends in MaH subsidization. Last year the rate of MaH subsidization was 61%.

The above and additional data about menus, punctuality of deliveries, and more were collected in an annual survey and are proving useful in evaluating MaH current operations and in planning for the future.

The Meals at Home Executive Director is responsible for ensuring that the program is implemented well.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="275"/>	Unduplicated people to be served in 2018
<input type="text" value="165"/>	Unduplicated Evanston residents to be served in 2018
<input type="text" value="165"/>	Unduplicated low/moderate income people to be served in 2018
<input type="text" value="99"/>	Unduplicated low/moderate income Evanston residents to be served in 2018
<input type="text" value="200"/>	Unduplicated people served in 2017
<input type="text" value="120"/>	Unduplicated Evanston residents served in 2017
<input type="text" value="115"/>	Unduplicated low/moderate income people served in 2017
<input type="text" value="80"/>	Unduplicated low/moderate Evanston residents served in 2017
<input type="text" value="1,219.00"/>	TOTAL

9. Provide a summary of your organization's mission including 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."

Organization Mission:

The Mission of Meals at Home (MaH) is to foster health and contribute to individual well-being and independence by delivering nutritious meals and medically prescribed diets and by providing other support services to the homebound, elderly, disabled, and persons unable to care for their nutritional needs.

Purpose:

The purpose of the MaH program is to prevent malnutrition, which leads to poor health, among the elderly and adults persons with disabilities who wish to continue to live in their homes for as long as possible and to avoid their premature placement in costly and restrictive institutions. Aging in place allows them a measure of independence and privacy; and their presence benefits their communities.

Organizational structure

Meals at Home operates with a staff of five (two full time and three part timers.) They include the full time executive director and volunteer coordinator and part time program coordinator, development coordinator, and bookkeeper. They all report to the executive director who reports to the board.

The organization is grateful to its 350 volunteers who receive no compensation -- not for auto usage, not for gas -- for their vital service. They deliver meals in the bitter cold and blistering heat. They monitor the wellbeing of clients and buoy their spirits. They are the heart of the organization. Their generosity and dedication are extraordinary and greatly valued.

Size and functions of the board

The board of Meals at Home is responsible for the oversight of the organization, including finances, personnel, program, and policies. Directors number 14 which has been an effective board size.

The Board Development Committee is working diligently to diversify the board membership. A client (a low income African American) is now a member of the Board.) Also, heretofore, there has been only limited numbers of board members who have been in business or who are still in the workforce. The Committee is recruiting them.

Board members are actively involved in the organization: They review and approve the budget, provide input into and approve the strategic plan, participate in fundraising activities, and conduct annual client phone surveys. Board members are expected to serve on committees and to make a financial contribution to the organization. Many also deliver meals. Board meetings which are held on the third Wednesdays of the odd-numbered months. are now scheduled for evenings to accommodate the increased number of Board members who are employed during the day.

Significant organizational changes in the last year.

- The past year saw Meals at Home serve more individuals now 210 with an associated increase in the number of vetted

volunteers.

- More persons who need help paying for their meals are receiving subsidies. The Board approved a separate fund to cover those who pay no meals costs.
- A part time development coordinator has been added to the employee roster.
- Board meetings are now scheduled for evenings instead of mornings to accommodate the increased number of Board members who are employed during the day.
- The Board is considering assuming responsibility for Glenview residents who are currently being served by an organization which may be dissolved.

10. Describe your 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).

A. Capacity of Meals at Home to undertake the program:

Meals at Home is increasing its capacity. It is growing. Meals at Home is serving increasing numbers of clients and in a wider geographical area. The organization has a strong financial base and a growing fundraising record, as well as organizational expertise.

Its volunteer pool is replenished regularly and enthusiasm continues to be high among veteran volunteers. Its Board of Directors is replete with active members who have more diverse backgrounds, and whose leadership is more dynamic than ever.

MaH has a strong staff – two full timers and three part timers. Every one of them has top notch experience and expertise. The Executive Director has had many years of relevant experience providing services to seniors. The the program coordinator, has strong organizations skills, having provided management support to the Chicago office of IDEO, the international international design and consulting firm. The part time development coordinator has had 20 years of experience in the field. The other staffers have had strong organizational experience in their functions

B. Experience of staff with federal policies and procedures

- 1) The Executive Director of Meals at Home has managed a federal Department of Transportation grant and has complied with appropriate record keeping, and other federal grants requirements.
- 2) The bookkeeper has experience reporting on Meals at Home finances on previous CDBG grant applications. She, too, has followed federal record keeping requirements and completed their audit questionnaires each year.

Their experience assures that financial management reflects federal procedures where appropriate for Meals at Home.

C. Procedures for management of Meals at Home finances include:

- 1) An annual audit is prepared by a certified accounting firm and is available for inspection.
- 2) The board of directors approves an annual budget for its current fiscal year, outlining projected expenses for major program activities, fund raising, and administration.
- 3) Meals at Home complies with all Federal, State, and local financial regulations

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Meals at Home operates with a staff of five (two full time and three part time).

Full time

Executive Director, Deborah Genthe, BA, before coming to Meals at Home, she was Executive Director of Interfaith Caregivers of Washington County, WI, a not for profit network of volunteers serving more than 1,200 seniors with transportation, access to food, and good neighbor deeds such as snow shoveling and grass cutting. Prior to that, she worked for the American Heart Association as both an Area Director and a Fund Raising Specialist.

Volunteer Coordinator, Stephanie Hawkins, BA has been with the Arizona Humane Society, Phoenix, as an Adoption Specialist, and has held positions with the City of Chandler AZ as a Volunteer Coordinator; at the Museum of Natural History in Las Cruces, NM, and with the Mather in Evanston.

And part time

Program Coordinator, Suzannah Martin, BA, began as a Meals at Home volunteer. She worked the phones in the MaH office and established warm relationships with clients. Ms. Martin knows the community having been a local real estate broker. She also held a position at management consulting companies. Ms. Martin has been a frequent volunteer at area social service agencies.

Bookkeeper, Rita Weinberg, BA, with a major in sociology has a Masters in accounting. She joined MaH in 2001. She worked at Evanston Hospital and as bookkeeper and controller for North Center Dialysis Centers. Earlier, she was a MaH volunteer for 17 years. (The Bookkeeper is set to retire and will be replaced, but no new staff will be hired.)

Development Coordinator, Jennifer Shreve, MPA, BA has nearly 20 years of development experience. She has been Director of Development at several agencies including Community Power Network an organization which helps communities build renewable energy projects and policies, Capital Area Asset builders, which helps empower low- and moderate-income residents of the Greater DC Area to take control of their finance and build wealth; and Rebuilding Together, an agency that makes free home repairs for low-income homeowners.

In order to establish a stronger development function and meet the needs of the growing organization, Meals at Home added this part time development coordinator to its staff. She already has helped raise more money than in the past at the MaH annual benefit. This position is new this year. It was filled in order to establish a stronger development function and meet the needs of the growing organization.

Meals at Home Volunteers are de facto staff. MaH volunteers are the heart of the organization. There are more than 350 of them, some serving for 20 or more years. In a typical year, they drive nearly 16,000 miles delivering more than 41,000 meals and adding warmth and companionship to the lives of MaH clients. They are extraordinarily committed. MaH volunteers receive no compensation -- not for auto usage, not for gas. Their dedication is remarkable and greatly valued.

Staff to participant ratio: 1:60. There are 3.5 staff members to 210 clients.

We do not plan to add new positions in the current fiscal year, but will need to in the future. Current funding is not enough to cover any of the staff positions but does help. If we were not funded we will likely need to make a difficult decision to decrease staff time that should be increasing - further weakening our ability to meet this community's need.

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

Deborah Genthe, mealsathome@sbcglobal.net, 847-332-2678

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

164242562

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

- Yes
- No

16. 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

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

The Meals at Home office is located at 1123 Emerson Street in Evanston -- a building which is fully accessible and complies with ADA requirements. However, servicee provided to clients take place in clients' homes.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 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.

Deborah Genthe, Executive Director

Budget

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG	\$ 19,000.00	\$ 20,000.00	
City of Evanston Mental Health Board Funds	\$ 9,000.00	\$ 10,000.00	
Client Payments	\$ 125,000.00	\$ 169,580.00	\$ 169,580.00
Donations	\$ 255,000.00	\$ 347,770.00	
Benefit Income	\$ 55,000.00	\$ 75,000.00	
Other Government Grants	\$ 9,000.00	\$ 14,000.00	\$ 14,000.00
Interest and Dividend Income	\$ 4,500.00	\$ 5,000.00	
Cash from Reserves		\$ 0.00	
Total	\$ 476,500.00	\$ 641,350.00	\$ 183,580.00

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Salaries & Wages	\$ 177,000.00	\$ 200,000.00	\$ 10,000.00	\$ 5,000.00
Fringe	\$ 15,975.00	\$ 3,600.00		
Fund Raising	\$ 22,500.00	\$ 23,250.00		
Marketing/Publicity	\$ 15,000.00	\$ 6,000.00		
Meal Costs	\$ 120,500.00	\$ 217,000.00	\$ 10,000.00	\$ 5,000.00
Insurance	\$ 8,000.00	\$ 10,000.00		
Volunteer Relations	\$ 15,000.00	\$ 31,500.00		
Technology	\$ 11,000.00	\$ 11,000.00		
Postage	\$ 3,000.00	\$ 3,000.00		
Printing/Photocopying	\$ 3,000.00			
Professional Services	\$ 15,000.00	\$ 26,000.00		
Fees	\$ 1,925.00	\$ 3,000.00		
Office Rent	\$ 32,000.00	\$ 35,000.00		
Supplies	\$ 10,000.00	\$ 9,000.00		
Telephone	\$ 7,000.00	\$ 10,000.00		
Noncollectable Client Payments		\$ 12,000.00		
Financial Assistance Program	\$ 15,000.00	\$ 10,000.00		
Client Services	\$ 3,000.00	\$ 1,000.00		
R & D Program Set Up	\$ 0.00	\$ 5,000.00		
Miscellaneous-PR taxes,serv, security,	\$ 1,600.00	\$ 25,000.00		
Total	\$ 476,500.00	\$ 641,350.00	\$ 20,000.00	\$ 10,000.00

Budget Narrative

Differences in expenses and Justification for the increased request

Increased expenses:

Meals at Home is growing. It is serving more clients in Evanston and the surrounding area. Additional clients mean more meal costs. Additional volunteers to service the additional delivery sites come with a cost of background checks and volunteer support services.

More persons with low incomes who need home delivered meals are asking for subsidies. An increase in subsidies adds to MaH expenses.

Meals at Home's food provider expenses have increased

Another item in the budget is for a consultant to help Meals at Home develop a plan that will allow additional quantities of food to serve the increasing numbers of clients. (Current sources of food are at or near capacity.)

Differences in revenues

To cover the additional expenses, Meals at Home has provided for additional sources of income. (See below.)

Efforts to secure other sources of funding

Fundraising requires special expertise and an organization's investment of a great deal of time and effort. To bring the funds that will cover additional expenses, and more, Meals at Home has hired an experienced part time development coordinator. She will concentrate on individual giving and large gifts.

Also, MaH has hired a second independent grant writer to research and apply for additional foundation funding.

Re fiscal Year July 2017- June 2018 Staffing costs

Executive Director \$60,720, Volunteer Coordinator \$45,720, Program Coordinator \$25,720, Development Coordinator \$40,720, Bookkeeper \$30,720. Our request for CDBG funds to fund salaries is 5% of our salary budget. Our request for Mental Health Board funds to fund salaries is 2.5% of our salary budget. The staff does not serve Evanston clients exclusively. 55% of our clients in our last fiscal year resided in Evanston.

Re: State of Illinois funding: We currently have two clients who have their meals funded through the State of Illinois Department of Human Services.

Program Outcomes

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 nutritional support for the elderly and persons with disabilities who wish to age in place for as long as possible	A review of client records and tabulation of the percent of those who have not moved to nursing homes or other institutions. 95% of total unduplicated clients are anticipated to remain in their home	170	30	30	30	260					0
2	To provide meals that will help clients maintain or improve their health	Clients answered a survey that included questions about the effect MaH deliveries on their health. 90% are anticipated to say they have maintained or improved their health	160	30	30	30	250					0
3	To prevent	Clients answered a	125	61	25	25	200					0

	harmful effects of social isolation	survey that included questions about the interaction experienced during MaH deliveries. 70% are anticipated to say they experienced increased socialization											
4	To provide affordable meals	The MaH bookkeeper does quarterly client subsidy analysis to determine the numbers, percentages, and trends in MaH subsidization. 60% of clients are anticipated to receive a subsidized fee	108	21	21	21	171						0
5							0						0
Total			563	106	106	106	881	0	0	0	0	0	0

Program Line Item Expenditures

	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
								\$
Total	0	0	0	0	0	0	0	\$0

Program Line Item Funding

	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
Total	0	\$0							

Documents

Documents Requested *

Required? Attached Documents *

REQUIRED FOR ALL EXTERNAL APPLICANTS.

[Audit](#)

Audited financial statement 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.

[annual summary](#)

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).

[IRS letter](#)

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

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

[Key Staff](#)

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

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

[strategic plan](#)

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

[proof of income letter](#)

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

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which

applications will be reviewed is not finalized.

[download template](#)

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

[Org Chart](#)

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

[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 FY2017.

[Revenue & Expenses FY 2016-2017](#)

Extra

Does the agency coordinate with the Title III meals provider?

No. Meals at Home helps all income levels.

How many of the projected Evanston residents to be served will be receiving meals?

All of the clients we project will receive meals.

Please explain \$23,000 salary budget increase for next fiscal year.

Salary increase is due to a full year with a Development Director (the position was new last year) as well as additional hours for the Volunteer Coordinator position (25 hours increased to 40 hours).

Describe Financial Assistance Program.

The Financial Assistance Program allows a small pool of money to provide help to clients who are going through a difficult time financially, for example one client needed to replace a furnace and was already struggling to pay their household bills. We were able to grant three months of funding and then re-evaluate their ability to pay.

Please provide more information about the "other government grants" listed in the program budget. What measures does the agency take to balance budgets if State payments are delayed.

The only funds we are receiving from the state are through the Illinois Charitable Trust. The majority was received at the beginning of the fiscal year. This funding is from the trust, so it is handled a bit differently. We do not typically receive state funding.

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

Application ID: 86382

City of Evanston

Community Development

2018 CDBG Public Services & Mental Health Board - City of Evanston

8/18/2017 deadline

Open Studio Project Evanston Outreach Program

\$ 25,000.00 Requested
\$ 15,000 MHB Request

Submitted: 8/18/2017 9:21:07 AM
(Pacific)

Project Contact

Chantal Healey

janet@openstudioproject.org

Tel: 8474750390

Additional Contacts

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Executive Director

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Fax N/A

Web www.openstudioproject.org

EIN 363894275

DUNS 067706130

SAM

Expires

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

Open Studio Project Evanston Outreach Program

2. Type of organization

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

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

- No
- Yes

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

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

NA

5. Is your organization accredited?

Yes

No

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

NA

7. People served:

Check all that apply.

Youth 0-15 years

Youth & young adults 16-24 years

Adults 25-54 years

Older adults/seniors 55+ years

Other:

8. 2018 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 2017 should be classified as renewal even if amount requested is different from 2017 grant.

Renewal of 2017 CDBG funding

Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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.

Our Evanston Outreach Program consists of two components:

1) Art & Action (previously described and offered); NA

2) Therapeutic Art Program for caretakers affiliated with the Moran Center's Sela Program (described below)

Open Studio Project (OSP) has increasingly seen the profound impact that traumatic loss resulting from violence, poverty and trauma has on a person's development. They are at greater risk for school problems, emotional volatility, inability to regulate tension and anger, neurobiological and behavior problems, depression, PTSD, suicide, and alcohol and drug abuse, which can result in their becoming wards of the state or involved with the justice system. In addition, as grown adults, they are more likely to repeat these violent acts themselves.

The parents, guardians & grandparents (Caretakers) of our proposed partner are affected by a similar trauma. OSP and the James B. Moran Center for Youth Advocacy (Moran Center) have partnered to create a program to support the caretakers of the Moran Center's Special Education Legal Advocacy Program (SELA) which is a program that provides advocacy and education concerning the rights of special needs children of low income families. OSP wants to help the caretakers heal, avoid further negative outcomes, and in turn create safe, stable and nurturing environments for their children.

We know that if individuals can feel safe to express themselves - whether through verbal, written or nonverbal ways - they

are more apt to progress in their development. That which is not expressed can be the most destructive. Feelings of hopelessness, guilt, anger, shame and aloneness are common but often buried, causing ongoing problems. Helping caretakers of special needs children with these feelings, while also aiding them to better understand their children's special needs, will support them to move forward.

There are approximately 70-80 caretakers. The special needs students are the clients of the Moran Center. The caretakers are the vehicle with which the special needs students secure their services as most of the students are under the age of 18.

The caretakers are overburdened with the stress of living in violent neighborhoods, supporting their families and their own unresolved trauma.

By implementing Open Studio Project programming for the caretakers, we will see the following results:

- The caretakers participating in workshops will learn more ways to express their feelings safely.
- The caretakers will learn that there are many ways to tell their stories, allowing for creative expression and healing.
- Objective 1: Hold a pilot program of 4 fall and 4 spring workshops for the caretakers at Open Studio Project commencing in the Fall, 2018.
- Objective 2: Provide child care services for the parents who attend the workshops.
- Objective 3: Encourage the caretakers to participate fully in the four key phases of the OSP Process: intention, writing, art making, witness writing and reading aloud.
- Objective 4: Follow up by a social worker with experience in trauma following each workshop.

By supporting the caretakers, OSP will help parents gain the emotional wherewithal and strength to deal with the overwhelming issues related to supporting children with special needs. This ultimately help these children secure the care and support they need to thrive.

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.

Our Evanston Outreach Program consists of two components:

- 1) Art & Action (previously described and offered); NA
- 2) Therapeutic Art Program for caretakers affiliated with the Moran Center's Sela Program (described below)

During the period in which the Moran Center has worked on the SELA program, it has become evident that the caretakers were overwhelmed with the responsibility of becoming advocates for their children on a consistent basis to ensure their children receive the services to which they are entitled. Many of the caretakers have expressed their need for support to the Moran Center. Following many interactions with the caretakers, the Moran Center has determined that the caretakers of the SELA children have had their own trauma in their past or current lives. Consequently, the Moran Center approached OSP about helping it to address this concern.

Open Studio Project's unique methodology is particularly useful in helping individuals in need of a space to clarify the mind and express emotions in a healthy manner. OSP's methodology is particularly useful for those in periods of transition or change. These caretakers have few resources, and experience loss and trauma most days of their lives. It is often difficult for them to verbally express their feelings and emotions.

The OSP method fills that void in a non-threatening manner. It engages the caretakers by offering an accessible means of processing difficult feelings and impulses. Using art and writing in a non-stressful, no comment environment provides a safe space for these caretakers to reflect on their challenges and plan for their futures and families. Writing, then one-on-one counseling after art making, provides a double impact and moves these caretakers forward more quickly.

The Open Studio Process works as follows: A trained Facilitator encourages voluntary participation in the four phases of the OSP Process: 1) forming an intention for art making, 2) creating from a place of freedom and experimentation, 3) writing a witness to the art, and 4) reading their own words aloud in a safe group environment.

The art is done individually but in a group setting, with no comments, positive or negative allowed. This comment and

criticism-free environment removes pressure and encourages the flow of creativity. Facilitators model creative exploration by actively participating in art making with participants during each session. Simple, accessible art media are used for participants, who are introduced to drawing, painting, sculpture and collage.

With over 26 years in existence, OSP has provided similar type of services to the Evanston community, North Shore and Chicagoland area. It has worked with victims of trauma including but not limited to those at Curt's Café, Peer Services, Veterans and at-risk populations.

Documents Requested *

Required? Attached Documents *

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).	✓	FY2018Budget
REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including professional affiliations and home addresses. 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		Conflict of Interest

Application Questions

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

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

Open Studio Project (OSP) is respectfully requesting a grant to expand (A) our Evanston Outreach program, Art & Action, for vulnerable youth ages 8-19 served by Evanston's YOU, District 65, and other agencies serving at risk youth and B) to add a new component to OSP's Evanston Outreach for adults, the Therapeutic Arts Program (TAP), a pilot project for parents and caregivers affiliated with the Moran Center's Special Education Legal Advocacy (SELA) Program. The TAP also serves young women at Curt's Cafe.

Youth in our Art & Action program (YOU or District 65) are 8-19, 50% female and 50% male; and 46% African American, 12% Latino, 2% Asian, and 22% Caucasian. 24% are in female-headed households, 73% are very low income. 21% are low to moderate income. The youth and young adults at Curt's Café are female ages 16-24 and at the extremely low income level, with the same racial makeup.

Youth from low-income families are a significantly underserved population in Evanston. Most at-risk youth have been exposed to traumatic challenges in their environment (welfare dependency, teen parenthood, incarceration or some involvement with the law), so more attention is required for survival and less attention is left to discover paths for growth and self development. At-risk youths have few resources available to help with the needs specific to their unique situations, let alone the tools that would enable them to move forward as strong, productive members of their community.

The adults in the Moran Center's SELA Program are parents, guardians, and grandparents of special needs children (SELA Caretakers) in low income families. SELA Caretakers are overburdened with the stress of living in violent neighborhoods, supporting their families and their own unresolved trauma. There are 56 caretakers, but that is likely to rise to 70 by 2018. Their children, SELA students, are 5-21 years old and are 54% African American, 2% Asian, 9% biracial, African American and White, and 15% are multiracial. 18% are white and 20% are Latino.

Within the current 56 caretakers, 24 are single mothers. 11 of students have two parents. There is also 1 foster parent, 1 aunt and uncle, and 1 grandparent in the SELA group. 56% of the children receive a free lunch. 20% have less than 80% of the median income and 4.5% of the children receive a reduced lunch.

Open Studio Project (OSP) has increasingly seen the profound impact that traumatic loss resulting from violence, poverty and trauma has on a person's development. The SELA Caretakers of our proposed partner and the young women at Curt's Café are affected by similar trauma.

OSP wants to help the SELA Caretakers and young women of Curt's Café heal, avoid further negative outcomes, and in turn create safe, stable and nurturing environments for their children. If individuals can feel safe to express themselves, they are more apt to progress in their development. That which is not expressed can be the most destructive. Feelings of hopelessness, guilt, anger, shame and aloneness are common but often buried, causing ongoing problems. Helping caretakers of special needs children and young mothers with these feelings, while also aiding them to better understand their children's needs, will support them to move forward.

Participants in both programs must be in the very low, and low to moderate income category to be eligible, and be part of an agency program.

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

In the Open Studio Program, a trained Facilitator encourages voluntary participation in 1) Intention, 2) making art, 3) witnessing the art and 4) reading their writing, all in a safe space. The art is done individually but in a group setting. A criticism-free environment removes pressure and encourages creativity. Facilitators model creative exploration by actively participating in art making. Simple, accessible materials are used for drawing, painting, sculpture and collage.

Moran Center's SELA caretakers are overwhelmed with the responsibility of becoming advocates for their children and have expressed a need for support. Curt's Café Mothers are young and overwhelmed with the responsibilities of being a parent at such a young age.

For the SELA caretakers, OSP will offer a 2018 pilot program with 4 spring and 4 fall workshops, each 2 hours at OSP. Child care will be provided, and participants sign up for as many workshops as they wish, with a maximum of ten per session. We expect that 50% of those who sign up will attend once, another 35% will attend 2-5 times, and 15% will attend all eight sessions. Workshops will be held on Saturday mornings.

Our work with Curt's Café takes place on Saturday morning at the Café, and runs for 6-8 weeks per season. Five to eight young women attend for one hour, with an average of about 5 weeks each.

Using art and writing in a non-stressful environment provides a safe space to reflect. Writing, then one-on-one counseling after art making, provides a double impact and moves these caretakers and young mothers forward more quickly.

Art & Action, OSP's program for youth, uses the same model - art-making to advance self-expression and clarity while exploring creativity. Our process provides a structured, positive, and supportive outlet, enabling youth to use art as healthy self-expression.

By offering a program free from criticism or judgment, youth can use art as a powerful means towards social & emotional health.

Art & Action runs when a partner agency (most recently YOU and School District 65) requests services for their at-risk youth or special needs children. YOU partners with us on a per-school basis, inviting us to create programming at a school or at our studio at 901 Sherman Avenue. Students are in elementary or middle school, 8-12, and come 1-2 times/week from 4:30-5:30, depending on the school. All are 6-12 weeks long. The average student attends 8 sessions. District 65 offerings have been for elementary special needs classrooms of 8-10 children, for 45 minutes mid-day.

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.”

Open Studio Project provides these supportive and mental health services, especially to low to moderate income residents, supplementing and supporting the more direct services of other Evanston social service agencies.

3. 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"/>	Intake/assessment
<input type="text"/>	Referrals
<input type="text" value="60"/>	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="260"/>	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="320.00"/>	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

The TAP Program (Therapeutic Art Program) with caretakers from the Moran Center's SELA program is new. We are planning a pilot for the first year, and then we will continue as long as we are effectively meeting a need.

Our partnership with YOU began over 15 years ago, and we have since expanded our partners to include The Moran Center (first year), Curt's Café (2nd year), and Evanston Skokie School District 65's Special Services Department (third year).

Our program with Curt's Cafe South is in its second year, addressing the needs of its female employee/clients who have had significant experience with the criminal justice system and most of whom are teen mothers. They use the OSP process to aid in empowering them with the life skills necessary towards a secure and productive future. At Curt's Café, the in-house social worker joins the group and makes art along with them. Participants must remove themselves from the nearby work environment two feet beyond a folding screen which gives them privacy. They often share that this is the only time that they have just for themselves.

With YOU, we continue to train the youth workers who attend, aiming for a balance between participation and classroom management. If we are able to bring the class to the Studio, there is more space, and more freedom to create.

Our partnership with District 65 began three years ago. Special needs students are not prepared to write or read a witness, so often a one-word verbal statement is requested. OSP facilitators also have to remind the caregivers attending not to make the art FOR the child or direct him/her in any way.

A review of programming takes place for each program, as OSP adapts to the environment, participants, time of year, and even the mood of the students or participants on a specific day. We aim for flexibility while also delivering a quality program. We expect to continue these programs as long as we are effectively meeting a need. Therefore, keeping the core element of criticism-free art-making, we adapt programming to the specific audience depending on their needs and capabilities. At Curt's Cafe and the Moran Center, the services of a social worker are added, as our expressive art programming brings up issues and feelings. We will continue to adapt programming to audiences to provide the best service and the most effective ways of helping our participants feel comfortable enough to receive the benefits.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

There is no wait list for either of the programs. However, the demand for our District 65 program is increasing, especially with the very under-served special needs children.

6. 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.

Open Studio Project is the only arts and social service organization in Chicago and in Illinois that uses the Open Studio Process – an award winning creative methodology -- combining the visual arts and writing. This stimulating program results in healthier expression of emotions, mental clarity and more responsible decision making or choices.

It is also the only visual arts organization in south Evanston that exclusively offers a safe space for artistic production and exhibits. The process includes no comments and no judgment. Most arts organizations include comments of some sort, and do not have the intention, witness, and writing component that makes our work so beneficial to youth and adults.

OSP is also a unique resource in that we are the only “arts and social service organization” in the metropolitan Chicago area that trains participants in self-respect, honesty and empathy through artistic expression with the goal of serving the community as a whole.

It is precisely these underserved residents of Evanston that would benefit most from our collaboration with Y.O.U., the Moran Center, Curt's Café, District 65, and other Evanston agencies, as OSP's involvement acts as an amplifier to their work, rather than merely duplicating their efforts.

Open Studio has been offering Art & Action for over 15 years in collaboration with a variety of community partners. We evaluate and tweak portions of the design based on feedback from participants and partners.

Most recently, Open Studio is the first to develop a social and emotional learning curriculum that incorporates its creative methodology and benefits students including those with communication disorders and special needs. We are in our second round of piloting this program in Evanston schools, with the support of Evanston's Foundation 65.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

GOALS & OBJECTIVES:

GOAL # 1. The caretakers of the Moran Center SELA program and young adults of Curt's Café will have the opportunity to participate in OSP's therapeutic art program during the 2018 and learn ways to express their emotions in a healthy manner so they can gain the emotional wherewithal to support their children's needs.

OBJECTIVE # 1. 80% of those who participate in the TAP program will have expressed their emotions in healthy and safe manner within an OSP workshop.

METHODS/STRATEGIES TO MEET OBJECTIVES:

Method 1: Hold 8 workshops, 4 in spring and 4 in fall, for SELA caretakers at Open Studio Project starting in the spring 2018.

Method 2: Provide child care services for the parents who attend the SELA workshops.

Method 3: Encourage the caretakers to participate fully in the four key phases of the OSP Process: intention, writing, art making, witness writing and reading aloud.

Method 4: Follow up by a social worker with experience in trauma following each workshop.

Method 5: Hold a series of spring, summer, and winter workshops for Curt's Cafe workers at the Cafe.

By supporting the caretakers and young women, OSP will help parents gain the emotional wherewithal and strength to deal with the overwhelming issues related to supporting children with special needs. This ultimately helps these children secure the care and support they need to thrive.

Following each workshop, Open Studio will request that the participants complete an evaluation. The art facilitator is responsible for the evaluation and for making sure that the program is implemented as planned.

Art & Action Program for Youth in YOU Programs and in District 65

GOAL : Provide Art & Action creative workshops to our disadvantaged youth of Evanston's District 65 so they can learn ways to express their emotions in a healthy manner, clarify the mind and make responsible decisions.

Objective #1: 70% of those who participate in OSP's creative workshops will have expressed their emotions in healthy and safe manner within an OSP workshop. (this is changed to include the students with special needs)

Objective #2: 70% of disadvantaged youth participating in OSP's workshops will have increased their ability to see new possibilities and make healthy choices. (% is down from last year to include special needs students)

Collected by OSP facilitators and Y.O.U staff or teachers: 1) Evaluation form will be completed by Y.O.U student participant. Facilitator Jan Ellenstein is responsible for the evaluation and for making sure that the program is implemented as planned. As for our social and emotional learning program with District 65, OSP provides teachers with a pre and post assessment following workshops.

Curt's Café: Facilitator Jan Ellenstein will ask participants to complete evaluations at the end of series. She also provides an evaluation to Curt's Café's social worker.

District 65: Teachers rate each child both before and after the sessions. Staff person in charge compares the ratings and determines an overall score to see if progress has been made.

Outcomes, evaluation criteria and procedures have all changed from last year. First, OSP had an incorrect idea of what programming was appropriate to evaluate and what was not. This has been cleared up. Second, our new director reviewed and updated all evaluation procedures and systems to make them more appropriate.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="260"/>	Unduplicated people to be served in 2018
<input type="text" value="260"/>	Unduplicated Evanston residents to be served in 2018
<input type="text" value="260"/>	Unduplicated low/moderate income people to be served in 2018
<input type="text" value="260"/>	Unduplicated low/moderate income Evanston residents to be served in 2018
<input type="text" value="260"/>	Unduplicated people served in 2017
<input type="text" value="260"/>	Unduplicated Evanston residents served in 2017
<input type="text" value="260"/>	Unduplicated low/moderate income people served in 2017
<input type="text" value="260"/>	Unduplicated low/moderate Evanston residents served in 2017
<input type="text" value="2,080.00"/>	TOTAL

9. Provide a summary of your organization's mission including 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."

OSP's mission is to bring the creative process to interested individuals and groups of all ages and backgrounds, and to empower people to turn to art for personal growth. Open Studio Project is a nonprofit organization with a Board of Directors that supervises, hires, and fires the Executive Director. The board oversees the work of the agency, including budget, finance, fundraising, policy, program, and strategic planning. All board members are required to attend meetings, make an annual gift, participate in the fall Annual Fund drive, and attend and support Artopia.

The ED hires, fires, and supervises a staff of 1 employee and 2 contractors, and they supervise other facilitators, work-study students, and volunteers.

The Board meets 5 times a year with 11 Directors serving two-year terms. A Finance Committee meets before board meetings. The Artopia Committee runs the annual fundraiser.

Fiscal year 2017 saw the retirement of Janet Beals Orejudos and the hiring of Executive Director Chantal Healey in January 2017. A four-month overlap period allowed for continuity.

An Evanston resident, Ms. Healey is an attorney and former board president of Cocodaco, a new Evanston dance company. Following 13 years of practicing law, she worked at the nonprofit Haiti Projects directing US operations. She also established a sewing center for Afghan women refugees living in Islamabad, and participated in the Knitting Project of the Commission for Refugee Women and Children.

Part of Open Studio's transition is implementing a new strategic direction. Due to concern about disappearing funding sources, OSP hired Spectrum Nonprofit Partners to revise our business model. We targeted areas to be more strategic and identified areas of greater staff efficiencies with in-house workshops and classes. The new model includes forging new partnerships and identifying new funding opportunities.

Based on new strategic priorities, OSP programming is being retooled. A summer art camp for 6-12 year olds was held for seven 4-day weeks with 5-10 children each day. Facilitator training continued, with a new 5-day intensive with an at-home practicum. A three-day art retreat was added. Funding from the Bregi and Efroymsen Family Foundations helps sustain new partnerships, and a revitalized annual Artopia plus a fall fundraiser supports new ventures.

Our most exciting project is OSP's Social & Emotional Learning Program. This curriculum will enable OSP to become more self-sustaining and less reliant on government and foundation funding, and bring art programming to social and emotional learning, which strengthens characteristics leading to school success. In January 2017, OSP began a pilot Social & Emotional Learning Art & Adventure curriculum for special needs classrooms at Lincoln Elementary and King Arts. A consultant helped OSP deconstruct art activities that meet social/emotional learning goals; while a pre and post test measured effectiveness.

Partially funded by Foundation 65 (for two years), OPS will complete its SEL curriculum to share with more Evanston students in 2018, and have it ready to share with educators in Evanston, Chicago, and Illinois.

New partnerships include programs at Curt's Café, funded by Efroymsen and the Chicago Foundation for Women's North Shore Giving Circle, the Moran Center and Evanston/Skokie School District 65.

10. Describe your 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).

Open Studio has the demonstrated capacity to manage this program. Our facilitator, Jan Ellenstein, is our Lead Teaching Artist for Youth, and has been working in a variety of settings with youth and families for over 30 years. We have many years of experience in reporting to both public and private funders on key program aspects, such as outcomes and client demographics. We also have a great deal of experience in complying with grant requirements.

Open Studio has been offering Art and Action for over 15 years in collaboration with a variety of community partners. We evaluate and tweak portions of the design based on feedback from participants and partners.

Open Studio has the demonstrated its capacity to manage this program. We have many years of experience in reporting

to both public and private funders on key program aspects, such as outcomes and client demographics, and in complying with grant requirements. In addition to our Evanston CDBG funding, we have received funding from government agencies such as New Trier Township for multiple years as well as the Illinois Arts Council, Evanston's District 65, and the Evanston Arts Council.

OSP has formalized its financial policies and procedures, and our procurement standards are based upon those outlined in the federal Omni Circular. Our current treasurer, and in fact the entire Finance Committee, is extremely sophisticated in budgets and finances. They assist the organization in being fiscally responsible and tracking funds accurately.

We understand the need for filing and providing access to all eligibility documents, maintaining all financial records and copies of checks and time logs related to them. Our records are available for review.

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Program staff for the Evanston Outreach program includes Jan Ellenstein, Patti Vick, and Terri True, plus a social/worker counselor. New staff will not be hired. Most of Open Studio staff works as contractors, depending on how much work is available. Staff to participant ratio depends on the group. At YOU, 3 staff to 12 participants. At Curt's Cafe, 2 staff to 8 participants. At District 65, 2 staff to 8 participants. At the Moran Center SELA Program, most likely 1-2 staff for eight participants.

Jan Ellenstein, Lead Facilitator, Children & Youth Programs (part-time contractor). Jan has been an integral part of OSP in Evanston since the doors opened in 2000. With over 30 years of experience teaching parent/child classes, Jan facilitates Art & Adventure classes for 2-5 year olds, Family Art & Adventure for all ages, and many others. She leads Open Studio collaborations with Rice School, YOU, Curt's Cafe, District 65, and Rotary of Evanston.

Jan leads OSP's community outreach for elementary and middle schoolers, Art & Action. With a degree in Art and Art History from California State University, Jan has taught private classes at the Brentwood Art Center in Los Angeles, produced art festivals in Southern California, and was an Artist-in-Residence at Children's Hospital Los Angeles. She is also Family Arts Coordinator for the Evanston Ethnic Arts Festival for the 17th year.

Patti Vick, Facilitator, Director of Facilitation and Adult Programming (part-time contractor) has a BA from Colorado College and an MFA from the School of the Art Institute. She has been an Art Director and a Senior Designer for a variety of firms, and has been facilitating OSP adult and children's classes since 2014. Patti has represented OSP to bring art programming to a variety of Evanston and Skokie public schools. Patti organizes all adult programming as well as OSP's 16 month Facilitator Training, and is currently creating new forms of adult and children's programming.

Terry True, Facilitator & Trainer (part-time contractor) has a BA from the University of Illinois, and has been a mental health counselor for over a dozen years, including 8 years at the Psychiatric Unit of Christ Hospital in Oak Lawn. She has also been a Waldorf kindergarten teacher, a hypnotist, and a Reiki Master Teacher. She has been practicing at OSP since 1995, and began facilitating in 2015. She has facilitated adult classes, one-day workshops, training sessions for new facilitators, and more.

If funded, a counselor, a social worker with trauma-informed experience, will be hired as a contractor to work with the Moran Center's SELA program.

In addition, other Artist/Facilitators receive stipends to facilitate classes and one-day workshops for helping professionals and the general public, show their work once a year, and are part of the creative community of OSP.

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

Chantal Healey, Executive Director, Chantalhealey@openstudioproject.org, 781-405-2115

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

06-770-6130

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

Yes

No

16. 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."

Our building is handicapped accessible except for our restrooms. Our neighbor, Quake, allows us to use his when needed. We also can help participants from their wheelchairs into our restrooms if needed.

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

Programs are held at 903 Sherman Avenue, or in some cases, in the school or partnering with us. YOU kids are escorted to our location by staff. Moran Center participants will drive, take the nearby train, or walk to the Center.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 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.

Chantal Healey, Executive Director, Chantalhealey@openstudioproject.org, 781-405-2115

Budget

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG	\$ 4,000.00	\$ 10,000.00	
City of Evanston Mental Health Board Funds	\$ 0.00	\$ 15,000.00	
Chicago Foundation for Women North Shore	\$ 1,700.00	\$ 7,900.00	\$ 7,900.00
YOU	\$ 4,375.00	\$ 4,000.00	
District/Foundation 65	\$ 3,000.00	\$ 2,000.00	
Bregi Foundation	\$ 10,000.00	\$ 7,830.00	
General operating funds OSP		\$ 0.00	
Total	\$ 23,075.00	\$ 46,730.00	\$ 7,900.00

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Facilitators (teaching artists @\$50/hour)		\$ 15,600.00	\$ 6,580.00	\$ 9,020.00
Field Trips (off-site programs come to OSP)		\$ 900.00	\$ 0.00	\$ 900.00
Art supplies (\$25 per session)		\$ 4,050.00		
Facilitation of staff in-service/each partner		\$ 2,080.00	\$ 2,080.00	\$ 2,080.00
Gallery show (at least 1/period/group)		\$ 5,500.00	\$ 3,420.00	

Admin (planning, evaluation, eligibility, tracking)	\$ 8,600.00	\$ 0.00		
Supporting services (space, finance, superv)	\$ 7,000.00			
Social worker/counselor (for Moran group)	\$ 3,000.00			\$ 3,000.00
	\$ 0.00			
Total	\$ 0.00	\$ 46,730.00	\$ 12,080.00	\$ 15,000.00

Budget Narrative

OSP Fiscal Year 18 is July 1, 2017 through June 30, 2018. This is the first year that we have developed a budget solely for Evanston Outreach, so it is difficult to compare with previous years, when we included all outreach (including SKokie and other North Shore communities) and also one-day community activities that we now know are not appropriate for CDBG or MH funding. This budget only includes Evanston multiple week programming with services that we can evaluate and track.

Based on our new strategic directions, we are creating new partnerships, and this is represented in this budget. The local Bregi Foundation, the local North Shore group of the Chicago Foundation for Women, and Foundation 65 are all interested in and partially funding our work.

OSP has, of course, the same budget challenge as every other arts nonprofit with the elimination and slowing of Illinois Arts Council funding. We don't count on these funds, although we may get them when previously expected or we may get them one to two years later. We are not using State of Illinois funds for these programs.

This program budget covers classes, field trips, art supplies, partner staff in-service training, a gallery show, a social worker, and the related administrative costs (planning, evaluation, tracking eligibility and evaluations, etc), and supporting services (space rental, finance, Executive Director time for supervision, problem solving, etc. for our four partner organizations in this venture - the Moran Center's SELA Caretakers, the Curt's Cafe young women, District 65's Special Needs classrooms, and YOU youth selecting arts programming as part of their YOU program at Evanston schools.

The budget was specifically derived as follows:

Facilitators: in most cases \$50 an hour (which does NOT provide enough time for planning, evaluation, cleanup, supply purchase, transportation, etc.) x 2 hours, which covers a 45 min to 1 hour class.

Facilitator time for Curt's Cafe is 12 classes in spring, 12 in summer, and 16 in the fall. For Moran Center's SELA, it is a total of 8 sessions (approx one a month) for the year. For District 65, it is 4 classrooms x 6 sessions each, or 24 sessions. For YOU, it covers 10 groups over the entire year at 8 sessions each, or 80 sessions. It is worth noting that YOU generally compensates OSP at the rate of \$50 per session, which does not cover costs. Other compensation parallels this ... namely that it adds to the bottom line but does not cover even total facilitator costs.

Field Trips are trips for OSP programs that operate at a partner site. For example, if OSP is doing an Art & Action program at King Arts school, we are in a classroom that is used by others during the day. We cannot use the walls, and most work must be done at a small desk or table. All materials must be brought in and cannot be stored in the classroom. All artwork must be taken home or taken back to the studio. We can't get too messy, because everything must be cleaned up by the end of the session. Therefore, Field Trips to Open Studio are important -- the walls can be painted on, materials are plentiful, and participants are in a "real" art studio with room to work and get messy. The cost is simply for Facilitator time to hold the class at Open Studio at \$50/hour.

We plan a Curt's Cafe field trip once a season, or 3 a year. No field trips for SELA because they are already in our studio space. No field trips for District 65 children, because as special needs children with multiple disabilities, even getting to the studio would be challenging. 3 Field trips only are planned for YOU, because of transportation difficulties. If a school is near OSP, a trip can be planned. And, some YOU schools come to OSP for all classes.

Art supplies are costed out at \$25 per class session, whether the session is 8 or 15 participants.

Gallery show costs are also facilitator time to gather the artwork, organize and put up the show, and market it. We budgeted for 3 shows for Curt's Cafe (\$500 each), 1 for SELA Caretakers, 2 for District 65 (as the programs run spring and fall) and four for YOU (as programs run all year). Gallery shows are an excellent way for children, youth, and adults to be seen in a new light, appreciated for their work, and to share who they are with others (all contributing to a healthier self).

Staffing is on a contract basis. Jan Ellenstein, who facilitates the majority of these groups, receives \$50 an hour. Patty Vick, another facilitator, receives \$20 an hour. We plan to compensate a contract social worker at \$50 an hour. Contract positions may not serve Evanston clients exclusively but can be tracked by the hour when they do. We are not requesting funding for administration or administrative staff time, although it is a necessary component of program.

Program Outcomes

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	TAP Program (Curt's Cafe & Moran Center) / Increased healthy expression of emotion	80% of adults will participate as evidenced by attendance	30	30	30	30	120					0
2	YOU / D.65 / Increased healthy expression of emotion	70% of the students will participate as evidence by attendance ; OSP will hold at least 7 sessions per year	40	40	20	40	140					0
3	Outside agencies will recognize the added value of OSP's creative programs	100% of agencies will provide evaluations at the end of each session.	40	40	20	40	140					0
4							0					0
5							0					0
Total			110	110	70	110	400	0	0	0	0	0

Program Line Item Expenditures

	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
										\$
Total	0	\$0								

Program Line Item Funding

	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
Total	0	0	0	0	0	0	0	\$0

Documents

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Audited financial statement 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.

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).

Required? Attached Documents *

[990](#)

[Annual Report](#)

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

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

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

[Bios of staff](#)

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

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

[Letter of support from YOU](#)

[Letter of support from Moran Center](#)

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

[Form to document income](#)

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

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. 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 FY2017.

[Revenues and Expenditures](#)

Extra

What tools do you use to determine Outcomes?

For its Art & Action programs, Open Studio Project will determine its outcomes with the following indicators:

- 1) 80% of students participate in workshops as evidenced by attendance.

- 2) OSP will hold at least 7 sessions per year ; and
- 3) 100% of the agencies will provide evaluations at the end of each session.

How many Art & Action workshops/sessions will be offered each quarter? How many students can attend each session?

Our Y.O.U. Art & Action session average about 2 sessions each quarter with an average of 14 students attending. During 3rd quarter there is 1 session but it is longer. OSP will offer at least 7 sessions per year.

How many unduplicated children will the Art & Action program serve in 2017? How many sessions will be offered in 2017?

There will be approximately 140 unduplicated children in the Art & Action program that will be served in 2017. There will be are 7, seven week sessions offered.

How many unduplicated TAP and SELA clients does the program project to serve in 2018?

We intend to serve about 20-25 Curt's Café young women in 2018. As for the SELA/TAP pilot in 2018, we project to serve approximately 30 unduplicated clients during 2018.

How can the number of beneficiaries increase so substantially while the overall program budget is reduced from previous year?

OSP Fiscal Year 18 is July 1, 2017 through June 30, 2018. This is the first year that we have developed a budget solely for Evanston Outreach, so it is difficult to compare with previous years, when we included all outreach (including SKokie and other North Shore communities) and also one-day community activities that we now know are not appropriate for CDBG or MH funding. This budget only includes Evanston multiple week programming with services that we can evaluate and track.

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Application ID: 85404

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City of Evanston

Community Development

2018 CDBG Public Services & Mental Health Board - City of Evanston

8/18/2017 deadline

**Evanston Scholars
College Readiness Program**

\$ 43,000.00 Requested

\$ 12,500 MHB Request

Submitted: 8/16/2017 8:18:00 PM (Pacific)

Project Contact

Kay Israelite

kisraelite@evanstonscholars.org

Tel: 8478671273

Additional Contacts

none entered

Evanston Scholars

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Evanston, IL 60202

United States

Executive Director

Steve Newman

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Telephone 8478671273

Fax None

Web www.evanstonscholars.org

EIN 90-0685357

DUNS

SAM

Expires

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

Evanston Scholars, College Readiness Program

2. Type of organization

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

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

- No
- Yes

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

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

NA

5. Is your organization accredited?

- Yes

No

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

NA

7. People served:

Check all that apply.

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

8. 2018 Funding Requested from the City of Evanston

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

<input type="text" value="30500"/>	CDBG
<input type="text" value="12500"/>	MHB (Human Services Fund)
<input type="text" value="43,000.00"/>	TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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.

(New request for MHB)

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, ACT preparation, and individual college counseling.

The goal of our six-year program is to see more students start AND finish college. Without Evanston Scholars, our students face dismal odds. Nationally, only 11% of first-generation and low-income students who begin college earn a degree. Evanston Scholars is working to reverse those odds: our college persistence rate is 95%. Through mentors, peer relationships, and learning opportunities we seek to bolster our Scholars' support systems, thereby improving their chances of obtaining a college degree.

Since our founding in 2011 when we served 10 students, Evanston Scholars has grown steadily; we now serve 200 students. In 2018 we plan to grow another 20% to serve the need in Evanston of first-generation and low-income students who do not have the resources to access mainstream college access and support services without assistance.

Our primary goals and accomplishments include:

College Persistence: 95% of Evanston Scholars who started college are still enrolled

ACT Score Improvement: Evanston Scholars partners with a premier tutoring program to provide ACT preparation, helping our students improve their ACT score by an average of 3.7 points

More Applications: Evanston Scholars submit an average of 11 applications per student (national average = 3)

Financial Health: 65% of the class of 2016 earned full-tuition scholarships.

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.

(New request for MHB)

The difficulties that first-generation and low-income students have accessing and succeeding in college are well documented (the January 2014 White House report, "Increasing College Opportunity for Low-Income Students" lays the groundwork and reports that low-income students are more likely to choose a school where they won't succeed, are not aware of their options, and have unequal access to test preparation and college advising). Students with parents who have college degrees are typically ushered through the complex college access process by their families. Many wealthy families even spend thousands of dollars to hire college access consultants to help their children navigate the process.

In Evanston, we have many ambitious, college-capable students who want to go to college, but feel intimidated and overwhelmed by the process. They and their parents do not have the resources to obtain the assistance they need to make the leap to become the first in their family to graduate from college.

Their unmet needs include: access to quality ACT/SAT test preparation, access to funds to pay for college, guidance on choosing a college where they can succeed, development of an academic identity and entitlement that they belong in college, guidance in overcoming obstacles that threaten their success, access to being physically on college campuses, access to funds to pay for fees incurred while applying to college, in-depth guidance on essay writing, college applications, and FAFSA, and access to mental health providers when needed.

Evanston Scholars was founded by ETHS veteran English teacher Steve Newman in 2011 after years of witnessing the unmet need first hand. He observed too often that his first-generation and low-income students disproportionately failed to succeed in college. Mr. Newman collaborated with the ETHS College and Career Center (CCC), Guidance staff, and college-readiness programs including STAE (Steps Toward Academic Excellence) and AVID (Advancement Via Individual Determination) and found that even with these programs, there is an unmet need to focus not just on getting "to" college, but to get all the way "through" to college graduation. To do that required a comprehensive network of dependable support that would stay with the student through the college years and help them overcome obstacles to success including financial, social, and academic barriers that come to a head in the college years.

Evanston Scholars is able to address this need through our wide and deep network of community volunteers – our mentors. Each student is paired with a one-to-one mentor who not only guides them through the college application process, but who stays in regular contact with the student throughout the college years. Many students, their parents, and mentors refer to the "Evanston Scholars family" – the close network of support that also includes staff (experienced in the college access and college advising professions), who guide students and mentors along the complex and sometimes rocky path the college success.

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 professional affiliations and home addresses. 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

83 of 215

[Conflict of Interest Disclosure](#)

policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form

[download template](#)

Application Questions

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

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. 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.

Evanston Scholars is a six-year program that begins junior year of high school and continues through college graduation. We currently serve 174 students (105 college students; 69 high school students).

The demographics of our students are:

- 100% Evanston Township High School (ETHS) current students or graduates
- Ages 16 - 21
- Female 68%; Male 32%
- Minority 97% (African American 52%, Hispanic 35%, Asian American 5%, Multi-Racial 6%)
- Qualify for free or reduced lunch (parent income for the given household size is 185% or lower of the federal poverty guideline): 82%
- 1st-generation college (neither parent hold a 4-year college degree): 84%

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

ABOUT THE PROGRAM

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, ACT preparation, and individual college counseling.

The goal of our six year program is to see more students start AND finish college. Without Evanston Scholars, our students face dismal odds – only 11% of low-income and first-generation college students complete their degrees. Evanston Scholars is flipping the odds for ambitious Evanston students: our students' college persistence rate is 96%.

NEEDS ADDRESSED BY PROGRAM

Evanston Scholars addresses Youth Services, a high priority need in the City of Evanston Consolidated Plan. We are also seeking funding from the Mental Health Board to help students access mainstream, out-of-school college access activities (mentoring, college access advising, test preparation, mental health referrals, and identity formation).

SPECIFIC SERVICES PROVIDED – COLLEGE READINESS PROGRAM

1. Mentoring

Mentors are the backbone of the Evanston Scholars support system. College-educated community members make a six-year commitment to help each Scholar matriculate to and graduate from his/her best-fit college. Our mentoring model is 1:1. Evanston Scholars provides training, regular communications, and resources to ensure mentors are well equipped to support Scholars through the complexities of identifying and succeeding at a “good fit” college.

2. College Access (High School Years)

We work comprehensively with high school Scholars to help them identify, apply to, and enroll in a “good fit” college – one that meets their needs academically, financially, and socially. Our College Access curriculum includes:

- College visits and access to summer college and fly-in opportunities
- ACT prep class taught by a reputable ACT tutoring firm
- Workshops throughout junior and senior year including: The Power of Your Transcript, Kick-off to College Planning, College Application and Essay Bootcamp, College Affordability and Scholarship Opportunities, Resume and Interviewing Skills, and Budgeting for and Transitioning to College
- Cohort-building activities to promote supportive peer relationships
- Referrals to mental health providers if needed
- Development of identities that guide student decision making, facilitated by Diversity Consultant Dr. Gilo Logan. Workshop topics include “Who Am I and Who Do I Want to Be: Racial and Cultural Identity” and “Academic Identify and Personal Preferences.”

3. Transition to College Success (College Years)

Our College Success Program supports Scholars throughout their undergraduate years to ensure college persistence, academic success, and access to internships and professional opportunities. The College Readiness Program includes the transition to college and handoff to the College Success Program staff.

SPECIFIC TIMES/DURATION

Program events are held during after school or evening hours. Scholars participate in approximately two programming events per month in high school and two events per year in college. Scholars receive weekly communications from program staff and mentors. Scholars receive six years of continuous contact and programming, starting in their junior year of high school and ending when they graduate from college.

3. 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="70"/>	Intake/assessment
<input type="text" value="10"/>	Referrals
<input type="text" value="214"/>	Individual case management plan/services
<input type="text" value="0"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="214"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="110"/>	Multi-session program (e.g. after school program)
<input type="text" value="214"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text" value="110"/>	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text" value="100"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="1,042.00"/>	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

Evanston Scholars was founded in 2011. That year, we served our first cohort of 10 students. We grew conservatively as we secured funding and developed our program curriculum. Each subsequent year we've added a new cohort of students, expanding gradually every year and increasing our cohort size first to 15, then 25, and now to 40. We currently serve 174 students and as our college pipeline fills with 40 per cohort, in several more years we will reach 240 students per year.

We have only grown to what we know we can support programmatically and financially. Our financial growth has been conservative, with next-year growth based on realistic fundraising potential proven the prior year.

Our Board of Directors established a Strategic Plan to chart our growth both in size and in program priorities.

We are currently on track to meet all of the goals in our Strategic Plan:

- Expand the possible number of students served to 40 students per cohort

- Build out our College Persistence work:
 - o Minimize financial barriers for students
 - o Develop strategies for connecting students to campus resources
 - o Enhance connection to Evanston Scholars during the college years

- Increase Parent Engagement:
 - o Create opportunities for parents to be connected during the three phases (college access, college transition, college persistence)
 - o Assist parents in supporting Evanston Scholars whenever possible

- Strengthen Relationship with ETHS:
 - o Solidify multiple levels of relationships (Superintendent, Counseling, Teachers, Athletics)

Evanston Scholars is still very early in our lifecycle - we expect to continue to serve Evanston youth for many years into the future. We have just begun and look forward to achieving our vision of helping more Evanston youth earn a college degree, experience economic stability, and become mentors to the next generation of college graduates.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

Every year we have had to turn down qualified students from our program. Unfortunately, due to the cohort nature of our program, junior year of high school is the only entry point. Thus, if a student is not accepted during the junior 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, 65 ETHS juniors applied to Evanston Scholars and we were able to accept 39 students, thus we had a “waitlist” of 26 students. The reason for the waitlist is that our Strategic Plan calls for a conservative growth plan capped at 40 students per cohort. Even with new cohorts capped at 40 students, we are still growing rapidly every year because of the “pipeline” nature of our 6-year program: our total number of students served grows drastically as our older, much smaller cohorts graduate college and are replaced by 40-student cohorts.

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

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

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

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

Other partners include Northwestern University, which has hosted workshops and provided speakers for program events. We are in contact with other agencies providing college access and success services such as Chicago Scholars, One Goal,

and College Bound Opportunities among others to ensure we are following best practices and investigating opportunities for collaboration.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your 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, 96% of Evanston Scholars who started college are still enrolled. We anticipate approximately the same outcome in 2018.

2) ACT Score Improvement = More Options

An increase of only a few points on a students' ACT score can open the door to many more college and scholarship opportunities. Evanston Scholars partnered with a reputable ACT Prep firm to provide ACT preparation to students, helping our high school juniors improve their ACT score by an average of 3.7 points in 2017. We anticipate the same or better score increase for 2018. We are also evaluating how to incorporate SAT preparation into our curriculum.

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 10 applications in 2017. 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 2018.

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, 67% of the high school graduation class of 2017 earned full-tuition scholarships, with a 4-year value of nearly \$4 million. Our goal is for at least 50% of our students to go to college with full-tuition scholarships.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="214"/>	Unduplicated people to be served in 2018
<input type="text" value="214"/>	Unduplicated Evanston residents to be served in 2018
<input type="text" value="171"/>	Unduplicated low/moderate income people to be served in 2018
<input type="text" value="171"/>	Unduplicated low/moderate income Evanston residents to be served in 2018
<input type="text" value="174"/>	Unduplicated people served in 2017
<input type="text" value="174"/>	Unduplicated Evanston residents served in 2017
<input type="text" value="140"/>	Unduplicated low/moderate income people served in 2017
<input type="text" value="140"/>	Unduplicated low/moderate Evanston residents served in 2017
<input type="text" value="1,398.00"/>	TOTAL

9. Provide a summary of your organization's mission including 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."

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, ACT preparation, and individual college counseling.

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 11 people. Functions of the Board include financial oversight, setting strategic direction, and hiring and managing the Executive Director.

10. Describe your 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.

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

The Evanston Scholars staff includes nine paid staff (5 full-time; 4 part-time). New staff is not planned for 2018.

Qualifications and experience of our Director-level staff include:

1) Steve Newman, Executive Director. Since 1997, Steve has taught at Evanston Township High School (ETHS) – Junior English and Senior Studies (an interdisciplinary course that combines English, history, and service learning). Steve received the Golden Apple Award in 2004. He has also worked as a Teacher Trainer for incoming college freshmen and sophomores as part of the Golden Apple Scholar Summer Institute program.

2) Alison Segal, Director of College Access. Ali has over ten years of experience working in higher education and the high school-to-college transition space. She began her career in the profession in undergraduate admissions at the University of Chicago, where she oversaw international admissions and was a member of the founding working group of the Collegiate Scholars Program. Subsequently she worked as a high school college counselor in both public and private school settings, and most recently, for college access programs in the UK and the US. As a master's student at Northwestern University she conducted original research on graduates of the United States Achievers Program (USAP), a global college access program that supports highly talented, economically disadvantaged students from around the world to gain access and funding to attend leading US colleges and universities.

3) Eve Earles, Director of College Success. 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.

4) Kay Israelite, Director of Development. 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.

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

Kay Israelite, kisraelite@evanston scholars.org, (847)867-1215

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

NA

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

Yes

No

16. 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

17. 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.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.

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

Kay Israelite, Director of Development

Budget

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG	\$ 5,200.00	\$ 30,500.00	
City of Evanston Mental Health Board Funds	\$ 0.00	\$ 12,500.00	
Benefit	\$ 204,043.00	\$ 210,000.00	
Corporations	\$ 14,104.00	\$ 15,000.00	
Family Foundations	\$ 135,000.00	\$ 130,000.00	
Gifts In-Kind	\$ 13,066.00	\$ 23,000.00	
Individual Contributions	\$ 364,614.00	\$ 287,000.00	
Other	\$ 0.00	\$ 1,000.00	
Grants	\$ 7,089.00	\$ 7,000.00	
Total	\$ 743,116.00	\$ 716,000.00	\$ 0.00

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Administrative	\$ 79,135.00	\$ 78,805.00	\$ 0.00	\$ 0.00
Fundraising	\$ 35,021.00	\$ 37,800.00	\$ 0.00	\$ 0.00
Personnel	\$ 366,619.00	\$ 423,360.00	\$ 0.00	\$ 0.00
Program - College Access	\$ 58,860.00	\$ 61,250.00	\$ 30,500.00	\$ 0.00
Program - College Success	\$ 61,936.00	\$ 93,600.00	\$ 0.00	\$ 0.00
Program - Mentoring	\$ 5,537.00	\$ 5,000.00	\$ 0.00	\$ 0.00
Program - Other	\$ 24,863.00	\$ 16,185.00	\$ 0.00	\$ 12,500.00
Total	\$ 631,971.00	\$ 716,000.00	\$ 30,500.00	\$ 12,500.00

Budget Narrative

Our fiscal year is August 1 through July 31. Significant differences in revenues or expenses between 2017 and 2018 include an expected decrease in individual contributions. It is difficult to predict whether individual contributions will maintain at the same level and therefore we are putting forth a conservative estimate. Expenses will increase in 2018 due to a 23% increase in the number of students served and improvement in services provided.

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

We are requesting \$30,500 of CDBG funds for ACT Preparation (\$12,000), \$5,500 College Access Fees (expanded to cover fees associated with college applications, including test score reports), and expanded college access advising through the addition of one part-time contracted adviser, and an expanded College Visits program that includes accepted school visits (\$3,000).

We are requesting \$12,500 from the Mental Health board to support an expanded Diversity Training program, led by Diversity Consultant Dr. Gilo Logan (\$10,000), focused on helping students establish an academic identity in alignment with their cultural and ethnic identities. This program also provides training to mentors and staff on topics including cultural values, communication norms, and understanding of racial and ethnic identification, cultural awareness, and implicit bias. We piloted this effort in 2017 and received feedback from students, parents, mentors, and staff that this work was extremely valuable and should be expanded.

In addition, \$2,500 is requested to support Mental Health Referrals and Training. Although our core program does not include direct Mental Health Services, we are seeking to expand our capabilities related to flagging and referring our students who are in need of Mental Health Services. We have found that mental health issues create a barrier to success both in high school and college. Our students have experienced severe episodes (one went to the emergency room after a drug overdose; our staff contacted DCFS for another student due to lack of housing; several students have presented with suicidality) that not only prevent them from progressing academically, but threaten their lives. Evanston Scholars works closely with ETHS counseling staff and social workers, but during the summer further supports and references are needed. In 2017 we worked with contracted mental health professionals who provided staff training and established guidelines for referrals; this funding will allow us to continue that work.

Program Outcomes

Program Outcomes

	Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	College Persistence = Staying in School	Percentage of Evanston Scholars who started college and are still enrolled	95	95	95	95	380					0
2	ACT Score Improvement = More Options	Increase in score from lowest ACT to highest ACT	4	4	4	4	15					0
3	More Applications = Finding the Right Fit	Number of college applications per student	11	11	11	11	44					0
4	Financial Health = Our Scholars' Future	Percentage of students receiving full-tuition scholarships	50	50	50	50	200					0
5							90 of 215					0

Total	160	160	160	160	639	0	0	0	0	0
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Program Line Item Expenditures

	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
								\$
Total	0	0	0	0	0	0	0	\$0

Program Line Item Funding

	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
Total	0	0	0	0	0	0	0	\$0

Documents

Documents Requested *

81 of 215? Attached Documents *

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Audited financial statement and Form 990 for the most recent completed fiscal year.

[Audited Financial Statements and 990](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. 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 or MHB in the last two years).

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

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

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.

[Strategic Plan](#)

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

[Application to Join Evanston Scholars](#)

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

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

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

[Evanston Scholars Org Chart](#)

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

[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

[Operating Revenues and Expenditures](#)

required for City programs). Example, if your fiscal year is July 1- June 30, this will be for FY2017.

Extra

Program Benefit and Individual Contributions are very impressive. Please give more information about the Benefit and method of attracting contributions.

The majority of our funding since our founding in 2011 has been provided by individuals, both through our annual fundraiser "gala" in May and through an annual fundraising campaign in December. As a relatively new organization, we cannot say with certainty that the enthusiasm of individual donors will continue indefinitely or if we are still in a "start-up" mode. Therefore this year we are seeking a dual approach of continuing to cultivate and grow individual donations, while working towards increasing grant-based funding in case we see any dropoff in individuals donations.

To specifically answer the question about Benefit - for the past four May's we have held a large event which we named "POMP," themed to celebrate our graduating Scholars. This event has always been held in Evanston (Levy Center, Crystal Ballroom, and two years at Smylie Brothers) and has been attended by 300 people each year.

Our methods of attracting contributions include:

- Offering sponsorships to both individuals and businesses; these come with tickets that the buyer can use to invite guests
- A raffle during the event; ticket cost \$20; prizes are baskets of combined goods donated by Evanston businesses
- A silent auction of larger dollar amount goods either donated by businesses or individuals
- A "paddle raise" in which guests are encourage to raise their hand to directly contribute to the program
- We publicize the event to our mailing list, on our Facebook page, and with an ad in the Evanston RoundTable

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Application ID: 86755

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City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

The Josselyn Center Psychiatric Services

\$ 24,000.00 Requested
\$ 12,000 MHB Request

Submitted: 8/17/2017 12:11:59 PM (Pacific)

Project Contact

Jennifer Sommers (previously Neher)
jneher@josselyn.org
Tel: 847-441-5606

Additional Contacts

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The Josselyn Center

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President

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EIN 36-2217996
DUNS 938545001
SAM
Expires 6/2/2018

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

The Josselyn Center and Psychiatric Services

2. Type of organization

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

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

- No
- Yes

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

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

N/a

5. Is your organization accredited?

- Yes
- No

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

Commission on Accreditation of Rehabilitation Facilities (CARF)

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. 2018 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

12000 MHB (Human Services Fund)

24,000.00 TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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 mission of The Josselyn Center is to provide mental health services that make lives better for our clients, their families and our community. The Josselyn Center provides mental health services to 1,112 clients throughout 63 Cook and Lake county communities—including Evanston. Approximately 5% (55) of our clients reside in Evanston and 86% of clients live in North-Northwest Cook County Corridor. Our clients range in ages from 3 years of age to clients in their 70s and older. Ten percent (10%) of our clients are ages 7-12; 11% are 13-17; 59% are 18-59; and, 20% are 60 years of age and older. Fifty-four percent (54%) of our clients are female; 46% are male. Last, 75% of services are provided to Medicaid recipients; 78% of clients are within 200% of FPL guidelines; 16% of our clients are uninsured or underinsured; and, 97% of clients qualify for a reduced fee based on income eligibility.

Largely due to the very harsh reality that the reimbursement rate for Medicaid recipients needing psychiatric care is less than half of what it costs to provide services, Josselyn is the only outpatient psychiatric facility for Medicaid recipients in 375 square miles from Skokie to Waukegan and Lake Michigan to Arlington Heights.

Our vision is a community without barriers to mental health. Our goal is to be there for people with mental illness BEFORE the point of crisis. Josselyn has developed a set of outcome measures that best demonstrates the overall efficacy of our programs and services. This "dashboard" will be finalized and submitted for board approval when pending Illinois Department of Human Services outcome measures can be integrated. The most current version includes HEDIS outcome metrics and measures for client utilization of their PCP, ER services, inpatient stays, and access to our services, medication compliance, referrals, and overall well-being.

Our impact is also measured using our electronic records management (ERM) system and client surveys. Our ERM captures the number of clients served, hourly sessions provided and screenings conducted, while the following tools are used to assess individual client outcomes:

- Used with adults, the LOCUS shows client progress. This tool is completed at the initial appointment and every six months thereafter.
- The Ohio Youth Problems, Functioning and Satisfaction Scales measure outcomes youth, ages 5-18 and is comprised of 20 common problems reported by youth. The scales are completed at initial appointment and every 90 days thereafter.
- Completed by child and parent, the Columbia Impairment Scale (CIS) is a 13-item tool measuring interpersonal relations, psychopathology, job/schoolwork, and leisure time. CIS is completed at initial appointment and every 90 days thereafter.
- Bi-annual client satisfaction surveys provide an opportunity for clients to rate their wait time, understanding of benefits/risks of medication, and overall experience.

The Josselyn Center is unique among mental health providers in this service area for its dual accreditation by the Illinois Department of Human Services and the Commission on Accreditation for Rehabilitation Facilities (CARF.) These accreditations are in and of themselves accomplishments and provide our clients and donors with assurance that Josselyn is accountable to uphold the highest, objective standards.

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.

With one in five Americans experiencing mental illness in any given year, access to mental health services must be a priority. Local and national statistics support the dire need for mental health services:

- Suicide is the 3rd leading cause of death for Illinois children, adolescents and young adults, from ages 15-34.
- Of those who die by suicide, it is estimated that 90% have a diagnosable mental health condition.
- Mental illness affects more than 18% of the US population; 2/3 of individuals with mental illness go without treatment due to limited access or stigma.
- An increase in ER visits due to Illinois state cuts to community mental health between 2009 and 2011 resulted in approximately 8,819 additional hospitalizations, costing the state and hospitals approximately \$37.9 million.

Barriers to accessing treatment include cost, lack of insurance coverage, stigma, transportation and psychiatrist shortage. Furthermore, the 2-year state budget impasse significantly limited the capacity of community mental health providers to deliver critical services. Due to lack of funds, mental health clinics have closed and been forced to reduce psychiatric services and cut programs, leaving clients who seek treatment with almost no options other than the local hospital.

Facts and figures support the need, but it is the personal accounts of our clients and their families about the common struggle to find and pay for the services they desperately need that motivate us and inspire our dedication. Through our delivery of psychiatric services we provide persons living with mental illness the ability to function, work and avoid crisis.

Josselyn's mental health services, particularly psychiatric services, have never been more critical to the community's mental health safety net. If it were not for Josselyn fulfilling our community's need by providing consistent access to treatment, people living with mental illness in crisis often have nowhere to turn but the ER. Josselyn Center clients live with anxiety, depression, bipolar disorder, schizophrenia and more. Josselyn addressing the need creatively and proactively. Our 2018-2019 comprehensive strategic plan prioritizes our commitment to the delivery of psychiatric care and includes:

- Complete restructuring of our care delivery model to maximize clinical utilization and productivity.
- Continuation of the recently launched "Josselyn Champions," modeled after the CommunityHealth in Chicago, which utilizes volunteer professional services.

Josselyn Champions donate 8 hours of professional time/month with plans to grow to 16 hours in FY18.

- Contractual agreement with Regroup Therapy which has allowed us to hire address the psychiatrist shortage by hiring both a tele-psychiatrist and a tele-APN.

Josselyn's delivery of psychiatric services is what sets us apart from other providers in Lake and Cook counties. Our efforts to reduce costs and streamline clinical operations have resulted in a healthy financial forecast for The Josselyn Center. However, we continue to lose approximately \$66 on every psychiatric appointment--and though the cost of treating psychiatric patients far exceeds the payment we receive from our client population, we are committed to providing this vital service.

Our commitment is illustrated in our 66 year old history. Founded by a child psychiatrist in 1951, The Josselyn Center has more than six decades of experience. Josselyn's team of clinicians provides expert and compassionate care tailored to each individual's needs. Our care plans may incorporate the services of a therapist, psychologist, psychiatrist, case manager and nurse and is overseen by our Director of Clinical Services who is both experienced and dedicated. Under his leadership, Josselyn's team will provide psychiatric care including assessments, visits and medication monitoring for children, adolescents and adult from low income families living in Evanston.

The Josselyn Center can and will care for persons living with mental illness who need the higher level of outpatient psychiatric treatment that Josselyn is uniquely qualified to provide. Your support will provide Josselyn with the ability to provide vital mental health services to children and adults in need, before they reach the point of crisis.

1 Illinois Department of Public Health

2 mentalhealth.samhsa.gov/suicideprevention/suicidefacts.asp

3 Illinois Mental Health Strategic Plan 2013-18

4 thresholds.org/wp-content/uploads/2013/11/Path-Forward_Investing-in-Illinois-Community-Mental-Health_Final.pdf

Documents Requested *

Required?

Attached Documents *

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



[Josselyn Center FY18 Operating Budget](#)

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

[Josselyn Center FY18 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](#)

[Josselyn Center Conflict of Interest Disclosure](#)

Application Questions

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

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

Schizophrenia. Bipolar Disorder. Major Depression. These stigma-laden descriptions frequently cause society to shutter its doors. At The Josselyn Center, we welcome over 1100 clients living with these conditions with a friendly smile, a warm hello, and we describe them as strong...resilient...and perseverant.

From 3 years to 93 years of age, slightly more women than men, and persons of all ethnic backgrounds, our clients travel to our Northfield location at the intersection of the Edens and Willow from over 63 communities; 56 Evanstonians seek us out (5% of our client base.) Why? Because there are very few psychiatrists who accept Medicaid; the paltry reimbursement rates cover less than half the cost to provide treatment.

The other reason Evanston residents come to The Josselyn Center is because we do not have a waitlist for a new client to see a psychiatrist. Finally, your neighbors come to The Josselyn Center because we are easily accessible on public transportation. From Davis Street, an Evanston resident rides the Purple line to Linden and then takes the 423 bus to Willow and Central, which is just two doors down from Josselyn.

75% of services are provided to Medicaid recipients. 97% of clients qualify for our sliding fee based on income; this is important because while ACA has brought needed health insurance to millions of Americans, so often the deductibles are so high that it forces people to pay out of pocket for their mental health services. 78% of our clients are within 200% of Federal Poverty Level guidelines.

Eligibility requirements for our programming is not restrictive. We treat clients who have a primary mental health diagnosis.

In FY18, it should be noted that it is difficult to estimate numbers served. We have experienced an explosion of growth in the past several months due to re-engineering our intake process, expanding our clinical staff by 25%, and a marketing and communications strategy to let people know that there is no wait at The Josselyn Center.

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

The need for mental health services for low income clients is overwhelming. In American, one in five experience a mental illness in any given year.

- Suicide is the 3rd leading cause of death for Illinois young people ages 15-34.
- Of those who die by suicide, it is estimated that 90% have a diagnosable mental health condition.

- 2/3 of individuals with mental illness go without treatment due to limited access or stigma.

Josselyn's provision of comprehensive mental health service addresses the needs of people of all ages living with mental illness. At Josselyn, we provide comprehensive care, which is better care. For individuals needing medication, evidence-based research shows that 60% who receive a combination of therapy and psychiatry recover. Services include:

- Therapy (talk, art, individual, family and group)
- Psychological evaluations
- Psychiatric services
- Case management
- Support groups
- Camp Neeka, a therapeutic summer day camp for children ages 8-12
- Community Support which connects clients to resources that assist with housing, money management, grocery shopping, budgeting, public entitlements, self-care and skill building.
- The Living Room, a therapeutic alternative to the ER for people experiencing a psychiatric emergency
- Drop In Center: open Monday-Friday, 10:00-3:00, offering skill building and socialization to clients with severe and persistent mental illness.

Services are available Monday through Thursday, 9 am to 8 pm and Friday, 9 am to 5 pm. Mental health recovery is an individual journey; clients may be seen at Josselyn for a few months or many years. Each client receives an Individual Treatment Plan which is reviewed and updated every six months.

The Josselyn Center meets Evanston's 2015-2019 Consolidated Plan goals to ensure that mental health services are available. Access to mental health services is as important as good schools and safe neighborhoods. Community mental health increases the chances that people can go to school and work and create a healthy home. More importantly, access to mental health services help persons find the help they need before the point of crisis, costs a fraction of an ER visit, or incarceration, which is sadly where many with mental illness wind up due to lack of treatment and support.

3. 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.

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

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

The Josselyn Center was founded in 1951 by child psychiatrist, Irene Josselyn, a dozen years before JFK's Community Mental Health Act of 1963. While much has changed, we remain visionary 66 years later. We launched a student intern program in 1975. Under the leadership of Dottie Palumbo from 1970-1995, we helped to form many youth organizations such as Youth Services of Glenview/Northbrook, Haven, The Warming House, Angles and more. We opened one of Illinois' two State sponsored, innovative Living Room Programs in 2010.

In 2015, the State of Illinois discontinued funding Psychiatric Leadership Capacity Grants, which provided funding to community mental health centers for psychiatric services. Across the state, this cut affected approximately 140 mental health centers, including The Josselyn Center. As a result, organizations like The Maine Center in Park Ridge closed their doors, discontinued services or stopped taking new clients.

The Josselyn Center remains determined to provide psychiatric services to low income clients. As a result, we have just completed "A Year of Action" by adding ten new, highly qualified board members, increased our clinical staff by 25%, changed our funding strategy from a reliance on State contracts in favor of community based support, and launched a \$3 million capital campaign entitled, "Building For Mental Health." (Incidentally, Evanston residents Bill and Marea Brichta and Jennifer Cline serve on the capital campaign committee, and the managing partner of Silver Oak Partners in Evanston, Dan Gill, chairs our board strategic planning committee.)

The results have been overwhelming positive and we will release audited financials in October which will reveal our financial turnaround. We remain determined and committed to providing comprehensive mental health service, including psychiatric services to all individuals, regardless of income.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

No; The Josselyn Center does not have a wait-list at this time. We treat clients who have a primary mental health diagnosis. Those who contact us seeking services for developmental, substance abuse or eating disorders are referred to several area service providers. Most referral to The Josselyn Center come from hospitals, police, youth organizations, township offices, food pantries, and organizations.

6. 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.

Unfortunately, the need for mental health services for Medicaid recipients far exceeds the supply of services, so duplicative services are not an issue. The Josselyn Center, Turning Point, Trilogy and Thresholds serve Evanston residents, but what sets The Josselyn Center apart is we are the only provider without a waitlist for psychiatric services. We are also proud of the following qualities.

- The Josselyn Center is CARF-accredited. In 2016, we passed 96% of the over 1200 CARF quality standards. CARF, or Commission on Accreditation for Rehabilitation Facilities accreditation provides our clients and donors with assurance that Josselyn is accountable to uphold the highest standards.

- The Josselyn Center is a proud recipient of a United Way grant, one of the few recipients which provide mental health services in the northern suburbs.
- 5% of our clients experienced an ER visit, compared to the national average of 12.5% (footnote Trends in Emergency Department Visits involving Mental and Substance Use Disorders Statistical Brief #216, December, 2016)
- 6% of our clients required inpatient hospitalization, compared to the national average of 10% (footnote Trends in Emergency Department Visits involving Mental and Substance Use Disorders Statistical Brief #191, June, 2015).

The Josselyn Center has also experienced challenges in recent years. Illinois' State budget woes left us with a devastating net loss in FY16. Thanks to healthy reserves, and a small endowment, we were able to weather the storm, and we have developed a strategic plan which not only dramatically reduces our reliance on State Funding, but poises us for significant growth.

As is the case with many community mental health agencies, we lost three part-time psychiatrists to retirement or illness. As a result, we launched a tele-psychiatry program in May which is receiving overwhelmingly positive reviews from our clients with an average satisfaction rating of 4.8/5. While they are initially a bit unsure of the new service, clients leave the session with smiles on their faces. One hesitant, elderly gentlemen emerged from the office exclaiming, "That was great!" Medicaid requires that clients visit a mental health facility to receive tele-health services.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

Our goal is to be there for people with mental illness BEFORE the point of crisis. Josselyn has developed a set of outcome measures that best demonstrates the overall efficacy of our programs and services for FY18. This "dashboard" is a new tool developed by the agency's Quality & Compliance Committee, comprised of an M.D., clinical psychologist, Josselyn senior leadership and clinical staff. The tool identifies six goals and outlines the activities that must be completed to achieve our desired outcome. In many cases, state, national and HEDIS benchmarks have set the bar for our desired outcomes. (HEDIS, or Healthcare Effectiveness Data and Information Set is a tool used by more than 90 percent of America's health plans to measure performance.) Measures of effectiveness include: client utilization of their primary care provider, the frequency of higher acuity services such as the ER or inpatient stays, satisfaction, access to care, and responsiveness. Our outcomes are reviewed monthly by the Quality & Compliance Committee and quarterly by the Board of Directors.

Our impact is also measured on an individual client level. The following tools are used to assess individual client outcomes:

- Used with adults, the LOCUS shows client progress. This tool is completed at the initial appointment and every six months thereafter.
- The Ohio Youth Problems, Functioning and Satisfaction Scales measure outcomes youth, ages 5-18 and is comprised of 20 common problems reported by youth. The scales are completed at initial appointment and every 90 days thereafter.
- Completed by child and parent, the Columbia Impairment Scale (CIS) is a 13-item tool measuring interpersonal relations, psychopathology, job/schoolwork, and leisure time. CIS is completed at initial appointment and every 90 days thereafter.

Lastly, bi-annual client satisfaction surveys provide an opportunity for clients to rate their wait time, understanding of benefits/risks of medication, and overall experience; in terms of tele-psychiatry, clients are asked to evaluate each session at the conclusion of his or her visit. Satisfaction surveys are also reviewed by the Quality & Compliance Committee and senior leadership. Survey responses help guide the agency and result in sometimes both minor changes to major changes as to how our business is conducted.

While it is the responsibility of all staff to ensure our goals are being met and our clients are receiving the care they desire and deserve, Director of Clinical Services, Michael Scholl, LCSW, oversees the delivery of mental health care at The Josselyn Center. Michael joined Josselyn in 2016 after decades of community mental health and business experience. He was the Director of Community Care Coordination for Illinois' largest Managed Care Organization, and served as director and site supervisor for one of Chicago's leading community mental health clinics. In addition, The Josselyn Center's President, Susan Resko, and Director of Operations, Kelly Schuler, oversee the Center's day-to-day operations.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

1158	Unduplicated people to be served in 2018
64	Unduplicated Evanston residents to be served in 2018
868	Unduplicated low/moderate income people to be served in 2018
40	Unduplicated low/moderate income Evanston residents to be served in 2018
1125	Unduplicated people served in 2017
56	Unduplicated Evanston residents served in 2017
843	Unduplicated low/moderate income people served in 2017
25	Unduplicated low/moderate Evanston residents served in 2017
4,179.00	TOTAL

9. Provide a summary of your organization's mission including 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."

Our mission is to provide mental health services that make lives better for our clients, their families and our community.

The Josselyn Center is governed by a 18 member Board of Directors, which delegates the daily operations to the President, Susan Resko, head of staff and ex officio member of the board. Board members are vested in raising funds for The Center, setting strategic direction and insuring the programs fulfill the mission.

Board committees include the Executive, Audit, Development, Capital Campaign, Finance, Strategic Planning, Nominating, Quality & Compliance, and Building & Grounds. The Board meets every other month, as does the Executive Committee. Other committees meet based on necessity; for instance, the Capital Campaign and Quality & Compliance Committees meet monthly.

The Josselyn Strategic Plan for 2018-19 addresses the fact that we can no longer rely on the State of Illinois for support. The plan's four financial goals will restore financial security:

- Reverse net losses immediately, and operating losses within two years.
- Significantly grow our core business, therapy services, in order to generate and reinvest income in psychiatric services for low to moderate income clients, which

are unprofitable, scarce, but vital to recovery.

- Grow our donor base and increase existing donor support.
- Raise \$3 million through our Building for Mental Health Capital Campaign which includes funding for a building renovation and \$750,000 for new programming.

10. Describe your 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 Josselyn Center has a proven track record of managing City and State grants. The Josselyn Center has been a recipient of Cook county CDBG grants since 2010; grants have been for both programming and capital expenses. Further, The Josselyn Center's relationship with the Illinois Department of Human Services began in 1995; for more than two decades we have delivered quality programming through State support. We have received support from Townships and municipalities since 1974.

The Center has more than 30 policies and procedures regarding finance and procurement. Policies are established regarding DHS allowable and restricted costs, client fee sets, investments, expense allocations, and more.

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Josselyn's staff knows how to work together in a moment of crisis. From the receptionist to the direct programming staff, The Josselyn Center team shares the belief that persons living with mental illness deserve to be treated with respect and kindness. The Josselyn Center is dedicated to being there for our clients and helping them during their path of recovery.

The Josselyn Center believes in a team-based multi-disciplinary approach when delivering services. Of Josselyn's 38 staff, 24 provide direct service to clients, and with the exception of peer specialists and our medical services coordinator, all have advanced degrees. Michael Scholl, Clinical Director, LCSW, is responsible for our clinical team. He joined The Josselyn Center in 2016 after decades of community mental health and business experience. Mike was Director of Community Care Coordination for Illinois' largest Managed Care Organization, and served as director and site supervisor for one of Chicago's leading community mental health clinics. Mike is passionate about providing the highest quality mental health care to clients and also being a resource for the community at large. Mike holds a Master's of Social Work from Loyola University of Chicago and a Bachelor's of Arts in Psychology from Northeastern Illinois University.

Our psychiatry staff include: Susan Lin, MD and Hossam Mahmoud, MD. Susan Lin, MD, Psychiatrist joined The Josselyn Center in 2006. She completed psychiatry residency at Evanston Hospital, Northwestern Medical Center. Her fellowship was completed in Child Psychiatry, at Rush Presbyterian St. Luke's Medical Center, Chicago. Lin is Board Certified in adult psychiatry; holds a B.S. in Nutrition, University of Illinois, Champaign; B.S.N., Rush Medical College; and, M.D., Rush Medical College.

Dr. Hossam Mahmoud is a Board Certified psychiatrist. He earned his Medical Degree and Masters of Public Health at the American University of Beirut. He completed his residency training at McGaw Medical Center of Northwestern University in Chicago. Dr. Mahmoud believes in a thoughtful and methodical approach to the treatment of mental illness that aims at avoiding over-diagnosis and under-diagnosis and that aims at helping patients make the right decisions regarding their treatment. Dr. Mahmoud strongly believes in the role of healthcare professionals as advocates for the rights of patients to access to good-quality care. He has practiced medicine in English, French and Arabic. He is interested in LGBTQ mental health, refugee and immigrant mental health and the mental health of linguistic and cultural minorities.

New staff will not be hired as a result of City funding. Funding received will offset the cost to deliver comprehensive care and the gap in reimbursement rates.

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

Susan Resko, sresko@josselyn.org, 847-441-5605 / Jennifer Neher, jneher@josselyn.org, 847-441-5606

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

938545001

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

- Yes
- No

16. 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."

Constructed in 1967, Josselyn is a split level building. A stair chair provides access to our lower level. Therapy appointments are held downstairs for clients with disabilities. Josselyn is raising funds to renovate the facility and add an elevator.

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

Located at 405 Central Avenue, Northfield, IL by car the travel time to Josselyn from Evanston is approx. 16 min. We are located near the intersection of Happ & Willow Rd, making public transit accessible; by the RTA, commutes range from 38 to 75 min.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 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.

Susan Resko, President

Budget

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG	\$ 0.00	\$ 12,000.00	
City of Evanston Mental Health Board Funds	\$ 0.00	\$ 12,000.00	
Contributions	\$ 192,566.00	\$ 179,435.00	
Contributions - Restricted	\$ 10,000.00	\$ 12,500.00	
Events	\$ 82,921.00	\$ 60,000.00	
Government Support	\$ 11,800.00	\$ 11,800.00	\$ 11,800.00
Townships	\$ 79,346.00	\$ 81,800.00	
Client & Insurance Fees	\$ 308,227.00	\$ 317,760.00	
Investment Income		\$ 18,750.00	
Total	\$ 684,860.00	\$ 706,045.00	\$ 11,800.00

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Salaries & Consultants	\$ 534,261.00	\$ 550,785.00	\$ 12,000.00	\$ 12,000.00
Health Insurance	\$ 13,516.00	\$ 13,935.00		
Payroll Taxes	\$ 21,019.00	\$ 21,670.00		
Retirement Plan	\$ 22,673.00	\$ 23,375.00		
Professional Fees	\$ 17,149.00	\$ 17,680.00		
Supplies	\$ 9,830.00	\$ 10,135.00		
Telephone	\$ 4,782.00	\$ 4,930.00		
Postage	\$ 1,935.00	\$ 1,995.00		
Occupancy	\$ 11,315.00	\$ 11,655.00		
Printing	\$ 4,957.00	\$ 5,105.00		
Transportation	\$ 43.00	\$ 45.00		
Membership	\$ 2,090.00	\$ 2,155.00		
Equipment Maintenance	\$ 4,365.00	\$ 4,500.00		
Credit Card Fees	\$ 2,977.00	\$ 3,070.00		
Insurance	\$ 13,822.00	\$ 14,250.00		
Staff Development	\$ 523.00	\$ 540.00		
Other	\$ 11,489.00	\$ 11,845.00		
Interest Expense	\$ 2,003.00	\$ 2,065.00		
Depreciation	\$ 6,111.00	\$ 6,300.00		
Total	\$ 684,860.00	\$ 706,035.00	\$ 12,000.00	\$ 12,000.00

Budget Narrative

Josselyn's fiscal year is July to June. CDBG and/or MHB funds will support a portion of the cost to contract services and/or employ psychiatry staff.

Program Outcomes

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	All Josselyn staff and stakeholders are committed to Josselyn mission.	90% of clients report they are satisfied with services; telepsych clients report a satisfaction of 4.0 or above on 5.0 scale.	4	90% & 4.0	4	90% & 4.0	8				0
2	Tele-psychiatrist answers clients' questions and concerns.	In response to survey question, "The provider answered my questions and addressed my concerns" clients will report 4.0 or above on a 5.0 scale.	4	4	4	4	16				0
3	Clinicians will respond to service inquiries and complete necessary paperwork to engage clients.	90% of first time clients are able to schedule an initial assessment within 30 days of initial contact (HEDIS Benchmark)	100%	100%	100%	100%	0				0
4											0

5						0				0
Total						24		0	0	0

Program Line Item Expenditures

	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
Total	0	0	0	0	0	0	0	\$0

Program Line Item Funding

	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
Total	0	0	0	0	0	0	0	\$0

Documents

Documents Requested *

- REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement 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.
- Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).
- Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).
- Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).
- Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

Required?

Attached Documents *

- [Audit and 990](#)
- [FY16 Annual Report](#)
- [501c3](#)
- [Non Discrimination Policy](#)
- [Josselyn Board Bylaws](#)
- [Josselyn Biographies of Leadership](#)

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).	Josselyn Case Statement - Plan to Address Accessibility
Supplemental information relating to your program or agency, as applicable.	Josselyn Informational Video
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	
2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized. download template	
REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.	Josselyn Org Chart
REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.	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.	Psychiatric 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 FY2017.	FY17 Unaudited Profit & Loss

Extra

How do Evanston residents know about services offered by The Josselyn Center?

Clients are referred in to The Josselyn Center in many different ways, including: hospitals, primary care physicians, school social workers, other clients, area social services agencies, township and village offices, area police and social work departments, and other mental health providers which do not accept Medicaid.

What is the item in expenses called Credit Care Fee? Please explain further.

The expense should be listed as "Credit Card Fees." Clients are given the ability to pay for services using cash, check or credit card.

Do new clients complete an Intake form? How do you track client demographics?

All new clients complete an intake form. The intake packet includes the collection of demographics including age, ethnicity and income; these demographics are tracked in our electronic medical records system. If a clients prefers not to bring proof of income, they are ineligible for a sliding fee based on income. Additionally, if the client is on Medicaid card, they do not need to show proof of income, as eligibility for the program is generally income-based.

What percent of clients receive psychiatric services and will the additional Evanston clients served in 2018 receive psychiatric services, regardless of the type of insurance/ability to pay?

Approximately 20 percent of Evanston clients receive psychiatric services at The Josselyn Center. In community meetings following our request for funds we have become aware of approximately 20 young adults in need of psychiatric services residing in the Evanston and we are exploring how to make our services more accessible. As such, we see our psychiatric population growing as we work to respond to this unmet need. The additional Evanston clients served in 2018 will receive psychiatric services, regardless of the type of insurance they have and ability to pay, on a sliding fee scale. Our sliding fee scale is made available as part of our commitment to comprehensive care.

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Application ID: 85801

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City of Evanston

Community Development

2018 CDBG Public Services & Mental Health Board - City of Evanston

8/18/2017 deadline

**Youth & Opportunity United (Y.O.U.)
Trauma-Informed Youth and Family Services**

\$ 100,000.00 Requested

\$ 100,000 MHB Request

Submitted: 8/18/2017 8:34:36 AM (Pacific)

Project Contact

Marianne Moberly

marianne.moberly@youevanston.org

Tel: 847-866-1200 ext. 231

Additional Contactsyeschechtko@youthopportunity.org, lwarner@youthopportunity.org**Youth & Opportunity United
(Y.O.U.)**1911 Church Street
Evanston, IL 60201
United States**Interim Executive Director**

Marianne Moberly

mmoberly@youthopportunity.org

Telephone 847-866-1200

Fax 847-866-9143

Web www.youthopportunity.org

EIN 36-2734966

DUNS 826322919

SAM

Expires 1/25/2018

Pre-Application (Letter of Intent)**All Applicants Complete Questions 1-8 and attach Documents****1. Organization Name and Program for which you are requesting funding.**

Youth & Opportunity United (Y.O.U.) is applying for \$100,000 to support our trauma-informed youth and family services for over 1,000 low-income youth and over 2,500 family members each year.

2. Type of organization

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

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

- No
- Yes

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

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

N/A

5. Is your organization accredited?

- Yes
- No

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

N/A

7. People served:

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years

- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

8. 2018 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.

0	CDBG
100,000	MHB (Human Services Fund)
100,000.00	TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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).

[Y.O.U. FY18 Operating Budget](#)

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

[Y.O.U. 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

[Conflict of Interest Disclosure Form](#)

[download template](#)

Application Questions

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

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

Target Population: Y.O.U.'s Trauma-Informed Youth and Family Services Program will serve 750 Evanston youth who lack access to opportunities due to their socioeconomic status. These youth attend the eight highest-need, Title I schools in Evanston: Chute, Dawes, ETHS, King Arts, Nichols, Oakton, Walker, and Washington. Because these youth must often deal with adult issues such as poverty, racism, family trauma, and violence, their ability to succeed is threatened. By providing holistic social and emotional supports for these youth, we ensure they have the opportunity to realize their full potential.

When youth enroll in our programs, they are typically characterized by one or more of the following: baseline gaps in Math, English, or Science; disconnection from school; social and emotional challenges that disrupt learning; failing grades in one or more classes; and/or frequent failure to complete homework. Moreover, the majority of these youth do not have access to mental health services and other social, emotional, and academic supports due to financial, transportation, cultural, language, and/or other access barriers.

Demographic Description: The youth in this program are:

- 8 to 18 years of age (grades 3-12)
- 51% female; 49% male
- 93% minority (61% African American; 22% Latino; 10% multiracial or other)
- 80% low-income (eligible for free or reduced lunch)

Based on available data, we estimate that 15-20% of our families are Limited English Proficient (LEP) and that most of our families are single-parent households.

Eligibility Requirements: While we do not have formal eligibility requirements, we target youth who are from limited-income families and who have academic, social, and emotional needs through intentional outreach. Specifically, we work with teachers and social workers at our partnering schools to identify and encourage high-need youth and families to participate in our programs. In addition, our staff follows a four-step protocol in order to engage youth identified as high-need in our programs: 1) work with school staff to better understand family needs; 2) develop a personal outreach plan for the youth and their family; 3) place a phone call to the youth's caregiver to request a meeting; and 4) make a home visit to personally invite participation.

Moreover, to ensure accessibility, Y.O.U. employs a multilingual staff team to communicate with LEP parents, and all informational materials are provided in both English and Spanish. In addition, the majority of Y.O.U. program staff members are people of color and approximately 40% are male. This helps attract diverse youth to our programs by ensuring that they have relatable role models.

We find that by targeting high-need youth, instead of using strict eligibility requirements, we are best able to uphold our commitment to serving all youth who lack the skills, self-confidence, and opportunity to participate fully, freely, and responsibly in their communities. Furthermore, we avoid the stigma that can be created by formal eligibility requirements.

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

Description: We offer free, high quality out-of-school time (OST) programs and integrated mental health services at 8 Evanston schools. Our programs are trauma-informed, relationship based, and offer innovative and accessible socioemotional supports for underserved, low-income, and minority youth.

Needs Addressed: Our program is designed to address the broad and growing needs of Evanston youth and families. We: 1) provide mental health services in non-stigmatized, familiar locations; 2) draw on partnerships between community, school, and institutional resources; and 3) integrate clinical services into our high-quality OST programs to lower barriers to entry and improve retention among low-income, immigrant, and refugee populations (Ellis 2011). Our OST programs enhance our mental health services by offering a network of caring adults and peers with whom youth can build trusting relationships and explore their abilities and identity.

Services Provided: Alongside an hour of intensive academic supports each day, we offer a holistic set of socioemotional supports. Our staff and licensed clinicians are trained in building deep, positive relationships to support youth coping with trauma and social and economic hardship. We offer:

- Project-Based-Learning: Youth participate in enrichment activities, civic engagement, and experiential learning to build empathy and agency; practice leadership skills; and expand their horizons.
- Violence Prevention: Our trauma-informed, age-appropriate sexual health program follows an evidence-based curriculum addressing topics such as relational violence, positive body image, healthy relationships, gender stereotypes, consent and boundary communication, and puberty.
- Psychoeducational Groups: Our therapeutic groups are offered alongside experiential learning and enrichment activities to destigmatize counseling and provide a low-risk entryway for youth. They also provide effective alternatives for many refugee, immigrant, and low-income youth for whom traditional psychotherapy conflicts with cultural norms.
- Individual/Family Counseling: Our clinicians provide individualized and family counseling to youth with significant mental health needs in order to support improved family functioning, communication, and relationship-building.
- Family Engagement: We facilitate weekly, trauma-informed support and skill-building groups for caregivers, as well as monthly Family Nights where families and staff share food, learn from peers, and build support networks.
- Refugee/Immigrant Supports: We support immigrant and refugee youth and families through psychoeducational counseling to support youth's acculturation process; advocacy and mediation for caregivers within unfamiliar institutions; and informational workshops and case management to meet basic needs.

These services align with MHB funding priorities, as they: 1) offer free, accessible mental health services to Evanston residents; 2) meet basic needs of Evanston youth through afterschool programs and case management; 3) enhance the mental health, safety, and protection of Evanston residents through clinical and youth development services; and 4) contribute to Evanston's diversity through accessible supports for immigrant and refugee families.

Frequency/Duration: Our programs operate for 3 hours each weekday afternoon for 36 weeks during the school year and for 8 hours each weekday for 8 weeks during the summer. Consistent attendance is highly encouraged.

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

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

Intake/assessment

Referrals

115	Individual case management plan/services
175	Services delivered on an individual basis (e.g. home delivered meals)
750	One time event or activity (e.g. field trips, tax preparation)
750	Multi-session program (e.g. after school program)
250	Focused topic activities (e.g. workshops, trainings)
0	Drop in services (e.g. computer lab, tutoring, help desk)
15	Phone or online help (e.g. 24-hour help lines)
2,305.00	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

History: Y.O.U. was founded in 1971, after a group of parents, teachers, and government leaders from the community determined the need to create a new organization to serve “young people whose needs are not being met by more traditional agencies.” Over the last 46 years, as the needs of youth in our community have changed, our programs have adapted to meet these needs. Our current focus on limited-income youth and families began in the early 1990s in response to the growing disparity in accessing vital community services.

Program Planning: We plan to continue with our current program model, as our holistic, integrated approach works. Our evaluation data demonstrates that our services have a powerful and positive impact on the youth and families we serve. Indeed, last year, 80% of Y.O.U. youth reported strong self-confidence and, among youth in our assessed clinical programs, 83% exhibited prosocial behavior.

All the while, we continue to look for ways to enhance and shape our programs to meet the needs of our youth and families. Y.O.U. recently completed a strategic planning process through which we have identified two opportunities to improve our program model as we look into the future:

-Preparing youth for postsecondary success: This past summer, we launched PEER, an 8th to 9th grade bridge program that targets this important transition point by teaching youth about academic expectations, exposing youth to career opportunities and building youth's time management and study skills to ensure that all of our youth graduate from high school ready for postsecondary success.

-Family Engagement Specialist: Beginning in the fall of 2017, Y.O.U. plans to deepen our social emotional learning and family engagement supports by hiring a Family Engagement Specialist who will expand our parent engagement strategy across our sites and deepen social emotional learning supports for youth and caregivers.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

Y.O.U. has short waiting lists at some of its Evanston sites. The list at each school site is approximately 5-10 youth, and we are typically able to enroll these youth in our programs within six months.

In order to ensure high-quality programming for our youth, Y.O.U. is committed to maintaining a best-practice youth-to-staff ratio of 10:1 in our programs. Unfortunately, this means that we occasionally do not have the staffing capacity to immediately accept all youth who have been referred to our programs. To support these youth and families during the waiting period, we provide referrals and assistance on an as-needed basis.

6. 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.

Both Family Focus and the McGaw YMCA address similar needs; however, we offer complementary services to ensure collective impact, rather than a duplication of resources.

Family Focus provides similar afterschool services at its Evanston headquarters but focuses on youth at non-Title I elementary and middle schools. Meanwhile, Y.O.U. serves youth at Evanston's Title I schools. Because we serve distinct school populations, our services are not duplicative. Meanwhile, we partner closely in order to learn from one another and work together on numerous joint projects (e.g., STEM learning ecology network, Cradle to Career, Evanston Community Schools Initiative).

The McGaw YMCA provides three free services to our target population: a summer reading program, a mentoring program, and a digital arts drop-in center called MetaMedia. Once again, we collaborate to ensure collective impact. The YMCA's summer reading program serves youth in grades 1-2, whereas our summer programs begin in 3rd grade. Moreover, we have created linkages between these programs, encouraging youth in the YMCA's summer reading program to join Y.O.U. in 3rd grade. Meanwhile, we connect our youth to the YMCA's mentorship program, as well as one led by Big Brothers Big Sisters (which Y.O.U. hosts biweekly in its youth center and headquarters). Finally, we are a core collaborator in MetaMedia, serving as a co-designer and partner, and using the space to offer our middle schoolers opportunities not available on-site in our schools. Furthermore, our recently-hired Maker Manager will serve as a liaison to ensure a pathway between MetaMedia and Y.O.U.'s Maker programming (which targets elementary and high school youth).

Y.O.U. also has deep cooperative relationships with other service providers across the community, including both Evanston school districts, the Evanston Police Department, Erie Health Center (sexual health education), the James B. Moran Center for Youth Advocacy (legal representation), PEER Services (substance abuse counseling/treatment), and the Ethiopian Community Association and Jewish Child & Family Services (refugee services). Our formal partnerships with both Evanston school districts ensures our use of school space as well as access to data sharing resources and teachers, administrators, and social workers. These relationships are essential to our mental health and afterschool services because they enable communication across all of youths' settings – home, school, and afterschool – to ensure a comprehensive, complementary support

system. A second strength of these collaborations is the increased mental health supports they create for our youth. By partnering with organizations to meet youth and families' basic needs and mental health needs, we ensure that youth in our programs are safe, healthy, and able to meet their full potential.

While we deeply value the services provided by our peers and our community, we believe that our holistic approach and accessibility set our no-cost services apart. By integrating clinical counseling, family engagement, and wraparound social services into our OST programs, we offer a program model that is uniquely designed to meet the needs of the whole child. Meanwhile, since we are on-site at each school and offer buses home from many programs, we uniquely eliminate transportation barriers for our youth and families.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

Goals: Our program promotes the academic, social, and emotional development of youth. Thus, we have three core goals:

- Academic: Youth will be academically successful in core subject areas; Outcome: 55% of regular attendees will improve their academic performance and another 20% will maintain their academic performance based on teacher surveys.
- Social: Youth will develop self-awareness and self-management skills to achieve school and life success; Outcome 1: 75% of participants will meet Illinois Social Emotional Standards; Outcome 2: 80% of enrolled youth will attend program regularly (20+ days).
- Emotional: Youth will believe in themselves and see that others believe in them; Outcome: 75% of participants will demonstrate high self-esteem.

We show the above goals and the corollary outcome indicators of success on the program outcomes tab.

Changes from 2017: Our program model has the same three core goals and outcome indicators in 2018 as it did in 2017.

Y.O.U. is committed to ongoing program evaluation and continuous improvement. We conduct a rigorous evaluation of our programs each year that includes assessing the academic performance and social/emotional growth of youth participants. Our evaluation process is overseen by an evaluation consultant, includes both qualitative and quantitative data, and offers a formative and summative assessment of our effectiveness and impact. Our evaluation is structured around academic (e.g., grades), social (e.g., family relationships), and emotional (e.g., self-image) goals and performance indicators. We utilize three sets of data to measure our progress against these goals and indicators:

- Customized surveys from all of our stakeholders, including youth, teachers, and parents;
- Assessment data, such as grades and standardized test scores received through our robust data-sharing partnership with both Evanston school districts; and
- Clinical and social emotional evaluation data, such as participant scores on the nationally recognized Devereux Student Strengths Assessment (DESSA).

Beyond measuring our program's progress toward our goals and indicators, our annual evaluation analyzes program practices; assesses the strengths and weaknesses of each program; investigates how the program's structures and supports contribute to the academic success, social development, and emotional health of the participants; and explores how we promote family involvement and engagement.

Ensuring Program Implementation as Planned: All of the above programmatic and evaluation implementation will be supported and monitored by Y.O.U.'s Interim Executive Director, Marianne Moberly (25+ years of experience; B.A., University of Illinois); Director of Elementary Programs, Megan Orleans (5+ years of experience, M.Ed. Slippery Rock University of Pennsylvania); Director of High School Programs, Emily Roth (5+ years of experience, B.A., DePaul University); Director of Middle School Programs (to be hired); and Director of Youth and Family Counseling, Melody Rose (15+ years of experience, LSW, MSW, University of Indiana). Y.O.U.'s Data and Evaluation Committee meets regularly with our Evaluation Consultant, Amelia Kohm, Ph.D. (20+ years of evaluation experience, Founder/Consultant, DataViz) to select evaluation tools and guide evaluation efforts. Meanwhile, our Board Programs Committee (composed of community leaders and education experts) annually reviews evaluation findings to make suggestions and changes.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

950	Unduplicated people to be served in 2018
750	Unduplicated Evanston residents to be served in 2018
800	Unduplicated low/moderate income people to be served in 2018
640	Unduplicated low/moderate income Evanston residents to be served in 2018
950	Unduplicated people served in 2017
750	Unduplicated Evanston residents served in 2017
800	Unduplicated low/moderate income people served in 2017
640	Unduplicated low/moderate Evanston residents served in 2017
6,280.00	TOTAL

9. Provide a summary of your organization's mission including organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

Mission: Y.O.U.'s mission is to provide services and leadership to meet the emerging needs of young people and their families.

Services: Y.O.U. provides three core services:

1. Out-of-School Time Programs: We provide daily (M-F) afterschool and summer programming at eleven high-needs schools that are accessible and familiar to those we serve. Youth receive individualized academic assistance, participate in experiential learning programs, learn life skills, and enjoy high-quality recreational, social, and emotional enrichment activities.
2. Mental Health Counseling: We deliver thousands of hours of integrated mental health counseling each year to youth in our programs through group therapy sessions, case management, crisis intervention, and individual and family counseling.
3. Family Engagement: We support parents and caregivers in creating safe, healthy, and nurturing homes through monthly family learning nights, leadership development opportunities, and peer learning exchanges.

Organizational Structure: Our staffing model is based on a four-tier management structure:

1. At the top level is our Executive Team, which includes our Executive Director, Chief Operations Officer, Chief Financial Officer, HR Director, Development Director, Director of Clinical and Outreach Services, and three Directors of Out-of-School Time Programs. Our Executive Team oversees implementation of our strategic plan, supervises all grants and personnel, coordinates organization-wide trainings, and serves as a resource for all staff.
2. At the second level are our afterschool program managers, community school managers, and partnerships manager, who manage all of our site-based staff and activities.
3. At the third level are our site-based direct service staff, mental health therapists, youth workers, and AmeriCorps members, who lead clinical counseling and enrichment activities within our programs.
4. At the fourth level are our volunteers, clinical interns, and federal Work Study aids who serve as mentors and counselors for our youth.

Board: The work of our staff is actively monitored by our extraordinary 25-member Board of Directors, who are personally committed to our mission and deeply engaged in our work. Our Board members include corporate executives, local business owners, public health experts, educators, lawyers, youth therapists, and community leaders. The Board has responsibility for: 1) defining the mission, vision, long-range plan, strategies, and policies of Y.O.U.; 2) gathering resources Y.O.U. needs to operate successfully; 3) overseeing the management of Y.O.U.'s property, funds, and other assets; 4) hiring, monitoring, evaluating, and supervising the Executive Director; and 5) selecting officers and successor members of the board.

Significant Changes: On August 11, 2017, Y.O.U.'s Executive Director, Seth Green, transitioned out of Y.O.U. after six years. He is replaced by Interim Director Marianne Moberly (formerly Y.O.U.'s Director of Development), who has been in an executive-level position at Y.O.U. since 2009 and has extensive experience in programmatic, financial, and strategic organizational leadership, including previously serving as the Executive Director for Housing Options for the Mentally Ill in Evanston. Meanwhile, Y.O.U.'s Board of Directors is currently conducting an extensive search for the next organizational leader, which is expected to be completed by late fall 2017.

10. Describe your 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).

Programming Capacity: Our capacity to carry out successful programming is evidenced by the success of our holistic and evidence-based program model. This integrated model combines intensive, integrated clinical counseling and mental health supports with high-quality afterschool enrichment, parental engagement, and wraparound support. These services are intended to meet youth at their unique points of development and empower them to realize their full potential. Our high quality program manual outlines our curriculum, goals, and objectives in order to ensure consistency on expectations, policies, and standards across all of our sites. This structure allows us to uphold our service model and reliably support our participants' social and emotional growth, as well as their academic achievement.

Our evaluation data demonstrates that our holistic, integrated program model works. For example, youth and families who participated in our programs during the 2016-2017 school year made significant academic, social, and emotional gains:

- Academic: 90% of Y.O.U. youth are motivated to excel academically and 93% are improving or maintaining their academic performance (according to teacher surveys).
- Social: 91% of Y.O.U. youth work well with their peers and 89% demonstrate strong self-regulation skills.
- Emotional: 80% of Y.O.U. strong self-confidence and 91% demonstrate improved healthy decision-making skills.

Meanwhile, among parents of youth participating in Y.O.U. programs, 85% reported that Y.O.U. helped them feel more involved in their child's learning.

Administrative Capacity: Y.O.U. is also committed to ensuring our success and integrity from an administrative standpoint. Our finances and procurement are directly overseen by our Chief Financial Officer, Melissa Lee Hohimer, and our Chief Operations Officer, Aina Gutierrez, respectively. Ms. Hohimer has over 10 years of experience working in finance and accounting at a wide variety of non-profits, as well as an MBA from the University of Chicago. Ms. Gutierrez has more than a decade of experience in non-profit operations, is the author of a book on the subject, and has a master's degree from Harvard University.

We also have robust policies and procedures to ensure accountability. Our organization operates in accordance with an annual budget that has been approved by our Board prior to the beginning of each fiscal year. Our Board Finance Committee and staff leadership team review monthly revenue and expense reports in comparison to our budgeted numbers and update our projections on an as-needed basis. Likewise, we have systems in place to report our financial information and data to our external constituents.

We have written policies in place governing the investments of assets. We also have internal control procedures and purchasing practices. One example of an internal control procedure is that all Y.O.U. checks above \$50,000 must be signed by both a board member and a staff member.

Finally, each year, Y.O.U. completes a full financial audit under the supervision of CohnReznick, a nationally recognized C.P.A. firm; this audit is in accordance with all federal auditing standards and includes all OMB Circular A-133 requirements. This audit report is reviewed and approved by Y.O.U.'s Board of Directors. To date, Y.O.U. has received no findings in these audits, indicating the effectiveness of its procedures and system of oversight.

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Number of Staff: Our Program takes place across eight school-based sites in Evanston. Each program site will be led by a full-time Afterschool Program Manager and a half-time Youth and Family Counselor. Programming across these sites will also be supported by 16 full-time AmeriCorps members (two per site) and eight part-time Youth Workers (one per site). In total, the program will be supported by eight full-time staff, 16 part-time staff, and 16 full-time AmeriCorps members.

Roles, Qualifications, and Experience: We have a talented and devoted staff that is deeply involved in the lives of our youth and families. Because we serve youth in such broad and impactful ways, we seek to hire qualified staff members with significant experience working directly with youth. A brief overview of the role, qualifications, and experience for each MHB-funded position follows:

Afterschool Program Manager:

-Role: Daily oversight of each site, including developing and coordinating activities, collaborating with partners, supervising site staff, and coordinating parental involvement.

-Qualifications/Experience: At least five years of youth services and supervisory experience, as well as a Bachelor's degree. Master's preferred. Fluency in Spanish, Arabic, Urdu, or Tagalog preferred.

Youth and Family Counselor:

-Role: Supporting youth in coping with trauma and social and economic hardship by providing on-site, ongoing, individualized and group mental health counseling

-Qualifications/Experience: At least two years of youth and family counseling experience serving youth from diverse socioeconomic backgrounds and a master's degree in social work. LCSW and fluency in Spanish, Arabic, Urdu, or Tagalog preferred.

Hiring: We do not plan to hire new staff with this grant; instead your support goes to ensure the existing staffing described above can effectively support our holistic service model. Our primary support comes from the Illinois State Board of Education and this support allows us to provide academic assistance and enrichment. However, these grants do not provide adequate funding to cover mental health counseling, deep parental engagement, or wraparound supports. Because those latter services are at the core of our program model, the City's support allows us to fill in those gaps and support the whole child.

Ratio: Our staff-to-participant ratio is 1:10, as we are committed to ensuring that our youth receive the individualized, small group attention they need to thrive.

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

Yevanit Reschechtko: yreschechtko@youthopportunity.org; (847) 866-1200 ext. 227

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

82-632-2919

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

- Yes
- No

16. 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

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

Our programs occur at Chute, Dawes, ETHS, King Arts, Nichols, Oakton, Walker, and Washington schools. Programs begin right after the school day ends, so youth are already onsite. Afterward, we offer transportation as needed.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.

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

Budget

Funding Sources/Revenues	2017	2018	2018 Committed	
City of Evanston CDBG				
City of Evanston Mental Health Board Funds	\$ 78,055.00	\$ 100,000.00		
Public Sector Funds	\$ 1,304,565.00	\$ 736,230.00	\$ 736,230.00	
Private Grants and Contributions	\$ 628,792.00	\$ 120,181.00	\$ 85,000.00	
Total	\$ 2,011,412.00	\$ 956,411.00	\$ 821,230.00	

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Personnel	\$ 1,252,180.00	\$ 646,090.00		\$ 86,207.00
Fringe Benefits	\$ 187,827.00	\$ 103,374.00		\$ 13,793.00
Travel	\$ 20,000.00	\$ 10,000.00		
Supplies	\$ 125,000.00	\$ 110,000.00		
Other	\$ 263,500.00	\$ 0.00		
Indirect Costs	\$ 184,851.00	\$ 86,946.00		
Total	\$ 2,033,358.00	\$ 956,410.00	\$ 0.00	\$ 100,000.00

Budget Narrative

Fiscal Year: 2018. Our FY18 began on July 1, 2017 and ends on June 30, 2018

Changes from 2017 program budget: This is the same program being run at a similar scale to past years. However, we have chosen to focus the budget above on only the expenses that are most essential and impactful in contributing to our proposed mental health and social emotional development outcomes, as these are the aspects of our overall youth and family program that MHB funds would support. Indeed, our program's primary support comes from the Illinois State Board of Education and this support allows us to provide academic assistance and enrichment. However, these grants do not provide adequate funding to cover mental health counseling, deep parental engagement, or wraparound supports. Because those latter services are at the core of our program model, the City's support allows us to fill in those gaps and support the whole child. Thus, our proposed program budget appears smaller than in previous years.

For 2018, program salaries include the following staff (as explained in the narrative):

8 Afterschool Program Managers @ \$41,040 salary per year per manager = \$328,320

4 Youth & Family Counselors @ \$38,950 salary per year per counselor = \$155,800

75% time of Part-Time Manager of Sexuality Education @ \$25,400 salary per year = \$19,050

50% time of Part-Time Manager of Strategic Partnerships @ \$38,340 salary per year = \$19,170

50% time of Director of Middle School OST Programs @ \$52,300 salary per year = \$26,150

60% time of Director of Elementary OST Programs @ \$61,000 salary per year = \$36,600

100% time of Director of High School OST Programs @ \$61,000 salary per year = \$61,000

For 2018, benefits are 8.35% of salaries. This includes:

Group Health/Dental Insurance 5.50%

Worker's Compensation 1.00%

Unemployment Insurance 0.85%

Retirement Plan Contributions: 1.00%

Specifically, \$646,090 x .0835 = \$53,949

Note: Y.O.U. offers medical and dental insurance to ensure that our staff members are healthy and thus able to promote a healthy and nurturing environment for the youth we serve.

For 2018, payroll taxes are based on the 7.65% paid for FICA. Specifically, \$646,090 x .0765 = \$49,426

For 2018, other expenditures are \$15,000 per site x 8 sites = \$120,000. This includes bus transportation, outside providers, field trip admissions, program snacks, family nights, and youth-led community events such as our Diverse Communities United Martin Luther King Jr. Day event and our Summer Showcase event.

For 2018, in place of any administrative or management costs, Y.O.U. is using the de minimus indirect cost rate of 10% x all direct costs (\$869,465) = \$86,946. This rate is in accordance with the Omni Circular.

These are all currently existing staff positions, and all MHB funds will go toward staff time that is exclusively dedicated to serving Evanston residents.

Program Outcomes

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	Youth will be academically successful (demonstrate achievement in core subjects).	% of Y.O.U. participants improving or maintaining academic performance, according to teachers surveys.	Data is not available until the 2nd Quarter	55% of regular participants (attending 30 or more days) will improve their academic performance and at least another 20% will maintain their academic performance based on teacher surveys.	New data is not available until year ends.	New data is not available until the following school year ends.	0					0
2	Youth will develop self-awareness and self-management skills to achieve school and life success.	% of Y.O.U. participants that meet Illinois Social Emotional Standards as measured by youth surveys.	Data is not available until after the school year ends.	Data is not available until after the school year ends.	75% of participants will meet Illinois Social Emotional Standards.	New data is not available until the following program year ends.	0					0
3	Youth will develop self-awareness and self-management skills to achieve school and life success.	unduplicated # of youth participating in individual or group clinical counseling	37	18	14	8	77					0
4	Youth will develop self-awareness and self-management skills to achieve school and life success.	# of elementary youth attending program regularly (20 or more days of program)	160	140	110	160	570					0
5	Youth will develop self-awareness and self-management skills to achieve school and life success.	unduplicated # of youth attending program regularly (30 or more days of program) over the entire calendar year	Data is not available until the end of the calendar year	Data is not available until the end of the calendar year	Data is not available until the end of the calendar year	525	525					0
Total			197	158	124	693	1,172	0	0	0	0	0

Program Line Item Expenditures

	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
									\$
Total	0	\$0							

Program Line Item Funding

	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
Total	0	0	0	0	0	0	0	\$0

Documents

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement 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.

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

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

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

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).

Required?

Attached Documents *

[Y.O.U. FY16 Audited Financials](#)

[Y.O.U. FY16 Form 990](#)

[Y.O.U. Annual Report 2016](#)

[Y.O.U. Key Staff Bios](#)

Supplemental information relating to your program or agency, as applicable.	Y.O.U. Strategic Plan 2017-2020
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	
2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized. download template	
REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.	Y.O.U. Organizational Staff 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.	Y.O.U. 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 FY2017.	Y.O.U. Operating Results

Extra

How do you anticipate the reduction in State funding will impact your program and services?

We were recently notified that our Illinois State Board of Education funding (which is federal pass-through funding from the U.S. Department of Education) has been renewed at the same level as last year. Although our current Trauma-Informed Youth and Family Services program budget lists a smaller amount of funding from the ISBE than in previous years, this does not reflect a reduction in State funding, but rather a narrower snapshot of our overall program budget focused specifically on the aspect of our program for which we seek support from the City of Evanston (see Budget Justification). We do not anticipate any other reductions in funding from the State of Illinois.

How is bus service financed?

We finance our bus transportation from program sites to youth's homes at the end of our afterschool program through our 21st Century Learning Center grants from the Illinois State Board of Education.

What are the major changes the organization has experienced since moving to the new building?

Y.O.U.'s move into our new youth center and headquarters has had a transformational impact on our programming, services, and staff capacity. Specifically, we have seen changes in the following areas:

-Youth Programming: Our new headquarters includes numerous state-of-the-art program spaces that our youth and families have been able to utilize through any array of enhanced and expanded programs and activities. Indeed, each of our facility's youth programming spaces has inspired new and improved programming aimed at building youth's skills, exposure, and interest in a variety of subjects.

--->Demonstration Kitchen: Our state-of-the-art demonstration kitchen has been home to a variety of culinary programs this year. For example, our high school culinary therapy group, "The Chew" has had the opportunity to use commercial-grade appliances in the space as they learn culinary techniques from local Chef Q. Ibraheem and practice stress relief and communication skills with support from our licensed clinicians. Youth even have had opportunities to build their professional and career-readiness skills by catering events held in our new space.

--->Learning Garden: Through our partnership with The Talking Farm, Y.O.U. high schoolers had the chance to design our new learning garden themselves, planning and building the raised beds throughout the spring. Throughout the summer, high schoolers then planted, maintained, and harvested their own produce as they learned urban farming, composting, and environmental science concepts, and sold produce at the local farmers market. High schoolers also served as mentors to elementary youth who came on weekly trips to the garden to try their hand at gardening and harvesting.

--->Makerspace: We recently hired a Maker Manager to build programming in our Makerspace and provide youth throughout the community with the tools they need to build, design, and make. For example, this fall, Y.O.U. 5th graders used the Makerspace equipment to design their own dream cities, after touring numerous landmarks around Evanston and Skokie. This fall, the Makerspace will be host numerous STEAM (Science, Technology, Engineering, Arts, and Math) activities and programs for Y.O.U. high schoolers, as well as inviting younger youth and community into the space for STEAM events promoting innovation, arts, and engineering.

-Community Programming: The location of our new youth center and headquarters in the heart of our community, and across the street from

ETHS, has allowed us to expand our community-wide services, as our facility has become a hub of activities for Y.O.U. youth, families, and community members. For example, our out-of-school time programs have hosted numerous family nights in the space to bring parents together and build support networks. Meanwhile, we have hosted a variety of community organizations and events – from 5th Ward meetings, to Big Brothers Big Sisters of Evanston's monthly mentorship activities, to a variety of informational workshops providing resources and information about immigrant and refugee rights, race equity issues, and other current events.

-Staff Collaboration: Finally, our new space has greatly enhanced Y.O.U.'s own effectiveness as it has brought our entire staff team under one roof to ensure collaboration, teamwork, and staff morale. Previously, due to space constraints, Y.O.U.'s staff were spread across three separate office buildings, making it difficult to effectively collaborate and build connections between sites and programs. The move into our new headquarters has ensured adequate, up-to-date office space for each of Y.O.U.'s 60+ staff members. It has also ensured our ability to build connections and collaborations across staff teams, ultimately leading to more effective, cohesive, and impactful programming for all of our youth and families.

Please provide more detail for "Public Sector" funds.

Our Public Sector Funds (\$736,230) include:

-\$572,070 from the Illinois State Board of Education (received)

-\$164,160 from the U.S. Department of Health and Human Services (received)

-\$100,000 from the Evanston Mental Health Board (pending)

Has the State budget impasse affected your programs? If so, how? What measures did you take?

Over the last year, the State budget impasse affected our programs as the state fell six months behind on its payments for our mental health programs – an integral piece of our holistic, Trauma-Informed Youth and Family Services Program. In order to sustain our services during this lapse in state funding Y.O.U. actively sought increases to our annual fund and private giving, thereby minimizing our dependency on state funds and ensuring our ability to continue serving the youth who need us most. We are fortunate that the state has since caught up on our funding; through careful planning and foresight, we utilized our internal reserve fund (which we have since replenished), allowing us to sustain our mental health services during state funding uncertainties. Meanwhile, through our Capital Campaign (completed in July 2016), we also established a \$2 million endowment, which will generate interest income and begin to modestly support our operations in FY19. This endowment will allow us to further diversify our resources and ensure our financial stability in a funding environment that remains uncertain.

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City of Evanston

Community Development

2018 CDBG Public Services & Mental Health Board - City of Evanston

8/18/2017 deadline

**Youth & Opportunity United (Y.O.U.)
STEAM is for Teens Initiative**

\$ 25,000.00 Requested
\$ 0 MHB Request

Submitted: 8/18/2017 10:51:18 AM (Pacific)

Project Contact

Marianne Moberly

marianne.moberly@youevanston.org

Tel: 847-866-1200 ext. 231

Additional Contacts

yreschechtko@youthopportunity.org,

lwarner@youthopportunity.org

**Youth & Opportunity United
(Y.O.U.)**

1911 Church Street
Evanston, IL 60201
United States

Interim Executive Director

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mmoberly@youthopportunity.org

Telephone 847-866-1200

Fax 847-866-9143

Web www.youthopportunity.org

EIN 36-2734966

DUNS 826322919

SAM 1/25/2018

Expires

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

Y.O.U. seeks \$25,000 to support our STEAM is for Teens Initiative, which will provide 100 low-income youth with free, high quality STEAM programming in Y.O.U.'s new youth center and headquarters.

2. Type of organization

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

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

- No
- Yes

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

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

N/A

5. Is your organization accredited?

Yes

No

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

N/A

7. People served:

Check all that apply.

Youth 0-15 years

Youth & young adults 16-24 years

Adults 25-54 years

Older adults/seniors 55+ years

Other:

8. 2018 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 2017 should be classified as renewal even if amount requested is different from 2017 grant.

Renewal of 2017 CDBG funding

Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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.

Description and Goals

Our STEAM is for Teens Initiative will serve 100 individuals annually through drop-in and ongoing STEAM (Science, Technology, Engineering, Arts, and Math) programming offered in our youth center and headquarters. The overall goal of the project is to improve access to high quality STEAM programming for low-income Evanston youth and families. Programs will be led by Y.O.U.'s Maker Manager and other Y.O.U. staff, as well as by local providers such as Chef Q. Ibraheem, Shannan Suddith, and Paula Bee. Programming will include one-time, drop-in workshops featuring culinary and visual arts, robotics, and scientific experiments, as well as ongoing weekend and evening classes on STEAM subjects to ensure accessibility for all youth. Specifically, programming will be designed to: 1) increase youth's interest in STEAM subjects and fields; 2) build youth's 21st century skills; 3) increase youth's academic interest, engagement, and performance; and 4) empower youth to set aspirations for their learning and their future.

Accomplishments

Our STEAM is for Teens Initiative will build off of our existing STEAM infrastructure, which engaged 200 underserved elementary and middle school aged youth in experiential, project-based STEAM activities in 2016. The initiative proved highly effective at promoting youth's engagement in STEAM subjects; indeed, among youth in our 2016 summer programs, 85% gained additional interests, including in STEAM; and 78% reported making new connections between school subjects and their interests. This success, as well as continued demand from parents and youth for increased STEAM opportunities

and mentorship, have led us to propose expanding these services to reach older youth through our STEAM is for Teens Initiative in our new facility.

Program Participants

All programming will be offered in Y.O.U.'s new youth center and headquarters – located at 1911 Church St. This location is across the street from Evanston Township High School and borders census blocks 8092002, 8096002, and 8096003, all of which have been identified in Evanston's 2015-2019 Consolidated Plan as low/moderate income block groups that have great need for accessible public services. Indeed, we expect all participants to be Evanston residents – specifically, we expect participants to be residents of the 5th Ward and/or enrolled at Evanston Township High School (ETHS). Based on demographic data for our existing teen programming, as well as the demographics of the neighborhoods these programs will target, we expect at least 85% of participants to be low income (i.e., eligible for free or reduced lunch), and at least 90% to be youth of color. Moreover, we expect approximately 50% of youth to be male; 50% to be female; and 20% to be from a single parent household and/or homeless.

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.

Need

While there are some providers in Evanston that offer cutting edge STEAM resources and curriculum, these programs primarily target students that have already developed a strong interest in STEAM and are furthermore hard for low-income youth to access due to cost and transportation barriers. Indeed, according to the City of Evanston 2017 Action Plan, accessible youth programs – especially those that enhance college and career readiness for low-income youth – are one of the greatest public service-related needs in the city.

By high school, this gap in access to STEAM opportunities is reflected in a stark academic achievement gap. At ETHS in 2016, only 12% of low-income students met or exceeded grade-level standards in PARCC tests. Meanwhile, only 11% of black students and 22% of Hispanic students at ETHS met or exceeded PARCC standards, compared to 52% of white students (Illinois State Report Card). This underperformance is especially troubling because low-income and minority youth are some of the least represented populations in the STEAM fields, due largely to a lack of access to quality STEAM education programming (L.H. Migus 2014 “Broadening Access to STEM Learning”).

Fortunately, extensive research shows that quality out-of-school STEAM learning, mentors, and career exposure can effectively increase underrepresented youth's interest and achievement in STEAM fields (National Academy of Sciences 2014). Our free STEAM programming through STEAM is for Teens will provide an innovative and evidence-based means of engaging underserved Evanston youth in STEAM immersion activities focused on building technology and design thinking competencies and promoting aspiration-setting and academic motivation. Moreover, because of our new facility's proximate location to ETHS and three of Evanston's low/moderate census blocks, our STEAM is for Teens programming will be accessible and convenient for underserved Evanston teens to access, further lowering transportation barriers.

Programmatic Capacity

STEAM is for Teens builds on the overall infrastructure of Y.O.U., which has 46 years of experience building transformative relationships with youth to promote academic achievement and social emotional well-being. Indeed, as identified in a study by The Search Institute, a key aspect for engaging youth in high-quality programming is forming deep, positive relationships between youth participants and adult mentors. Y.O.U.'s staff, as well as all providers it works with, have extensive experience and training in building deep, meaningful relationships with low-income and minority youth.

Meanwhile, Y.O.U. recently hired a Maker Manager to enhance and expand STEAM experiences by leveraging the state-of-the-art programming spaces in Y.O.U.'s new youth center and headquarters. These spaces include: 1) a Maker Space which provides space and technology for youth to practice STEAM skills and competencies; 2) a Demonstration Kitchen which offers world-class culinary equipment for youth to engage in the culinary arts build hospitality skills; and 3) a Learning Garden which offers twelve raised beds for youth to plant, maintain, and harvest produce and learn environmental science concepts. Indeed, Evanston CDBG provided transformational support to complete the construction of this new facility, and we are eager to further leverage this new space through enhanced programming. Moreover, we also have existing relationships with local service providers (see Question 10), who have extensive experience providing high quality culinary arts programming to youth.

Funding Capacity

Y.O.U.'s strong, diversified fundraising plan will allow us to sustain our STEAM is for Teens Initiative well beyond the grant period. As a leading youth service organization in Evanston for 46 years, Y.O.U. is fortunate to have a growing and diversified revenue base, with approximately 40% coming from federal funds, 10% coming from state and city funds, 35% coming from private individuals, and 15% coming from private foundations. At a time when cutbacks have endangered many of our peers, we have remained financially strong by actively seeking increases in our annual fund giving, which has grown by over 50% over the last three years. Moreover, Y.O.U. has over 1,000 individual donors in the community. As a result, we have been able to sustain and expand our programs despite the challenging economic climate. Indeed, we have already garnered support from the Evanston Community Foundation, as well as numerous private donors, to hire a Maker Manager to enhance our STEAM services. This demonstrated commitment to enhancing our STEAM programming makes us confident that, with planning and foresight, we can gradually expand our revenue base to sustain our STEAM is for Teens Initiative well beyond this grant.

Documents Requested *

Required? Attached Documents *

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



[Y.O.U. FY18 Operating Budget](#)

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

[Y.O.U. 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

[Conflict of Interest Disclosure Form](#)

[download template](#)

Application Questions

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

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

Target Population: Y.O.U.'s STEAM is for Teens Initiative will serve 100 Evanston residents who lack access to opportunities due to their socioeconomic status. Specifically, we expect these youth to be residents of the 5th Ward neighborhood and/or enrolled at Evanston Township high School (ETHS). All services for our STEAM is for Teens Initiative will be operated from Y.O.U.'s youth center and headquarters, located at 1911 Church Street. This location will be convenient and accessible for our target population, as it is across the street from ETHS and borders census blocks 8092002, 8096002, and 8096003, all of which have been identified in Evanston's 2015-2019 Consolidated Plan as low/moderate income block groups that have great need for accessible public services.

Demographic Description: Based on demographic data for our existing teen programming, as well as the demographics of the neighborhoods these programs will target, we expect at least 85% of participants to be from limited-income households (i.e., eligible for free or reduced lunch), and at least 90% to be youth of color. We expect youth to be between 12-18 years of age; approximately 50% to be male; 50% to be female; and 20% to be from a single parent household and/or homeless.

Eligibility Requirements: While we do not have formal eligibility requirements, we target youth who are limited-income and who have academic, social, and emotional needs through intentional outreach. Specifically, we work with teachers and social workers at ETHS and its Title I feeder middle schools to identify and encourage high-need youth and families to participate in our programs. Meanwhile, we will also recruit participants via targeted, bilingual outreach through our network of over 1,000 families; outreach to disconnected teens in the 5th Ward through our Street Outreach team; and community outreach through youth-serving partners.

Moreover, to ensure accessibility, Y.O.U. employs a multilingual staff team to communicate with English Language Learner (ELL) parents, and all informational materials are provided in both English and Spanish. In addition, the majority of Y.O.U. program staff members are people of color and approximately 40% are male. This helps attract diverse youth to our programs by ensuring that they have relatable role models.

We find that by targeting high-need youth, instead of using strict eligibility requirements, we are best able to uphold our commitment to serving all youth who lack the skills, self-confidence, and opportunity to participate fully, freely, and responsibly in their communities. Furthermore, we avoid the stigma that can be created by formal eligibility requirements.

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

Program Description: Our STEAM is for Teens Initiative will serve 100 individuals annually through drop-in and ongoing STEAM (Science, Technology, Engineering, Arts, and Math) programs at our youth center and headquarters. This initiative will improve access to high quality STEAM programming for limited-income Evanston youth and families through one-time workshops featuring culinary and visual arts, robotics, and scientific experiments, as well as ongoing STEAM programs to ensure accessibility for all youth.

Needs Addressed: The lack of high-quality, accessible STEAM programming for Evanston youth has led to a stark achievement gap among low-income and minority Evanston youth. At ETHS in 2016, only 12% of low-income students met or exceeded grade-level standards in PARCC tests, and only 24% of black ETHS students met or exceeded college readiness benchmarks in math, compared to 85% of white students (Illinois Report Card). This underperformance is troubling, as low-income and minority youth are some of the least represented populations in the STEAM fields, due largely to a lack of access to quality STEAM education programming (L.H. Migus 2014). Meanwhile, the City of Evanston's 2015-2019 Consolidated Plan has confirmed this need, indicating that accessible youth programs – especially those that enhance college and career readiness for low-income youth – are one of the greatest public service-related needs in the city.

Our Initiative will address this need by providing an innovative and evidence-based means of engaging underserved Evanston youth in STEAM activities, building technology and design thinking competencies, and promoting aspiration-setting and academic motivation. Moreover, our new facility's proximate location to ETHS and three of Evanston's low/moderate census blocks, will make our programs accessible and convenient for underserved Evanston teens.

Services Provided: We will offer three types of STEAM programming:

-ETHS Programs: Our Maker Manager will develop curriculum that incorporates STEAM learning and tools into our existing ETHS programs, thereby tailoring activities to meet the needs and interests of underserved teens. The Manager will also provide academic and career mentorship, and link youth to STEAM opportunities and professionals that fit their interests. For example, in partnership with experts from the Talking Farm, we will offer biweekly gardening and environmental science lessons in our Learning Garden throughout the year. Long-term programs will be offered through biweekly, hour long sessions during the school year and summer.

-Ongoing Programs: Our Maker Manager and Partnerships team will work with external partners to offer evening and weekend programming in a variety of STEAM subjects. For example, we will partner with TizMedia to bring their Quest4Earth program to 5th Ward youth in Y.O.U.'s Maker Space. Ongoing STEAM programs will consist of a series of at least three hour-long sessions, be offered on weekends and/or evenings, and will occur at least once a month.

-One-Time Workshops: We will also invite STEAM partners into our space to provide single-session STEAM activities. For example, we will partner with local culinary arts provider Paula Evans to bring baking workshops into our Demonstration Kitchen, targeting youth and caregivers from the 5th Ward neighborhood. Programs will last at least 1.5 hours, be held on weekends and/or evenings, and be offered at least every other month.

3. 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.

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

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

Our STEAM is for Teens Initiative will build off of our existing STEAM infrastructure, which engaged 200 underserved elementary and middle school aged youth in our OST programs in experiential, project-based STEAM activities in 2016. These programs proved highly effective at promoting youth's engagement in STEAM subjects; indeed, among youth in our summer programs last year, 85% gained additional interests, including in STEAM; and 78% reported making new connections between school subjects and their interests. This success, as well as continued demand from parents and youth for increased STEAM opportunities and mentorship, have led us to propose expanding these services to reach older youth through our STEAM is for Teens Initiative in our new facility.

Meanwhile, Y.O.U.'s strong, diversified fundraising plan will allow us to sustain our STEAM is for Teens Initiative well beyond the grant period. As a leading youth service organization in Evanston for 46 years, Y.O.U. is fortunate to have a growing and diversified revenue base, with approximately 40% coming from federal funds, 10% coming from state and city funds, 35% coming from private individuals, and 15% coming from private foundations. At a time when cutbacks have endangered many of our peers, we have remained financially strong by actively seeking increases in our annual fund giving, which has grown by over 50% over the last three years. Moreover, Y.O.U. has over 1,000 individual donors in the community. Indeed, we have already garnered support from the Evanston Community Foundation, as well as private donors, to hire a Maker Manager to enhance our STEAM services. This demonstrated commitment to enhancing our STEAM programming makes us confident that, with planning and foresight, we can gradually expand our revenue base to sustain our STEAM is for Teens Initiative well beyond this grant.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

Y.O.U. has short waiting lists for some of its Evanston programs. However, because much of the STEAM is for Teens programming will be short term, we expect that most youth who are unable to participate in one program due to capacity limits will be able to participate in subsequent programs.

Meanwhile, in order to ensure high-quality programming for our youth, Y.O.U. is committed to maintaining a best-practice youth-to-staff ratio of 10:1 in our programs. Unfortunately, this means that we occasionally do not have the staffing capacity to immediately accept all youth who have been referred to our programs. To support these youth and families during the waiting period, we provide referrals and assistance on an as-needed basis.

6. 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.

EvanSTEM, the McGaw YMCA, ETHS, and Northwestern University address similar needs; however, we offer complementary services to ensure collective impact, rather than a duplication of services.

-EvanSTEM: Through EvanSTEM, we are able to partner with STEAM providers throughout Evanston to drive collective impact and create an accessible pathway of STEAM services across ages and school transition points. Y.O.U.'s Maker Manager will serve as Y.O.U.'s EvanSTEM liaison to incorporate feedback and collaboration with STEAM providers from across Evanston into our objectives for our STEAM is for Teens Initiative.

-ETHS: While many of the youth we serve will attend ETHS, our programming will occur outside of school hours. Moreover, Y.O.U.'s Maker Manager and Partnerships Assistant will partner with ETHS staff to recruit students for our STEAM programs, as well as to coordinate afterschool and in-school programming to ensure complementary and connected STEAM learning. Y.O.U. staff will also encourage Y.O.U. participants to enroll in complementary STEAM courses offered at ETHS.

-McGaw YMCA: A primary role of Y.O.U.'s Maker Manager will be to serve as a liaison to MetaMedia, establishing a pathway between MetaMedia and Y.O.U.'s Makerspace to create more impactful, long-term opportunities for youth. The Manager will work with the YMCA to discuss programmatic collaboration and participant recruitment, needs, and referrals. Moreover, Y.O.U.'s STEAM is for Teens Initiative and MetaMedia will serve distinct populations: while MetaMedia serves only middle school youth, and is less accessible to youth in the 5th Ward due to its location, Y.O.U.'s STEAM is for Teens program will target high school aged youth (creating a pathway for middle schoolers who were involved in MetaMedia) and youth living in the surrounding 5th Ward area.

-Northwestern University: Youth in our STEAM programs will have the opportunity to work with Northwestern professors, graduate students, and researchers to solve STEAM challenges in topics from space exploration to sustainable energy sources. By bringing Northwestern resources into our youth center, our STEAM is for Teens Initiative will ensure accessibility to high-quality, world-class STEAM opportunities and experts for underserved Evanston teens in our service area.

While we deeply value the services provided by our peers and our community, we believe that our holistic approach and accessibility set our no-cost services apart. By offering high-quality STEAM activities within our OST programs, as well as through shorter-term, weekend and evening workshops, our services are uniquely designed to be accessible and engaging for all underserved teens in Evanston. Meanwhile, since we are located across from ETHS and in the heart of the 5th Ward community, we uniquely eliminate transportation barriers for our youth and families.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

Goals: Our initiative seeks to improve access to high quality STEAM programming for low-income Evanston youth. Thus, we have three core goals:

- 1) Increase interest in STEAM subjects and fields. Outcome: 70% of youth will report increased interest in STEAM subjects.
- 2) Build 21st century skills. Outcome: 80% of youth will report strong leadership skills.
- 3) Empower youth to set aspirations for their learning and their future. Outcome: 70% of youth will report greater confidence in their skills, including in STEAM.

All outcomes will be measured through surveys given to participants. We show the above goals and the corollary outcome indicators of success on the program outcomes tab.

Changes from 2017: Because this is a new program, all projected outcomes are new; however, they are based on STEAM outcomes we have achieved through our STEAM programming at our out-of-school time programs at the elementary and middle school levels.

Data Collected and Analyzed: Y.O.U. is committed to ongoing program evaluation and continuous improvement. We conduct a rigorous evaluation of our programs each year that includes assessing the academic performance and social/emotional growth of youth participants. Our evaluation process is overseen by an evaluation consultant, includes both qualitative and quantitative data, and offers a formative and summative assessment of our effectiveness and impact. Our evaluation is structured around academic (e.g., grades), social (e.g., family relationships), and emotional (e.g., self-image) goals and performance indicators. We utilize three sets of data to measure our progress against these goals and indicators:

- Customized surveys from all of our stakeholders, including youth, teachers, and parents;
- Assessment data, such as grades and standardized test scores received through our robust data-sharing partnership with School District 202; and
- Clinical and social emotional evaluation data, such as participant scores on the nationally recognized Devereux Student Strengths Assessment (DESSA).

Beyond measuring our program's progress toward our goals and indicators, our annual evaluation analyzes program practices; assesses the strengths and weaknesses of each program; investigates how the program's structures and supports contribute to the academic success, social development, and emotional health of the participants; and explores how we promote family involvement and engagement.

Ensuring Implementation as Planned: All of the above programmatic and evaluation implementation will be supported and monitored by Y.O.U.'s Interim Executive Director, Marianne Moberly (25+ years of experience; B.A., University of Illinois); Director of High School Programs, Emily Roth (5+ years of experience, B.A., DePaul University); and Manager of Strategic Partnerships, Casey Varela (10+ years of experience, MSW, University of Chicago). Y.O.U.'s Data and Evaluation Committee meets regularly with our Evaluation Consultant, Amelia Kohm, Ph.D. (20+ years of experience in evaluation, Founder and Consultant for DataViz) to select evaluation tools and guide evaluation efforts. Meanwhile, our Board Programs Committee annually reviews evaluation findings to make suggestions and changes. The Committee is composed of community leaders and education experts.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="100"/>	Unduplicated people to be served in 2018
<input type="text" value="100"/>	Unduplicated Evanston residents to be served in 2018
<input type="text" value="80"/>	Unduplicated low/moderate income people to be served in 2018
<input type="text" value="80"/>	Unduplicated low/moderate income Evanston residents to be served in 2018
<input type="text" value="0"/>	Unduplicated people served in 2017
<input type="text" value="0"/>	Unduplicated Evanston residents served in 2017
<input type="text" value="0"/>	Unduplicated low/moderate income people served in 2017
<input type="text" value="0"/>	Unduplicated low/moderate Evanston residents served in 2017
<input type="text" value="360.00"/>	TOTAL

9. Provide a summary of your organization's mission including 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."

Mission: Y.O.U.'s mission is to provide services and leadership to meet the emerging needs of young people and their families.

Services: Y.O.U. provides three core services:

1. Out-of-School Time Programs: We provide daily (M-F) afterschool and summer programming at eleven high-needs schools that are accessible and familiar to those we serve. Youth receive individualized academic assistance, participate in experiential learning programs, learn life skills, and enjoy high-quality recreational, social, and emotional enrichment activities.
2. Mental Health Counseling: We deliver thousands of hours of mental health counseling each year to youth in our programs through group therapy sessions, case management, crisis intervention, and individual and family counseling.
3. Family Engagement: We support parents and caregivers in creating safe, healthy, and nurturing homes through monthly family learning nights, leadership development opportunities, and peer learning exchanges.

Organizational Structure: Our staffing model is based on a four-tier management structure:

1. At the top level is our Executive Team, which includes our Executive Director, Chief Operations Officer, Chief Financial Officer, HR Director, Development Director, Director of Clinical and Outreach Services, and three Directors of Out-of-School Time Programs. Our Executive Team oversees implementation of our strategic plan, supervises all grants and personnel, coordinates organization-wide trainings, and serves as a resource for all staff.
2. At the second level are our afterschool program managers, community school managers, and partnerships manager, who manage all of our site-based staff and activities.
3. At the third level are our site-based direct service staff, mental health therapists, youth workers, and AmeriCorps members, who lead clinical counseling and enrichment activities within our programs.

4. At the fourth level are our volunteers, clinical interns, and federal Work Study aids who serve as mentors and counselors for our youth.

Board: The work of our staff is actively monitored by our extraordinary 25-member Board of Directors, who are personally committed to our mission and deeply engaged in our work. Our Board members include corporate executives, local business owners, public health experts, educators, lawyers, youth therapists, and community leaders. The Board has responsibility for: 1) defining the mission, vision, long-range plan, strategies, and policies of Y.O.U.; 2) gathering resources Y.O.U. needs to operate successfully; 3) overseeing the management of Y.O.U.'s property, funds, and other assets; 4) hiring, monitoring, evaluating, and supervising the Executive Director; and 5) selecting officers and successor members of the board.

Significant Changes: On August 11, 2017, Y.O.U.'s Executive Director, Seth Green, transitioned out of Y.O.U. after six years. He is replaced by Interim Director Marianne Moberly (formerly Y.O.U.'s Director of Development), who has been in an executive-level position at Y.O.U. since 2009 and has extensive experience in programmatic, financial, and strategic organizational leadership, including previously serving as the Executive Director for Housing Options for the Mentally Ill in Evanston. Meanwhile, Y.O.U.'s Board of Directors is currently conducting an extensive search for the next organizational leader, which is expected to be completed by late fall 2017.

10. Describe your 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).

Programmatic Capacity: This initiative builds on the overall infrastructure of Y.O.U., which has 46 years of experience building transformative relationships with youth to promote academic achievement and social emotional well-being. Indeed, as identified in a study by The Search Institute, a key aspect for engaging youth in high-quality programming is forming deep, positive relationships between youth participants and adult mentors. Our staff, as well as all providers we work with, have extensive experience and training in building deep, meaningful relationships with low-income and minority youth.

Meanwhile, we recently hired a Maker Manager (see qualifications in staff bios attachment) to enhance and expand STEAM experiences by leveraging the state-of-the-art programming spaces in Y.O.U.'s new youth center and headquarters. These spaces include: 1) a Maker Space which provides space and technology for youth to practice STEAM skills and competencies; 2) a Demonstration Kitchen which offers world-class culinary equipment for youth to engage in the culinary arts and build hospitality skills; and 3) a Learning Garden which offers twelve raised beds for youth to plant, maintain, and harvest produce and learn environmental science concepts. Indeed, Evanston CDBG provided transformational support to complete the construction of this new facility, and we are eager to further leverage this new space through enhanced programming. Moreover, we also have existing relationships with local service providers, such as Chef Q. Ibraheem, Shannon Sudduth, and Paula Evans, all of whom have extensive experience providing high quality culinary arts programming to youth.

Administrative Capacity: Y.O.U. is also committed to ensuring our success and integrity from an administrative standpoint. Our finances and procurement are directly overseen by our Chief Financial Officer, Melissa Lee Hohimer, and our Chief Operations Officer, Aina Gutierrez, respectively. Ms. Hohimer has over 10 years of experience working in finance and accounting at a wide variety of non-profits, as well as an MBA from the University of Chicago. Ms. Gutierrez has more than a decade of experience in non-profit operations, is the author of a book on the subject, and has a master's degree from Harvard University.

We also have robust policies and procedures to ensure accountability. Our organization operates in accordance with an annual budget that has been approved by our Board prior to the beginning of each fiscal year. Our Board Finance Committee and staff leadership team review monthly revenue and expense reports in comparison to our budgeted numbers and update our projections on an as-needed basis. Likewise, we have systems in place to report our financial information and data to our external constituents.

We have written policies in place governing the investments of assets. We also have internal control procedures and purchasing practices. For example, all Y.O.U. checks above \$10,000 must be signed by both a board member and a staff member.

Finally, each year, we complete a full financial audit under the supervision of CohnReznick, a nationally recognized C.P.A.

firm; this audit is in accordance with all federal auditing standards and includes all OMB Circular A-133 requirements. This audit report is reviewed and approved by our Board of Directors. To date, Y.O.U. has received no findings in these audits, indicating the effectiveness of its procedures and system of ove

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Number of Staff: STEAM is for Teens will be led and implemented by Y.O.U.'s Director of High School Programs, part-time Manager of Strategic Partnerships, and Maker Manager. Programming will also be supported one full-time Senior Youth Development Specialist, one full-time AmeriCorps VISTA member, and two full-time AmeriCorps*National members. In total, the program will be supported by three full time staff members, one part-time staff member, and three full-time AmeriCorps members.

Roles, Qualifications, and Experience: We have a talented and devoted staff that is deeply involved in the lives of our youth and families. Because we serve youth in such broad and impactful ways, we seek to hire qualified staff members with significant experience working directly with youth. A brief overview of the role, qualifications, and experience for key members follows:

Director of High School Programs:

-Role: Oversight of high school programming, including developing and coordinating activities, collaborating with partners, supervising site staff and Maker Manager, and coordinating parent involvement.

-Qualifications/Experience: At least 5 years of youth services and supervisory experience, as well as a Bachelor's degree.

Manager of Strategic Partnerships:

-Role: Oversight, development, and evaluation of partnerships across Y.O.U. programs; secondary supervision of Maker Manager and external STEAM partners within Y.O.U.'s youth center and headquarters; and supervision of Partnerships Assistant.

-Qualifications/Experience: At least 5 years of youth services and partnership experience; deep understanding and involvement of Evanston community, as well as a Bachelor's degree.

Maker Manager:

-Role: Development and implementation of STEAM programming and curriculum in the Maker Space, liaising with STEAM partners such as MetaMedia and EvanSTEM, development of STEAM pathway across Y.O.U. sites and other Evanston STEAM providers, and STEAM mentorship for teens in the Maker Space.

-Qualifications/Experience: At least 2 years of youth services experience, as well as a Bachelor's degree, preferably in a STEAM-related field.

Hiring: We do not plan to hire new staff with this grant; instead your support goes to ensure the existing staffing described above can effectively expand our STEAM programming to serve 100 limited-income Evanston teens. Indeed, our recently hired Maker Manager position is funded by the Evanston Community Foundation, as well as generous private donors, and our Partnerships Assistant is an AmeriCorps VISTA member, thus her position is funded by the Corporation for National and Community Service.

Ratio: Our staff-to-participant ratio is 1:10, as we are committed to ensuring that youth receive the individualized, small group attention they need to thrive.

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

Yevanit Reschechtko: yreschechtko@youthopportunity.org; (847) 866-1200 ext. 227

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your

organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)

82-632-2919

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

- Yes
- No

16. 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

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

Our programs take place at 1911 Church St. All participants will either attend ETHS, which is located across the street, or live in the surrounding 5th Ward neighborhood. We will offer transportation and bus passes as needed.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 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.

Marianne Moberly, Interim Executive Director

Budget

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG		\$ 25,000.00	\$ 0.00
City of Evanston Mental Health Board Funds		\$ 0.00	
Evanston Community Foundation		\$ 12,500.00	\$ 12,500.00
United Way		\$ 15,000.00	\$ 15,000.00
Illinois State Board of Education		\$ 5,000.00	\$ 5,000.00
Private Sources		\$ 55,812.00	\$ 55,812.00
Total	\$ 0.00	\$ 113,312.00	\$ 88,312.00

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Personnel		\$ 54,751.00	\$ 15,000.00	
Fringe Benefits		\$ 8,760.00	\$ 2,400.00	
Supplies		\$ 9,000.00		
Contractual		\$ 26,500.00	\$ 7,600.00	
Other		\$ 4,000.00		
Indirect Costs		\$ 10,301.00		
Total	\$ 0.00	\$ 113,312.00	\$ 25,000.00	\$ 0.00

Budget Narrative

Fiscal Year: 2018. Our FY18 began on July 1, 2017 and ends on June 30, 2018

Changes from 2017 program budget: N/A this is a new program.

For 2018, program salaries include the following staff (as explained in the narrative):

100% time of Maker Manager @ \$40,000 salary per year = \$40,000

15% time of Part-Time Manager of Strategic Partnerships @ \$38,340 salary per year = \$5,751

15% time of Director of High School OST Programs @ \$60,000 salary per year = \$9,000

For 2018, benefits are 8.35% of salaries. This includes:

Group Health/Dental Insurance 5.50%

Worker's Compensation 1.00%

Unemployment Insurance 0.85%

Retirement Plan Contributions: 1.00%

Specifically, \$54,751 x .0835 = \$4,572

Note: Y.O.U. offers medical and dental insurance to ensure that our staff members are healthy and thus able to promote a healthy and nurturing environment for the youth we serve.

For 2018, payroll taxes are based on the 7.65% paid for FICA. Specifically, \$54,751 x .0765 = \$4,188

For 2018, other expenditures are \$9,000 for STEAM program supplies and materials; \$26,500 for external STEAM providers and partners; and \$4,000 for youth incentives such as stipends, snacks, outreach materials, etc. Specifically, \$9,000 + \$26,500 + \$4,000 = \$39,500.

For 2018, in place of any administrative or management costs, Y.O.U. is using the de minimus indirect cost rate of 10% x all direct costs (\$103,011) = \$10,301. This rate is in accordance with the Omni Circular.

These are all currently existing staff positions, and all CDBG funds will go toward staff time that is exclusively dedicated to serving Evanston residents.

Program Outcomes

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	Youth demonstrate strong interest in STEAM subjects and fields	% of youth reporting strong interest in STEAM subjects after participating in STEAM activities.	70% of participants will report strong interest in STEAM subjects	70% of participants will report strong interest in STEAM subjects	70% of participants will report strong interest in STEAM subjects	70% of participants will report strong interest in STEAM subjects	0					0
2	Youth demonstrate strong interest in STEAM subjects and fields	# of youth attending STEAM programs	20 youth	20 youth	40 youth	20 youth	0					0
3	Youth will build 21st century skills	% of youth reporting strong leadership skills	This data is not available until the end of the program	80% of participants will report strong leadership skills	This data is not available until the end of the following	This data is not available until the end of the following	0					0

			year.		program year	program year.						
4	Youth will set aspirations for their learning and their future.	% of youth reporting greater confidence in their skills, including in STEAM	70% of participants will report greater confidence in their skills, including in STEAM	70% of participants will report greater confidence in their skills, including in STEAM	70% of participants will report greater confidence in their skills, including in STEAM	70% of participants will report greater confidence in their skills, including in STEAM	0					0
5							0					0
Total			0	0	0	0	0	0	0	0	0	0

Program Line Item Expenditures

	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
								\$
Total	0	0	0	0	0	0	0	\$0

Program Line Item Funding

	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
Total	0	\$0							

Documents

Documents Requested *

Required? Attached Documents *

REQUIRED FOR ALL EXTERNAL APPLICANTS.

[Y.O.U. FY16 Audited Financials](#)

Audited financial statement and Form 990 for the most recent completed fiscal year.

[Y.O.U. FY16 Form 990](#)

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

[Y.O.U. Annual Report 2016](#)

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

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

[Y.O.U. Anti-Discrimination Policy](#)

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

[Y.O.U. Staff Bios](#)

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.

[Y.O.U. Strategic Plan 2017-2020](#)

[Y.O.U. Outcome Measurement Detail](#)

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

[Y.O.U. CDBG Eligibility Documentation](#)

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

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

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

[Y.O.U. Organizational Staff 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.

[Y.O.U. 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 FY2017.

[Y.O.U. Operating Results](#)

Extra

How many one-time workshops does the program anticipate offering per quarter?

We anticipate offering at least two one-time workshops each quarter.

Please provide information about the numbers served in 2017 through STEAM programming at the out-of-school time programs at the elementary and middle school levels.

At least 220 Evanston youth (grades 3-8) were exposed to a wide variety of STEAM fields, experts and institutions through Y.O.U.'s community partnerships during Y.O.U.'s 2016-17 afterschool program year. Youth interacted with scientists, researchers and graduates from Northwestern University, participated in field trips (e.g., Museum of Science and Industry, Shedd Aquarium, Johansen Farms), and regularly visited MetaMedia at the McGaw YMCA.

Of the 220 youth who engaged with STEAM experts through field trips and visits to MetaMedia, at least 190 also participated in biweekly, project-based, youth-driven STEAM activities. For example, youth engaged in:

- A science club-model curriculum, developed in partnership with experts from Science in Society (Northwestern University research center for science outreach and public engagement), that engages youth in science through fun, hands-on activities. The clubs were led by NU graduate and doctoral students, along with the Director of Science in Society's Science Club.
- A STEAM challenges curriculum developed through our partnership with the Museum of Science in Industry
- A set of project-based learning modules developed by the California Academy of Sciences, including "Bugs in Your Schoolyard"
- A FIRST LEGO League Robotics Club, in which youth designed, built and programmed a robot using LEGO MINDSTORMS technology and then competed in a regional competition
- An NUSTARS (Northwestern University Space and Rocketry Society) program that introduced youth to concepts of motion, including air resistance, center of mass, and Newtonian physics through hands-on activities.
- A unit on urban gardening and environmental justice led by The Talking Farm.

Please provide more information about Ongoing Programs including the number of programs provided and program duration.

We anticipate that our Ongoing Programs will occur for at least three and up to ten 90 minute sessions, depending on the program provider, as well as youth interest and enrollment. We expect to provide at least six ongoing programs over the course of the calendar year. The majority of Ongoing Programs will be led by local STEAM providers and experts, in collaboration with Y.O.U.'s Maker Manager, Director of High School OST Programs, and Manager of Strategic Partnerships. For example, programming may include a five-session welding course for 5th Ward Teens offered in partnership with Evanston Township High School's Engineering Department. These programs will be offered on weekday evenings and weekends, ensuring accessibility for our target population.

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City of Evanston

Community Development

2018 CDBG Public Services & Mental Health Board - City of Evanston

8/18/2017 deadline

**Shore Community Services, Inc.
Lois Lloyd Center**

\$ 19,000.00 Requested
\$ 19,000 MHB Request

Submitted: 8/18/2017 12:48:00 PM (Pacific)

Project Contact

Mary K. Matz

mmatz@shoreservices.org

Tel: 847-982-2030

Additional Contacts

none entered

**Shore Community Services,
Inc.**

8350 Laramie Avenue
Skokie, IL 60077
United States

Chief Executive Officer

India Alexis Ehioba, MNA, CFRE

india@shoreservices.org

Telephone 847-982-2030
Fax 847-982-2039
Web www.shoreservices.org
EIN 36-2384323
DUNS 068618826
SAM
Expires 2/10/2018

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

Shore Community Services, Inc. - Lois Lloyd Center provides adults with moderate to severe/profound intellectual and developmental disabilities developmental training with a focus on adaptive daily living, prevocational skills and community activities.

2. Type of organization

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

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

- No
- Yes

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

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

NA

5. Is your organization accredited?

Yes

No

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

CARF International a.k.a. Commission on Accreditation for Rehabilitation Facilities Shore has received 15 consecutive 3-year accreditations, which is the highest awarded, from this prestigious organization.

7. People served:

Check all that apply.

Youth 0-15 years

Youth & young adults 16-24 years

Adults 25-54 years

Older adults/seniors 55+ years

Other:

8. 2018 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 2017 should be classified as renewal even if amount requested is different from 2017 grant.

Renewal of 2017 CDBG funding

Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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 *

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

Required? **Attached Documents ***

[Operating Budget](#)

[Fiscal Year 2017 Operating Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including professional affiliations and home addresses. If a regional organization with a

[Board List](#)

local board of directors, attach listings of both boards

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

[download template](#)

[Conflict of Interest](#)

Application Questions

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

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

Shore serves over 400 children and adults with intellectual and other developmental disabilities annually. In Fiscal Year (FY) 2017 (7/1/16-6/30/17), 323 individuals received services. Clients came from 21 communities with the largest representation coming from Skokie, Evanston and Chicago. Over 100 additional individuals received evaluations/referral and follow-up services but they are currently not enrolled in any of our programs or services. Shore classifies these individuals as Non-Registered Clients and tracks the numbers because there is no reimbursement available for the time staff spends with the individual and/or their family.

The Lois Lloyd Center is home to the Adult Services & Seniors Program (AS) and the Director oversees the Early Intervention and new Life in Motion (LIM) Your Choice Program as well. All three programs are combined under the total for the Lois Lloyd Center budget. The AS Program offers developmental training for adults with severe and profound levels of disabilities and provides programs and services to maintain and improve their adaptive daily living skills. LIM offers more empowerment for clients to make decisions about how they spend their day.

Eligibility requirements include: a diagnosis of an intellectual or other developmental disability; 18 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; 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.

EI serves infants to 3 year olds who are experiencing developmental delays. These children range from at-risk infants with drug or alcohol exposure to children with mild to severe delays. Therapy (occupational & developmental) and other services are provided in a variety of locations i.e. our EI Center, the child's home or day care. Research has demonstrated that working on prevention type activities with children at a very young age is much more cost effective than remedial type programs with children at a later age.

In FY 17, 93 people received services from the AS Program, 50 from EI and 3 from LIM. The demographics are from the AS Program since funding is being sought from the MHB. The LIM clients are not included in the demographics since the program started in May 2017 and the clients were enrolled in another Shore program. The clients are male and 2 are from Evanston. They will be included in 2018.

Age: 32 (34%) 18-39, 36 (39%) 40-59, 25 (27%) 60-65+

Gender: 54 (58%) Male & 39 (42%) Female

Race/Ethnicity: 53 (57%) White, 20 (22%) Black, 12 (13%) Hispanic, 6 (6%) Asian & 2 (2%) Pacific Islander

Family Status: 26 (28%) Have State Guardians, 59 (63%) Have a family member or friend as guardian & 8 (9%) Self Guardians

Income: 92 (99%) Low, 1 (1%) Medium

Primary Diagnosis/Intellectual Disability: 4 (4%) Autism, 4 (4%) Mild, 14 (15%) Moderate, 35 (38%) Severe, 36 (39%) Profound

Mobility: 54 (58%) Walks, 8 (9%) Walks with Aides & 31 (33%) Use a Wheelchair

Toileting: 24 (26%) Independent, 43 (46%) Need Assistance/Training & 26 (28%) Dependent
Eating: 28 (30%) Indep. 53 (57%) Need Assistance & 12 (13%) Dep

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

The Adult Services & Senior (AS) Program serves adults 18 years or older who have multiple disabilities including: severe and profound developmental disabilities, physically challenged and medically fragile. Many of these individuals are non-ambulatory and require assistance in eating and personal hygiene. The program offers a specialized form of education, which is necessary for an individual to maintain and improve their skills, especially once they age out of the public school system at the age of 21. Individualized goals are set that focuses on improving daily living activities, self-care, socialization and prevocational skill development. A Developmental Activities Trainer plans weekly enrichment activities i.e. arts and crafts, music appreciation, literature hour, health and wellness, cooking, community integration outings and a sensory room is available. Services are provided to stimulate the motor, language, cognitive and social development of the adults in order to promote their functional independence and ensure the fullest integration possible into their community living environment. Shore is also one of the few programs in the Chicagoland area that offers a full-time nurse to provide nursing services. With this staff coverage, individuals that require daily medication or G-tube feedings are able to receive community services as opposed to staying at home without programming or moving into a nursing based residential facility. One prime example is that a person served in the program is an insulin dependent diabetic who would not be able to leave their skilled nursing residential program without a nurse on staff.

The majority of the individuals in the AS Program are non-verbal. Staff assists them in using a variety of methods to communicate including: Augmentative Communication Devices, pictures, sign language, gestures, eye movements and pointing or retrieving the desired item. Choice making is an integral program component. Individuals served have the opportunity to participate in their person-centered service plan and are encouraged to select their enrichment and/or community integration activities. The national move is for community integration and Shore strives to integrate through outings to restaurants, shopping, parks and other places of interest. A book of photos and brochures of community integration activities is also available for perusal.

Life in Motion Your Choice Program is designed to offer opportunities and choices for individuals who have chosen an alternative day program. Individuals can try out new experiences, have direct input into the services offered and make informed choices to expand their horizons. The objectives are as follows:

To provide choices to individuals and develop ability to make informed choices.

Expand experiential learning by providing community integration opportunities.

Provide individual and group activities in both facility based and in community settings.

Maintain and or improve activities of daily living skills and social skills.

The AS program runs Monday-Friday from 8:45 a.m.-2:45 p.m. for @243 days a year. In Fiscal Year 2017 (7/1/16-6/30/17), Shore provided a total of 98,079 hours of service to 93 adults with intellectual and other developmental disabilities, of which 9,093 were provided to Evanston residents. LIM is currently offered on Tuesdays and Thursdays. However, the goal is to transition the AS Program to model LIM, which would expand the days.

3. 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="5"/>	Intake/assessment
<input type="text" value="5"/>	Referrals
<input type="text" value="20"/>	Individual case management plan/services
<input type="text" value="20"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="on-going"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="20"/>	Multi-session program (e.g. after school program)
<input type="text" value="NA"/>	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)

70.00 TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

The AS Program opened in 1983 and has seen a dramatic increase in the past 16 years with the enrollment level going from 30 individuals served to now 93 receiving services in Fiscal Year 2017. One prime reason is the level of care that can be provided to the individuals with medical and other specific personal care needs. In fact, there are very few day programs available in the Chicagoland area for individuals with moderate to severe/profound intellectual and other developmental disabilities who need assistance with eating and toileting.

Shore is always looking for ways to improve its program offerings and keeps current with best practices in the field of developmental disabilities. For example, now that the program has re-located and has an accessible commercial kitchen, clients have more of an opportunity to participate in hands-on meal preparation and food safety/sanitation activities. This was a challenge at the Evanston location because the kitchen was not accessible. A new program called Life in Motion Your Choice Program was launched in May 2017. The program is designed to offer opportunities for individuals who have chosen an alternative day program and places a greater emphasis on person-centered activities. It was created because more and more clients and their families are demanding community integration and more say in how they spend their day.

Early Intervention (EI) started in 1969 for infants and young children diagnosed with a developmental delay. The program originally operated as a diagnostic nursery. When the EI program moved to an independent site nearly 10 years ago, the enrollment climbed from 15 to 50 children (0-3) receiving services.

With the continued reduction of funding by the State and the lack of any cost of living increases on rates, maintaining unfunded or under funded positions becomes more difficult. The MHB funds would ensure that individuals from Evanston that need this level of care would continue to be provided a community-integrated program. In addition, Shore will continue to offer this program as long as there is a need and resources are available.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

There is currently no wait list for the Adult Services & Seniors Program. If an individual is interested in enrolling in the program, space would be available at a minimum of 30 days after the initial intake is conducted and the State of Illinois approves funding. If the individual is planning to privately pay for services then a 30 day wait would be required. Referrals are given to Shore's residential program and Community Alternatives Unlimited for placement needs.

6. 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.

Rimland is another organization in the area that addresses the needs of adults with intellectual and other developmental disabilities. The Adult Services Program will refer clients to them since they serve individuals primarily with Autism.

The Adult Services Program collaborates with Human Services Management Services (HSMS), which has over 20 developmental disabilities organizations in the Chicagoland area and offers streamlined case management and other utilities for staff, and Infinitec which is 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: Illinois Department of Human Services, Illinois Department of Public Health and HUD.

Others include: Therapy Providers - provides physical and occupational therapy to persons served; Community Alternatives Unlimited – referral source; Illinois Masonic Dentistry for the Handicapped Program - provides free dental screenings once a year; Nessel Family Practice, which is an affiliate of Lutheran General Hospital – Many of Shore's residents that attend the center have doctors at this location; and Active Visions – Home Based Services. These residential facilities send their residents to our day program: Alder Village North – Intermediate Care Facility for the Developmentally

Disabled (ICF/DD), Orchard Village – Community Integrated Living Arrangement (CILA), Diane Home Care – CILA, LEEDA Services – CILA, Achieve Developmental Center – CILA, Lutheran Social Services – CILA, Lake Shore Nursing and Rehab (Skilled Nursing Home) and Mulford Homes. Students from Evanston Township High School and Northwestern University Freshman Urban Program have completed volunteer service hours at the center. Students from Wright Junior College's Occupational Therapy Assistant Program have completed internship hours. In fact, many students from Wright have specifically asked to be placed at Shore based by the positive recommendations received from former interns.

As for successes, we consistently receive the highest marks (96-100%) by all of our certifying bodies and high satisfaction (95% and above) on program service surveys from clients, parents and other stake holders. 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. Securing resources for the program and to implement new ones has been an on-going challenge.

The Lois Lloyd Center is set apart from others by providing services to children and adults with developmental delays and disabilities, medically fragile and physical limitations, including those with autism. We accept all individuals regardless of their level of disability including those who have toileting needs, which is rare for similar programs. A full-time nurse is on staff, which makes Shore one of the few programs in the Chicagoland area that offers nursing services. With this staff coverage, individuals that require daily medication or G-tube feedings are able to receive community services as opposed to staying at home without programming or moving into a nursing based residential facility. One prime example is that an a client is an insulin dependent diabetic who would not be able to leave his skilled nursing program without a nurse on staff.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

1. 90% (18/20) Evanston clients enrolled will improve their expressive language skills, verbally or non-verbally using sign language or an augmentative communication system as measured by staff evaluation of Individual Program Plan(IPP) goals by 12/31/2018.
2. 60% (12/20) Evanston clients enrolled receiving two consecutive annual evaluations will maintain their overall score as measured on a standardize adaptive behavior scale by staff evaluation by 12/31/2018.
3. 85% (17/20) Evanston clients will improve their appropriate community behavior skills by participating in two community integration activities for two out of four quarters as measured by outing attendance records by 12/31/2018.

The goals are similar to the 2017 goals except for the numbers and percentages have changed. Shore tries to keep goals realistic and achievable based on the special needs of the individuals we serve.

The Adult Services & Seniors Program and Life in Motion Your Choice Program 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, and the PACG (Prevocational Assessment and Curriculum Guide) for prevocational work skills adjustment needs. 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. Based on the results of these assessments, the IDT develops an Individual Program Plan (IPP) with specific measurable goals and objectives, which the team agrees should be focused upon. 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. Persons served and other stakeholders also complete annual satisfaction surveys.

Deborah Shulruf, Director of the Lois Lloyd Center, is responsible for ensuring the program is implemented as planned.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

145	Unduplicated people to be served in 2018
20	Unduplicated Evanston residents to be served in 2018
145	Unduplicated low/moderate income people to be served in 2018
20	Unduplicated low/moderate income Evanston residents to be served in 2018
143	Unduplicated people served in 2017
18	Unduplicated Evanston residents served in 2017
143	Unduplicated low/moderate income people served in 2017
18	Unduplicated low/moderate Evanston residents served in 2017
652.00	TOTAL

9. Provide a summary of your organization's mission including 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."

Shore's mission is to improve the quality of life for persons with intellectual and other developmental disabilities through educational, residential, vocational and related programs provided with community integrated supports and services. Helping children and adults reach their full potential and, thus, lead them to more independent and productive lives is fundamental to the process. Today, Shore provides a comprehensive array of services including: small group homes, CILAs (Community Integrated Living Arrangements), Supported Living Arrangements, a Training Center, an Adult Services & Seniors Program, Early Intervention, Life in Motion Your Choice Program, In-Home Respite Care, Home-Base Support and Service Facilitation. Programs are located in Evanston, Morton Grove and Skokie and serve over 400 people annually including non-registered clients.

The organizational structure consists of the Board of Directors oversee the CEO - India Alexis Ehioba, MNA, CFRE, which is a newly created position that was filled in September 2016. The CEO is responsible for handling the business aspects of the agency while the Chief Program Officer oversees the programs. Program Directors supervise their respective staff.

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

Life in Motion, a new program, was launched in May 2017. The program is designed to offer opportunities for individuals who have chosen an alternative day program. Individuals can try out new experiences; have direct input into the services offered and make informed choices to expand their horizons. Community activities along with participation within Shore's day programs at the Lois Lloyd Center and Shore Joseph Koenig, Sr. Training Center. Person Centered plans have the client's goals in the forefront. True North is another program that is in the process of being launched. The program will maximize participation in integrated community life and provide vocational exploration and employment path services in a variety of natural community settings.

10. Describe your 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.

Shore has over 66 years of experience serving the needs of children and adults with intellectual and other developmental disabilities. Its staff is well educated and CARF International (Commission on Accreditation of Rehabilitation Facilities) accredits the agency. In May 2015, the agency was surveyed and in July was awarded a three-year accreditation, which is the highest awarded, and it marked the 15th consecutive three-year accreditation Shore has received from this prestigious organization. The agency is approved by the following agencies: Evanston Mental Health Department, Illinois Department of Labor, Illinois Department of Public Health, Skokie Health Department and United States Department of Labor. We are a member of the Illinois Association of Rehabilitation Facilities (IARF) and Evanston, Morton Grove and Skokie Chamber of Commerce.

We have 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.

Funding sources for the agency include: Evanston Mental Health Board, Illinois Department of Healthcare and Family Services, Illinois Department of Human Services, Niles Township, United States Department of Housing and Urban Development and numerous businesses, foundations, individuals and organizations.

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

The Adult Services Program has 24 staff. Deborah Shulruf, Director of the Lois Lloyd Center, has a Master Degree of Education in Human Development from the University of Maryland; has been employed at Shore for 24 years and has 37 years of professional experience. The Program Coordinator has a Bachelor Degree; 9 years at Shore and 12 years overall. The Program Manager has a Bachelor Degree; 5 years at Shore and 12 years overall. Eileen Mikota, Registered Nurse, is Licensed by the State of Illinois; has 13 years at Shore and 28 overall. Tanasha Slaton, Developmental Activities Trainer, has a High School diploma, 19 years at Shore and 25 years overall. Lanisa Abrams, Program Manager for Life in Motion (LIM) Your Choice Program has a Bachelor Degree and started in March 2017. Sixteen other Direct Service Professionals (DSPs) have High School Diplomas. See attached resumes for Shulruf, Mikota, Slaton and Abrams.

Currently there are four DSP vacancies and the positions that funding is being sought will not be dependent on City funding. However, Shore is requesting grant funding to cover @19% of the salary, which includes benefits and taxes, of a full-time Registered Nurse, Developmental Activities Trainer and Program Manager for LIM. These positions will be retained in the future even if no City funding is received.

With a nurse, individuals who require daily medication, G-tube feeding, ongoing monitoring of diabetes levels or insulin injections, maintenance of colostomy bags or monitoring of urinary catheter bags, are able to receive community based services as opposed to staying at home without programming or moving to a nursing based residential facility. The nurse handles first-aid needs and all other medical issues, including assisting clients who have seizures, and is available to the children who receive Early Intervention services. Shore feels it is a necessity to have a Nurse with nearly 50% of our clients being medically fragile. However, the Department of Human Services does not fund this position.

The Developmental Activities Trainer is responsible for coordinating recreation and activity programs for all persons served in the AS Program, which includes: meaningful and age appropriate learning and leisure activities and community integrated outings. Other duties include: assisting the Developmental Training Staff in supervising and with the interdisciplinary process of persons served; develops, implements and supervises group activities and implements general responsibilities. Enrichment activities are offered internally along with community integrated outings.

The LIM Program Manager plans daily programming activities that the clients have selected; develops personal outcomes, explores job exploration and volunteer opportunities and trains staff to help with implementing outcomes.

The ratio is six persons served to one staff in the AS Program and 3 to 1 in LIM. As for required program licensing or accreditation, staff are required to complete various hours of continuing education dependent on the various departments within the State of Illinois. For example, the Nurse must complete 20 hours of training every two years to maintain her license; the Program Managers must complete 12 hours and the staff working in the Early Intervention must obtain 30 training hours every three years in order to be re-certified. Shore also has 3-4 Inservice Days a year for staff to learn about current best practices.

13. 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

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

06-861-8826

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

- Yes
- No

16. 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

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

Adult Services and Life In Motion are located at the Lois Lloyd Center, 8350 Laramie Avenue, and Early Intervention is at 4125 Oakton, both in Skokie. Clients are transported by a parent/guardian, PACE or Shore Staff to the day programs.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 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, Senior Philanthropy Officer

Budget

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG	\$ 0.00	\$ 0.00	
City of Evanston Mental Health Board Funds	\$ 19,000.00	\$ 19,000.00	
Purchase of Care & Public Grants	\$ 836,644.00	\$ 851,000.34	\$ 851,000.30
Grants - Foundations, Corporations & Businesses	\$ 30,660.00	\$ 50,000.00	\$ 10,000.00
Client/Family Payments (Program Service Fees 17)	\$ 141,682.00	\$ 37,757.00	\$ 15,144.00
Contributions	\$ 85,400.00	\$ 105,000.00	\$ 50,000.00
Special Events	\$ 17,568.00	\$ 15,000.00	\$ 15,000.00
Other Revenue		\$ 100.00	\$ 100.00
Total	\$ 1,130,954.00	\$ 1,077,857.34	\$ 941,244.30

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Salaries	\$ 625,433.00	\$ 552,347.29		\$ 16,150.00
Program/Administrative Salaries	\$ 69,493.00	\$ 61,371.92		
Health, Workers's Comp & Retirement Benefits	\$ 135,094.00	\$ 125,959.84		\$ 1,900.00
Payroll Taxes	\$ 93,452.00	\$ 49,542.09		\$ 950.00
Professional Fees & Contracts	\$ 38,760.00	\$ 45,999.49		\$ 0.00
General Operating	\$ 105,210.00	\$ 124,468.53		
Occupancy	\$ 54,730.00	\$ 56,745.76		
Equipment & Fixed Assests	\$ 8,782.00	\$ 0.00		
Misc./Depreciation	\$ 0.00	\$ 61,422.42		
Total	\$ 1,130,954.00	\$ 1,077,857.34	\$ 0.00	\$ 19,000.00

Budget Narrative

Shore's Fiscal Year runs July 1st-June 30th and the 2018 budget is currently being compiled so the numbers are projected. Occupancy costs have decreased since Administration shares space at the same facility. The budget has a decrease from 2017 because the Early Intervention Program is not included even though it is combined in the overall budget total for the Lois Lloyd Center. Only the Adult Services & Seniors Program and Life in Motion Your Choice Program were reported since funding is being sought for these programs. We felt it would also be more representative of the program's operating budget to separate the programs.

As a result of continued delay of payments from Illinois and their budget problems, Shore has had to increase borrowing from its line of credit for payroll and cash flow needs. Reimbursement is received 60-90 days after services are rendered and Shore's budget consists of 80% funding from State Medicaid Payments. Respite Care continued despite being the only program that has not received funding during FY 17 because the State only paid for services that received a Medicaid Waiver match from the federal government. Shore is doing everything within its financial capability to maintain our programs and services without disruption. Measures to help reduce budgetary costs includes: deferring non-emergency maintenance, new hires and substitutes have been delayed and will only be hired as required by State law to provide necessary coverage; community outings that Shore funds have decreased and all driving is reduced to essential travel only; and only safety related maintenance repairs will be performed.

Shore continues to increase performance and energy efficiency to reduce costs. Grants to upgrade lighting and HVAC units, which decrease energy costs, have been received. Shore explores other revenue resources to diversify income sources to cover operating and capital needs as rising costs occur in transporting individuals to/from home; repairing aging vehicles, general maintenance; and worker's compensation insurance. In addition, Shore was selected as an Employment Network (EN) for the Ticket to Work Program, which provides most people receiving Social Security benefits more choices for receiving employment services. Under this program, the Social Security Administration issues tickets to eligible beneficiaries who, in turn, may choose to assign those tickets to an EN of their choice to obtain employment services, vocational rehabilitation services, or other support services necessary to achieve a vocational (work) goal.

The positions with salary, benefits and taxes, that funding is being sought from the MHB are the Developmental Activities Trainer-\$37,000, Registered Nurse-\$65,000 and Program Manager for Life in Motion (LIM) Your Choice Program - \$46,000, this is @19%. The positions are currently filled and serve all clients including Evanston residents. Shore is seeking an increase in MHB funding because additional clients are receiving services - 93 in FY 17 compared to 83 in FY 16, which is a 9% increase. In addition, we expect to have more clients participate in the LIM Program as the community becomes more aware of this offering.

Both programs operate with the largest program deficit. This is the result of the State capping the number of reimbursable hours to 115 a month or a total of 1,100 per year for each individual who attends the program, which is not enough to cover an entire year of service. For example, if a person served attends the program everyday they will use their allocated hours in about 10 months and Shore is responsible for the other two months of programming. Shore offers 242 days of service at six hours a day, which totals 1,452 hours available to the individuals

we serve. The State covers only the Developmental Training aspect of the program but no program supplies i.e. paper, food for cooking, materials for arts and craft projects, community outings, etc. No maintenance or upkeep costs are covered nor are staff benefits, utilities or other operating expenses. We are committed to offering these programs even with a continual deficit because there is a growing need for these day services.

* Shore did not commit any MHB funding under 2018 as it has not been determined if any funding will be awarded.

Program Outcomes

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) Evanston clients enrolled will improve their expressive language skills, verbally or non-verbally, using sign language or an augmentative communication system.	Measured by staff evaluation of Individual Program Plan (IPP) goals by 12/31/18.	4	5	5	4	18					0
2	60% (12/20) Evanston clients enrolled for two consecutive annual evaluations will maintain their overall score.	As measured on a standardize adaptive behavior scale by staff evaluation by 12/31/18.	3	3	3	3	12					0
3	85% (17/20) Evanston clients will improve their appropriate community behavior skills by participating in two community integration activities for two out of four quarters.	Measured by outing attendance records by 12/31/18.	4	5	4	4	17					0
4							0					0
5							0					0
Total			11	13	12	11	47	0	0	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 Salaries	552,347		16,150					\$ 0
2 Program/Administrative Salaries	61,372							\$ 0
3 Health, Worker's Comp &	125,960	141 of 215	1,900					\$ 0

Retirement Benefits								
4 Payroll Taxes	49,542		950					\$ 0
5 Professional Fees & Contracts	45,999							\$ 0
6 General Operating	124,469							\$ 0
7 Occupancy	56,746							\$ 0
8 Misc./Depreciation	61,422							\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
								\$
Total	1,077,857	0	19,000	0	0	0	0	\$0

Program Line Item Funding

	Budget	CDBG Funds	MHB Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 City of Evanston Mental Health Board Funds			19,000				\$ 0
2 Purchase of Care & Public Grants	851,000						\$ 0
3 Grants - Foundations, Corporations & Businesses	50,000						\$ 0
4 Client/Family Payments	37,757						\$ 0
5 Contributions	105,000						\$ 0
6 Special Events	15,000						\$ 0
7 Other Revenue	100						\$ 0
8							\$ 0
9							\$ 0
10							\$ 0
11							\$ 0
12							\$ 0
13							\$ 0
14							\$ 0
15							\$ 0
Total	1,058,857	0	19,000	0	0	0	\$0

Documents

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Audited financial statement and Form 990 for the most recent completed fiscal year.

REQUIRED FOR ALL EXTERNAL APPLICANTS. Most

Required? Attached Documents *

[Form 990](#)

[Audited Financial Statements FY 15 & 16](#)

[2016 Annual Report](#)

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

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

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

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

[Staff Resumes](#)

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

[Accessibility Plan](#)

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

[Short and Long Range Plans](#)

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](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

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

[Organizational Chart](#)

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

[Chart of Accounts](#)

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

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 FY2017.

[FY 17 Operating Budget](#)

Please explain reason for decrease in client/family payments for 2018.

In the 2018 budget, the Early Intervention Program, which is a part of the Lois Lloyd Center budget, is not included. The State of Illinois requires that if a family has health insurance then we must bill their insurance for Early Intervention services, which was included in the 2017 budget under program service fees. For the Adult Program, if a client becomes Medicaid eligible then they no longer are required to privately pay for services.

As a way to generate revenue for the program, Shore plans to ask our families to contribute to the agency for the hours of service their child/family member receives beyond the maximum 1,100 that the State allows for services rendered. We provide services throughout the year even though there generally is little to no funding in May and June because a client has reached their hours by this time period. We are committed to continuing year long service. However, since we never asked our families to cover the additional hours, the Board of Directors had to approve this plan, which at the time of the application deadline had not been approved. A date has not been set to notify families but by 2018 we hope to have this additional revenue underway to defray the program's operating deficit.

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Application ID: 86477

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City of Evanston

Community Development

2018 CDBG Public Services & Mental Health Board - City of Evanston

8/18/2017 deadline

**Shore Community Services, Inc.
Residential Services**

\$ 21,000.00 Requested
\$ 21,000 MHB Request

Submitted: 8/18/2017 12:42:07 PM (Pacific)

Project Contact

Mary K. Matz

mmatz@shoreservices.org

Tel: 847-982-2030

Additional Contacts

none entered

**Shore Community Services,
Inc.**

8350 Laramie Avenue
Skokie, IL 60077
United States

Chief Executive Officer

India Alexis Ehioba, MNA, CFRE

india@shoreservices.org

Telephone 847-982-2030
Fax 847-982-2039
Web www.shoreservices.org
EIN 36-2384323
DUNS 068618826
SAM
Expires 2/10/2018

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

Shore Community Services, Inc. - Residential Services provides a variety of housing options, In-Home Respite Care, Home Base Support and Service Facilitation for youth and adults with intellectual and other disabilities that promote independent living.

2. Type of organization

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

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

- No
- Yes

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

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

NA

5. Is your organization accredited?

Yes

No

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

CARF International a.k.a. Commission on Accreditation for Rehabilitation Facilities Shore has received 15 consecutive 3-year accreditations, which is the highest awarded, from this prestigious organization.

7. People served:

Check all that apply.

Youth 0-15 years

Youth & young adults 16-24 years

Adults 25-54 years

Older adults/seniors 55+ years

Other:

8. 2018 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 2017 should be classified as renewal even if amount requested is different from 2017 grant.

Renewal of 2017 CDBG funding

Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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).

[Operating Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including professional affiliations and home addresses. If a regional organization with a

[Board List](#)

local board of directors, attach listings of both boards

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

[Conflict of Interest](#)

[download template](#)

Application Questions

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

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

Shore serves over 400 children and adults with intellectual and other developmental disabilities annually. In Fiscal Year (FY) 2017 (7/1/16-6/30/17), 323 individuals enrolled in our programs and services. Clients came from 21 communities with the largest representation coming from Skokie, Evanston and Chicago. Over 100 additional individuals received evaluations/referral and follow-up services but they are currently not enrolled in any of our programs or services. Shore classifies these individuals as Non-Registered Clients and tracks the numbers because there is no reimbursement available for the time staff spends with the individual and/or their family.

Shore's Residential Services Program provides quality adult residential, Home Based Support, Service Facilitation and In-Home Respite Care to children and adults with intellectual and other developmental disabilities. Primary residential eligibility includes: a diagnosis of an intellectual or other developmental disability; age 18; free of communicable, contagious or infectious disease; behavior adequate to avoid being of harm to self or others; sufficient medical stability to live in a group setting without frequent on-site medical care; recent application filed for social security benefits or receipt of such benefits; employment in a competitive or vocational work setting, approval of the regional Pre-Admission Screening (PAS) agency; 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 completion of all required admission documentation.

In Fiscal Year 2017, 97 unduplicated individuals received services from the Residential Program (24 at Shore Homes, 16 at CILAs (Community Integrated Living Arrangements), 16 Supported Living Arrangements, 4 In-Home Respite Care and 35 Home Based Support and Service Facilitation). Out of the 97, 35 individuals reside in Evanston. This year, the numbers reflect the entire caseload for Respite and Home Based Support and not just Evanston residents to show that there are more clients being served by Shore. The demographics are as follows:

Age Range: 16-83

Gender: 55 (57%) Male and 42 (43%) Female

Race/Ethnicity: 61 (63%) White; 14 (15%) Black; 8 (8%) Hispanic; 6 (6%) Pacific Islander & 8 (8%) Asian

Family Status: 8 (8%) Have State Guardians; 63 (65%) Have a family member or friend as guardian and 26 (27%) are Self Guardians

Income: 88 (91%) Low & 9 (9%) Medium

Disability: 100 (100%) have an intellectual and/or other developmental disability, which varies from (34%) mild to (66%) moderate/profound.

The majority of these individuals (75%) require 24-hour supervision because of the severity of their disability.

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

Shore offers the following residential, Home Based Support and In-Home Respite Care programs. First, Buehler

House/Shore Homes East & West have 24 residents in a yearly 24-hour staff supported living arrangements that meets each individual's respective needs. Community integration is encouraged and programming and support is provided to improve independent living skills. All residents are in daytime employment, training or senior leisure programming. Person-Centered Individual Program plans are developed by an Interdisciplinary Team annually, with measurable goals that focus on areas of self-care, self-direction, mobility, money management and capacity for independent living. Behavior programs are developed for those individuals who need self-direction support, and the Human Rights and Behavior Management Committees review behavior plans quarterly. The homes are a transitional facility with the goal to move residents to a more independent residential setting. However, in some cases, a resident may spend most of his/her life at this home, many times by their choice.

The Supported Living Arrangements (SLA) provides services to individuals who are more independent. The Patricia Lloyd Townhomes (PLT) is comprised of five two-story homes serving adults functioning in the mild range of intellectual and other developmental disabilities. A Program Manager provides support and intervention. Other individuals served live in apartments or condos in Evanston and surrounding communities. Residents live as independently as possible with intermittent support and direction. They take responsibility for their living areas and training is provided in budgeting, banking, self-care, meal planning, healthy living, exercise, medical needs, socialization and other independent living skills. Many residents have jobs in the community and Shore aims to secure inclusive employment for them when it is appropriate and possible. Due to the economy, some individuals have lost their jobs and staff is assisting them in finding employment.

Community Integrated Living Arrangements (CILAs) are homes for 2 to 7 residents, and meets the needs of each resident on a long-term basis. Shore has three CILAs - 1 in Evanston and 2 in Skokie that provides 24-hour staff supervision on a yearly basis to individuals with more moderate to severe/profound disabilities. The two men who reside in Evanston have severe Autism and unique behavioral needs.

Home Based Support (HBS) Services are provided to families and individuals with an intellectual or other developmental disability who have received an IL Department of Human Services award letter that states that they have access to funding for services, which includes: Service Facilitation, Personal Support Work, Developmental Training and Supported Employment, provided by the HBS Program. HBS and In-Home Respite Care services are designed to provide the support necessary to maintain persons with a disability in the least restrictive setting possible, their own home. Hours vary depending on the State allocation. Eleven of the SLA residents receive additional support through either one of these services, which is needed to help them maintain independence especially as they age and encounter more health issues. Persons served are encouraged to participate in one of Shore's day programs, if not employed in the community, and integrate often.

Residential Services provided 11,135 nights of service.

3. 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.

20	Intake/assessment
20	Referrals
35	Individual case management plan/services
14	Services delivered on an individual basis (e.g. home delivered meals)
35	One time event or activity (e.g. field trips, tax preparation)
NA	Multi-session program (e.g. after school program)
28	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)
152.00	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

Shore's Residential Services Program provides quality residential, Home Based Support and In-Home Respite Care to

children and adults with intellectual and other developmental disabilities. The residential program completes risk assessments annually on all residents to assess the need for services, level of supervision necessary, ability to transfer to a more independent setting and whether the individual has the ability for a less restrictive setting. The stakeholder surveys continue to indicate a need for the residential programs. Without these services, many of our residents would be forced to reside in nursing homes or even state operated facilities, as their families are unable to provide the necessary care for them. The wait list for the residential services also indicates an ongoing need.

In 1978, the Patricia Lloyd Townhomes (PLT) opened to adults who can live independently. Currently, 8 residents live in the homes and 2 are employed in the community. Residents take responsibility for themselves and their living unit. A Program Manager provides support and intervention on an individualized need basis. Residency will now be available for 2 more clients as the House Manager position was cut. Additional residents who are more independent reside in scattered-site apartments or condos in Evanston and other areas and receive services on an as needed basis. The main goal of the Supported Living Arrangements Program (SLA) is to encourage residents to live as independently and as self-sufficient as possible. Since most of the residents have a low-income status, they would not be able to afford the type of care or level of independence if placed elsewhere. This is especially true for the PLT residents whose rent is based on a sliding scale according to their income. Consequently, if Shore closed the SLA Program these particular residents would either have to return to their family's home, if possible, go to a state institution, or face being homeless.

In 1984, Buehler House/Shore Homes East and Shore Homes West opened to provide 24 residents a 24-hour staff supported living environment as similar as possible to life in mainstream society. Residents are encouraged to interact with their community and to learn and to become less dependent on others. All residents are engaged in daytime employment, training or senior leisure programming.

In 1987, Shore began to offer respite to ease some of the stress families endure when they are the sole caregivers of a family member with a developmental disability. In-home training is provided to contractors who assist respite recipients with communication, self-care and social skills while enabling the primary caregiver to leave the home.

In 1994, Community Integrated Living Arrangements (CILAs), which are small homes in the community, began. The program consists of an array of services designed to meet the needs of 16 residents on a long-term basis. Staff support is available 24-hour basis. Residents attend one of Shore's day programs during the week. Shore has 2 CILAs in Skokie and 1 in Evanston.

In 2002, Home Based Support Services is initiated. The program is designed to help individuals with developmental disabilities maintain community placement within their family or own home. There has been a huge increase in enrollment over the recent years, now 36 served, as more State funding is available.

Shore will continue services as long as there is a need and financial resources are a

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

Residential Services currently have 16 individuals on a wait list. The wait time can be years, depending on the individual needs of the applicant and availability of resources to expand services. The turnover rate is limited due to life-long nature of the needs of the individuals with intellectual and other developmental disabilities. Periodic contact is made with individuals on the waiting list and information/referrals are offered as needed. In the interim, many individuals attend one of Shore's day programs.

6. 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.

Rimland and Leeda provide residential services to adult individuals with intellectual and other developmental disabilities. Shore will refer others to these agencies as Rimland focuses more on Autistic needs and the others are private paid programs that may have openings for residents that are looking for CILAs (Community Integrated Living Arrangements) or intermittent support that Shore cannot provide due to capacity issues. Search and Douglas Center - Skokie offer day programs that two residents attend because one has aggressive behaviors that are too challenging for Shore to handle in our day program and the other attends by family choice. We collaborated with Park School in Evanston as one resident graduated in May.

We collaborate with Human Services Management Services (HSMS), which has over 20 developmental disabilities organizations in the Chicagoland area and offers streamlined case management and other utilities for staff, and Infinitect which is 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. Other include: Northwestern University Best Buddies Program has helped residents who need companionship. Residents attend the YadR'Yad program facilitated by Jewish Family and Children's Services that provides integrated socialization opportunities for Jewish adults with and without disabilities. Many residents participate in Evanston Special Olympics; Levy Center, Keshet, YWCA's New Year Co-Ed's, Center for Enriched Living and Maine-Niles Association Special Recreation (MNASR) for exercise and community integration activities. The Levy Center also provides free tax preparations for many of our residents. Some residents are members of Evanston Churches and Synagogues and others have attended Shabbat activities at the Beth Hillel Congregation in Wilmette, which offers a community integration experience for people without disabilities to be introduced to individuals with disabilities. Our residents have enjoyed the social interaction and have forged friendships with members of this congregation. Additional counseling is available to residents of the Supported Living Arrangements Program through a private Social Worker. Patricia Lloyd Townhomes residents receive healthy food delivered through St. Francis' Meals at Home Program.

Shore's programs are set apart from others because we provide a variety of residential settings that are well maintained to meet individuals needs including: 24-hour staff assisted residential options - two 12 bed facilities (group homes), two 7-bed and one 2-bed CILA; Supported Living Arrangements for individuals that can live independently include: the Patricia Lloyd Townhomes (PLT), offers staff assistance to individuals as needed to scattered-site apartments and condos where individuals live independently and receive intermittent staff assistance. The PLT is unique in the respect that residents have their own units; their rent is affordable through a subsidy received from Shore, additional support is provided with their rent, and the Program Manager is available 24 hours a day if an emergency arises. The Home Based Support and Respite Care services are also provided so that the individual can remain in their own home.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

1. 80% (24/30) Evanston residents with community integration goals will improve independent living and community integration skills by meeting their goal each quarter in 2018.
2. 80% (16/20) Evanston residents who are exercising consistently will meet their healthy living goal each quarter.
3. 94% (33/35) Evanston residents will maintain their residential placement, preventing placement in a more restrictive setting.

The 2018 goals are similar to 2017 but there is an increase by in the percentages for #1 and #2 and in #3 the denominator increased by 2 as additional Evanston residents are receiving services. Shore tries to keep goals realistic and achievable based on the special needs of the individuals we serve.

For individuals in the residential settings, initial assessments are conducted on residents to determine their functioning level and then they are reassessed on an annual basis. These assessments include the ICAP (Inventory for Client and Agency Planning) as a standardized adaptive behavioral scale, the Mid-Nebraska Community Living Skills Evaluation and the Human Sexuality Assessment. A Strengths and Needs Assessment is developed annually based on these results and other identified areas from the Interdisciplinary Team (IDT), which includes: the individual, the individual's case manager, family member, State appointed case coordinator and other disciplines or advocates involved. Based on the results of these assessments, the IDT develops an Individual Program Plan (IPP) with specific measurable goals and objective, which the team agrees should be focused upon. The staff collects ongoing data and a monthly summary of results is developed. A health and safety checklist is conducted weekly on all independent living environments (apartments/condos) where individuals live. At a minimum, an annual meeting of the IDT is held to evaluate and determine new or revised goals. The agency has an extensive Program Outcomes Plan, which establishes goals 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 formerly Commission on Accreditation of Rehabilitation Facilities, Department of Public Health, Department of Human Services, Healthcare and Family Services, Department of Housing and Urban Development, Evanston Health Department, Skokie Health Department, local and state fire departments and peer quality reviews. Clients and other stakeholders also complete annual satisfaction surveys.

Kirsten Luna, Director of Residential Services, and Alexandra Halilovic, Director of Shore Homes, will ensure the programs are implemented as planned.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

106	Unduplicated people to be served in 2018
35	Unduplicated Evanston residents to be served in 2018
100	Unduplicated low/moderate income people to be served in 2018
32	Unduplicated low/moderate income Evanston residents to be served in 2018
97	Unduplicated people served in 2017
33	Unduplicated Evanston residents served in 2017
89	Unduplicated low/moderate income people served in 2017
33	Unduplicated low/moderate Evanston residents served in 2017
525.00	TOTAL

9. Provide a summary of your organization's mission including 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."

Shore's mission is to improve the quality of life for persons with intellectual and other developmental disabilities through educational, residential, vocational and related programs provided with community integrated supports and services. Helping children and adults reach their full potential and, thus, lead them to more independent and productive lives is fundamental to the process.

Programs are located in Evanston, Morton Grove and Skokie and serve over 400 people annually including non-registered clients. Joseph Koenig, Sr. Training Center offers developmental training, supported employment and job placement services. Adult Services teaches adaptive daily living skills and pre-vocational skills. Early Intervention serves infants to 3 year olds who are experiencing developmental delays. Buehler House/Shore Homes East and Shore Homes West house 24 residents in a 24-hour staff supported living environment as similar as possible to life in mainstream society. Residents are encouraged to interact with their community and to learn and to become less dependent on others. Community Integrated Living Arrangements (CILAs) are homes in the community where 2 to 7 people reside. The Supported Living Arrangements Program comprises the Patricia Lloyd Townhomes and scattered-site locations where individuals can live more independently. All residents are engaged in daytime employment, training or senior leisure programming. Respite Care helps ease some of the stress families endure when they are the sole caregivers of a family member with a developmental disability. Service Facilitation is provided for those individuals who are enrolled in the IL Home Base Support Services program and maintains community placement within their family home.

Life in Motion, a new program, was launched in May 2017. The program is designed to offer opportunities for individuals who have chosen an alternative day program. Individuals can try out new experiences; have direct input into the services offered and make informed choices to expand their horizons. Community activities along with participation within Shore's day programs at LLC and SKTC. Person Centered plans have the client's goals in the forefront. True North is another program that is in the process of being launched. The program will maximize participation in integrated community life

and provide vocational exploration and employment path services in a variety of natural community settings.

The organizational structure consists of the Board of Directors overseeing the CEO - India Alexis Ehioba, MNA, CFRE who was hired in late Septemebr 2016. The CEO is responsible for handling the business aspects of the agency while the Chief Program Officer former Executive Director, oversees programs. Program Directors supervise their respective staff.

Shore's Board of Directors 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 21 Board and 10 Honorary Board Members.

10. Describe your 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.

Shore has over 66 years of experience serving the needs of children and adults with intellectual and other developmental disabilities. Its staff is well

educated and CARF International (Commission on Accreditation of Rehabilitation Facilities) accredits the agency. In May 2015, the agency was

surveyed and in July was awarded a three-year accreditation, which is the highest awarded, and it marked the 15th consecutive three-year

accreditation Shore has received from this prestigious organization. The agency is approved by the following agencies: Evanston Mental Health

Department, Illinois Department of Labor, Illinois Department of Public Health, Skokie Health Department and United States Department of Labor. We are

a member of the Illinois Association of Rehabilitation Facilities (IARF) and Evanston, Morton Grove and Skokie Chamber of Commerce. Also, funding

sources for the agency include: Evanston Mental Health Board, Illinois Department of Healthcare and Family Services, Illinois Department of Human

Services, Niles Township, United States Department of Housing and Urban Development and numerous businesses, foundations, individuals and

organizations.

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Residential Services (RS) has 40 employees. The education levels include: 19 High School Degree; 8 Bachelor Degree; 5 Master Degree; 3 with some college; 3 Registered Nurses, 1 Certified Nursing Assistant and 1 Social Worker. One Director has a MA in Counseling Psychology and the other has a BA in Psychology.

There are no vacancies so new staff will not be hired nor are new positions dependent on City funding. However, 15% of the salary, (including benefits and taxes), for a full-time SLA Program Manager for the Supported Living Arrangements (SLA) Program, Program Manager for Respite Care & Home-Based Services Facilitation and the Program Manager (PM) at Buehler House/Shore Homes East are being sought from MHB. The SLA PM has been at Shore since March 2017. This position is no longer a live-in position at the Patricia Lloyd Townhomes. The PM is a Qualified Intellectual Disability Professional (QIDP). She provides supervision to 7 residents living semi-independently at the Patricia Lloyd Townhomes and 8 who live in scattered-site apartments in the community. The PM monitors the physical and mental health of the SLA individuals and sees that they visit their doctor (i.e. Psychiatrist, Psychologist or Social Worker) at the recommended intervals. She monitors the individual's medication pillboxes and supervises that refills are obtained at the intervals prescribed by the doctors, but SLA residents self-administer their own medications. The PM observes the health and behavior of each individual and implements programming for each Individual and Behavioral Plan. Other duties include: complying with reporting and documentation requirements; completing health and safety checklist, conducting fire and evacuation drills, holding council meeting, running an arts and crafts club, coordinating social/recreational activities, and more.

The Program Manager for Respite Care & Home-Based Services Facilitation has been at Shore for over 4 years and is a QIDP. Her responsibilities include: assisting families in identifying and accessing the services of the HBS program; develops an Individual Service Plan (ISP) which describes the services, programming and objectives which will be worked on throughout the year; monitors services and programming regularly; links to other services and support; assists families to connect with a personal support worker, and additional case management services as needed. She also works closely with the PM to ensure that SLA residents receive the support needed and oversees the HBS and Respite Care Program.

The Program Manager at Buehler House/Shore Homes East has been at Shore over 5 years and is a QIDP. He acts as a case manager for 12 residents and is available 24-hours a day/7 days a week for crisis intervention. This position organizes an individual's services including: quarterly Interdisciplinary Team meetings; ongoing communication with the family, State Guardian or State assigned Case Coordinator; develops goals and objectives in accordance with the resident's needs; oversees staff in providing training to individual's and the daily data; completion of monthly summary reports and annual assessments; referral, linkage and follow-up with other organizations for each individual and insuring individual's rights are upheld.

These staff positions will be retained in the future even without City funding.

13. 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

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

06-861-8826

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

- Yes
- No

16. 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."

Buehler House/Shore Homes East & West and some scattered-site locations are ADA compliant but the Townhomes, Judson and Brown are not. Our Administration Center in Skokie is used for meetings if accessibility is an issue for a family member or guardian.

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

Buehler House/East-503 Michigan Avenue, Shore Homes West-8167 Lincoln, Townhomes-1823-31 Brummel, 511 Judson, 727 Brown and other private homes in Evanston and Skokie. These are residences and clients can either self-transport or are transported by Staff.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 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, Senior Philanthropy Officer

Budget

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG	\$ 0.00	\$ 0.00	
City of Evanston Mental Health Board Funds	\$ 21,000.00	\$ 21,000.00	
Purchase of Care & Public Grants	\$ 1,587,338.00	\$ 422,233.41	\$ 422,233.41
Grants - Foundations, Corporations & Businesses	\$ 37,961.00	\$ 0.00	
Client/Family/HUD Payments for Rent & Services	\$ 486,803.00	\$ 161,841.63	\$ 161,841.63
Contributions	\$ 143,488.00	\$ 60,922.00	\$ 60,922.00
Special Events	\$ 36,299.00	\$ 20,239.00	\$ 20,239.00
Other Revenue	\$ 7,563.00	\$ 10,052.58	\$ 10,052.58
Total	\$ 2,320,452.00	\$ 696,288.62	\$ 675,288.62

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Salaries	\$ 1,053,092.00	\$ 283,641.79	\$ 0.00	\$ 17,500.00
Program/Administrative Salaries	\$ 183,006.00	\$ 31,515.70		
Health, Worker's Comp & Retirement Benefits	\$ 169,583.00	\$ 48,480.00		\$ 2,100.00
Payroll Taxes	\$ 157,100.00	\$ 26,658.50		\$ 1,400.00
Professional Fees & Contracts	\$ 228,783.00	\$ 73,702.65		
General Operating	\$ 240,271.00	\$ 127,818.04		
Occupancy	\$ 271,648.00	\$ 82,620.35		
Equipment & Fixed Assets	\$ 16,969.00			
Misc./Depreciation		\$ 21,851.59		
Total	\$ 2,320,452.00	\$ 696,288.62	\$ 0.00	\$ 21,000.00

Budget Narrative

Shore's Fiscal Year runs July 1st-June 30th. The budget for 2018 is based on the actual income and expenses for the last fiscal year because the budget is currently being created. The budget for 2018 is significantly lower than 2017 because it only reflects the programs that funding is being sought for staff from EMHB, which includes: the Patricia Lloyd Townhomes-Supported Living Arrangements, Buehler House/Shore Homes East, In-Home Respite Care and Home Base Support and Service Facilitation. The previous year included all programs and residential facilities under Residential Services.

As a result of continued delay of payments from Illinois, Shore has had to increase borrowing from its line of credit for payroll and cash flow needs. Reimbursement for services rendered take on average 60-90 days and 80% of Shore's 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 includes: deferring non-

emergency maintenance, new hires and substitutes have been delayed and will only be hired as required by State law to provide necessary coverage; community outings that Shore funds have decreased; all driving is reduced to essential travel only; and only safety related maintenance repairs will be performed.

The agency focuses on ways 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. Shore was selected as an Employment Network (EN) for the Ticket to Work Program, which provides most people receiving Social Security benefits more choices for receiving employment services. Under this program, the Social Security Administration issues tickets to eligible beneficiaries who, in turn, may choose to assign those tickets to an EN of their choice to obtain employment services, vocational rehabilitation services, or other support services necessary to achieve a vocational (work) goal. Shore's Joseph Koenig, Sr. Training Center created a new electronic recycling business called Shore eCycle and is a partner with Cyclepoint from SourceAmerica's electronic recycling program. This business has the potential to be a new revenue stream for the agency while providing valuable employment opportunities and an environmental friendly initiative. In addition, our resale shop Second Time Around Thrift & Gift Shop is an important revenue source and is used as a job site for clients who are acquiring job skills because it offers retail experience.

The positions with salary, benefits and taxes, that MHB funding is being sought are the Program Manager at the Patricia Lloyd Townhomes (PLT), which is part of the Supported Living Arrangements Program (SLA) - \$46,000 Program Manager at Buehler House/Shore Homes East - \$51,500 and Program Manager for Respite Care & Home Based Services Facilitation - \$50,000, which represents @14% of their salaries. All three positions are currently filled and serve all clients including Evanston residents. Shore is seeking an increase because additional service hours will be provided once the two new vacancies at the PLT are filled. By eliminating the live-in House Manager position, new clients will have the opportunity to live semi-independently in the community at an affordable rate. The services Shore provides will also enable our clients to build their confidence in order to live a more self-sufficient lifestyle. In addition, we are in the process of working with a couple of families to offer private CILA (Community Integrated Living Arrangement) services in homes owned by the families. This type of service is becoming more in demand as clients and their families want total input on the type of residency and other services that will help them/their child maintain their level of independence.

The Program Manager for Respite Care and Home-Based Service Facilitation also supports the PLT Program Manager. She serves 15 SLA residents and 8 additional Evanston families that receive Home Based Support or Respite Care funding. The HBS program continues to grow and additional Personal Support Workers are being sought in order to expand services for our clients and open new cases as well. In fact, the majority of the individuals who receive HBS or Respite Care would not be able to maintain residency in a least restrictive environment without this support. This extra support is needed for the SLA residents to help them remain independent as they age.

Program Outcomes

Program Outcomes

Outcome	Indicator (How was success measured?)	Goal	Actual				Actual Total				
		# (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	# (A): Jan-Mar		A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	
1	80% (24/30) Evanston residents with community integration goals will improve independent living and community integration skills by	Daily tracking of progress on individual objectives and annual Inventory for Client & Agency Planning and Mid-Nebraska Assessments.	6	6	6	6	24				0

	meeting their goal each quarter in 2018.									
2	80% (16/20) Evanston residents who are exercising consistently will meet their healthy living goal each quarter in 2018.	Daily tracking of progress on individual objectives and annual Inventory for Client & Agency Planning and Mid-Nebraska Assessments.	4	4	4	4	16			0
3	94% (33 of 35) Evanston residents will maintain their residential placement, preventing placement in a more restrictive setting.	Current enrollment/census for 2018.	8	9	8	8	33			0
4							0			0
5							0			0
Total			18	19	18	18	73	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 City of Evanston Mental Health Board Funds			21,000					\$ 0
2 Purchase of Services & Grants Public	422,233							\$ 0
3 Client/Family/HUD Payments for Rent & Services	161,842							\$ 0
4 Contributions	60,922							\$ 0
5 Special Events	20,239							\$ 0
6 Other Revenue	10,053							\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
								\$
Total	675,289	0	21,000	0	0	0	0	\$0

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 Salaries	283,642		17,500					\$ 0
2 Program/Administrative Salaries	31,516							\$ 0
3 Health, Worker's Comp & Retirement Benefits	48,480		2,100					\$ 0
4 Payroll Taxes	26,659		1,400					\$ 0
5 Professional Fees & Contracts	73,703							\$ 0
6 General Operating	127,818							\$ 0
7 Occupancy	82,620							\$ 0
8 Misc./Depreciation	21,852							\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	696,289	0	21,000	0	0	0	0	\$0

Documents

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Audited financial statement 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.

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

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

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

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 157 of 215

Required? Attached Documents *

[Audited Financial Statements FY 15 & 16](#)

[Form 990](#)

[2016 Annual Report](#)

[Staff Resumes](#)

[Accessibility Plan](#)

[Short and Long Range Plans](#)

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](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

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

[Organizational Chart](#)

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

[Chart of Accounts](#)

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

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 FY2017.

[FY 17 Operating Budget](#)

Extra

How does the Agency anticipate the reduction in state funding will impact all programs and services?

Shore is not aware of any anticipated reduction in state funding. A \$.75 per hour increase has been approved by the state for the current fiscal year for services rendered, which will help defray some operating costs. As state funding does not cover all the costs to run any of our programs, we continually search for new revenue sources and ways to be more efficient.

How many of the individuals on the waiting list are from Evanston? Do they have priority?

There are now 17 individuals on our residential waiting list and three are from Evanston. For Buehler House/Shore Homes East, HUD dictates that when an individual applies for housing, their application must be stamped with the date and time, and priority is given in an orderly manner. The one individual on this list is from Evanston so if a vacancy becomes available they would be offered the opening. There is one on the wait list for a CILA (Community Integrated Living Arrangement) and one for the Supported Living Arrangement (SLA) Program. CILA residents must have an award letter from the Department of Human Services in order for us to accept them into our program. For the SLA Program, we have more discretion in the selection process because a resident can privately pay until they become Medicaid eligible or receive Home Based Support or Respite Care funding.

The turnover rates for residential placements are extremely low because there are so few available and individuals with intellectual and other developmental disabilities tend to need supports throughout their lifetime. It should also be noted that as a vacancy becomes available, an individual on the wait list and/or their family/guardian has the option to decline acceptance of the offer of residency often because they are not ready to move or are not interested in the particular

housing that is available. They will remain on the waiting list and our Social Worker contacts them regularly to check on their continued interest for residential placement.

As for priority, all of the individuals on our waiting list, regardless of current residency, receive a fair and equitable review for suitable residential vacancies in order to provide them the opportunity to have residency at a Shore home in Evanston or Skokie.

Budget-Please take a look at 2017 Budget. It appears to include more than Residential Services as the 2018 Budget is about 25% of the 2017 Budget. Please provide more information.

Yes, the 2018 budget has decreased from 2017 because our three CILAs (Community Integrated Living Arrangements) and Shore Homes West are not included unlike previous years. Although these programs are a part of Residential Services, the budget is based only the programs and services that funding is being sought (Buehler House/Shore Homes East, Supported Living Arrangements, Home Based Support and Respite Care).

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Application ID: 87223

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City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

Shore Community Services, Inc.
Vocational Training at Shore Joseph Koenig, Sr. Training Center

\$ 20,000.00 Requested
\$ 0 MHB Request

Submitted: 8/18/2017 1:50:21 PM (Pacific)

Project Contact

Mary K. Matz

mmatz@shoreservices.org

Tel: 847-982-2030

Additional Contacts

none entered

**Shore Community Services,
Inc.**

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Skokie, IL 60077
United States

Chief Executive Officer

India Alexis Ehioba, MNA, CFRE

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Web www.shoreservices.org
EIN 36-2384323
DUNS 068618826
SAM
Expires 2/10/2018

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

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

2. Type of organization

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

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

- No
- Yes

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

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

NA

5. Is your organization accredited?

Yes

No

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

CARF International a.k.a. Commission on Accreditation for Rehabilitation Facilities Shore has received 15 consecutive 3-year accreditations, which is the highest awarded, from this prestigious organization.

7. People served:

Check all that apply.

Youth 0-15 years

Youth & young adults 16-24 years

Adults 25-54 years

Older adults/seniors 55+ years

Other:

8. 2018 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 2017 should be classified as renewal even if amount requested is different from 2017 grant.

Renewal of 2017 CDBG funding

Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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.

Shore Joseph Koenig, Sr. Training Center (SKTC) provides vocational training, supported employment and job placement services at a facility in an industrial area of Morton Grove - 8035 Austin Avenue. It is our largest program with 168 individuals served in Fiscal Year 2017 (7/1/16-6/30/17). Annually, 35 clients reside in Evanston. The program was established to provide vocational rehabilitation services for adults in training who have a disability that interferes with obtaining or maintaining employment. The purpose 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. The Community Employment Program (CEP) provides employment opportunities in regular industry with the direction and supervision from a Shore Job Coach. Objectives include: exploration through volunteering or job shadowing; maintaining job performance, improving job-related interpersonal skills and work habits and facilitating independent functioning in the community.

Over 25 assembly and packaging-type jobs i.e. shrink wrapping, collating, heat sealing, bagging, poster rolling, etc. are performed at SKTC through contracts with local businesses. 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.

with significant disabilities. They started a new business called Shore eCycle and opened its center where members of the greater Chicagoland community can dispose of their unwanted electronics, including old computers, cell phones, monitors, printers, copiers and other devices. They guarantee secure data destruction and environmentally-friendly electronics disposal through a fully-certified process. We are committed to providing excellent eRecycling services and to process e-waste for the community in a responsible and consistent manner while ensuring the safety of the worker, the environment and the confidential data, which is required to be R2RIOS certified. This is a wonderful opportunity to train and employ individuals with developmental disabilities while creating a new revenue source for the agency.

Some of the goals and accomplishments for the Koenig Center are below. Results are as of the third quarter of the Fiscal Year - March 30, 2017.

1. 98% (128 of 130) of people in Developmental Training will improve social skills and work habits as reflected in the Work Based Rating Scale in order to improve social skills and work habits by 6/30/17. Results 99/99 (100%)
2. 87% (7 of 8) people placed during the year in the CEP will be on the job 3 months or more in order to improve work habits by 6/30/17. Results 6/7 (86%) clients achieved goal.
3. Average hourly wage for an individual in the CEP will be \$8.90 as of June 30, 2017. Results 16/20 clients were making an average of \$9.81 per hour.

The demographics include: Age: 1 (1%) 18-22; 59 (35%) 23-39; 75 (45%) 40-59; 12 (7%) 60-64 & 21 (12%) 65+; Gender: 115 (68%) Male & 53 (32%) Female; Income Level: 160 (95%) Low; 6 (4%) Medium & 2 (1%) High; and Race: 101 (60%) White; 24 (14%) Black; 11 (7%) Hispanic; 22 (13%) Asian & 10 (6%) Pacific Islander.

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.

An ongoing need for our clients at Shore Joseph Koenig, Sr. Training Center (SKTC) is finding contractual work from area businesses to keep work produced throughout the entire day. Work is a real motivator and our clients look forward to performing their tasks, which eliminates boredom and inappropriate behaviors. Staff have implemented more meaningful "Skill Building" activities that offers time management when no work, activity or special service is scheduled. Clients are encouraged to work on work samples, their own goals, computer software, worksheets or leisure activities like art and community integration activities. Two curriculum based or instructional sessions are taught during the day. Activities include: social skills groups, music, movies, general cleanup, survival skills, sports and exercise, shopping by using ads for pricing, outings, educational instruction i.e. reading, writing, math, etc., and daily living skills training to name a few. In addition, each group (10 total) at SKTC has a computer with internet access that is used for programming needs, searching for job openings and applying for employment were applicable. Community employment continues to be a challenge with the weak economy. Employers tend to want employees that can do multiple jobs, which is hard for many of our clients who may only have expertise in one area. To acquire vocational skills, many of our clients volunteer or job shadow at businesses, libraries and other area locations including Shore's Second Time Around Thrift and Gift Shop to gain retail experience.

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 non-institutional setting was 19.4% and unemployment was 12.1% versus 69.4% and 6.3% for non disabled persons. This disparity is what SKTC has been trying to change for decades. Through our expertise in teaching vocational skills and guidance from the Community Employment Program, our clients are finding and maintaining community employment. The issue is that our training center is segregated and there has been an on-going demand for more community integration.

To further address this need, a new program offering is in the process of being launched called True North, which will be overseen by the Community Employment Program. The purpose 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 will be provided in small groups and individually in community settings during traditional day program hours and beyond, if applicable. The individual will be offered the opportunity to identify employment interests and aptitudes, as well as, hobbies, leisure and engagement in the community where they live and hope to work. The idea is to help clients form relationships in the community through volunteer and other activities and then staff would step back in order to

empower the client. We want to see natural relationships form and not as a result of Shore orchestrating the scheduled volunteer opportunity or activity. Clients have to want to continue to participate and take the initiative to plan future engagements. However, if a client needs additional support or help securing a job then additional services will be available.

Shore is confident that this program will be a success based on our long history of providing quality services to individuals with intellectual and other developmental disabilities. The program will be funded in part through production sales at SKTC, agency fundraising efforts and a grant is being sought from The Coleman Foundation.

Documents Requested *

Required? Attached Documents *

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).	✓	Operating Budget
REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards		Board 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 download template		Conflict of Interest

Application Questions

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

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

Shore serves over 400 children and adults with intellectual and other developmental disabilities annually. In Fiscal Year (FY) 2017 (7/1/16-6/30/17), 323 individuals received services. Clients came from 21 communities with the largest representation coming from Skokie, Evanston and Chicago. Over 100 additional individuals received evaluations/referral and follow-up services but they are currently not enrolled in any of our programs or services. Shore classifies these individuals as Non-Registered Clients and tracks the numbers because there is no reimbursement available for the time staff spends with the individual and/or their family.

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

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 demographics for the 168 clients served in Fiscal Year 2017 are as follows:

Age: 1 (1%) 18-22; 59 (35%) 23-39; 75 (45%) 40-59; 12 (7%) 60-64 & 21 (12%) 65+

Gender: 115 (68%) Male & 53 (32%) Female

Race: 101 (60%) White; 24 (14%) Black; 11 (7%) Hispanic; 22 (13%) Asian & 10 (6%) Pacific Islander

Family Status: 63 (43%) Has a Family Member or Close Friend as Guardian; 22 (19%) Has a State Guardian; 83 (38%) Self Guardians

Income Level: 160 (95%) Low; 6 (4%) Medium & 2 (1%) High

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

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.¹

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

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

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

3. 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.

10	Intake/assessment
20	Referrals
168	Individual case management plan/services
168	Services delivered on an individual basis (e.g. home delivered meals)
212	One time event or activity (e.g. field trips, tax preparation)
NA	Multi-session program (e.g. after school program)
100	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)
678.00	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

Work is a real motivator, but what if you had no idea what kind of job you wanted to do. Shore's Joseph Koenig, Sr. Training Center was established in 1962 to provide vocational rehabilitation services for workers in training who have a disability that interferes with obtaining or maintaining employment. Individuals with disabilities are encouraged to become employable, either in a competitive setting, through the supported employment program or in a training center environment. Objectives include: maintaining job performance, improving job-related interpersonal skills and habits, improving work habits and facilitate independent functioning in the community.

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. The Supported Employment Program provides employment opportunities in regular industry with the direction and supervision from a Shore Job Coach. Objectives include: maintaining job performance, improving job-related interpersonal skills and habits, improving work habits and facilitate independent functioning in the community.

Shore is working on transitioning our vocational center into more of a business and may officially change the name in the future to Shore Packaging Solutions, which is already in existence as it represents the business side of SKTC. We offer packaging, fulfillment, light manufacturing and electronic recycling, which puts us in a good position to desegregate our center and become a more competitive business. We will look to hire people without disabilities and we will be moving away from maintaining a Sub-Minimum Wage Certificate and looking to pay our clients at least minimum wage. As it was previously mentioned, have a sheltered workshop is in direct violation of the Olmsted Act. By March of 2022, agencies will need to comply with new legislation that requires that people with disabilities have the same opportunities as others. The new focus of the center will be on light manufacturing, community employment and True North. The implementation of this program will create 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.

Shore plans to continue to provide services that are truly person-centered and fully integrated into the community as long as their is an on-going need and resources available.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

There are currently no individuals on a wait list. Generally, the referrals are given to Shore's Residential Department as individuals are interested in residential services; PACE for transportation needs, Social Security Administration for disability benefits and to Community Alternatives Unlimited (CAU) for placement needs.

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

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

Orchard Village (OV), Clearbrook, Search and Douglas Center offers vocational training. OV sends clients to our center for services. Other collaborations include: B.E.S.T: Business and Education for Students in Transition, which helps students transition from school to work; Residential Agencies: Shore Homes, Active Visions, Orchard Village, Rimland Services, Lutheran Social Services, Alden Village North, Anixter and Glenbridge Nursing Center; Referrals for health needs i.e. behavioral, mental and physical: Down Syndrome Clinic, Turning Point; and Case Coordination from Community Alternatives Unlimited (CAU); Community Work/Volunteer Sites include: Second Time Around Thrift & Gift Shop, Skokie Home Delivered Meals, St. Andrew Life Center, Red Door Animal Shelter and Harwood Heights Library and job shadowing at Curt's Café and Niles North High School. We also collaborate with Human Services Management Services (HSMS) - a group of 20 developmental disabilities organizations in the Chicagoland area that offers streamlined case management and other utilities for staff; and 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 49 individuals supports and services from the Community Employment Department with Job Counseling and Placement, Community Work Experience, Supported Employment and Competitive Employment. Seven new individuals maintained their jobs in the community. Sales in packaging, assembly and recycling reached over \$180,000. Shore eCycle, our electronic recycling business, obtained R2RIOS certification that focuses on safety for the worker, the environment and the sensitive data and will offer us credibility when bidding on electronic recycling contracts with government entities and businesses. Community electronic collection events were held and 73,000 pounds of recyclable material was collected.

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

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

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

1. 91% (22/24) Evanston clients in Developmental Training will participate in job search activities i.e. internet searches, filling out applications, creating a resume, mock interviews, etc. in order to prepare them for community experiences as measured by staff case notes as of 12/31/18.

2. 67% (16/24) Evanston clients enrolled in Developmental Training will participate in a community experience i.e. job shadowing, volunteering and/or business work opportunities as measured by staff case notes as of 12/31/18.

3. 71% (5/7) Evanston clients with jobs in the community will improve job quality i.e. more work hours, increased wages, benefits or more responsibilities as measured by staff case notes as of 12/31/18.

The goals are slightly different from 2017 to reflect the shift towards more community integration in relation to job shadowing, volunteering and employment opportunities. Shore tries to keep goals realistic and achievable based on the special needs of the individuals we serve.

Shore's Joseph Koenig, Sr. Training Center does initial assessments on individuals to determine their functioning level and then on an annual basis. These assessments include the CAP (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. Based on the results of these assessments, the IDT develops an Individual Program Plan (IPP) with specific measurable goals and objectives, which the team agrees should be focused upon. 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.

Lisa Wright, Director of the Joseph Koenig, Sr. Training Center, will ensure the program implementation.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

173	Unduplicated people to be served in 2018
37	Unduplicated Evanston residents to be served in 2018
170	Unduplicated low/moderate income people to be served in 2018
35	Unduplicated low/moderate income Evanston residents to be served in 2018
168	Unduplicated people served in 2017
35	Unduplicated Evanston residents served in 2017
166	Unduplicated low/moderate income people served in 2017
33	Unduplicated low/moderate Evanston residents served in 2017
817.00	TOTAL

9. Provide a summary of your organization's mission including 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."

Shore's mission is to improve the quality of life for persons with intellectual and other developmental disabilities through educational, residential, vocational and related programs provided with community integrated supports and services. Helping children and adults reach their full potential and, thus, lead them to more independent and productive lives is fundamental to the process. Today, Shore provides a comprehensive array of services including: small group homes, CILAs (Community Integrated Living Arrangements), Supported Living Arrangements, a Training Center, an Adult Services & Seniors Program, Early Intervention, Life in Motion Your Choice Program, In-Home Respite Care, Home-Base Support and Service Facilitation. Programs are located in Evanston, Morton Grove and Skokie and serve over 400 people annually including non-registered clients.

The organizational structure consists of the Board of Directors oversee the CEO - India Alexis Ehioba, MNA, CFRE, which is a newly created position that was filled in September 2016. The CEO is responsible for handling the business aspects of the agency while the Chief Program Officer oversees the programs. Program Directors supervise their respective staff.

Shore's Board of Directors are encouraged to support the following three areas: Development: fundraising events, marketing, recruiting attendees, sponsorships and acting as representatives for the agency; Policy: approves annual

budget, capital expenditures, approves operational policies and employs CEO who in turn employs Program Directors and other staff; and Accountability: attends board and committee meetings, monitor monthly financials and efforts to improve quality and quantity of programs, and performs all functions in an objective manner without personal interest affecting the agency. There are currently 21 Board and 10 Honorary Board Members.

Life in Motion, a new program, was launched in May 2017. The program is designed to offer opportunities for individuals who have chosen an alternative day program. Individuals can try out new experiences; have direct input into the services offered and make informed choices to expand their horizons. Community activities along with participation within Shore's day programs at the Lois Lloyd Center and Shore Joseph Koenig, Sr. Training Center. Person Centered plans have the client's goals in the forefront. True North is another program that is in the process of being launched. The program will maximize participation in integrated community life and provide vocational exploration and employment path services in a variety of natural community settings.

10. Describe your 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.

Shore has over 66 years of experience serving the needs of children and adults with intellectual and other developmental disabilities. Its staff is well educated and CARF International (Commission on Accreditation of Rehabilitation Facilities) accredits the agency. In May 2015, the agency was surveyed and in July was awarded a three-year accreditation, which is the highest awarded, and it marked the 15th consecutive three-year accreditation Shore has received from this prestigious organization. The agency is approved by the following agencies: Evanston Mental Health Department, Illinois Department of Labor, Illinois Department of Public Health, Skokie Health Department and United States Department of Labor. We are a member of the Illinois Association of Rehabilitation Facilities (IARF) and Evanston, Morton Grove and Skokie Chamber of Commerce.

We have 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.

Funding sources for the agency include: Evanston Mental Health Board, Illinois Department of Healthcare and Family Services, Illinois Department of Human Services, Niles Township, United States Department of Housing and Urban Development and numerous businesses, foundations, individuals and organizations.

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

There are 26 employees at the Joseph Koenig, Sr. Training Center. Lisa Wright, Director of Shore Joseph Koenig, Sr. Training Center, has a Master Degree, nearly 30 years of experience at Shore with over 35 years of work experience. Anni Braverman, Rehabilitation Coordinator, has a Master Degree from Case Western Reserve, over 19 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. Other credentials include: 1 with a Master Degree, 7 with a Bachelor Degree; 1 has a Nursing Degree and 1 has an Associates Degree.

The Community Program Manager (CPM) position is currently vacant but we have been actively seeking a qualified candidate. The Rehabilitation Coordinator has and will continue to fill this role until the position is filled, which will be well before January 2018. The position is not dependent on City funding and will be retained in the future even if no funding is received. We are committed to finding employment especially as our program focus will highlight community integration through volunteering, job shadowing and maintaining employment. The CPM is primarily responsible for securing job shadow and informational interview sites and acts as primary liaison with employer and trainees, parents/guardian or meaningful third parties. S/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. S/he will act with Rehabilitation Coordinator 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 Coach provides 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. In addition, they will implement procedures to achieve client objectives and assist with job modifications where required.

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 State of Illinois requires all Direct Care Staff to be certified in First Aid & Cardio Pulmonary Resuscitation Training. Shore trains all staff that work directly with our persons served to receive Crisis Prevention Intervention (CPI) training. Shore offers the Illinois Department of Human Services (DHS) approved training for social service organizations. Individuals receive certification as a Direct Service Professional (DSP) and/or as a Qualified Intellectual Disabilities Professional (QIDP). Training is offered to Shore employees a by a staff member who is a QIDP/DHS Certified Instructor conducts the training. In order to receive a certificate, candidates complete 40 classroom hours on the topics that include: Introduction to Developmental Disabilities, Abuse & Neglect, Human Rights, Communication, Health & Safety and Individuals Service Plan Development. DSP's need an additional 80 hours of on-site training to receive a certificate and QIDP's are required to have a Bachelor Degree in a related human service field, one year experience and additional hours as well.

13. 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

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

06-861-8826

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

- Yes
 No

16. 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

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

8035 Austin Avenue in Morton Grove, which is off a busy bus line on Oakton that enables clients to self-transport. Parents drop off their child and Shore also provides transportation.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 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, Senior Philanthropy Officer

Budget

Funding Sources/Revenues	2017	2018	2018 Committed	
City of Evanston CDBG		\$ 20,000.00		
Purchase of Services & Grants Public	\$ 1,396,439.23	\$ 1,420,439.20	\$ 1,420,439.20	
Grants - Foundations, Corps & Businesses	\$ 34,969.50	\$ 94,969.50	\$ 109,649.50	
Client/Family Payments	\$ 30,269.47	\$ 50,269.47	\$ 50,269.47	
Contributions	\$ 250.00	\$ 250.00	\$ 250.00	
Other Revenue	\$ 1,802.54	\$ 1,902.54	\$ 1,802.54	
Total	\$ 1,463,730.74	\$ 1,587,830.71	\$ 1,582,410.71	

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Salaries	\$ 733,609.52	\$ 799,029.53	\$ 18,000.00	
Program/Administrative Salaries	\$ 77,889.94	\$ 83,989.94		
Health, Worker's Comp & Benefits	\$ 176,758.52	\$ 183,118.10	\$ 1,100.00	
Payroll Taxes	\$ 65,869.55	\$ 67,845.55	\$ 900.00	
Professional Fees & Contracted Services	\$ 19,442.78	\$ 20,842.78		
General Operating	\$ 103,198.69	\$ 136,878.69		
Occupancy	\$ 100,101.63	\$ 105,601.01		
Misc./Depreciation	\$ 58,616.00	\$ 59,716.00		
Client Wages	\$ 128,245.11	\$ 130,809.11		
Total	\$ 1,463,731.74	\$ 1,587,830.71	\$ 20,000.00	\$ 0.00

Budget Narrative

Shore's Fiscal Year runs July 1st-June 30th and the 2018 budget is currently being revised. The budget includes the Community Employment Program (CEP) and Developmental Training as funding is being sought for staff that work in these areas. In addition, although the True North Program has not been launched yet, it has been included in the 2018 budget. We have a grant pending and if it is awarded, the program will start up in 2018. If the grant is not received, we will continue to seek resources to get the program launched. Never the less, any funding received from the City of Evanston will go towards vocational training that is already being provided by the Koenig Center with the emphasis being on supported and community employment experiences.

As a result of continued delay of payments from Illinois and their budget problems, Shore has had to increase borrowing from its line of credit for payroll and cash flow needs. Reimbursement is received 60-90 days after services are rendered and Shore's budget consists of 80% funding from State Medicaid Payments. Respite Care continued despite being the only program that has not received funding during FY 17 because the State only paid for services that received a Medicaid Waiver match from the federal government. Shore is doing everything within its financial capability to maintain our programs and services without disruption. Measures to help reduce budgetary costs includes: deferring non-emergency maintenance, new hires and substitutes have been delayed and will only be hired as required by State law to provide necessary coverage; all driving is reduced to essential travel only; and only safety related maintenance repairs will be performed.

Shore continues to increase performance and energy efficiency to reduce costs. Grants to upgrade lighting and HVAC units, which decrease energy costs, have been received. Shore explores other revenue resources to diversify income sources to cover operating and capital needs as rising costs occur in transporting individuals to/from home; repairing aging vehicles, general maintenance; and worker's compensation insurance. In addition, Shore was selected as an

Employment Network (EN) for the Ticket to Work Program, which provides most people receiving Social Security benefits more choices for receiving employment services. Under this program, the Social Security Administration issues tickets to eligible beneficiaries who, in turn, may choose to assign those tickets to an EN of their choice to obtain employment services, vocational rehabilitation services, or other support services necessary to achieve a vocational (work) goal. Also, we are always exploring new revenue sources and our businesses: Shore eCycle, Shore Packaging Solutions and the Second Time Around Thrift and Gift Shop, help support our operating needs, which lessens our reliance on State funding.

The positions with salary, benefits and taxes, that funding is being sought from CDBG are the Community Program Manager (CPM) - \$40,000 and Job Coach - \$35,000 is 26%. The CPM position is currently vacant but we have been actively seeking a qualified candidate. The Rehabilitation Coordinator has and will continue to fill this role until the position is filled, which will be well before January 2018. The position is not dependent on City funding and will be retained in the future even if no funding is received.

The CEP has an annual deficit of over \$50,000, but we are committed to maintaining this program because finding employment especially as our program focus will highlight community integration through volunteering, job shadowing and maintaining employment.

Program Outcomes

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	91% (22/24) Evanston clients in Developmental Training will participate in job search activities i.e. internet searches, filling out applications, creating a resume, mock interviews, etc. in order to prepare them for community experiences.	As measured by staff case notes as of 12/31/18.	5	6	6	5	22				0
2	67% (16/24) Evanston clients enrolled in Developmental Training will participate in a community experience i.e. job shadowing, volunteering and/or business work opportunities.	As measured by staff case notes as of 12/31/18.	4	4	4	4	16				0
3	71% (5/7) Evanston clients with jobs in the community will improve job quality i.e. more work hours, increased wages, benefits or more responsibilities.	As measured by staff case notes as of 12/31/18.	1	2	1	1	5				0
4							0				0
5							0				0
Total			10	12	11	10	43	0	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 Salaries	799,030	18,000						\$ 0
2 Program/Administrative Salaries	83,990							\$ 0
3 Health, Worker's Comp & Retirement Benefits	183,118	1,100						\$ 0
4 Payroll Taxes	67,846	900						\$ 0
5 Professional Fees & Contracted Services	20,843							\$ 0
6 General Operating	136,879							\$ 0
7 Occupancy	105,601							\$ 0
8 Misc./Depreciation	59,716							\$ 0
9 Client Wages	130,809							\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
								\$
Total	1,587,831	20,000	0	0	0	0	0	\$0

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 City of Evanston CDBG		20,000						\$ 0
2 Purchase of Services & Grants Public	1,420,439							\$ 0
3 Grants - Foundation, Corps & Businesses	94,970							\$ 0
4 Client/Family Payments	50,269							\$ 0
5 Contributions	250							\$ 0
6 Other Revenue	1,903							\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0

Documents

Documents Requested *

Required? Attached Documents *

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Audited financial statement and Form 990 for the most recent completed fiscal year.

[Audited Financial Statements](#)

[Form 990](#)

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

[2016 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).

[501c3](#)

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

[Affirmative Action Plan](#)

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

[Articles of Incorporation](#)

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

[Staff Resumes](#)

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

[Accessibility Plan](#)

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

[Short and Long Range Plans](#)

[Question 2 Continued](#)

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](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

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

[Organizational Chart](#)

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

[Chart of Accounts](#)

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

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 FY2017.

[FY 17 Operating Budget](#)

[True North Budget](#)

[True North Budget](#)

[2017 Program Budget for Community & Supported Employment and Developmental Training](#)

Extra

Outcomes state 24 Evanston residents total will participate, but application states that 35 residents will be served in 2017 and are projected served in 2018. Please explain the difference.

We anticipate serving 35 Evanston residents in 2017 and 37 in 2018. The outcomes are based on the number of individual's that have that particular goal, which is based on expressed interest.

If job search activities and community experiences are offered throughout the year, why aren't 91% and 67% of participants respectively projected to meet outcomes quarterly?

The primary goal of the Joseph Koenig, Sr. Training Center is vocational training that uses developmental training to help the individual maintain or improve their productivity rate and behavior. Individual's have to want to work on the outcomes we create and for many including their parent/guardian they do not have an interest in further job development that can lead to community employment. They enjoy completing the contracted work and Skill Building Activities, which is part of the developmental training, provided by the center. Some examples include: computer skills - typing, games, internet; safety; nutrition; health; math; arts & crafts; time telling; hygiene; money skills; puzzles; games; reading; writing; stress management; social skills; exploring community jobs - i.e. What types of positions and qualifications are required for employment?; good employee work behavior; applications; work samples; worksheets; special holiday activities and art and current events.

We set realistic goals that we feel can be accomplished during a one-year period. They are tracked quarterly and individuals can meet and even exceed the percentages set (91 and 67) depending on the number of annual evaluations that are completed during that time frame. The year-end outcome is an average of the four quarters.

It does not appear from the application that the program is expanding or that additional services are being provided. Please explain the funding request.

As True North is in the process of being launched, this will be an expansion of the services the Koenig Center provides. Each year, the center works on increasing the number of individuals who receive supported and community employment experiences including securing new job placements in competitive employment. The Community Employment Program (CEP) has an annual deficit of over \$50,000, which is the reason Shore is seeking funding from the City of Evanston. Funding will help offset the program's operating expenses and support new and innovative community integrated programming.

Will the True North program run out of the Joseph Koenig, Sr. Training Center located in Morton Grove? How will this program differ from the vocational training already offered?

No, True North will not meet at the Joseph Koenig, Sr. Training Center. Since the program is intended to be entirely community based, individuals and staff will meet at 4125 Oakton Avenue, which is a storefront building owned by Shore in a business area in 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 have the opportunity to select from a variety of work options to help them realize their unique potential and find satisfaction by achieving workplace success.

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 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. Ideally, Shore wants to instill in our clients a sense of pride that they are giving back to their community through their volunteer efforts.

Community work experiences – short term paid jobs – are also available. In addition, mobility training provides the skills needed to arrange and use public transportation, and is provided for any of the above or for specific leisure time pursuits identified by the client.

Goals and Objectives:

- Provide a variety of vocational experiences i.e. job shadowing, volunteering and informational interviews that allows the individual to develop the ability to make informed choices regarding their vocational goals.
- Expand experiential learning by providing vocational activities in community settings.
- Maximize participation in integrated community life.
- Provide activities that allow for the development of meaningful relationships, friendships and social networks with persons without disabilities who share similar interests and goals.
- Expand opportunities for employment preparation experiences for individuals on the severe to profound developmental levels. We will measure the number of community job shadowing experiences, work observation experiences, number of individuals that complete the 3 month program and actively participate in the activities and achieve their personalized goals in various job readiness skills.
- Develop appropriate work skills that can be utilized in various business activities at Shore including: selling plants and produced grown on our site, inviting the community in to our outdoor garden and proposed greenhouse.
- Increase exposure to various activities and members in the community to ultimately increase acceptance of individuals with more severe disabilities as useful and valued members of the community.

The biggest difference with True North is the exploratory process and the intention to have staff fade from a volunteer or job shadowing experience in order for the individual to create their own nature supports. It may also be more appealing to individuals who have no interest in attending a traditional vocational program because of the lack of community integration.

How do Evanston residents typically get to the Joseph Koenig, Sr. Training Center? Is transportation provided or coordinated?

Evanston residents self transport via PACE buses and para-transit; a parent or family member may drop them off; one client drives himself to the center; and Shore offers transportation pick-ups for our residents and others in the area i.e the corner of Dempster and Austin Avenue for those who take the PACE bus on Dempster. For individuals outside our van routes the agency pays PACE \$6.00 per day for the individual's transportation costs. This is required by the State of Illinois as part of services rendered. However, no funding is provided for wear and tear on the agency's own vehicles used for pick-up, gas, insurance and maintenance costs.

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Application ID: 87346

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City of Evanston

Community Development

2018 CDBG Public Services & Mental Health Board - City of Evanston

8/18/2017 deadline

North Shore Senior Center
North Shore Senior Center, Social Services for Seniors and Their Families

\$ 50,000.00 Requested

\$ 50,000 MHB Request

Submitted: 8/17/2017 12:14:36 PM (Pacific)

Project Contact

Patrick Price

pprice@nssc.org

Tel: 8477846057

Additional Contacts

brudzin@nssc.org, khoneywell@nssc.org

North Shore Senior Center

161 Northfield Road
Northfield, IL 60093

Executive Director

Jordan Luhr

jluhr@nssc.org

Telephone 847-784-6000

Fax 847-446-8762

Web www.nssc.org

EIN 36-2366074

DUNS 131214538

SAM Expires 10/5/2017

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

North Shore Senior Center, Social Services for Seniors and Their Families

2. Type of organization

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

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

- No
- Yes

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

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

N/A

5. Is your organization accredited?

Yes

No

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

Three-year accreditation by CARF International in April 2015 and five-year accreditation by the National Institute of Senior Centers in July 2013.

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. 2018 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 2017 should be classified as renewal even if amount requested is different from 2017 grant.

Renewal of 2017 CDBG funding

Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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).

[NSSC FY18 Budget](#)

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

[2017 Board List with aff. REV Feb](#)

boards

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

[Conflict of Interest Disclosure Form](#)

[download template](#)

Application Questions

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

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 target population for our program is low-income seniors residing in Evanston who need help accessing social services programs. The seniors served comprise of adults age 60 and over and their families. Some 67.93% are frail or disabled, 42.26% live alone, and 5.85% have limited or no English-speaking skills. A further breakdown of their race/ethnicity shows 54.57% is White/Non-Hispanic; 1.39% is White/Hispanic; 39.39% Black-African American/Non-Hispanic; .11% is Black-African American/Hispanic; 3.82% is Asian/Non-Hispanic; .22% Asian/Hispanic; and .50% is other. Gender breakdown is Male 30.94% and female 69.03%. The family status of our clients is 23.94% single, 27.65% married, 1.78% separated, 12.83% divorced, 33.62% widowed and .16% living with a domestic partner.

More than 91.19% of our clients live between the poverty line and low-income levels and do not have the funds for the basic necessities Their economic status is as follows: 71.16% client's very low (<30%), 11.89% clients low (<50%), 8.13% clients moderate (<80%).

To be eligible for some of our programs, we look at client's income. We determine low-income levels by following the federally established guidelines as listed on the National Aging Program Information Systems (NAPIS) intake form, which identifies poverty-level income as \$0 to \$12,060 and low income as \$16,907 to \$43,050. For means-tested services, clients are asked to state their incomes and assets. The information is verified through clients' bank account records, tax returns, Social Security income statements and other documentation.

The majority of the older adults we serve need emotional support and/or counseling, financial security or access to safety-net benefits, and help with preserving or improving health and well-being. We offer home- and community-based services that support independent living. Living life at or below the poverty line presents significant challenges for seniors and those challenges can be overwhelming. Some of our clients do not even have funds for the basic necessities. Some are forced to further reduce their expenses by cutting down or eliminating medications, cutting back on utilities or even food. The services North Shore Senior Center provides Evanston seniors helps them remain independent and in their homes rather than requiring placement in a nursing home. These services enable Evanston seniors to remain members of their community, sharing their wisdom and life experiences for as long as possible.

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

We provide supportive counseling and case management services to Evanston seniors and their families. Typically, we receive a call to Intake from one or more of the following: hospital discharge planners, family, friends, clergy, physicians, police or seniors who need help. Intake is the central point of entry, and staff has an understanding of the intricacies of making referrals appropriately. Sometimes, a need is met during a phone call. If the intake specialist is unable to resolve the caller's issue, the caller is assigned to a case manager.

The case manager provides general case management and counseling to the senior in need. The case manager usually meets with the client in his or her home and completes a comprehensive 21-page needs assessment. The assessment is an

integral part of determining the services a senior may require and includes evaluating the person's ability to perform activities of daily living and instrumental activities of daily living. It also evaluates mental status, medical conditions, nutritional status, social support system, access to transportation, spiritual support and financial and legal status. The home visit allows the case manager to make a visual assessment of the home environment to recommend measures that may enhance client safety and access, such as handrails, grab bars and smoke detectors. The case manager identifies needs, develops a care plan and, with the client's input and agreement, arranges for services.

Our programs help seniors navigate the challenges of remaining in their homes and communities. Examples of our programs include:

- Chore Housekeeping: Provides assessments to determine need and makes referrals to providers who assist seniors by doing light housekeeping several hours each month. We also monitor the programs' effectiveness.
- Home Delivered Meals Program: Provides assessments to determine need and makes referrals to meal providers and monitors the programs' effectiveness. The program allows seniors living alone to enjoy healthy, nutritious food in their own homes.
- Support Groups: Offers a variety of support group, free of charge, to clients, families and caregivers. They include low vision, Parkinson's disease, hearing loss, Alzheimer's disease and caregiver support.
- Health and Wellness Program: Held in four Evanston rent-subsidized buildings, educates clients, using evidenced-based presentations on how to effectively communicate with health providers.
- Older Adults Benefits Program: Provides trained volunteers to assist seniors in applying for and maintaining public entitlements and other benefits. Individuals are screened for their eligibility for 20 different programs that provide money or services.

Once all services are in place, case managers monitor the effectiveness of the services, reassess needs, make adjustments, and continue to communicate with clients during the time their case is open for services, which is typically a number of years. Our approach is encouraging, respectful, and caring so clients can remain in their homes and community for as long as possible.

Since many of our clients speak English as a second language, our staff includes case managers who speak Arabic, Urdu, Russian, Assyrian, Korean, Swedish, Spanish as well as American Sign Language to assure effective communication. These case managers have firsthand knowledge of the challenges faced by immigrant groups. Interpreters are available for other language needs.

3. 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.

550	Intake/assessment
500	Referrals
750	Individual case management plan/services
50	Services delivered on an individual basis (e.g. home delivered meals)
350	One time event or activity (e.g. field trips, tax preparation)
45	Multi-session program (e.g. after school program)
55	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)
2,300.00	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

Since 1996, North Shore Senior Center has had a Senior and Family Services office in Evanston to provide a multitude of programs and services to older adults and their families.

The need for our programs and services was increasing and we were running out of office space, even though most of our services are community-based. To help address this, in March 2016, we moved our main office location to Niles. To maintain an Evanston location, North Shore Senior Center leased office spaces at the Evanston Civic Center and created a new position, Evanston social services manager. Tom Giller and a full volunteer team work out of these offices. Other North Shore Senior Center staff support Evanston residents in the office or within the community. Staff and volunteers at the Civic Center support Evanston residents who come to the office for assistance with benefits applications and other social service needs as well as responding to 311 inquiries.

As the population ages, we are challenged by the ever-increasing number of seniors needing services as well as the increasing severity of their needs. This situation requires staff to do more with fewer financial resources. Our programs and services have also evolved based on the needs of our clients. We continue to maintain a strong presence in Evanston. There is an ongoing need for the programs and services that North Shore Senior Center provides to Evanston residents, and as long as there is a need, North Shore Senior Center will remain providing services to the seniors of Evanston and their families.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

None of the programs and services we provide to Evanston residents has a wait list.

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

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

North Shore Senior Center is the only organization designated by the Illinois Department on Aging as a Care Coordination Unit (CCU) under its Community Care Program for the City of Evanston. CCUs have designated areas and do not overlap. Therefore, we are the only agency that can administer the State-required comprehensive 21-page needs assessment. These assessments are an integral part of determining and setting up the services required by seniors.

We make regular referrals to variety of other agencies to support Evanston residents. By working together with Connections for the Homeless, we help seniors remain in their homes or relocate appropriately. Our collaboration with the Second Sense and Chicago Lighthouse supports seniors who have low vision. We also refer clients and collaborate with CEDA-LIHEAP (Low Income Home Energy Assistance Program), SHIP, CJE SeniorLife, Open Communities, Senior Connections, Faith in Action, Family Focus, Legal Assistance Foundation and various churches and synagogues.

North Shore Senior Center's Niles/Evanston offices also collaborate with the City of Evanston to conduct various programs and services at the Levy Senior Center as well as other municipal sites. In addition, we provide the administration for the Senior Farmers' Market Nutrition Program in collaboration with the City of Evanston, the Village of Skokie and CJE Senior Life.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

Program Goal 1: To reduce the need for nursing home placement by providing community-based supportive services to Evanston open case management and CCP (Community Care Program) clients.

Expected Outcome: 85% of Evanston open case management and CCP (Community Care Program) clients receiving community-based supportive services will remain in independent living environments, avoiding nursing home placement during funding year 2018.

What Data are Collected/Used to Analyze Program and Measure Success: Information will be tracked using customized software developed to electronically track outcomes.

Program Goal 2: To provide Evanston residents with assistance completing the Low Income Home Energy Assistance

Program (LIHEAP) application.

Expected Outcome: 350 Evanston residents will complete LIHEAP applications during funding year 2018.

What Data are Collected/Used to Analyze Program and Measure Success: Information will be tracked using customized software developed to electronically track outcomes.

Program Goal 3: To provide caregiver clients with programs and services, including education, training, emotional, support and socialization opportunities.

Expected Outcome: 80% of caregiver clients will receive support services during calendar year 2018.

What Data are Collected/Used to Analyze Program and Measure Success: Attendance at events, case management, Powerful Tools for Caregivers (six-week educational series), support groups, respite and other services will be tracked using customized software developed to electronically track outcomes.

Twenty-five professional staff work in the Niles/Evanston offices. Tom Giller is our Evanston social services manager. Mr. Giller works exclusively with Evanston residents, and his office is in the Evanston Civic Center. Our older adults benefits specialist works two full days at the Evanston Civic Center to help Evanston seniors determine which of the 20 different public entitlement and other benefit programs they are eligible to apply. Other Case Managers also work with Evanston residents. Katherine Honeywell, director of Senior and Family Services, has overall responsibility for our Niles/Evanston offices.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="19,850"/>	Unduplicated people to be served in 2018
<input type="text" value="2,250"/>	Unduplicated Evanston residents to be served in 2018
<input type="text" value="17,000"/>	Unduplicated low/moderate income people to be served in 2018
<input type="text" value="2,025"/>	Unduplicated low/moderate income Evanston residents to be served in 2018
<input type="text" value="19,807"/>	Unduplicated people served in 2017
<input type="text" value="2,189"/>	Unduplicated Evanston residents served in 2017
<input type="text" value="16,046"/>	Unduplicated low/moderate income people served in 2017
<input type="text" value="1,996"/>	Unduplicated low/moderate Evanston residents served in 2017
<input type="text" value="81,163.00"/>	TOTAL

9. Provide a summary of your organization's mission including 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."

North Shore Senior Center is a 501(c)(3) organization founded in 1956 by a group of Winnetka residents who set out to enrich the lives of seniors. For over 60 years, our mission has been to help foster the independence and well-being of older adults, enhance their dignity and self-respect, and promote their participation in and contribution toward all aspects of community life. Since our founding, we have partnered with seniors to redefine the process of aging. Our goal is to give seniors the assistance they need to live safely and comfortably in their own homes for as long as possible as valued members of their communities. The philosophy of North Shore Senior Center focuses on the principle of positive aging, which recognizes seniors as valuable members of society who contribute a diversity of skills, knowledge and experiences. We support the seniors we serve so they can "age in place" and avoid premature, long-term nursing home placement.

We are governed by a 25-person Board of Directors with oversight by Executive Director Jordan Luhr. Nine program directors supervise the departments of Finance/IT, Lifelong Learning, House of Welcome Adult Day Services for people with dementias, Development/Marketing, Senior and Family Services, CareOptions, Human Resources/Volunteer Services, Program Evaluation and Quality Assurance and Facilities/Operations. Our goals as an organization include assuring financial stability; developing strategic marketing initiatives; attracting and retaining the highest quality board members, staff and volunteers; exploring expansion and contraction, and maintaining a commitment to excellence. This is

accomplished with the help of our staff comprised of 102 full-time and 21 part-time members. In addition, approximately 277 volunteers provide invaluable service and support to our organization. Plus, the agency is accredited by CARF International and the National Institute of Senior Centers.

In May of 2017, Elizabeth Gordon, PhD, became the Director of CareOptions, following the departure of the first director, who launched the program in 2014. Dr. Gordon will be responsible for growing CareOptions, a fee-for-service geriatric care management program. Prior to becoming the Director of CareOptions, Dr. Gordon was the Director of Senior and Family Services for our Niles office since August of 2008. Dr. Gordon also was a counselor and case manager for North Shore Senior Center in Evanston for three years.

In January 2017, CareOptions started providing therapy and counseling to adults 55 and over. As an organization, we recognize the mental health issues faced by older adults. Our intent is to encourage older adults to attend therapy at North Shore Senior Center by a licensed clinical social worker to help them decrease their stress and increase their wellbeing. In May of 2017, Terri McHugh became the first clinical supervisor in CareOptions and she supervises the behavioral health team.

In May of 2017, Katherine Honeywell, Director of Senior and Family Services – Northfield, assumed the responsibility for both Niles and Northfield offices. Ms. Honeywell has been an employee of North Shore Senior Center for the past 28 years. In that time, Ms. Honeywell has worked in case management, Adult Protective Services, the House of Welcome Adult Day Services, senior housing, facilitated support groups, supervised the Adult Protective Services Program and supervised graduate school social work interns.

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

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

North Shore Senior Center's Finance Department tracks revenues and expenditures and restricts funds designated for a specific purpose, such as those requested from the City of Evanston/CDBG. North Shore Senior Center has an external annual audit conducted each year and expenditures are monitored by our Board of Directors. Therefore, it is assured that 100 percent of this grant will go toward serving Evanston residents.

Our policy for cash disbursements states the following:

The positions authorized to sign checks are: Chair, President/Executive Director, Treasurer, General Counsel, and Director of Finance and IT. One signature is required on checks up to \$4999.99. Two signatures will be required on checks in the amount of \$5,000 and higher. If one of the signatures is that of a staff position, the second signature must be a Board position.

The bookkeeper will maintain the accounts payable system. The Controller and Director of Finance and IT will review all disbursements prior to check print. All disbursements require receipts and approvals.

Any procurement related to federal programs will comply with the applicable standards and procedures.

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Twenty-five professional staff members provide services in the Niles/Evanston Senior and Family Services offices. Included

in this group are 19 case managers, one caregiver specialist, one older adults benefits specialist, two clinical supervisors, one receptionist and one director.

All case managers have a minimum of a bachelor's degree and most have master's degrees and clinical licenses. Tom Giller, Evanston social services manager, works with only Evanston clients, and his office is at the Evanston Civic Center. This grant amount requested would fund all of Tom's salary and benefits. Tom's position is not contingent on City funding. Tom earned a master's degree from Loyola University of Chicago School of Social Work and he is a licensed social worker. He provides outreach and case management services on a weekly basis at Ebenezer Primm Towers senior housing and the Levy Senior Center with visits to Fleetwood-Jourdain Center and other Evanston facilities on an as-needed basis.

The grant will also cover a portion of the salary and benefits for the older adults benefits specialists who works at the Evanston Civic Center office twice a week, helping Evanston residents applying for and maintaining public entitlements and other benefits. Individuals are screened for their eligibility for 20 different programs that provide money or services. The older adults benefits specialists position is not contingent on City funding. In addition, the grant will cover the cost of leasing office space in the Evanston Civic Center.

No new staff will be hired even though caseloads continue to grow. North Shore Senior Center supports the salaries and benefits for other case managers working with Evanston residents, the caregiver specialist, and other staff providing programs and services to Evanston residents. The staff to participant ratio is 1 to 160. North Shore Senior Center received a three-year accreditation by CARF International in April 2015 and a five-year accreditation by the National Institute of Senior Centers in July 2013.

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

Katherine Honeywell attended the pre-application meeting. Her email is khoneywell@nssc.org and phone number is 847-784-6074. Barbara Rudzin also attended the pre-application meeting. Her email is brudzin@nssc.org and phone number is 847-784-6024.

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

131214538

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

Yes

No

16. 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

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

We see most clients in their homes. Our Evanston office is in the Evanston Civic Center. Clients use the City of Evanston subsidized taxi, CTA#93 or Purple Line. Our Niles Office is at 7900 Milwaukee Ave. and clients take the CTA#208 to CTA#270.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 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.

Patrick Price, Director of Development & Marketing

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG	\$ 0.00		
City of Evanston Mental Health Board Funds	\$ 30,000.00	\$ 50,000.00	
Village of Skokie CDBG	\$ 10,000.00	\$ 10,000.00	
Illinois Dept. on Aging CCP	\$ 1,209,800.00	\$ 1,237,400.00	
Illinois DORS	\$ 42,320.00	\$ 42,000.00	
AgeOptions	\$ 297,390.00	\$ 288,469.00	
Townships	\$ 2,000.00	\$ 3,000.00	
Corporations, Foundations & Organizations	\$ 60,500.00	\$ 45,000.00	
Contributions	\$ 376,818.00	\$ 334,962.00	
Total	\$ 2,028,828.00	\$ 2,010,831.00	\$ 0.00

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Salaries	\$ 1,356,130.00	\$ 1,368,917.00	\$ 50,000.00	
Payroll Taxes & Fringes	\$ 311,329.00	\$ 283,568.00		
Professional Fees	\$ 31,919.00	\$ 34,369.00		
Printing	\$ 3,750.00	\$ 7,309.00		
Supplies & Food	\$ 17,815.00	\$ 18,170.00		
Telecommunications	\$ 6,891.00	\$ 3,490.00		
Postage	\$ 4,120.00	\$ 7,016.00		
Occupancy	\$ 105,780.00	\$ 97,627.00		
Local Transportation	\$ 15,142.00	\$ 14,824.00		
Assistance	\$ 42,110.00	\$ 36,110.00		
Conferences & Meetings	\$ 4,669.00	\$ 2,668.00		
Multimedia & Dues	\$ 1,823.00	\$ 219.00		
Equipment, Rent & Repair	\$ 7,900.00	\$ 9,246.00		
General Administrative	\$ 2,000.00	\$ 1,334.00		
Indirect Expenses	\$ 117,450.00	\$ 125,964.00		
Total	\$ 2,028,828.00	\$ 2,010,831.00	\$ 50,000.00	\$ 0.00

Budget Narrative

Our fiscal year begins on July 1 and ends June 30. The 2018 budget reflects an overall decrease in funding from the Illinois Department on Aging. This is due to the fact that in FY2018 clients will be classified differently than they were in FY2017. This change in classification is causing us to be reimbursed at a much lower rate per client.

There are no staffing changes planned with this grant request. We are requesting funding at the same level we requested with the 2017 application. Tom Giller, LSW, works exclusively with Evanston clients, and his office is at the Evanston Civic Center. This grant request will help fund Tom's salary and benefits, two days of salary and benefits for our older adults benefits specialist and the rent at the Evanston Civic Center.

The 2017 Mental Health Board grant would fund the following:

- Case manager: \$ 35,058.00 (salary & benefits – 24/per week) 100%
- Rent - Civic Center: \$ 7,884.00
- Older adults benefits specialist: \$ 19,368.00 (salary & Benefits – two day
- TOTAL NEEDS: \$ 62,310.00

North Shore Senior Center will support the salaries and benefits for other case managers working with Evanston residents, the Caregiver Specialist, all other the costs besides the rent associated with having an office at the Civic Center

and other staff providing programs and serves to Evanston residents.

A portion of the salaries and benefits for other case managers working with Evanston residents and the rent at the Civic Center would be:

- Case Manager II – 44, 177.00 (salary & benefits) 18%
- Case Manager II – 44, 177.00 (salary & benefits) 18%
- Case Manager II – 44, 177.00 (salary & benefits) 18%

Program Outcomes

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	85% of Evanston open case management and CCP (Community Care Program) clients receiving community-based supportive services will remain in independent living environments.	Information will be tracked using customized software developed to electronically track outcomes.	204	203	203	204	814					0
2	Complete 350 LIHEAP applications for Evanston residents during funding year 2018.	Information will be tracked using customized software developed to electronically track outcomes.	75	100	75	100	350					0
3	80% of caregiver clients will receive support services during calendar year 2018.	Attendance at events, case management, Powerful Towers, support groups, respite and other services will be tracked using customized software developed to electronically track outcomes.	25	25	25	25	100					0
4							0					0
5							0					0
Total			304	328	303	329	1,264	0	0	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan- Mar	Q2 Apr- Jun	Q3 Jul- Sep	Q4 Oct- Dec	Spent to Date
1 Salaries	1,368,917		42,116					\$ 0
2 Payroll Taxes & Fringes	283,568							\$ 0
3 Professional Fees	34,369							\$ 0
4 Printing	7,309							\$ 0
5 Supplies & Food	18,170							\$ 0
6 Telecommunications	3,490							\$ 0
7 Postage	7,016							\$ 0
8 Occupancy	97,627		7,884					\$ 0
9 Local Transportation	14,824							\$ 0
10 Assistance	36,110							\$ 0
11 Conferences & Meetings	2,668							\$ 0
12 Multimedia & Dues	219							\$ 0
13 Equipment, Rent & Repair	9,246							\$ 0
14 General Administrative	1,334							\$ 0
15 Indirect Expenses	125,964							\$ 0
								\$
Total	2,010,831	0	50,000	0	0	0	0	\$0

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan- Mar	Q2 Apr-Jun	Q3 Jul- Sep	Q4 Oct- Dec	Spent to Date
1 City of Evanston Mental Health Board	50,000		50,000					\$ 0
2 Village of Skokie CDBG	10,000							\$ 0
3 Illinois Dept. on Aging CCP	1,237,400							\$ 0
4 Illinois DORS	42,000							\$ 0
5 AgeOptions	288,469							\$ 0
6 Townships	3,000							\$ 0
7 Corporations, Foundations & Organizations	45,000							\$ 0
8 Contributions	334,962							\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	2,010,831	0	50,000	0	0	0	0	\$0

Documents

Documents Requested *

Required? Attached Documents *

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Audited financial statement and Form 990 for the most recent completed fiscal year.

[North Shore Senior Center Audited Financials](#)

[North Shore Senior Center 990 2016 Final](#)

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

[NSSC Annual Report 2016](#)

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

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

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

[NSSC Biographies of senior leadership](#)

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.

[NSSC Strategic Plan 2015-2018](#)

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

[NAPIS intake Form - NSSC](#)

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

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

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

[NSSC Organizational Chart](#)

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

[Chart of Accounts - NSSC](#)

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

[MHB Budget NSSC](#)

categories such as Foundation Grants here.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

[NSSC 2017 Statement of Activity](#)

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 FY2017.

Extra

What is the current status of state funding?

We anticipate that, with the State of Illinois having an approved budget, payment will flow more consistently. We receive our funding from the State based on the services we provide, not based on a grant. At the present time, 31% of our clients are MCO (Managed Care Organization) clients, which mean that the State reimburses us at a much lower rate than it does our CCP (Community Care Program) clients. We are anticipating receiving less money in reimbursements from the State in FY 18 because of the change in how clients are classified.

In addition, State funding is that it is not keeping up with the increased work—primarily paper work — that is being asked for each client. Therefore, our ability to maintain our client-to-staffing ratios is pressured. Costs per client are going up and reimbursement per client is going down. Our response is to continue to rely on fundraising and seek other sources of revenue (CareOptions) to allow us to continue to serve low-income and poverty level seniors.

How does counseling service differ from PEARLS?

Case management counseling service includes supportive counseling to clients as part of the overall case management activities. Staff are prepared to understand the mental health aspect of their clients and provide supportive counseling as well as information and referral to providers that can meet needs that cannot be met through supportive counseling. Case management counseling is not intensive psychotherapy. PEARLS is an in-home evidence-based program that uses Problem Solving Therapy to specifically reduce depressive symptoms in older adults. PEARLS is more intensive, focused on the most prevalent mental health diagnosis in the senior population, and is in line with current psychotherapy practices. Additionally, the PEARLS program is time limited. There are 8 -9 counseling sessions over a 19 week period.

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City of Evanston

Community Development

2018 CDBG Public Services & Mental Health Board - City of Evanston

8/18/2017 deadline

North Shore Senior Center

North Shore Senior Center, PEARLS, a program of CareOptions.

\$ 25,000.00 Requested
\$ 25,000 MHB Request

Submitted: 8/17/2017 12:27:21 PM (Pacific)

Project Contact

Patrick Price

pprice@nssc.org

Tel: 8477846057

Additional Contacts

brudzin@nssc.org, egordon@nssc.org

North Shore Senior Center

161 Northfield Road
Northfield, IL 60093

Executive Director

Jordan Luhr

jluhr@nssc.org

Telephone 847-784-6000

Fax 847-446-8762

Web www.nssc.org

EIN 36-2366074

DUNS 131214538

SAM Expires 10/5/2017

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

North Shore Senior Center, PEARLS, a program of CareOptions.

2. Type of organization

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

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

- No
- Yes

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

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

N/A

5. Is your organization accredited?

- Yes

No

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

Three-year accreditation by CARF International in April 2015 and five-year accreditation by the National Institute of Senior Centers in July 2013.

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. 2018 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
25,000	MHB (Human Services Fund)
25,000.00	TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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.

PEARLS, the Program to Encourage Active and Rewarding Lives for Seniors, empowers seniors suffering from symptoms of depression to actively manage their depression and improve their quality of life by providing a concrete, easy-to-learn approach to solving problems. Licensed clinical social workers meet nine times over a 19-week period with clients in their homes to establish problem-solving techniques for specific issues. Clients are empowered to learn how to address their problems step-by-step.

By implementing the PEARLS program, CareOptions, a program of North Shore Senior Center, will be able to provide counseling to low-income Evanston client's in their homes who are suffering from depression. Referrals for the PEARLS counseling program will be identified by North Shore Senior Center Senior's Senior and Family Services Case Managers working with low-income Evanston residents. We will also collaborate with other organizations throughout the Evanston community.

To date we have accomplished the following: Terri McHugh, LCSW, clinical supervisor for North Shore Senior Options, has completed her training to be a PEARLS counselor through the University of Washington. The required psychiatrist to administer medication needs has been recruited. Terry Hanusa, MD., a geriatric psychiatrist is the consultant to the program. The first four PEARLS clients were enrolled in the program beginning on July 1, 2017.

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.

One in four persons aged 55 and over experiences behavioral health disorders that are not part of the normal aging process. 1 It is a medical problem that affects many older adults and can often be successfully treated. Symptoms of depression include: depressed mood, loss of interest or pleasure in activities, disturbed sleep, weight loss or gain, lack of energy, feelings of worthlessness or extreme guilt, difficulties with concentration or decision making, noticeable restlessness or slow movement, and frequent thoughts of death or suicide or an attempt of suicide.2

Up to 5% of older adults in the community meet diagnostic criteria for major depression, and up to 15% have clinically significant depressive symptoms that impact their functioning (otherwise known as sub-syndromal depression or minor depression).3 Depression is often under-recognized and under-treated in older adults.

Depression can impair an older adult's ability to function and enjoy life and can contribute to poor health outcomes and high health care costs. Compared to older adults without depression, those with depression often need greater assistance with self-care and daily living activities and often recover more slowly from physical disorders. Without appropriate treatment, symptoms of depression can limit an older adult's ability to achieve successful aging.4 Psychotherapy can help reduce symptoms and increase the physical and emotional well-being of older adults by reinforcing strengths.

We chose the PEARLS counseling program because it is evidenced-based and was developed at the University of Washington through funding from the Centers for Disease Control (CDC) and Prevention. Their research was conducted through an Area Agency on Aging similar to AgeOptions. It demonstrated the need for counseling among Medicaid-waiver senior clients. At this time, no formal counseling is provided to low-income Community Care Program clients in Evanston.

With over 61 years of service to older adults and their families, North Shore Senior Center is uniquely qualified to provide behavioral health services. All the counselors in our PEARLS program are licensed clinical social workers (LCSW). Terri McHugh, LCSW, clinical supervisor for North Shore Senior Options, is responsible for implementing the program locally. Ms. McHugh has been trained in the PEARLS methodology and has completed further training, including a training certificate in Cognitive Behavioral Therapy. Two outside professionals will complete the treatment team: A geriatric psychiatrist to address medical and medication issues and a psychologist to provide case consultation. The PEARLS counselor is the heart of the team as he or she works directly with the client.

1 Jeste DV, Alexopoulos GS, Bartels SJ, et al. Consensus statement on the upcoming crisis in geriatric mental health: Research agenda for the next 2 decades. Archives of General Psychiatry. 1999; 56(9):848-853.

2 American Psychiatric Association. (1994). Diagnostic and Statistical Manual of Mental Disorders (DSM-IV) (Fourth Edition - Revised). Washington, D.C.

3 Hybels CF, Blazer DG. (2003). Epidemiology of late-life mental disorders. Clinics in Geriatric Medicine, 19(4): 663-696.

4 Center for Mental Health Services. (2011). Treatment of depression in older adults evidence-based practices (EBP) KIT. HHS Publication No. SMA-11-4631. Rockville, MD: Substance Abuse and Mental Health Services Administration. <http://store.samhsa.gov/product/Treatment-of-Depression-in-Older-Adults-Evidence-Based-Practices-EBP-KIT/SMA11-4631CD-DVD>

Documents Requested *

Required? Attached Documents *

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



[NSSC FY18 Budget](#)

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

[2017 Board List with aff. REV Feb](#)

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal

[Conflict of Interest Disclosure Form](#)

policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form

[download template](#)

Application Questions

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

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

North Shore Senior Center started providing therapy and counseling to adults 55 and over in January of this year because we recognized the mental health issues faced by the seniors we serve. The intent of the new behavioral health programs we are implementing through CareOptions is to encourage seniors to attend therapy with a licensed clinical social worker (LCSW) to help them decrease their stress and increase their wellbeing.

PEARLS, Program to Encourage Active and Rewarding Lives for Seniors, is a specific short-term evidenced-based problem-solving program conducted in client's homes. To be eligible for the program, low-income Evanston residents need to meet the following criteria:

- Be age 60 and over.
- Enrolled in Medicare Part B.
- Have the cognitive ability to follow a structured program.
- Screened positive for symptoms of depression.
- Do not have a diagnosis or symptoms of cognitive impairment, bipolar disorder, schizophrenia or chronic substance abuse.

The population we anticipate serving is comprised of adults age 60 and over and in the Evanston community. Some 81.53% are frail or disabled, 48.31% live alone, and 12.88% have limited or no English-speaking skills. A further breakdown of their race/ethnicity shows 31.67% is White/Non-Hispanic; 2.04% is White/Hispanic; 58.33% Black-African American/Non-Hispanic; .19% is Black- African American/Non-Hispanic; 6.30% is Asian/Non-Hispanic; .37% Asian/Hispanic; and 1.11% other. Gender breakdown is Male 30.85% and female 69.15%. The family status of our clients is 22.24% single, 20.25% married, 2.72% separated, 14.65% divorced, 39.96% widowed and .18% living with a domestic partner.

More than 98.66% of our clients live between the poverty line and low-income levels and do not have the funds for the basic necessities. The economic status is as follows: 69.16% client's very low (<30%), 12.07% clients low (<50%), 10.73% clients moderate (<80%), and 6.70% clients not low/moderate (>80%).

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

One in four people aged 55 and over experiences behavioral health issues that are not part of the normal aging process. 1 Up to 5% of seniors in the community meet diagnostic criteria for major depression, and up to 15% have clinically significant depressive symptoms that impact their functioning (otherwise known as sub-syndromal depression or minor depression).²

Depression can impair senior's ability to function and enjoy life and can contribute to poor health outcomes and high healthcare costs. Compared to seniors without depression, those with depression often need greater assistance with self-care and daily living activities and often recover more slowly from physical disorders. Counseling can help reduce symptoms and increase the physical and emotional well-being of seniors by reinforcing strengths. When depression is properly treated, according to the American Association of Geriatric Psychiatry, more than 80% of those suffering from depression can return to their normal life after treatment.³

PEARLS, the Program to Encourage Active and Rewarding Lives for Seniors, empowers client to take action and make changes in their behavior that can reduce their symptoms of depression and improve their quality of life. PEARLS will offer low-income Evanston seniors suffering from symptoms of depression to actively manage their depression by providing a concrete, easy-to-learn approach to solving problems. Licensed clinical social workers meet eight times over a 19-week period with clients to teach them problem-solving techniques for specific issues. Clients learn how to address their problems step-by-step in between sessions. An important distinction of the PEARLS program is that counseling is provided in the home, so transportation and mobility barriers are eliminated.

PEARLS is an evidenced-based program developed at the University of Washington through funding from the Centers for Disease Control and Prevention. PEARLS uses structured problem solving treatment to empower seniors to actively manage depressive symptoms. Throughout the 19-week program seniors are guided and encouraged to:

- Identify a particular problem and implement steps toward solving it, thereby building problem-solving skills.
- Incorporate more physical and social activity into a daily regimen.
- Identify a pleasurable activity to engage in weekly.

Pearls counselor and clients collaborate to identify a discrete problem, possible solutions and the steps needed to activate the chosen solution. In addition, clients schedule physical, pleasurable and social activities for the period between sessions. Success of the plan is reviewed at the following session. The eight in-person sessions are scheduled weekly, then bi-weekly and then monthly at a time that is convenient for the client.

PEARLS is based on three fundamental principles:

- What a client is experiencing are symptoms and the symptoms are due to depression.
- There is a close link between depression and unsolved problems.
- Increasing participation in social, physical and other pleasant activities will lead to a decrease in depressive symptoms.

1 Jeste DV, Alexopoulos GS, Bartels SJ, et al. Consensus statement on the upcoming crisis in geriatric mental health: Research agenda for the next 2 decades. Archives of General Psychiatry. 1999; 56(9):848-853.

2 Hybels CF, Blazer DG. (2003). Epidemiology of late-life mental disorders. Clinics in Geriatric Medicine, 19(4): 663-696.

3. 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.

30	Intake/assessment
35	Referrals
	Individual case management plan/services
30	Services delivered on an individual basis (e.g. home delivered meals)
	One time event or activity (e.g. field trips, tax preparation)
270	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)
365.00	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

First implemented in 2000, PEARLS is an evidenced-based counseling program developed at the University of Washington through funding from the Centers for Disease Control and Prevention (CDC). PEARLS was designed as a community-based treatment program for seniors using methods of problem-solving treatments to reduce depression. PEARLS empowers seniors over a 19-week period as they learn new skills to deal with their depression. The research on the program showed that recipients of treatment outlined in the PEARLS program were more likely to experience a 50%-plus reduction of symptoms of depression and experience an improved quality of life.

North Shore Senior Center is the first organization, in this area, to embrace PEARLS, which has been successfully replicated by a number of community-based organizations across the country. To date, we have accomplished the following:

- Terri McHugh, LCSW, clinical supervisor for CareOptions, has completed her training to be a PEARLS counselor through the University of Washington.
- The required psychiatrist to administer medication needs has been recruited. Terry Hanusa, MD, a geriatric psychiatrist, is the consultant to the program.
- Dr. Andrew Mantelman is the collaborating psychologist.
- The first four PEARLS referrals were screened for the program in the beginning of July, 2017. Of those referred, three are active PEARLS clients.
- Applied for and received National Provider Identifier (NPI) number (for individual and organization). The NPI number is required for all users of the National Plan and Provider Enumeration System (NPPES) so that the North Shore Senior Services can bill Medicare and other providers for services.
- Completed online training for Centers for Medicare and Medicaid Services' Connex system.

The PEARLS program through CareOptions, a program of North Shore Senior Center, will allow us to provide counseling to low-income Evanston clients in their homes who are suffering from depression. Referrals for the PEARLS counseling program will be identified by North Shore Senior Center Senior's Senior and Family Services case managers working with low-income Evanston residents. We will also collaborate with other organizations throughout the Evanston community.

The addition of PEARLS will increase our ability to expand the services to low-income Evanston residents, allowing us to provide more comprehensive services to seniors. Our behavioral health services will be on-going.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

We will not have a waiting list for PEARLS. The PEARLS supervisor will be able to train other licensed clinical social works to implement PEARLS. As the need for the program grows, we will be able to add additional counselors trained in the PEARLS methodology.

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

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

North Shore Senior Center is the first organization, in this area, to be using the PEARLS program to serve low-income Evanston seniors suffering from symptoms of depression in their homes. There are two other agencies that provide psychotherapy. North Shore Senior Center has always collaborated with other agencies serving Evanston residents, and we regularly make referrals to a variety of other agencies to support Evanston residents. We anticipate in addition to receiving referrals for PEARLS services from North Shore Senior Center Senior's Senior and Family Services case managers working with low-income Evanston residents, we will be collaborating with other organizations throughout the Evanston community.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

All PEARLS participants are administered the Patient-Health Questionnaire (PHQ-9), a screening tool for depression. To be eligible for PEARLS, a senior must have minor depression, major depression or dysthymia and indicated by their score on the PHQ-9. The PHQ-9 is given again at the beginning of each session to help the participant learn to recognize their symptoms of depression. This information is also used by the counselor to assess depression severity and determine if a participant has improved in regard to their depression between sessions.

Program Goal 1: To successful recruit clients to participate in the PEARLS program during the funding year.

Expected Outcome: Recruit 30 clients, of which 15 are low income Evanston seniors, to participate in the PEARLS program

during the funding year.

What Data are Collected/Used to Analyze Program and Measure Success Goal: PEARLS Baseline questionnaire and PHQ-9 screen for depression are completed by client week 1.

Program Goal 2: To administer the PEARLS program to 30 clients during the funding year.

Expected Outcome: 80% of clients complete the PEARLS program.

What Data are Collected/Used to Analyze Program and Measure Success Goal: PHQ-9 completed during each in-person session with client.

Program Goal 3: To complete the PEARLS program so clients can reduce their symptoms of depression.

Expected Outcome: Clients who complete program will have 50% or greater reduction of depressive symptoms at the end of the treatment.

What Data are Collected/Used to Analyze Program and Measure Success Goal: PEARLS Final Questionnaire and PHQ-9 completed at the 8 in-person session with client.

Terri McHugh, LCSW, clinical supervisor for CareOption, is responsible for ensuring the PEARLS program is implemented as planned. Elizabeth Gordon, PhD, Director of CareOptions, has overall responsibility.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="30"/>	Unduplicated people to be served in 2018
<input type="text" value="15"/>	Unduplicated Evanston residents to be served in 2018
<input type="text" value="30"/>	Unduplicated low/moderate income people to be served in 2018
<input type="text" value="15"/>	Unduplicated low/moderate income Evanston residents to be served in 2018
<input type="text"/>	Unduplicated people served in 2017
<input type="text"/>	Unduplicated Evanston residents served in 2017
<input type="text"/>	Unduplicated low/moderate income people served in 2017
<input type="text"/>	Unduplicated low/moderate Evanston residents served in 2017
<input type="text" value="90.00"/>	TOTAL

9. Provide a summary of your organization's mission including 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."

North Shore Senior Center is a 501(c)(3) organization founded in 1956 by a group of Winnetka residents who set out to enrich the lives of seniors. For over 60 years, our mission has been to foster the independence and well-being of older adults, enhance their dignity and self-respect, and promote their participation in and contribution toward all aspects of community life. Since our founding, we have partnered with seniors to redefine the process of aging. Our goal is to give seniors the assistance they need to live safely and comfortably in their own homes for as long as possible as valued members of their communities. The philosophy of North Shore Senior Center focuses on the principle of positive aging, which recognizes seniors as valuable members of society who contribute a diversity of skills, knowledge and experiences. We support the seniors we serve so they can "age in place" and avoid premature, long-term nursing home placement.

We are governed by a 25-person Board of Directors with oversight by Executive Director Jordan Luhr. Nine program directors supervise the departments of Finance/IT, Lifelong Learning, House of Welcome Adult Day Services for people with dementias, Development/Marketing, Senior and Family Services, CareOptions, Human Resources/Volunteer Services, Program Evaluation and Quality Assurance and Facilities/Operations. Our goals as an organization include assuring financial stability; developing strategic marketing initiatives; attracting and retaining the highest quality board members,

staff and volunteers; exploring expansion and contraction; and, maintaining a commitment to excellence. This is accomplished with the help of our staff comprised of 102 full-time and 21 part-time members. In addition, approximately 277 volunteers provide invaluable service and support to our organization. Plus, the agency is accredited by CARF International and the National Institute of Senior Centers.

In May of 2017, Elizabeth Gordon, PhD, became the Director of CareOptions, following the departure of the first director, who launched the program in 2014. Dr. Gordon will be responsible for growing CareOptions, a fee-for-service geriatric care management program. Prior to becoming the Director of CareOptions, Dr. Gordon was the Director of Senior and Family Services for our Niles office since August of 2008. Dr. Gordon also was a counselor and case manager for North Shore Senior Center in Evanston for three years.

In January 2017, CareOptions started providing therapy and counseling to adults 55 and over. As an organization, we recognize the mental health issues faced by older adults. Our intent is to encourage older adults to attend therapy at North Shore Senior Center by a licensed clinical social worker to help them decrease their stress and increase their wellbeing. In May of 2017, Terri McHugh became the first clinical supervisor in CareOptions and she supervises the behavioral health team.

In May of 2017, Katherine Honeywell, Director of Senior and Family Services – Northfield, assumed the responsibility for both Niles and Northfield offices. Ms. Honeywell has been an employee of North Shore Senior Center for the past 28 years. In that time, Ms. Honeywell has worked in case management, Adult Protective Services, the House of Welcome Adult Day Services, senior housing, facilitated support groups, supervised the Adult Protective Services Program and supervised graduate school social work interns.

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

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

North Shore Senior Center's Finance Department tracks revenues and expenditures and restricts funds designated for a specific purpose, such as those requested from the City of Evanston/CDBG. North Shore Senior Center has an external annual audit conducted each year and expenditures are monitored by our Board of Directors. Therefore, it is assured that 100 percent of this grant will go toward serving Evanston residents.

Our policy for cash disbursements states the following:

The positions authorized to sign checks are: the Chair, President/Executive Director, Treasurer, General Counsel, and Director of Finance and IT. One signature is required on checks up to \$4999.99. Two signatures will be required on checks in the amount of \$5,000 and higher. If one of the signatures is that of a staff position, the second signature must be a Board position.

The bookkeeper will maintain the accounts payable system. The Controller and Director of Finance and IT will review all disbursements prior to check print. All disbursements require receipts and approvals.

Any procurement related to federal programs will comply with the applicable standards and procedures.

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Terri McHugh, a licensed clinical social worker (LCSW), received her master's degree from Loyola School of Social Work. Ms. McHugh has been with North Shore Senior Center for nine years, serving most recently as a clinical supervisor for the past three years in our Niles office. Prior to joining the Center, Terri was a P.R.N. social worker for Rainbow Hospice and Palliative Care and Horizon Hospice and Palliative Care. Ms. McHugh, the clinical supervisor for CareOptions, a program of North Shore Senior Center, has completed training through the University of Washington for the evidenced-based Program to Encourage Active and Rewarding Lives for Seniors (PEARLS) and holds a certificate of training in cognitive behavioral therapy. All PEARLS counselors will be licensed clinical social workers and will be trained in the PEARLS methodology. The counselor is the heart of the PEARLS program because he or she works directly with the client to implement the program.

Two outside professionals will complete the treatment team: A geriatric psychiatrist to address medical and medication issues and a psychologist to provide case consultation. Geriatric psychiatrist Dr. Terry Hanusa, MD, was recruited as the required psychiatric consultant and Dr. Andrew Mantelman is the collaborating PsyD.

Elizabeth Gordon, PhD, Director of CareOptions, administers the program under the direction of Jordan Luhr, Executive Director of North Shore Senior Center. Before joining CareOptions, Dr. Gordon was director of Senior and Family Services for North Shore Senior Center's Niles office for nine years. Prior to that, she spent three years working in the Evanston office as a counselor and care manager. Prior to joining North Shore Senior Center, she served as the vice president and chief academic officer at Advocate Health Care, and earlier served as associate professor of Pediatrics and director of research at the College of Human Medicine, Michigan State University.

Dr. Gordon received her doctorate, master's and undergraduate degrees in psychology from Michigan State University and also earned a master's degree in human services/counseling from National-Lewis University. She holds a certificate of professional achievement in nonprofit management from Northwestern University's Kellogg School of Management. Liz serves on the American Academy of Pediatrics Institutional Review Board and a number of community committees.

This grant amount requested would partially fund Ms. McHugh's salary and benefits and the cost of the required psychiatric consultant. Neither of these positions are contingent on City funding. New staff will be trained as PEARLS counselors as the need for the therapy grows. North Shore Senior Center received a three-year accreditation by CARF International in April 2015 and a five-year accreditation by the National Institute of Senior Centers in July 2013.

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

Katherine Honeywell attended the pre-application meeting. Her email is Khoneywell@nssc.org and phone number is 847-784-6074. Barbara Rudzin also attended the pre-application meeting. Her email is brudzin@nssc.org and phone number is 847-784-6024.

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

131214538

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

- Yes
 No

16. 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

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

An important distinction of the PEARLS program is that counseling is provided in the clients home, so transportation and mobility barriers are eliminated.

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

	low-income Evanston seniors, to participate in the PEARLS program.	questionnaire and PHQ-9 screen to determine if they are eligible for the program.									
2	80% of clients complete the PEARLS program.	When Clients complete the program.	6	6	6	6	24				0
3	Clients who complete program will have 50% or greater reduction of depressive symptoms at the end of the treatment.	Measured by the Patient Health Questionnaire (PHQ-9) instrument and PEARLS baseline and final questionnaires.	6	6	6	6	24				0
4							0				0
5							0				0
Total			19	20	20	19	78	0	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 Salaries and Benefits	59,958		25,000					\$ 0
2 Program Administration (Supervision & Support)	19,628							\$ 0
3 Professional Fees (Psychiatrist)	7,200							\$ 0
4 Memberships	600							\$ 0
5 Training & Development	1,200							\$ 0
6 Supplies	850							\$ 0
7 Printing	275							\$ 0
8 Postage	250							\$ 0
9 Transportation	450							\$ 0
10 Occupancy	3,585							\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	93,996	0	25,000	0	0	0	0	\$0

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 City of Evanston Mental Health Board	25,000		25,000					\$ 0

2 The Healthcare Foundation of Highland Park	10,000								\$ 0
3 Medicare Fees	18,486								\$ 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
Total	53,486	0	25,000	0	0	0	0	0	\$0

Documents

Documents Requested *

Required? Attached Documents *

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Audited financial statement and Form 990 for the most recent completed fiscal year.

[North Shore Senior Center 2016 Audited Financial Statement](#)

[North Shore Senior Center 990 2016 Final](#)

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

[NSSC Annual Report 2016](#)

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).

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

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

[NSSC Non-discrimination & equal opp policies](#)

[Affirmative Action Policy NSSC](#)

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

[Articles of incorporation - NSSC](#)

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

[NSSC Biographies of senior leadership](#)

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.

[NSSC Strategic Plan 2015-2018](#)

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

[NAPIS intake Form - NSSC](#)

HUD Family income limits used to determine

eligibility for CDBG funding and for reporting demographic characteristics of participants.

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

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

[NSSC Organizational Chart](#)

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

[Chart of Accounts - NSSC](#)

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.

[NSSC FY18 PEARLS 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 FY2017.

[Statement of rev/expenses FY 2017 - NSSC](#)

Extra

Revenue and expenses do not balance. Please explain.

CareOptions' PEARLS program is a new program for North Shore Senior Center. As a new program, we anticipate a shortfall and it will be funded from North Shore Senior Center's general operating budget. We are continuing to seek other funding sources and have several pending grant proposals.

The narrative provides information about a program that currently exists, but there is no budget for 2017. Please explain.

We implemented the PEARLS program in July 2017, which is the beginning of North Shore Senior Centers 17/18 fiscal year. The first four PEARLS referrals were screened for the program in the beginning of July 2017.

We have revised the budget we initially submitted with the grant because it was based on our 2018 fiscal year (July 1, 2017 to June 30, 2018). We now have a budget for calendar year 2017 starting in July and another budget for calendar year 2018. The budget section in ZoomGrants reflects this change.

If 50% of the potential clients will be low income Evanston seniors, who will comprise the additional 50%? [Application Questions, Part 7, under Program Goal 1]

North Shore Senior Center has had a Senior and Family Services office in the Evanston community, since 1996, to provide a multitude of programs and services to older adults and their families. By implementing the PEARLS program, we will be providing an additional service to low-income Evanston client's we currently serve through our Community Care Program (CCP). Through our working knowledge of the Evanston community resources, we will receive client referrals. In addition, we plan to conduct community outreach.

The other 50% of our potential clients will come from referrals from North Shore Senior Center case managers working in other parts of our service area which comprises the townships of New Trier, Niles, Northfield and Maine Township.

How many Evanston clients will be served? #1 states 30 and #8 15.

We anticipate serving 30 clients in the PEARLS program during the funding year. A minimum of 15 of those clients will be low-income Evanston seniors.

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Application ID: 87697

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City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

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

\$ 15,000.00 Requested
\$ 0 MHB Request

Submitted: 8/17/2017 1:23:27 PM (Pacific)

Project Contact

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pprice@nssc.org
Tel: 8477846057

Additional Contacts

brudzin@nssc.org, khoneywell@nssc.org

North Shore Senior Center

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Executive Director

Jordan Luhr
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Web www.nssc.org
EIN 36-2366074
DUNS 131214538
SAM Expires 10/5/2017

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

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

North Shore Senior Center, Grandparents Raising Grandchildren

2. Type of organization

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

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

- No
- Yes

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

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

N/A

5. Is your organization accredited?

- Yes

No

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

Three-year accreditation by CARF International in April 2015 and five-year accreditation by the National Institute of Senior Centers in July 2013.

7. People served:

Check all that apply.

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

8. 2018 Funding Requested from the City of Evanston

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

<input type="text" value="15,000"/>	CDBG
<input type="text"/>	MHB (Human Services Fund)
<input type="text" value="15,000.00"/>	TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 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 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 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).

[NSSC FY18 Budget](#)

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

[2017 Board List with aff. REV Feb](#)

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](#)

Application Questions

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

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

The program currently has 28 active grandparents (27 grandmothers and one grandfather) and 84 grandchildren (ranging from birth-18 years). We anticipate growth in the program during 2018. Of the 28 grandparents receiving services through the Grandparents Raising Grandchildren program, 22 grandparents live in Evanston. The Grandparents Raising Grandchildren program is an opportunity to support some of the most vulnerable Evanston residents.

The population of seniors and youth consists of Evanston residents over the age of 60 and children between birth and 18-years of age. 28.57% of the seniors are frail or disabled. A further breakdown of their race/ethnicity shows 95.24% are Black-African American/Non-Hispanic and 4.76% are White/Hispanic. Gender breakdown is Male - 0% and female 100%. The family status of our clients is 42.86% single, 0% married, 28.57% divorced, and 28.57% widowed.

As mentioned above, many of our grandparents do not have the funds for the basic necessities. Their economic status is as follows: 52.38% client's very low (<30%), 14.29% clients low (< 50%), 23.81% clients moderate (< 80%) and 9.52% clients not low/moderate (>80%).

Every grandparent raising his or her grandchild is welcome to participant in program. To be eligible for some of our programs, we look at client's income. We determine low-income levels by following the federally established guidelines as listed on the National Aging Program Information Systems (NAPIS) intake form, which identifies poverty-level income as \$0 to \$12,060 and low income as \$16,907 to \$43,050. For means-tested services, clients are asked to state their incomes and assets. The information is verified through clients' bank account records, tax returns, Social Security income statements and other documentation.

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

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

Grandparents Raising Grandchildren program helps grandparents to enhance their parenting skills, assists them to live safely and comfortably in their homes, and provides stability and security to the grandparents so they can provide stability and security to their grandchildren. The grandchildren develop their social and academic skills and receive support and encouragement from each other. We anticipate each family receives 10 to 15 hours of services each month.

The program activities include:

Case Management Services: Grandparents receive day-to-day case management, as needed. A case manager conducts a 21-page comprehensive assessment and develops a care plan in conjunction with the family. Individual supportive counseling is provided to address the many emotional issues that arise.

Grandparent Support Group: Meetings facilitated by our case managers are held on the third Monday of the month at the Levy Senior Center. During sessions, grandparents share feelings with peers, get tips on solving everyday problems, and offer mutual support. Guest speakers are often invited to present. Topics have included child advocacy, education in parenting and behavior skills, discipline, and the use and safety of social media. Dinners served at these meetings offer an opportunity to educate the grandparents about healthy diets on a budget.

Grandchildren's Activities: While the grandparents are in their meetings, child specialists provide age-appropriate experiences for the children including tutoring, reading activities and educational games.

Grandchildren's Needs: At the beginning of the school year, we provide gift cards for school supplies to families with school-aged children, and for the holiday season, grandparents receive a gift card to purchase gifts for each grandchild.

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

Stress reduction activities: To help manage stress, various activities are planned —yearly, grandparents dine together at a local restaurant, a family summer picnic and an annual holiday party.

Resource Fair: The fair is held in partnership with Family Focus and in collaboration with approximately twenty agencies. The purpose of the fair is to connect grandparents with community resources. Agency representatives make presentations and are available to provide the grandparents with information, counsel and follow-up throughout the year.

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

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

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

<input type="text" value="17"/>	Intake/assessment
<input type="text" value="10"/>	Referrals
<input type="text" value="25"/>	Individual case management plan/services
<input type="text" value="15"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="10"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="16"/>	Multi-session program (e.g. after school program)
<input type="text" value="2"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text" value="4"/>	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text" value="11"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="110.00"/>	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

The Grandparents Raising Grandchildren program was initiated in 1998 because a growing number of Evanston grandparents had assumed the responsibility of raising their grandchildren and no other support was available to serve the needs of these families. The children's parents are absent for a variety of reasons, including addiction, depression, incarceration, or mental health issues. All of the grandparents in our program are economically disadvantaged, on a fixed income and mostly African-American females. As we continue to fulfill our mission, we are working to strengthen these families by providing programs and services so they can remain intact and in their homes.

The Grandparents Raising Grandchildren program was started because residents of Evanston saw a need for it. These families are living at or below the poverty line and do not have the funds for the basic necessities. Some of the grandparents are struggling with their own health concerns. This makes it difficult for them to function in their own daily lives. These families have housing issues, specifically finding affordable housing that will accommodate children because senior rent-subsided housing would not permit the children. Additionally, they have special legal needs related to adoption and guardianship. These elderly grandparents have the added stress of raising their grandchildren — some rising up to six grandchildren, and some are even raising their great-grandchildren. Many of the grandchildren struggle at school and in their community resulting due to severe childhood trauma. Having supported these Evanston families since the program began in 1998, we are confident we will continue helping them as long as there will be a need for this program.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

There has never been a wait list for the Grandparents Raising Grandchildren's program. North Shore Senior Center has accommodated the on-going needs of these families since the program started.

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

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

North Shore Senior Center is the only agency in the area that provides Grandparents Raising Grandchildren program with comprehensive services. We leverage resources and avoid duplication of services through our knowledge of other community agencies/organizations and our collaboration with them. When necessary, we refer clients to other agencies/organizations for their specific expertise and ability to complement the general case management services we provide. Referrals are made regularly to a variety of agencies including: Peer Services, CEDA- LIHEAP (Low Income Home Energy Assistance Program), SHIP (Senior Health Insurance Program), Open Communities, Senior Connections, Faith in Action, Connections for the Homeless, Second Sense, Family Focus, Legal Assistance Foundation and CJE Senior Life.

North Shore Senior Center's staff and volunteers in our office in the Evanston Civic Center assist Evanston residents who come to the office for assistance with benefits applications. We help them determine the more than 20 different public entitlements and other benefit programs they are eligible to apply, complete and then submit the applications. Through this program we are collaborating with all the benefit agencies.

The Niles/Evanston offices collaborate with the City of Evanston to conduct various programs and services, including the Grandparents Raising Grandchildren program, at the Levy Senior Center as well as other municipal sites. In addition, we provide the administration for the Senior Farmers' Market Nutrition Program in collaboration with the City of Evanston, the Village of Skokie and CJE Senior Life.

North Shore Senior Center is the only organization designated by the Illinois Department on Aging as a Care Coordination Unit (CCU) under its Community Care Program for serving City of Evanston residents. CCUs have designated areas and do not overlap. Therefore, we are the only agency that can administer the State-required comprehensive 21-page needs assessment. This assessment is an integral part of determining and setting up the services required by seniors.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

The purpose of Grandparents Raising Grandchildren program is to provide seniors with support who have become the

primary parents to their grandchildren. The grandparents need support to keep their families together to ensure a more positive future for their grandchildren. The Grandparents Raising Grandchildren program helps grandparents to enhance their parenting skills, assists them to live safely and comfortably in their own homes and provides a vehicle for emotional support from peers in addition to general case management. Through the program, the grandchildren develop their social and academic skills and receive support from the other grandchildren in the program. The program works to strengthen the families by providing stability and security for the grandparents who are raising their grandchildren by providing programs and services.

Program Goal 1: To provide financial support to the families in the program so they remain financially stable in the community during the funding year.

Expected Outcomes Goal 1: We will provide financial assistance to the families that are active members of our support group, so 80% of them will have financial stability. Currently, we have 28 families in the program.

What Data are Collected/Used to Analyze Program and Measure Success Goal 1: The determination is made quarterly using customized software to electronically track outcomes.

Program Goal 2: To support the grandchildren of active group members through age-appropriate activities so they remain engaged in the program throughout the funding year.

Expected Outcomes Goal 2: 80% of grandchildren will remain active in program. Currently we have 77 grandchildren.

What Data are Collected/Used to Analyze Program and Measure Success Goal 2: Case managers will document and track attendance of the grandchildren at each group.

Program Goal 3: To provide grandparents raising their grandchildren with support services, including education, training, emotional support and socialization opportunities during the funding year.

Expected Outcomes Goal 3: At least 80% of grandparents (active group members) will report a positive impact from the Grandparents Raising Grandchildren program by attending program activities or receiving services from their case manager. Currently, we have 28 grandparents in the program.

What Data are Collected/Used to Analyze Program and Measure Success Goal 3: Case managers will document and track each contact they have with the grandparents and their participations in program activities.

The Grandparents Raising Grandchildren program has two case managers who serve as program facilitators and provide case management services to these families. Two child specialists design and provide activities during each support group meeting, resource fair, annual summer outing and holiday party for the grandchildren. A clinical supervisor manages the day-to-day operations of the program and Katherine Honeywell, Director of Senior and Family Services, has overall responsibility.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="33"/>	Unduplicated people to be served in 2018
<input type="text" value="27"/>	Unduplicated Evanston residents to be served in 2018
<input type="text" value="31"/>	Unduplicated low/moderate income people to be served in 2018
<input type="text" value="26"/>	Unduplicated low/moderate income Evanston residents to be served in 2018
<input type="text" value="26"/>	Unduplicated people served in 2017
<input type="text" value="21"/>	Unduplicated Evanston residents served in 2017
<input type="text" value="24"/>	Unduplicated low/moderate income people served in 2017
<input type="text" value="19"/>	Unduplicated low/moderate Evanston residents served in 2017
<input type="text" value="207.00"/>	TOTAL

9. Provide a summary of your organization's mission including organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

North Shore Senior Center is a 501(c)(3) organization founded in 1956 by a group of Winnetka residents who set out to enrich the lives of seniors. For over 60 years, our mission has been to help foster the independence and well-being of older adults, enhance their dignity and self-respect, and promote their participation in and contribution toward all aspects of community life. Since our founding, we have partnered with seniors to redefine the process of aging. Our goal is to give seniors the assistance they need to live safely and comfortably in their own homes for as long as possible as valued members of their communities. The philosophy of North Shore Senior Center focuses on the principle of positive aging, which recognizes seniors as valuable members of society who contribute a diversity of skills, knowledge and experiences. We support the seniors we serve so they can "age in place" and avoid premature, long-term nursing home placement.

We are governed by a 25-person Board of Directors with oversight by Executive Director Jordan Luhr. Nine program directors supervise the departments of Finance/IT, Lifelong Learning, House of Welcome Adult Day Services for people with dementias, Development/Marketing, Senior and Family Services, CareOptions, Human Resources/Volunteer Services, Program Evaluation and Quality Assurance and Facilities/Operations. Our goals as an organization include assuring financial stability; developing strategic marketing initiatives; attracting and retaining the highest quality board members, staff and volunteers; exploring expansion and contraction; and, maintaining a commitment to excellence. This is accomplished with the help of our staff comprised of 102 full-time and 21 part-time members. In addition, approximately 277 volunteers provide invaluable service and support to our organization. Plus, the agency is accredited by CARF International and the National Institute of Senior Centers.

In May of 2017, Elizabeth Gordon, PhD, became the Director of CareOptions, following the departure of the first director, who launched the program in 2014. Dr. Gordon will be responsible for growing CareOptions, a fee-for-service geriatric care management program. Prior to becoming the Director of CareOptions, Dr. Gordon was the Director of Senior and Family Services for our Niles office since August of 2008. Dr. Gordon also was a counselor and case manager for North Shore Senior Center in Evanston for three years.

In January 2017, CareOptions started providing therapy and counseling to adults 55 and over. As an organization, we recognize the mental health issues faced by older adults. Our intent is to encourage older adults to attend therapy at North Shore Senior Center by a licensed clinical social worker to help them decrease their stress and increase their wellbeing. In May of 2017, Terri McHugh became the first clinical supervisor in CareOptions and she supervises the behavioral health team.

In May of 2017, Katherine Honeywell, Director of Senior and Family Services – Northfield, assumed the responsibility for both Niles and Northfield offices. Ms. Honeywell has been an employee of North Shore Senior Center for the past 28 years. In that time, Ms. Honeywell has worked in case management, Adult Protective Services, the House of Welcome Adult Day Services, senior housing, facilitated support groups, supervised the Adult Protective Services Program and supervised graduate school social work interns.

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

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

North Shore Senior Center's Finance Department tracks revenues and expenditures and restricts funds designated for a specific purpose, such as those requested from the City of Evanston/CDBG. North Shore Senior Center has an external annual audit conducted each year and expenditures are monitored by our Board of Directors. Therefore, it is assured that 100 percent of this grant will go toward serving Evanston residents.

Our policy for cash disbursements states the following:

The positions authorized to sign checks are: the Chair, President/Executive Director, Treasurer, General Counsel, and Director of Finance and IT. One signature is required on checks up to \$4999.99. Two signatures will be required on checks in the amount of \$5,000 and higher. If one of the signatures is that of a staff position, the second signature must be a Board position.

The bookkeeper will maintain the accounts payable system. The Controller and Director of Finance and IT will review all

disbursements prior to check print. All disbursements require receipts and approvals.

Any procurement related to federal programs will comply with the applicable standards and procedures.

11. 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)

12. 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?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Twenty-five professional staff members provide services in the Niles/Evanston Senior and Family Services offices. Included in this group are 19 case managers, one caregiver specialist, one older adults benefits specialist, two clinical supervisors, one receptionist and one director.

The Grandparents Raising Grandchildren's program has four staff members consisting of two case managers and two contracted child specialists. The Grandparents Raising Grandchildren staff members receives guidance from their supervisors. All case managers have a minimum of a bachelor's degree and most having master's degrees and clinical licenses. Tom Giller, Evanston social services manager, works exclusively with Evanston clients. Tom earned a master's degree from Loyola University of Chicago School of Social Work and he is a licensed Social Worker. He provides outreach and case management services on a weekly basis at Ebenezer Primm Towers senior housing and the Levy Senior Center with visits to Fleetwood-Jourdain Center and other centers on an as-needed basis. This grant helps to fund the salaries of the Grandparents Raising Grandchildren staff members. However, their positions are not contingent on City funding. North Shore Senior Center supports the salaries and benefits for the supervisors of the Grandparents Raising Grandchildren program. No new staff will be hired even if we receive funding for this grant. The staff to participant ratio is 1 to 160. North Shore Senior Center received a three-year accreditation by CARF International in April 2015 and a five-year accreditation by the National Institute of Senior Centers in July 2013.

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

Katherine Honeywell attended the pre-application meeting. Her email is khoneywell@nssc.org and phone number is 847-784-6074. Barbara Rudzin also attended the pre-application meeting. Her email is brudzin@nssc.org and phone number is 847-784-6024.

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

131214538

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

- Yes
- No

16. 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

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

We see most clients in their homes. Our Evanston office is in the Evanston Civic Center. Clients use the City of Evanston

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 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.

Patrick Price, Director of Development & Marketing

Budget

Funding Sources/Revenues	2017	2018	2018 Committed	
City of Evanston CDBG	\$ 10,500.00	\$ 15,000.00		
City of Evanston Mental Health Board Funds				
Governmental Funds	\$ 3,000.00	\$ 3,250.00		
Individual Donors	\$ 3,000.00	\$ 3,000.00		
Mc Neil Foundation	\$ 15,000.00	\$ 20,000.00		
Corporation Fundation & Organization	\$ 16,000.00	\$ 8,226.00		
Total	\$ 47,500.00	\$ 49,476.00	\$ 0.00	\$ 0.00

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Salaries	\$ 17,842.00	\$ 19,380.00	\$ 15,000.00	
Payroll Taxes	\$ 1,789.00	\$ 1,941.00		
Payroll Fringes	\$ 4,002.00	\$ 4,885.00		
Professional Fees	\$ 2,450.00	\$ 3,550.00		
Printing	\$ 50.00	\$ 50.00		
Supplies	\$ 2,479.00	\$ 2,500.00		
Recreation /Craft	\$ 250.00	\$ 320.00		
Food	\$ 4,250.00	\$ 4,350.00		
Postage	\$ 150.00	\$ 150.00		
Occupancy	\$ 2,075.00	\$ 2,140.00		
Local Transportation	\$ 150.00	\$ 230.00		
Assistance	\$ 5,200.00	\$ 3,750.00		
Indirect Expenses	\$ 6,813.00	\$ 6,230.00		
Total	\$ 47,500.00	\$ 49,476.00	\$ 15,000.00	\$ 0.00

Budget Narrative

Our fiscal year begins July 1 and ends on June 30. We are seeking funding from foundations in addition to contributions from individuals. These sources of revenue will be used to help offset the cost of the others expenses associated with implementing the Grandparents Raising Grandchildren program beyond salary and benefits.

The funding we are seeking through the City of Evanston CDBG grant request will be used to partially cover the following salaries and benefits for the staff working directly with the Grandparents Raising Grandchildren's program.

- Case Manager II - \$57,740, 20%
- Case Manager II - \$51,974, 20%

We also contract the services of two child specialists, who work with the grandchildren while the grandparents are at their support group meetings or the annual resource fair. One of the child specialists currently teaches high school math and the other child specialist is an elementary school teacher. We are seeking this support from the City of Evanston CDBG grant request to partially cover this expense as well. It is categorized on the budget under

professional fees.

- Child Specialists - \$3,550

All four of the above positions are currently filled. The Case Manager II positions spend most of their time serving Evanston residents. The Child Specialists only work with the Grandparents Raising Grandchildren program. North Shore Senior Center supports the salaries and benefits for the supervisors of the Grandparents Raising Grandchildren program.

Program Outcomes

Program Outcomes

Outcome	Indicator (How was success measured?)	Goal				Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
		# (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec						
1	80% of active families will have financial stability.	Determination is made quarterly using our electronic database that tracks outcomes.	21	21	21	21	84				0
2	80% of grandchildren will remain active in program.	Case managers will document and track attendance of group members.	15	15	16	16	62				0
3	At least 80% of grandparents (active group members) will report a positive impact from the Grandparents Raising Grandchildren program by attending program activities or receiving services from their case manager.	Case managers will document and track each contact they have with the grandparents using our electronic database that tracks outcomes.	21	21	21	21	84				0
4							0				0
5							0				0
Total			57	57	58	58	230	0	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 Salaries	19,380	13,000						\$ 0
2 Payroll Taxes	1,941							\$ 0
3 Payroll Fringes	4,885							\$ 0
4 Professional Fees	3,550	2,000						\$ 0
5 Printing	50							\$ 0
6 Supplies	2,500							\$ 0

7 Recreation/Craft	320								\$ 0
8 Food	4,350								\$ 0
9 Postage	150								\$ 0
10 Occupancy	2,140								\$ 0
11 Local Transportation	230								\$ 0
12 Assistance	3,750								\$ 0
13 Indirect Expenses	6,230								\$ 0
14									\$ 0
15									\$ 0
									\$
Total	49,476	15,000	0	0	0	0	0	0	\$0

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan- Mar	Q2 Apr- Jun	Q3 Jul- Sep	Q4 Oct- Dec	Spent to Date
1 Evanston CDBG	15,000	15,000						\$ 0
2 Governmental Funds	3,250							\$ 0
3 Individual Donors	3,000							\$ 0
4 Mc Neil Foundation	20,000							\$ 0
5 Corporation Fundation & Organization	8,226							\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	49,476	15,000	0	0	0	0	0	\$0

Documents

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Audited financial statement 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.

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

Required? Attached Documents *

[NSSC Audited Financial Report](#)

[North Shore Senior Center 990 2016 Final](#)

[NSSC Annual Report 2016](#)

years).

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

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

[NSSC Biographies of senior leadership](#)

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.

[NSSC Strategic Plan 2015-2018](#)

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

[NAPIS intake Form - NSSC](#)

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

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

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

[NSSC Organizational Chart](#)

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

[Chart of Accounts - NSSC](#)

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.

[NSSC GRG FY18 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 FY2017.

[NSSC 2017 Statement of Activity](#)

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

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