

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATION TO THE  
DUPAGE COMMUNITY DEVELOPMENT COMMISSION (CDC) FOR THE  
2009 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FOR THE DUPAGE  
COUNTY NEIGHBORHOOD RESOURCE CENTER CLUSTER**

WHEREAS, the Village of Downers Grove is a member of the DuPage Community Development Commission; and

WHEREAS, the Village of Downers Grove, a non-profit organization and municipal corporation in the State of Illinois, has prepared an application for Community Development Block Grant funding in the amount of \$38,537 for the project known as the Prentiss Creek Neighborhood Resource Center which the Village of Downers Grove intends to submit to the DuPage Community Development Commission for consideration; and

WHEREAS, the policies of the DuPage Community Development Commission require that such applications be sponsored by a member of the Commission; and

WHEREAS, the Village Council has reviewed said grant application, and desires that said application be considered by the DuPage Community Development Commission.

NOW, THEREFORE, be it resolved by the Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the Village of Downers Grove agrees to sponsor the 2009 application of the Village of Downers Grove in the amount of \$38,537 for the Prentiss Creek Neighborhood Resource Center.
2. That this resolution shall be in full force and effect from and after its passage as provided by law.

\_\_\_\_\_  
Mayor

Passed:

Attest: \_\_\_\_\_  
Village Clerk

# 2009 CDBG/ESG APPLICATION FORM

## Section 1: Core Application

**Applicant:** Village of Downers Grove  
**Name of Project:** Prentiss Creek Neighborhood Resource Center  
**Contact Person:** Andrew J. Matejcak **Title:** Director, Counseling and Social Services  
**Address :** 842 Curtiss Street  
**City:** Downers Grove **State:** Illinois **Zip:** 60515  
**Telephone/Ext:** (630)434-5596 (630)434-5595 **Fax:** (630)434-5599  
**E-mail Address:** amatejcak@downers.us

**Cluster (double click the appropriate box and select "checked"):**

Families in Crisis  
  Housing/Homelessness  
  Elderly  
  People with Disabilities  
 NRC

**Type of funding (double click the appropriate box and select "checked"):**

Grant  
 Forgivable Loan  
 Amortized Loan

<b>Total Cost of Public Service Activities:</b>	\$57,120
<b>Total Public Service Funding Requested in this Application:</b>	\$38,537
<b>Total Cost of Capital Activities:</b>	\$0
<b>Total Capital Funding Requested in this Application:</b>	\$0
<b>Percent of project cost being requested:</b>	68 %
<b>Number of unduplicated people to be served by project:</b>	71

**Project Abstract** Describe the activity for which you are requesting funds and the address where this activity will be carried out. If this application combines both public service and capital requests, please delineate the two projects.

Funding support is requested for a Resource Center Coordinator who will develop and implement programs for all age groups including: ESL classes, networking for general counseling and domestic violence services, emergency financial assistance referral, cancer/health awareness, fostering higher educational achievement with parents and children, computer proficiency classes, Homework Happening, summer camp, mentoring, arts and crafts, cultural events, recreational activities, physical and health education, diversity training, personal safety for youth, information and referral. Funding is being requested for 30hrs/wk salary support of a Resource Center Coordinator (\$34,304) and the Coordinator's IMRF costs (\$4,233) or a grand total of \$38,537. The Prentiss Creek NRC is located at 2048 Prentiss Drive, Apt. 112, Downers Grove, IL. 60516.

**Certification:** The undersigned certifies that to the best of his or her knowledge and belief, data in this application and its attachments are true and correct, the document has been duly authorized by the governing body of the organization, and the organization will comply with all regulations and guidelines applicable to DuPage County's Community Development Block Grant and/or Emergency Shelter Grant program, as applicable. The applicant agrees that this application is a public document and is subject to the Freedom of Information Act.

**Printed Name:** Ron Sandack **Title:** Mayor  
**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For CDC use only:*

<b>National Objectives:</b> <input type="checkbox"/> Suitable living environment <input type="checkbox"/> Decent housing <input type="checkbox"/> Economic opportunity	<b>Outcomes:</b> <input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability
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**PART 1: MINIMUM REQUIREMENTS**

- 1.1 **Governing Body Authorization:** A resolution by your governing body authorized this application  
Documentation: Attachment A on Page 3
- 1.2 **Letter of Intent:** A copy of the letter of intent to apply  
Documentation: Attachment B on Page 5
- 1.3 **License / written endorsement:** if applicable  
Documentation: Attachment C on Page 7
- 1.4 **Stakeholder and Public Input:** In the space below, briefly describe methods used to solicit stakeholder input into the planning process for this application.

A stakeholder meeting was convened on Wednesday, August 20, 2008 with representatives from the apartment management company (Jupiter Communities, LLC), the Downers Grove Police Department and the Village's Department of Counseling and Social Services. Discussion centered on past and present programming needs, private and municipal capital improvements in the community and on-going cooperative partnerships. Legal Notice for a Public Hearing was held on September 16, 2008 at Downers Grove Village Hall (801 Burlington Ave. Downers Grove) during a regularly scheduled Council Meeting. Program participant surveys are conducted as well as surveys for new registrants to determine program interests.

Documentation: The public hearing notice and minutes are in Attachment D on Page 9-10

- 1.5 **Capacity:** Briefly describe the capacity of your organization to carry out the proposed activities.

The proceedings incorporating the Village of Downers Grove in the County of DuPage were filed in the Office of Secretary of State on July 11, 1873. The Village of Downers Grove services a population of 49,403 and is home to more than 200 businesses that employ 58,000 individuals. The 2006 adopted Mission Statement states: "Our Village government provides exceptional municipal services that are valued by our citizens and businesses. We are fiscally responsible, have passion for our customers and have an eye on the future, we engage our citizens and partner with others to make Downers Grove a great community in which to live and to do business."

**1.6 Audits:**

- a. Attach a copy of the most recently completed agency audit.

Documentation: Attachment E on Page 12-13

- b. Agencies receiving over \$500,000 in federal funds: attach a copy of the most recent single audit.

Documentation: Attachment \_\_\_\_\_ on Page \_\_\_\_\_ Not applicable X

**PART 2: BUDGET**

**2.1 Table A**

<b>Table A: PROGRAM / AGENCY EXPENSES (Page 1)</b>				
<b>Line Item</b>	<b>Last Completed Fiscal Year's Adopted Budget</b>	<b>Last Completed Fiscal Year's Actual Expenses</b>	<b>Proposed Budget</b>	<b>CDBG/ESG Request</b>
<b>Agency's FY Dates:</b>				
<b>A. Annual Administrative Costs:</b>				
1. Advertising/Public Relations	1440	1940	2052	
2. Agency Salaries and Benefits	169039	175433	196807	
3. Activity Materials	0	0	0	
4. Legal/Accounting	0	0	0	
5. Other (CDBG funded Coordinator Salary & IMRF)	41330	29919	38537	38537
<b>Total Administrative:</b>	<b>211809</b>	<b>207292</b>	<b>237396</b>	<b>38537</b>
<b>B. Essential Services Activities:</b>				
1. Clothing	0	0	0	
2. Salaries/Benefits	0	0	0	
3. Mileage & Transportation	0	0	0	
4. Health	0	0	0	
5. Child Care	0	0	0	
6. Mentor Training	0	0	0	
7. Other PD COP program	2700	1617	1350	
<b>Total Essential Services Activities:</b>	<b>2700</b>	<b>1617</b>	<b>1350</b>	
<b>C. Annual Operating Costs:</b>				
1. Rent	0	0	0	
2. Gas & Other Fuel	0	0	0	
3. Electricity	133	177	130	
4. Water/Sewer	0	0	0	
5. Telephone	100	74	100	
6. Supplies	2996	1312	2628	
7. Equipment Rental	296	257	237	
8. Trash Removal	0	0	0	
9. Janitorial	0	0	0	
10. Exterminating	0	0	0	
11. Other Prof. Development, Postage, Professional Technical Services, etc.	40295	39485	41727	
<b>Total Operating Costs:</b>	<b>43820</b>	<b>41305</b>	<b>44822</b>	
<b>D. Annual Maintenance Costs:</b>				
1. Repairs	0	0	0	
2. Security	0	0	0	
3. Ground Maintenance	0	0	0	
4. Other	0	0	0	
<b>Total Maintenance Cost:</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Table A: PROGRAM / AGENCY EXPENSES (Page 2)				
Line Item	Last Completed Fiscal Year's Budget	Last Completed Fiscal Year's Actual Expenses	Proposed Budget	CDBG/ESG Request
<b>E. Annual Taxes and Insurance:</b>				
1. Real Estate Taxes	0	0	0	
2. Insurance	5643	5652	5215	
<b>Total Taxes &amp; Insurance:</b>	5643	5652	5215	
<b>F. Annual Replacement Reserves:</b>				
<b>G. Other:</b>				
1. Equipment Replacement	0	0	600	
2.				
<b>Total Other Cost:</b>	0	0	600	
<b>TOTAL AGENCY EXPENSE:</b>	263972	255866	289383	
<b>TOTAL CDBG/ESG AMOUNT REQUESTED:</b>				38537
<b>TOTAL FOR ESG APPLICANTS ONLY</b>				
<b>Essential Services:</b>				
<b>Maintenance and Operations:</b>				
<b>Homeless Prevention:</b>				

**Documentation:** The source of the above information is in Attachment F on Page 14-18

Briefly describe the reasons for any significant increases or decreases between the budgets being provided.

The variance between total agency expenses for the proposed budget (\$289,383) and the last year's actual expenses (\$255,866) is due to change in personnel. There was almost a three month gap between the leaving of the NRC Coordinator and the hiring of a new Coordinator.

Public Service Activity costs can be broken down as follows:

Director Salary and Benefits: 5% of total salary and benefit costs (\$112,711) or \$5,636 Part of line 2 under "Agency Salaries & Benefits".

Coordinator Salary, IMRF, Medicare, Social Security & Life Ins. (\$41,244) See line 5 for "Other" in the amount of \$38,537 and the remaining dollars of \$2,707 is part of line 2 - "Agency Salaries & Benefits"

Mentors (\$7,520) Part of line 2 - "Agency Salaries & Benefits"

Supplies for Counseling & Social Services (\$590) Part of line 6 under "Supplies"

Supplies for PD/COP Program (\$780) Part of line 6 under "Supplies"

COP Program costs (\$1,350)

Total Agency Public Service Activities: \$57,120

2.2 TABLES B-1 AND B-2

Table B-1: OPERATING REVENUES			
FEDERAL FUNDS			
Source of funds and description of terms	Last Year's Revenue	Source of funds and description of terms	This Year's Projected Revenue
CDBG	13,507	CDBG	15,684
<b>Federal Subtotal:</b>	<b>13,507</b>	<b>Federal Subtotal:</b>	<b>15,684</b>

STATE FUNDS			
Source of funds and description of terms	Last Year's Revenue	Source of funds and description of terms	This Year's Projected Revenue
<b>State Subtotal:</b>		<b>State Subtotal:</b>	

FOUNDATION FUNDS			
Source of funds and description of terms	Last Year's Revenue	Source of funds and description of terms	This Year's Projected Revenue
<b>Foundation Subtotal:</b>		<b>Foundation Subtotal:</b>	

PRIVATE DONATIONS AND MISCELLANEOUS FUNDS			
Source of funds and description of terms	Last Year's Revenue	Source of funds and description of terms	This Year's Projected Revenue
Counseling Fees	43,540	Counseling Fees	42,000
<b>Private/Miscellaneous Subtotal:</b>	<b>43,540</b>	<b>Private/Miscellaneous Subtotal:</b>	<b>42,000</b>
<b>Total:</b>	<b>57,047</b>		<b>57,684</b>

Documentation: The source of the above information is in Attachment G on Page 19-21

Briefly describe the reasons for any significant increases or decreases between the budgets being provided.

Table B-2 – ANTICIPATED IN-KIND CONTRIBUTIONS		
Type of Contribution	Value per Unit	Total Value
Jupiter Communities (Facilities)	\$859 X 2 apartments X 12 months	\$20,616
Laidlaw Bus Service	\$119 (4 hr subsidy) \$144 (5 hr subsidy)	\$263
New World Repertory Theatre	20 tickets @ \$12 group rate	\$240
Volunteer Hours	462 hours @ \$8/hr	\$3,698
<b>TOTAL</b>		<b>\$24,817</b>

2.3 **2.3 TABLE C**

Please provide detail of how the money you are requesting will be used. Be sure to complete all columns.

Table C: DETAILED EXPENSES OF SPECIFIC PROJECT FUNDED IN PART WITH CDBG/ESG FUNDS		
Activity/Program Costs:	Current Year Budget	CDBG/ESG Request
<i>Example: Full-Time Children's Counselor - Salary</i>	30,222	\$15,000
<i>Full-Time Children's Counselor – Benefits</i>	6,812	\$5,000
Resource Center Coordinator – Salary	\$34,304	\$34,304
Resource Center Coordinator – IMRF Benefits	\$4,233	\$4,233
Resource Center Coordinator – Medicare, Social Security & Life Insurance	\$2,707	
<b>Total Activity/Program Costs:</b>	<b>\$41,244</b>	<b>\$38,537</b>

Use the space below for any written explanation of the numbers on Table C you care to provide:



**PART 3: EFFICIENCY**

**3.1 Leveraging of Resources**

- a. **Local Support:** Describe support the applicant receives from local government or community groups and from volunteers, and describe how you proactively work with the local community on issues relating to your organization.

In the proposed budget, the Village of Downers Grove will support 68% of NRC expenses through its General Fund. The Village provides support toward youth mentor salaries, general operating expenses, and Community Oriented Policing (COP) officer salary support and benefits. The NRC is staffed by employees of the local government (Village of Downers Grove) through its Counseling and Social Services Department and the COP officers of the DG Police Department. Employees of the Village through the Voices Committee provide contributions in the form of donations and gifts. Programs are offered through various departments including the Fire and Police departments. Adult volunteers are joined by youth volunteers from three area high schools seeking community service hours.

- b. **Collaborative Partners:** Identify any other social service agencies *directly involved* in the delivery of services within the scope of this project.

College of DuPage, ESL Classes  
People's Resource Center, Computer Classes, Art Classes  
Family Shelter Services, Domestic Violence Prevention  
Midwestern University, Health Fairs, Sports Saturdays, volunteers  
Seaspar, Recreational programs  
Xilin Society: Health Fair, Asian Community support services  
University of Illinois Extension, Nutrition Program  
Salvation Army, financial assistance to residents  
Benet Academy High School, Volunteers for Homework Happening  
District 99, Volunteers for Homework Happening

**3.2 Type of Project** According to the type of project, complete one of the following:

New/Start-up Projects

**Milestones and Timetables:** Describe milestones that will mark progress in implementing the activity and provide a timetable for the completion of each.

Ongoing / Continual Projects

**Funding:** Will the funding requested be used to replace another funding source? Yes  No

**Readiness:** Do you anticipate any delays in the implementation of the project? Yes  No

Please explain any yes answers here:

**PART 4: POPULATIONS SERVED**

4.1 **Benefit to Low Income Persons:** Indicate the number of persons benefited, by income category, in the table below. See Selection Criteria for more information.

Income Range	Number of Persons Benefited
0-30% of MFI*	270
31-50% of MFI*	346
51-80% of MFI*	468
81% + of MFI*	754
<b>TOTAL</b>	<b>1838</b>

\*MFI = Median Family Income.

**Documentation:** The source of the above information is in Attachment H on Page 23-30

4.2 **Benefit to Minorities:** Describe benefit to minority populations in the table below.

**Mono-racial**

	<i>Choose one column only Household or Persons</i>	
<b>Race: White</b>		
<i>Ethnicity: Hispanic / Latino</i>		27
<i>Ethnicity: Not Hispanic / Latino</i>		11
<b>Race: Black / African American</b>		
<i>Ethnicity: Hispanic / Latino</i>		0
<i>Ethnicity: Not Hispanic / Latino</i>		27
<b>Race: Asian</b>		
<i>Ethnicity: Hispanic / Latino</i>		0
<i>Ethnicity: Not Hispanic / Latino</i>		5
<b>Race: American Indian / Alaskan Native</b>		
<i>Ethnicity: Hispanic / Latino</i>		0
<i>Ethnicity: Not Hispanic / Latino</i>		0
<b>Race: Native Hawaiian / Other Pacific Islander</b>		
<i>Ethnicity: Hispanic / Latino</i>		0
<i>Ethnicity: Not Hispanic / Latino</i>		0

**Bi-racial and Multi-racial**

<b>Race: Asian and White</b>		
<i>Ethnicity: Hispanic / Latino</i>		0
<i>Ethnicity: Not Hispanic / Latino</i>		0
<b>Race: Black / African American and White</b>		
<i>Ethnicity: Hispanic / Latino</i>		0
<i>Ethnicity: Not Hispanic / Latino</i>		1
<b>Race: American Indian/ Alaska native and Black / African American</b>		
<i>Ethnicity: Hispanic / Latino</i>		0
<i>Ethnicity: Not Hispanic / Latino</i>		0
<b>Race: Other Multi-racial</b>		
<i>Ethnicity: Hispanic / Latino</i>		0
<i>Ethnicity: Not Hispanic / Latino</i>		0

**Documentation:** The source of the above information is in Attachment H on Page 30

### 4.3 Underserved Populations

- a. **Cultural and Linguistic Competency:** Describe how your agency demonstrates cultural and linguistic competency.

Cultural and Linguistic Competency	
1. Mission / vision statement	As part of the Village of Downers Grove's Strategic Plan, the Five Year Plan 2007-2012 lists an objective "Continuing Reinvestment in the Neighborhoods and Maintaining Safe and Secure Neighborhoods".
2. Assessment of needs	Registration forms include survey of other NRC programming including ESL classes to assess the need for and coordinating the offerings of ESL classes.
3. Ongoing training; measuring effectiveness	As part of the COP/Village Police Dept. accreditation through Commission of Accreditation of Law Enforcement Agencies (CALEA), officers are trained in diversity and cultural sensitivity. Village employees are provided with diversity training through the Human Resources department.
4. Workforce, committees, etc. reflective of the community	The police department has several bilingual officers who are former Community Oriented Police (COP) officers that have served at the complex and are available to assist Spanish speaking residents as needed.
5. Human resource management	The Village is an Equal Opportunity Employer. Youth mentoring staff have included minorities from the Hispanic/Latino, Asian and African American community.
6. Community consultation in programs designs; consultation of community leadership	Surveys for additional programming suggestions are administered to all registrants and their families to identify additional services that could include cultural and linguistic programs. The ESL program is coordinated with College of DuPage.
7. Promotional/educational materials appropriate and accessible	Many of the program flyers are printed in English and Spanish. Health educational presentations by an Asian community partner are available in Indian/Pakistani, Chinese, Korean, and Tagalog.
8. Entertainment materials reflecting various cultures	The Downers Grove Kabuki (Traditional Japanese style of theatre) styled presentation of the <i>Emperor's New Clothes</i> .
9. Services available in multiple languages; signage in pictures	Spanish language assistance is provided through Spanish speaking COP officers who have worked at the complex/NRC. Newsletters and written material are provided in Spanish. Health Fair and Health Dept. registration assistance in several Asian languages is available through a partnership with another entity.
10. Other	Character Counts! (Character building) posters are prominently displayed in separate English and Spanish versions.

- b. **Racial/Ethnic/Cultural Outreach:** Briefly describe the strategies you use to outreach to persons of different racial, ethnic, cultural backgrounds, and/or with limited English proficiency.

In the past the NRC has hosted health fairs for the Asian community with an association providing services to those who speak Urdu, Chinese, Korean, or other Asian languages. The presentation addressed not only women's health issues such as breast and cervical cancer but also assisted eligible participants in enrolling in free medical screening through the County Health Department. The NRC has also hosted a Spanish speaking presentation for domestic violence issues through the Family Shelter Services. In addition to the ESL courses provided to residents of Prentiss Creek, ESL courses for the greater community are provided as an outreach offering.

- c. **Accommodations:** Briefly describe the scope of accommodations made for people with disabilities.

The NRC is located on the first floor and is accessible by wheel chair. While the NRC doesn't have a TTY/TDD machine, the Village of Downers Grove does. Counseling and Social Services, the NRC's parent agency, has successfully been able to provide counseling services to clients with significant hearing impairments. Similarly, agency staff has been able to assist individuals with neurological impairments, mild developmental delays, degenerative diseases, and chronic mental illness in utilizing counseling and other social services.