

**PROCEDURES FOR PUBLIC HEARING  
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION  
September 15, 2008**

**1. Mayor Opens Hearing.**

This public hearing will please come to order.

This public hearing has been called by the Village Council to consider submittal of applications to the DuPage Community Development Commission for block grant funding for the Downers Grove Prentiss Creek Neighborhood Resource Center. Notice of this hearing was published in the Downers Grove Reporter on September 2, 2009.

The procedures for tonight's meeting will be as follows:

1. Presentation by Andy Matejcak, Director, Counseling & Social Services for the Village of Downers Grove will present information related to the application.
2. Questions or comments from members of the Village Council.
3. Questions and comments from the public. These may include either written or oral statements as well as any petitions or other documents or information relevant to this public hearing.
4. Thereafter we will adjourn the hearing.

At this hearing, witnesses will not be sworn and a verbatim written transcript of the statements or testimony given at the hearing will not be prepared. However, a recording of the procedures will be made on Village equipment and retained until minutes of the hearing have been prepared and approved by the Village Council.

**2. Andy Matejcak Presentation - Resource Center.**

**3. Questions or comments from the Village Council**

**4. Statements or questions from the public.**

**5. Final questions or comments from the Village Council.**

**6. Adjournment.**

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL MEETING**  
**SEPTEMBER 15, 2009 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Community Development Block Grant (CDBG) Application	✓ Resolution Ordinance Motion Discussion Only	Andy Matejcek Director of Counseling and Social Services

**SYNOPSIS**

A public hearing has been noticed for September 15, 2009 as part of the regularly scheduled workshop meeting of the Village Council regarding the submission of a 2010 CDBG application to the DuPage Community Development Commission. This application will request funding in the amount of \$41,811 to support a part-time coordinator for the Prentiss Creek Neighborhood Resource Center.

**STRATEGIC PLAN ALIGNMENT**

The Five Year Plan and Goals for 2008-2013 identified *Preservation of the Residential and Neighborhood Character*. A supporting objective of this goal is *Continuing Reinvestment in the Neighborhoods*.

**FISCAL IMPACT**

A preliminary estimate for this project is \$57,241 yielding a grant request amount of \$41,811.

**RECOMMENDATION**

Approval of the application by resolution on September 22, 2009 will be requested, following and subject to the consideration of testimony that may be presented at the public hearing held on September 15, 2009.

**BACKGROUND**

The CDBG is a federally funded Housing and Urban Development grant that is administered by the DuPage County Community Development Commission. This grant will provide 30hrs./week salary support for a Resource Coordinator and 100% of the coordinator's IMRF costs.

The Neighborhood Resource Center (NRC) serves as a link to community resources by providing information, needs assessments, and networking referrals through the Counseling and Social Services Department. The NRC also provides programming that includes: after school tutoring, ESL classes, computer classes, and many other health, safety and recreational opportunities that are otherwise often unavailable to the residents of Prentiss Creek. The Resource Coordinator works with Prentiss Creek Management, residents, and the Downers Grove Police Department to reduce incidents of crime and improve the overall quality of life for the community.

**ATTACHMENTS**

- Resolution
- Application

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

**A RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATION TO THE  
DUPAGE COMMUNITY DEVELOPMENT COMMISSION (CDC) FOR THE  
2010 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FOR THE DUPAGE COUNTY  
NEIGHBORHOOD RESOURCE CENTER**

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 \$41,811 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 2010 application of the Village of Downers Grove in the amount of \$41,811 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

# 2010 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. Matejcek Title: Director, Counseling and Social Services

Address : 842 Curtiss Street

City: Downers Grove State: IL Zip: 60515

Telephone/Ext: 630-434-5596 630-434-5595 Fax: 630-434-5599

E-mail Address: amatejcek@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

Total Cost of Public Service Activities:	\$57,241
Total Public Service Funding Requested in this Application:	\$41,811
Total Cost of Capital Activities:	\$0
Total Capital Funding Requested in this Application:	\$0

Percent of project cost being requested: 73 %

Number of unduplicated people to be served by project: 75

**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, 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 (\$36,988) and the Coordinator's IMRF costs (\$4,823) or a grand total of \$41,811. 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: \_\_\_\_\_

**PART 1: MINIMUM REQUIREMENTS**

	Item	Attachment #	Page #
1.1	Governing Body Authorization for Application and Agreement	A	3
1.2	Letter of Intent	B	5
1.3	License / written endorsement (if applicable)	C	7
1.4	Stakeholder and Public Input: Public Hearing Notice and Meeting Minutes	D	9-11
1.5a	Audit - Agency	J	47
1.5b	Audit - Single Audit (if Applicant receives more than \$500,000 in Federal Funds)	E	13-24

**PART 2: BUDGET**

**2.1 Table A**

Table A PROGRAM / AGENCY EXPENSES (Page 1)				
Line Item	Last Completed FY Adopted Budget	Last Completed FY Actual Expenses	Proposed Budget	CDBG/ESG Request
<b>A. Annual Administrative Costs:</b>				
1. Advertising/Public Relations	\$2,052	\$2,186	\$2,760	
2. Agency Salaries and Benefits	\$201,923	\$193,266	\$184,428	
3. Activity Materials	0	0	0	
4. Legal/Accounting	0	0	0	
5. Other (CDBG funded Coordinator Salary & Benefits)	\$33,421	\$26,666	\$41,811	\$41,811
<b>Total Administrative:</b>	<b>\$237,396</b>	<b>\$222,118</b>	<b>\$228,999</b>	<b>\$41,811</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	\$600	\$441	\$600	
<b>Total Essential Services:</b>	<b>\$600</b>	<b>\$441</b>	<b>\$600</b>	
<b>C. Annual Operating Costs:</b>				
1. Rent	0	0	0	
2. Gas & Other Fuel	0	0	0	
3. Electricity	\$130	\$316	\$130	
4. Water/Sewer	0	0	0	
5. Telephone	\$100	\$65	\$100	
6. Supplies	\$2,092	\$992	\$2,034	
7. Equipment Rental	\$237	\$237	0	
8. Trash Removal	0	0	0	
9. Janitorial	0	0	0	
10. Exterminating	0	0	0	
11. Other Prof. Develop., Postage, Prof. Tech. Serv., etc.	\$42,263	\$41,214	\$42,025	
<b>Total Operating Costs:</b>	<b>\$44,822</b>	<b>\$42,824</b>	<b>\$44,289</b>	

**Table A  
PROGRAM / AGENCY EXPENSES (Page 2)**

Line Item	Last Completed FY Adopted Budget	Last Completed FY Actual Expenses	Proposed Budget	CDBG/ESG Request
<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>	
<b>E. Annual Taxes and Insurance:</b>				
1. Real Estate Taxes	0	0	0	
2. Insurance	\$5,215	\$5,220	\$2,500	
<b>Total Taxes &amp; Insurance:</b>	<b>\$5,215</b>	<b>\$5,220</b>	<b>\$2,500</b>	
<b>F. Annual Replacement Reserves:</b>				
<b>G. Other:</b>				
1. Equipment Replacement	\$600	\$600	\$550	
2.				
<b>Total Other Cost:</b>	<b>\$600</b>	<b>\$600</b>	<b>\$550</b>	
<b>TOTAL AGENCY EXPENSE:</b>	<b>\$288,633</b>	<b>\$271,203</b>	<b>\$276,938</b>	
<b>TOTAL AMOUNT REQUESTED:</b>				<b>\$41,811</b>
<b>Essential Services:</b>				
<b>Maintenance and Operations:</b>				
<b>Homeless Prevention:</b>				

**Documentation:** The source of the above information is in Attachment E on Page 26-27

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

The variance between last completed actual expenses (\$271,203) and last completed adopted budget (\$288,633) is due to change in personnel. There was a two and a half month gap between the leaving of the NRC Coordinator and the hiring of a new Coordinator in fiscal year 2008.

Public Service Activity costs can be broken down as follows:

Director Salary and Benefits: 5% of total salary and benefit costs (\$113,859) or \$5,693 Part of line 2 under "Agency Salaries & Benefits".

Coordinator Salary, IMRF, Medicare, Social Security & Life Ins. (\$44,344) See line 5 for "Other" in the amount of \$41,811 and the remaining dollars of \$2,533 is part of line 2 – "Agency Salaries & Benefits"

Mentors (\$5,824) Part of line 2 – "Agency Salaries & Benefits"

Supplies for Counseling & Social Services (\$780) Part of line 6 under "Supplies"

COP Program costs (\$600)

Total Agency Public Service Activities: \$57,241

**TABLES B-1 AND B-2**

Table B-1 OPERATING REVENUES					
FEDERAL FUNDS					
Source of funds (list separately)	Last Year's Revenue	Source of funds (list separately)	This Year's Projected Revenue	Status <i>(Approval date; pending status, etc.)</i>	Page #
CDBG	\$15,684	CDBG	\$14,667	Approved 3/17/09	
<b>Total:</b>	<b>\$15,684</b>	<b>Total:</b>	<b>\$14,667</b>		
STATE FUNDS					
Source of funds (list separately)	Last Year's Revenue	Source of funds (list separately)	This Year's Projected Revenue	Status <i>(Approval date; pending status, etc.)</i>	Page #
<b>Total:</b>		<b>Total:</b>			
FOUNDATION FUNDS					
Source of funds (list separately)	Last Year's Revenue	Source of funds (list separately)	This Year's Projected Revenue	Status <i>(Approval date; pending status, etc.)</i>	Page #
<b>Total:</b>		<b>Total:</b>			
PRIVATE DONATIONS AND MISCELLANEOUS FUNDS					
Source of funds (list separately)	Last Year's Revenue	Source of funds (list separately)	This Year's Projected Revenue	Status <i>(Approval date; pending status, etc.)</i>	Page #
Counseling Fees	\$41,995	Counseling Fees	\$39,040	Approved 12/2/08	26-27
<b>Total:</b>	<b>\$41,995</b>	<b>Total:</b>	<b>\$39,040</b>		

**Documentation:** The source of the above information is in Attachment G on Page 29-30

Describe the reasons for any significant increases or decreases in revenues.

Complete Table B-2 by listing the goods and services donated to your program. This may include volunteers, printing costs, food, transportation, personal care products, etc.

Table B-2 – ANTICIPATED IN-KIND CONTRIBUTIONS		
Type of Contribution	Value per Unit	Total Value
PRG Management (Facilities)	\$989 X 2 apartments X 12 months and supplies valued at \$200	\$23,936
College of DuPage	\$116 per credit hour X 4 hours X 14 students	\$6,496
DuPage County Forest Preserve	\$90 per camper X 20 campers	\$1,800
Volunteer Hours	431 hours @ \$8/hr	\$3,448
U of I Extension	\$92 X 18 participants in educational program	\$1,656
Global Hope Now	300 hours @ \$21.91/hr and Supplies valued at \$289	\$6,862
People's Resource Center	\$115 per class X 6 classes X 15 students	\$10,350
		<b>TOTAL \$54,548</b>

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: REQUESTED AMOUNTS								
Salary and Benefits								
<i>Show all staff positions (regardless of funding source) related to the proposed activity. If multiple staff members have the same position/title, list separately (Example: Counselor 1, Counselor 2)</i>								
Position Title	Current or Proposed Position?	Annual Salary	Annual Benefits	Total Annual Salary	x	CDBG funded time	=	Total Request
<i>Example: Case Manager</i>	<i>Current</i>	<i>\$25,000</i>	<i>\$5,000</i>	<i>\$30,000</i>	<i>x</i>	<i>40 %</i>	<i>=</i>	<i>\$12,000</i>
Resource Center Coordinator	Current	\$36,988	\$7,356	\$44,344	x	94.3 %	=	\$41,811
		\$	\$	\$	x	%	=	\$
		\$	\$	\$	x	%	=	\$
		\$	\$	\$	x	%	=	\$
<b>Total:</b>								<b>\$41,811</b>
Essential Services								
Type	# of Months	x	# People	x	Average Monthly \$ Cost	=	Total Program Cost	Total Request
		x		x	\$	=	\$	\$
		x		x	\$	=	\$	\$
		x		x	\$	=	\$	\$
		x		x	\$	=	\$	\$
<b>Total:</b>								<b>\$</b>
Maintenance and Operations								
Name and Type	# of Months	x	Average Monthly \$ Cost	=	Total Program Cost	Total Request		
		x	\$	=	\$	\$		
		x	\$	=	\$	\$		
		x	\$	=	\$	\$		
		x	\$	=	\$	\$		
		x	\$	=	\$	\$		
<b>Total:</b>								<b>\$</b>
Homelessness Prevention Pool								
<i>(Restricted to current members)</i>								
Number of Assisted Families								Total Request
								\$
<b>Total:</b>								<b>\$</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 73% 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. **Project Partners:** Complete the following for any social service, government, religious or civic partners directly involved in the provision of services. DO NOT include referral sources.

Organization	Length of Partnership	Key Roles and Responsibilities
College of DuPage	10 plus yrs	ESL Classes
People's Resource Center	5 plus yrs	Computer Classes, Art Classes
Family Shelter Services	10 plus yrs	Domestic Violence Prevention
Midwestern University	5 plus yrs	Health Fairs, Sports Saturdays, volunteers
Seaspar	5 plus yrs	Recreational programs
Benet Academy	5 plus yrs	Academic Assistance
District 99 High School	10 plus yrs	Academic Assistance
DuPage Forest Preserve	1 yr	Physical Outdoor Education & Activity Programming
U of I Extension	10 plus yrs	Green Giants Camp one week

**Documentation:** The source of the above information is in Attachment H on Page 32-36

**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 a. **Benefit to Low Income Persons:** Indicate the number of persons benefited, by income category, in the table below.

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
TOTAL	1,838

\*MFI = Median Family Income.

**Documentation:** The source of the above information is in Attachment I on Page 38-43

b. Neighborhood Resource Centers (Area Wide Benefit Projects), indicate the source of the income information:  
 Census Data, Block Group(s): 1,3 Tract(s): 8463.07

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

**Mono-racial**

	Choose one column only Household or Persons
<b>Race: White</b>	
<i>Ethnicity:</i> Hispanic / Latino	18
<i>Ethnicity:</i> Not Hispanic / Latino	5
<b>Race: Black / African American</b>	
<i>Ethnicity:</i> Hispanic / Latino	0
<i>Ethnicity:</i> Not Hispanic / Latino	24
<b>Race: Asian</b>	
<i>Ethnicity:</i> Hispanic / Latino	0
<i>Ethnicity:</i> Not Hispanic / Latino	7
<b>Race: American Indian / Alaskan Native</b>	
<i>Ethnicity:</i> Hispanic / Latino	0
<i>Ethnicity:</i> Not Hispanic / Latino	0
<b>Race: Native Hawaiian / Other Pacific Islander</b>	
<i>Ethnicity:</i> Hispanic / Latino	0
<i>Ethnicity:</i> Not Hispanic / Latino	0

**Bi-racial and Multi-racial**

<b>Race: Asian and White</b>	
<i>Ethnicity:</i> Hispanic / Latino	0
<i>Ethnicity:</i> Not Hispanic / Latino	0
<b>Race: Black / African American and White</b>	
<i>Ethnicity:</i> Hispanic / Latino	1
<i>Ethnicity:</i> Not Hispanic / Latino	1
<b>Race: American Indian/ Alaska native and Black / African American</b>	
<i>Ethnicity:</i> Hispanic / Latino	0
<i>Ethnicity:</i> Not Hispanic / Latino	0
<b>Race: Other Multi-racial</b>	
<i>Ethnicity:</i> Hispanic / Latino	2
<i>Ethnicity:</i> Not Hispanic / Latino	0

**Documentation:** The source of the above information is in Attachment I on Page 44-45

### 4.3 Underserved Populations

- a. **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. Resource Center Coordinator is taking Spanish language courses, Midwestern University volunteer provided bi-lingual assistance, and Spanish language assistance from previous COP officers.

- b. **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.

**2010 CDBG/ESG APPLICATION FORM**  
**Section 2: Cluster Specific – Neighborhood Resource Center (NRC)**

**PART 1: PROJECT PLANNING**

1.1 Addressing Priority Needs: Determine the needs addressed by the project, provide a description of the activities to be used to address the need and explain the rationale or placing the activities in that need category. **Needs for youth are shaded in blue, needs for adults are shaded in green. The percent of CDBG funds distributed must total 100%.** This table may expand to fit your needs.

NEED	DESCRIPTION OF PROPOSED ACTIVITIES	STATEMENT OF HOW ACTIVITIES ARE CONSISTENT WITH THE DEFINITION	PERCENT OF CDBG REQUEST	RANK MULTIPLIER
1. Arts Programs - Adults			%	7.5
2. Arts Programs - Youth	“Art Club” Weekly classes taught by an experience art instructor/volunteer.	One hour weekly Art Class includes learning how to create works of art in a variety of media.	3%	10.0
3. Basic Needs (Food, Clothing, Medical) - Adults	Network with Salvation Army via CSS, Sharing Connections (furniture/clothes), local food pantries, Village employees coat drive, network with local churches/charities.	Providing financial assistance with food, utilities, rent, medication and gasoline. Donated clothes, furniture, household items, computers, food, etc. available for free or nominal contributions.	2%	7.5
4. Basic Needs (Food, Clothing, Medical) - Youth	Village employee Christmas gift donation. Village employee coat drive. Salvation Army assistance and furniture/clothing available through sources mentioned in the Adults section above.	In addition to the basic needs listed above under “Adults”, children have also received in recent years, Christmas gifts, shoes and coats.	3%	10.0
5. Character Education - Adults	Character Counts (CC!) materials present at NRC and modeled by staff and volunteers.	Character Counts is a national organization that promotes various character building qualities under their 6 pillars of Character model.	2%	15.0
6. Character Education - Youth	Character Counts (CC!) materials present at NRC and modeled by staff and volunteers.	The 6 pillars of Character from Character Counts are displayed as 6 large posters on the Resource	3%	12.5

		Center Wall and values are modeled by the staff, mentors and volunteers, and COP officers		
7. Domestic Abuse Services - Adults	COP officers and the NRC's parent agency, Counseling and Social Services (CSS) provide DV follow up and affordable counseling services to victims of Domestic Violence. Referrals to Family Shelter Services (FSS) are also standard protocol for DV intervention. FSS to run health relationship presentation.	Providing educational awareness, direct counseling services and Police/Social Service follow up. Assistance with orders of protection, networking with legal advice and assistance towards shelter services for individuals and families.	2%	7.5
8. Domestic Abuse Services - Youth	Mandated reporting to DCFS in instances of child abuse. Referrals to affordable counseling at the NRC's parent agency, Counseling and Social Services.	As above for Adults with additional DCFS intervention for child protective services.	2%	5.0
9. Employment Readiness - Adults	Computer literacy program and free computer upon completion of course. Referral to program aimed at young, disadvantaged adults entering the medical assistance field. Referral to Working Women's Wardrobe.	Computer classes provide basic competency with windows based systems and Microsoft office software products. Working Women's Wardrobe provides women with free business dress clothing for interviewing and assistance with resume and interviewing skill development.	10%	25.0
10. Employment Readiness - Youth	Homework Happening, computer usage.	Support academic achievement as a stepping stone to higher education or job preparedness.	3%	12.0
11. ESL Instruction - Adults	ESL classes are taught by two teachers each Tuesday and Thursday evening.	ESL classes improve competency in English skills for adults.	5%	10.0
12. ESL Instruction - Youth	Homework Happening	Homework assistance including English Language, grammar, spelling, punctuation and literacy assistance for grades 2-8.	2%	0.0

13. Financial Counseling - Adults	Referral to a free/low cost Financial Counseling/Financial educational services.	Financial Counseling, financial literacy, understanding of credit card usage, household budget development revenues and expenses.	1%	10.0
14. Financial Counseling - Youth			%	6.0
15. General Counseling - Adults	Individual, couple and family counseling available on sliding scale provided through the parent agency, Counseling and Social Services.	Counseling is available to NRC residents of Downers Grove at a reduced fee/waived fee. Day/Evening/Saturday appointments are available at the agency	2%	7.5
16. General Counseling - Youth	Individual, couple and family counseling available on sliding scale provided through the parent agency, Counseling and Social Services.	Counseling is available to NRC residents of Downers Grove at a reduced fee/waived fee. Day/Evening/Saturday appointments are available.	2%	2.5
17. Inter-Agency Advocacy - Adults	CSS provides specialized information and referral for social services	CSS, the parent agency provides specialized information and referral for social services.	3%	7.5
18. Inter-Agency Advocacy - Youth	CSS information and referral	CSS, the parent agency provides specialized information and referral for social services	1%	3.0
19. Legal Assistance - Adults	Referrals made to Prairie State legal services for general legal matters, seniors and persons with HIV/AIDS. Ref to State's Attorney for collection of child support and to Family Shelter Services "Legal Night" for legal info related to DV and family law.	Legal assistance available for low income eligible recipients. Free child support legal services. Free Domestic Violence related legal information and free order of protection assistance. Legal representation for persons with HIV/AIDS	1%	15.0
20. Legal Assistance - Youth	Legal Assistance for youth is provided in the form of referrals that are given to their parent/legal guardian.	Legal assistance available for low income eligible recipients. Free child support legal services. Free	%	3.0

		Domestic Violence related legal information and free order of protection assistance.		
21. Mentoring - Adults			%	12.0
22. Mentoring - Youth	Homework Happening and related youth activities. Movie night, outings and activities with Police officers. Coordinated program with Big Brothers Big Sisters.	Coordinator, COP officers, High school age mentors and volunteers, adult volunteers all model positive interactions, support children learning and social skill development while encouraging self-esteem.	15%	22.5
23. Pre-School / Early Intervention - Youth	Referral to Head Start Programming in Downers Grove.	Head Start Programming provides affordable/accessible early intervention for income eligible families.	%	15.0
24. Senior Services - Adults	Counseling and Social Services Information and Referral, DG Seniors Resource Guide (booklet) and utilization of the County/Townships' Human Services, Senior Citizen's Services. Village's Taxi Cab Coupon program. RU911 wellness checks.	Assistance with basic well being including meals, assistance, and daily computer generated phone checks for well being. CSS referral and senior guides also provide a wide range of contacts for senior services.	1%	7.5
25. Sports / Recreation - Adults			%	12.0
26. Sports / Recreation - Youth	Sports Saturdays in conjunction with Midwestern University. DuPage Forest Preserve week-long outdoor education.	Providing physical education and recreation opportunities, (including transportation). Free access to physical activities, equipment & facilities, supervision and instruction.	12%	22.5
27. Substance Abuse - Adults	Referrals are made for Counseling at parent agency, CSS. Additional referrals to a local methadone clinic near CSS and local substance abuse treatment facility (within walking distance of	Inpatient, outpatient and aftercare counseling services.	2%	17.5



	Prentiss Creek) that accepts Medicaid			
28. Substance Abuse - Youth	Referrals are made for Counseling at parent agency, CSS. Additional referrals to a local methadone clinic near CSS and local substance abuse treatment facility (within walking distance of Prentiss Creek) that accepts Medicaid.	Inpatient, outpatient and aftercare counseling services.	1%	11.3
29. Tutoring and Literacy - Adults	Host outside provider of ESL Classes.	Provides English language skill enhancement.	7%	22.5
30. Tutoring and Literacy - Youth	Homework Happening	Provides homework and academic assistance as well as English language skill enhancement.	15%	20.0
			<b>100%</b>	

1.2 Outcome Measures: If the issue(s) you have identified as a need is listed, please use that line – if not, indicated the issue in a blank box. This table may expand to fit your needs.

ISSUE	IDENTIFIED PROBLEM	ACTIVITIES <i>What will you be doing to address the objective? (feel free to use from table above)</i>	MEASURE OR OUTPUTS <i>What are the direct products of your program activities? There MUST be a number.</i>	OUTCOME <i>What measurable benefits or changes will be observable during or after the program's activities?</i>
<b>Example:</b> ESL and Literacy:	40% of our clients are unable to communicate using English.	ESL classes will be provided three times a week with child care provided.	80% of participants will demonstrate an increase in ability to read, write, and speak English by the end of the course	Participants become proficient in English, thereby increasing their employability, community participation and independence.
1. Arts Programs - Adults				
2. Arts Programs - Youth	Availability of art materials are often a luxury for families needing to allocate finances to basic needs.	An "Art Club" will be provided in weekly class utilizing various media and developing varied artistic (creative and physical) skill sets. Classes are lead by an experience art instructor/volunteer.	25 children will participate in the art program.	Children will learn to use a variety of art media, express creativity and learn art techniques.

3. Basic Needs (Food, Clothing, Medical) - Adults	The area qualifies for lower income HUD assistance. Basic needs such as food, housing, clothing and medical assistance are often not fully met.	Network with Salvation Army via CSS, Sharing Connections (furniture/clothes), local food pantries, Village employees coat drive, network with local churches/charities.	10 Families will receive emergency Salvation Army financial assistance. 100% of requests for financial & donated goods assistance will be provided with appropriate referrals.	Recipients will be able to maintain their residency, prevent shut-offs of utilities, and be able to receive assistance for medication and food vouchers.
4. Basic Needs (Food, Clothing, Medical) - Youth	Some families cannot afford to provide their children with Christmas gifts or afford to provide adequate winter coats/clothing.	Village employee Christmas gift donation to NRC youth. Village employee coat drive (365 collected in the 2008-2009 winter season.) NRC and area families were directed to the local charity that received the coat donations.	100% of requests for financial & donated goods assistance will be provided with appropriate referrals. 100% of homework happening families will receive Village employee coat drive information and be eligible to receive free Christmas gifts.	Children whose families could not otherwise afford to buy coats will have the opportunity to receive coats. Children will receive donated Christmas gifts and participate in a meaningful cultural holiday, sharing the experience with the greater community.
5. Character Education - Adults	Poor character development puts individuals at risk for learning maladaptive patterns and affecting relationships and increasing criminal risk.	Character counts (CC!) Educational program provided by Village staff/CC! member. The NRC displays Character Counts Pillars of Character Posters in English and Spanish.	100% of program participants will learn the 6 pillars of Character as presented in the Character Counts model.	Better character development positively impacts one's relationships, including modeling those behaviors to children.
6. Character Education - Youth	Popular media viewed by children often glamorizes violent, criminal behaviors as well as dishonesty, self-centeredness, and rude behavior.	Character Counts (CC!) NRC display and Educational Program provided by Village staff/CC! member. The NRC displays Character Counts Pillars of Character Posters in English and Spanish.	100% of program participants will learn the 6 pillars of Character as presented in the Character Counts model.	Children will learn the values and enhance personal development that lead to pro-social behaviors.

<p>7. Domestic Abuse Services - Adults</p>	<p>Families from all socio-economic levels may be affected by Domestic Violence. Often low income families experience fewer options for moving out, securing legal assistance, and adequate counseling support.</p>	<p>COP officers and the NRC's parent agency, Counseling and Social Services (CSS) provide DV follow up and affordable counseling services to victims of Domestic Violence. Referrals to Family Shelter Services (FSS) are also standard protocol for DV intervention. FSS to run health relationship presentation.</p>	<p>95% of all physical (vs. verbal) DV incidents will be followed up by COP officer and CSS counselors. DV information will be provided to Family Shelter services for statistics and program outreach.</p>	<p>Psycho-educational services, counseling and legal assistance allow families greater ability to protect themselves from offenders as well as gain insight to lessen the likelihood of recurring similar patterns in subsequent relationships.</p>
<p>8. Domestic Abuse Services - Youth</p>	<p>Children may experience abuse directly or vicariously and such abuse is emotionally traumatic affecting self esteem, school performance, and may lead to PTSD.</p>	<p>Mandated reporting to DCFS in instances of child abuse. Referrals to affordable counseling at the NRC's parent agency, Counseling and Social Services.</p>	<p>100% of all mandated reportable child abuse/neglect offenses will be reported.</p>	<p>Children will be protected from ongoing abuse or neglect. Services aimed at assisting the family help the child remain in the home when appropriate while helping the family's ability to properly parent and nurture.</p>
<p>9. Employment Readiness - Adults</p>	<p>Many lower income families do not own or have access to computers, an almost necessary job tool. Other individuals may not have experience with basic computer software skills.</p>	<p>Computer literacy program and free computer. Referral to program aimed at young, disadvantaged adults entering the medical assistance field. Referral to Working Women's Wardrobe.</p>	<p>100% of participants will learn Windows based programs and Microsoft office's Word and Excel. 100% of requests for women's business dress will be referred to an appropriate donation service.</p>	<p>The technological divide between moderate and low income families is reduced. Participants will be better able to secure jobs as they become more skilled employees.</p>
<p>10. Employment Readiness - Youth</p>	<p>Children who do not receive adequate assistance with homework for various reasons are likely to earn lower grades</p>	<p>Homework Happening</p>	<p>35 children will participate in Homework happening. They will enhance their academic performance while also having access to</p>	<p>30-50 children will participate in Holiday activities, social events with staff and character building with Community</p>

	and less likely to comprehend classroom material.		computers for homework.	Oriented Policing officers. As noted in US Senate Resolution (S. Res. 728) “Whereas continued research on mentoring shows that formal, high-quality mentoring focused on developing the competence and character of the mentee promotes positive outcomes, such as improved academic achievement, selfesteem, social skills, and career development; Whereas further research on mentoring provides strong evidence that mentoring successfully reduces substance use and abuse, academic failure, and delinquency;...”
11. ESL Instruction - Adults	Many immigrant individuals and families have not had adequate English language instruction.	ESL classes are taught by two teachers each Tuesday and Thursday evening.	90% of ESL participants will report improved ability to express themselves in English as reported by ESL provider measurements.	Mastery of the English language is almost a prerequisite for obtaining employment above the entry level positions which has an impact on income and quality of life.
12. ESL Instruction - Youth	Many immigrant individuals and families have not had adequate English language instruction.	Homework Happening.	100% of Homework Happening participants will receive assistance with homework which includes language arts, spelling, and reading in English.	Children will more quickly master English skills that are taught in the schools and be able to learn more English even if it is not spoken at home.
13. Financial Counseling - Adults	Households with low income levels have a greater need to spend carefully, reduce debt, and manage their finances.	Referral to financial counseling services.	100% of financial counseling requests will be referred to appropriate financial aid seminars and	Adequate financial management reduces evictions and other major upheavals in life.

			workshops as available from community providers.	
14. Financial Counseling - Youth				
15. General Counseling - Adults	Mental health concerns affect people from all walks of life, however those with no or inadequate mental health coverage are often not able to afford proper counseling interventions.	Individual, couple and family counseling available on sliding scale provided through the parent agency, Counseling and Social Services.	100% of requests will be provided with general counseling services at an affordable rate to include reduced and waived fees with no limitation on number of sessions.	General counseling allows for improved daily functioning, enhanced interpersonal, couple and parenting skills, better management of chronic mental illnesses, reduction in suicide rates, loss of work hours and lowering the risk of substance use, acting out behaviors and other self injurious behaviors.
16. General Counseling - Youth	Mental health concerns affect people from all walks of life, however those with no or inadequate mental health coverage are often not able to afford proper counseling interventions.	Individual, couple and family counseling available on sliding scale provided through the parent agency, Counseling and Social Services (CSS).	100% of requests will be provided with general counseling services, with parental approval, at an affordable rate - reduced and waived fees with no limitation of sessions.	Counseling increases self esteem, improves family dynamics, reduces risk for substance abuse, suicide, and other risky behaviors. Increased academic performance.
17. Inter-Agency Advocacy - Adults	Impoverished households often need assistance from a variety of sources to cover multiple needs. Navigating the changing and complex social service resource system may be beyond some people's abilities.	CSS information and Referral.	100% of requests for services outside the scope of the NRC will be provided with available referrals or networking.	Addressing the various needs of families faced with multiple challenges increase their functioning and growth.
18. Inter-Agency Advocacy - Youth	Impoverished households often need assistance from a variety of sources to cover multiple needs.	CSS information and Referral.	100% of requests for services outside the scope of the NRC will be provided with available referrals or networking.	Addressing the various needs of families faced with multiple challenges increase their functioning and growth.

	<b>Navigating the changing and complex social service resource system may be beyond some people's abilities.</b>			
19. Legal Assistance - Adults	<b>Disadvantaged adults are less likely to have the means to advocate for themselves through the court systems. Legal assistance for DV, child support and tenant law are top priorities.</b>	<b>Referrals made to Prairie State legal services for general legal matters. Ref. to State's Attorney for collection of child support and to Family Shelter Services "Legal Night" for legal info related to DV and family law.</b>	<b>95% of requests for legal assistance will receive the appropriate legal resources.</b>	<b>Adequate legal representation assists families in basic needs such as housing, child support collection and safety from offending abusers.</b>
20. Legal Assistance - Youth				
21. Mentoring - Adults				
22. Mentoring - Youth	<b>Children are impressionable and seek approval from those whom they have meaningful relationships with. Having positive trusting relationships is important for proper interpersonal development.</b>	<b>Mentoring through COP officer interactions, Staff interactions, including two paid youth mentors, provide a nurturing atmosphere supported by the culture of Character Counts! , a character building system.</b>	<b>40 children will receive mentoring as part of their participation in Homework Happening and associated activities and outings.</b>	<b>As noted in US Senate Resolution (S. Res. 728) "Whereas continued research on mentoring shows that formal, high-quality mentoring focused on developing the competence and character of the mentee promotes positive outcomes, such as improved academic achievement, selfesteem, social skills, and career development; Whereas further research on mentoring provides strong evidence that mentoring successfully reduces substance use and abuse, academic failure, and delinquency;..."</b>

23. Pre-School / Early Intervention - Youth	Low income families often cannot afford pre-school classes.	Referrals to area Head Start programming for income eligible and accessible pre-school services.	100% of requests for preschool services will be provided with referrals to Head Start, in Downers Grove.	Pre-School age children will have access to local Head Start programming.
24. Senior Services - Adults	Seniors have an increased need for medical and supportive services as their abilities become impaired or wane.	Counseling and Social Services information and Referral, DG Seniors Resource Guide (booklet) and utilization of the County's/Townships Human Services, Senior Citizen's Services. Village's Taxi Cab Coupon program. RU911 wellness checks.	100% of requests for Senior Services will be provided with appropriate referrals.	The well being of seniors is promoted through adequate wellness checks, program awareness and accessibility, and comprehensive services.
25. Sports / Recreation - Adults				
26. Sports / Recreation - Youth	Low income families often cannot afford membership to private or public health clubs/facilities nor can they readily afford the equipment or fees associated with engaging in new sports & hobbies (archery, canoeing, etc).	Weekly SEASPAR recreational activities, Sports Saturdays Phys. Ed, health topics, & sports through Midwestern University. DuPage Forest Preserve week-long camp.	15-20 children will have access to sports education, facility use, and associated transportation.	Physical activity increases better physical health, emotional well being, and reduces the risks of obesity.
27. Substance Abuse - Adults	Impoverished communities are at higher risk for open substance use exposure and usage. Many abusers do not have adequate health benefits to provide treatment and follow up services.	Referrals to Counseling at CSS, referral to a local methadone clinic, and a substance abuse facility, within walking distance, that accepts Medicaid as well as area hospital treatment centers.	100% of substance abuse treatment requests will be provided with appropriate, local resources.	Adequate substance abuse treatment lessens the likelihood of chronic addiction and allows the recipient to better function in school, work, family, and interpersonal settings.

<p>28. Substance Abuse - Youth</p>	<p>Impoverished communities are at higher risk for open substance use exposure and usage. Many abusers do not have adequate health benefits to provide treatment and follow up services.</p>	<p>Referrals to Counseling at CSS, referral to a local methadone clinic, and a substance abuse facility, within walking distance, that accepts Medicaid as well as area hospital treatment centers.</p>	<p>100% of substance abuse treatment requests will be provided with appropriate, local resources.</p>	<p>Adequate substance abuse treatment lessens the likelihood of chronic addiction and allows the recipient to better function in school, work, family, and interpersonal settings.</p>
<p>29. Tutoring and Literacy - Adults</p>	<p>Inability to have basic common communication skills puts adults at a disadvantage in many aspects of their lives.</p>	<p>Host outside provider of ESL Classes. Referrals to additional tutoring and literacy programs as appropriate and available.</p>	<p>90% of ESL students will show an increased command of their ability to use English skillfully.</p>	<p>Literacy is fundamental to one's ability to secure jobs above the entry level.</p>
<p>30. Tutoring and Literacy - Youth</p>	<p>Private tutoring is financially not feasible for families with lower incomes.</p>	<p>Homework Happening afterschool homework assistance for youth will also coordinate with school district's ESL provider to focus on ESL skill development for specific children in need.</p>	<p>90% of the children in Homework Happening will receive a GPA average of C/B (2.5) or better.</p>	<p>Mastery of grade level academics ensures promotion to the next grade level.</p>



1.3 **Capacity:** Please answer “yes” or “no”. All answers must be “yes” to be eligible for funding.

Is your center located in an area of low/mod income population?	Yes
Has your agency been operating centers in DuPage County for at least two years?	Yes

Documentation: Attachment I on Page 37-42

1.4 **Networking:** Describe your efforts to network with other DuPage NRC's.

The NRC coordinator is an active participant in regular local meetings of NRC coordinators that is also attended by speakers sharing program offerings from various community partners. The Prentiss Creek NRC has held a yearly soccer game with the Woodridge NRC for several years.

1.5 **Measurement Tools:** What specific measurement tools (e.g. MMPI, agency pre/post test, Beck Depression Inventory, etc.) will be using to gauge your success in achieving your stated outcomes?

Actual student report cards provide academic performance data for homework happening assistance. Surveys are also provided after most of the activities to assess participant satisfaction and value. Program providers for ESL and Computer Classes also assess for outcomes with their measurement tools utilized in their programming.

1.6 **Program Summary:** What were your objectives for your last completed year and what were the measurable outcomes? (For new activities, describe expected results and why you expect these results.)

FY08 Objectives (Include target numbers)	FY08 Outcomes (Include final numbers)
<b>Basic Needs</b> 1. 10 households will be provided with financial assistance. 2. 25+ children will be provided with donated Christmas/Holiday Gifts.	10 (of 10) families assisted with Salvation Army funding via NRC's parent agency, CSS. Assistance was for rent, medical, food, and utility expenses (April 2008 to March 2009). Additional, non-eligible households were referred to other charitable organizations providing financial assistance. Village employees provided 28 children with Christmas gifts averaging \$20 each. Village employee/resident coat drive made available 365 coats during the 2008-2009 drive.
<b>Educational Success</b> 80 % of Homework Happening participants will obtain a C or better GPA.	34 of 36 (94%) Homework Happening students received an average grade equivalence of “C” or better during their last report card.
<b>General Counseling Adults &amp; Children</b> 95% of requests will be provided with general counseling services at an affordable rate to include reduced and waived fees with no limitation on number of sessions.	100% of the 20 families requesting counseling had received counseling services (no limits on number of sessions) at parent agency Counseling and Social Services with a fee range \$9-\$70 according to sliding scale/ability to pay.

1.7 **Program Modifications:** In the Analysis column, state the statistical evidence that indicated the need for a program modification in the last year. In the Modification column, state the change you made.

Analysis	Modification
----------	--------------

<p><b>Educational Success</b>  Quarterly report cards indicate 93% - 98% of students are achieving an average grade of "C" or better.</p>	<p>This year the goal will be for 90% of students to receive a higher C/B average (2.5 GPA). Also, Homework Happening will focus on 2<sup>nd</sup> through 6<sup>th</sup> grade students. 7<sup>th</sup> &amp; 8<sup>th</sup> graders are offered tutoring at their middle school.</p>
<p><b>Character Education - Youth</b>  The culture of Character Counts espouses the value of Respect towards others. Staff noticed an increase in interpersonal conflict and non-interpersonal signs of aggression being exhibited by some students.</p>	<p>An anger management group was developed and implemented for at risk youth. Co-led by licensed counselors, the 6 session group provided topics such as awareness of the anger responses, relaxation exercises, communication skill-negotiating, and problem solving components.</p>
<p><b>Community Building / Neighborhood Leadership</b>  Community involvement by adults, including social activities, has traditionally been a challenge to implement.</p>	<p>A community social event was coordinated with the apartment complex management to include the Community Oriented Policing team and NRC staff. The summer 2009 event fostered neighbors meeting each other, the COP/NRC staff and management representatives. A Village fire engine, ambulance and police car were on hand for children to interact with.</p>

1.8 **Non-Duplication:** Discuss your efforts to ensure you are not duplicating the services of other providers.

To maximize operational efficiencies and reduce costs, the NRC does not develop programming that is duplicated in the greater community. If some programs are available in the community, they are often inaccessible due to transportation, finances, daycare, or other accessibility factors. For example homework / tutoring assistance is not affordable to the NRC population if they sought a private tutoring service, ESL classes are not utilized if there is no daycare for children while parents are learning, or there is no transportation available to distant classroom locations. For some of the basic needs (food, clothing, financial assistance and agency networking services, referrals are made to other sources as it would be logistically impossible or counterproductive to duplicate those services "in-house" at the NRC.

1.9 **Participant Satisfaction:** How do you know the participants are satisfied with the activities you provide?

Satisfaction is demonstrated through continued interest & attendance in NRC programming year after year by children and by adult classes achieving full enrollment. Follow up surveys including level of satisfaction items are sent out following several of the NRC activities. Additionally, participants in NRC activities are often participants in several other NRC activities. This demonstrates that those who participate in programs are eager to take advantage of the various programs designed to enrich their lives through a mix of educational, recreational, personal, and community development activities.

1.10 **Neighborhood Leadership:** Describe your efforts to promote neighborhood leadership.

The Resource Center Coordinator and the COP officers worked with the Management company to develop and host a social event for complex residents to meet one another and introduce the Village's services to the residents of the complex. Open to the greater community, in addition to the NRC residents, Computer Classes and ESL classes allow for the NRC to give back to the community as a whole. The NRC works with the Community Oriented Policing program, the Village's Counseling and Social Services department, and the apartment complex management company to develop programs and interventions to increase the safety of the community, assist with the availability of basic needs, promote increased opportunity for socio-economic advancement, and promote the well being of the residents in the community.

**PART 2: CONCLUDING REMARKS**

2.1 Provide any other information about the proposed activity that you feel has not been addressed in the application.