

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Director of Social & Health Services **DATE:** September 16, 2003

(Name)

RECOMMENDATION FROM: N/A **FILE REF:** _____
(Board or Department)

NATURE OF ACTION:

- Ordinance
- Resolution
- Motion
- Other

STEPS NEEDED TO IMPLEMENT ACTION:

Motion to adopt "A RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATIONS TO THE DUPAGE COMMUNITY DEVELOPMENT COMMISSION FOR THE 2004 BLOCK GRANT FUNDING FOR COMMUNITY ORIENTED POLICING PROGRAMS", as presented.



SUMMARY OF ITEM:

Adoption of this resolution will authorize submittal of applications to the DuPage Community Development Commission in the amount of \$71,458.00 for the 2004 Community Development Block Grant Program. This will support activities for the Downers Grove Community Neighborhood Resource Centers at Autumn Grove (\$48,646.00) and Arbor Park Complexes (\$27,812.00).

RECORD OF ACTION TAKEN:

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATIONS
TO THE DUPAGE COMMUNITY DEVELOPMENT COMMISSION FOR
THE 2004 BLOCK GRANT FUNDING FOR COMMUNITY ORIENTED POLICING PROGRAMS**

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 developed applications for Community Development Block Grant funding in the total amount of \$71,458.00 for the projects known as the Community Oriented Policing Arbor Park Resource Center (\$48,646.00) and the Community Oriented Policing Autumn Grove Resource Center (\$22,812.00) 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 applications and desires that said applications 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 2004 application of the Village of Downers Grove in the amount of \$48,646.00 for the Community Oriented Policing Arbor Park Resource Center and the Community Oriented Policing Autumn Grove Resource Center.
2. That the Village of Downers Grove agrees to sponsor the 2004 application of the Village of Downers Grove in the amount of \$27,812.00 for the Community Oriented Policing Autumn Grove Resource Center.
3. That this resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest: _____
Village Clerk

2004 APPLICATION FORM

DU PAGE COUNTY NEIGHBORHOOD RESOURCE CENTER CLUSTER

This application form is for use by organizations submitting proposals to the Neighborhood Resource Center Need Cluster as identified by the DuPage Community Development Commission (CDC). This application must be accompanied by adequate support documentation of the statements made herein.

PART 1: INFORMATION ABOUT THE APPLICANT AND THE APPLICATION

Name of Applicant: Village of Downers Grove

Name of Project: Community Oriented Policing/ArborPark NRC

Contact Person: Name: Barbara A. Leiber Title: Director

Address: Street: 842 Curtiss St.

City: Downers Grove

State: IL Zip: 60515

Tel & Extension: (630) 434-5595

Fax: (630) 434-5599

Total Cost of Activities Funded (in whole or in part) by this Application: \$155,637

Total of CDBG and/or ESG Funding Requested to Support These Activities: \$48,646

Project Abstract In the space below, briefly describe the activity for which you are requesting funds pursuant to this application.

Arbor Park Neighborhood Resource Center is located at 4424 Arbor Circle, Downers Grove, IL 60515
 Homework Happening After School Program and Summer Camp are located at Puffer School, 2220
 Haddow Ave. Room 230, Downers Grove, IL, 600515

Resource Center Coordinator Salary	\$36,413
IMRF Costs for NRC Coordinator	\$ 3,368
Overtime costs for one Sgt. and one police officer	<u>\$ 8,865</u>
Total Request	\$48,646

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.

Print Name: _____ **Title:** _____

Authorized Signature: _____ **Date:** _____

PART 1: MINIMUM REQUIREMENTS

1.1 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
Is your agency an active member of the NRC Coalition?	YES
Has your agency been operating centers in DuPage County for at least two years?	YES

1.2 Governing Body Authorization:

Name of governing body: Village of Downers Grove

If a corporation please attach a copy of your certificate of good standing as Attachment _____ on Page _____.

A resolution from your governing body authorizing this application is included as Attachment B on page 18.

1.3 Stakeholder and Public Input: In the space below, briefly describe methods used to solicit stakeholder input into the planning process for this application. Attach public hearing notice and minutes.

Needs Assessment survey of entire Arbor Park neighborhood conducted August 4 thru August 18, 2003. Coordinator and Police Officers contacted all 72 occupied units. 84 units in complex, 12 vacant at time of survey. 73.6% of residents completed the survey (raw number of surveys completed 53),

Public Hearing held at September 2, 2003 Village Council meeting.

Documentation: The public hearing notice and minutes are in Attachment C on Page 19

1.4 Public Services: Please check which statement applies:

This activity is a new or substantial increase in service	
This activity was an increase in service at the time it was originally funded with CDBG dollars	x
A loss of funding over which the agency has no control will result in a loss of service if not for the CDBG dollars being requested	

1.5 Letter of Intent: A copy of the letter of intent to apply (due October 1, 2003) is Attachment D on Page 20.

1.6 Location Map: A map defining the neighborhood to be targeted and showing the address and location of the NRC is included as Attachment E on Page 21.

**THIS PAGE RECEIVED BLANK FROM DUPAGE COMMUNITY
DEVELOPMENT COMMISSION**

1.7 Budget: In the tables below, provide budget information about this NRC. All applicants must complete Tables A and B. Please complete Table B-1 if applicable. Only those applying for capital funding are required to complete Table C. Complete Table D in accordance with the instructions under Table D. Attach additional supporting information as necessary. "Last Year" is considered the last full year of operations.

Table A: EXPENSES				
Line Item	Last Completed Fiscal Year's Budget	Last Completed Fiscal Year's Actual Expenses	Current Year Budget	CDBG/ESG Request
1. Capital Costs:				
a. Rehabilitation of Existing Facility	0	0	0	0
b. Construction of Facility (CDBG only)	0	0	0	0
c. Acquisition of Land (CDBG only)	0	0	0	0
d. Acquisition of Buildings	0	0	0	0
Total Capital Costs:	0	0	0	0
2. Activity/Program Costs:				
	SEE	IN KIND	DONATION	BUDGET
a.		WORKSHEET	APPENDIX__	PAGE__
b.				
c.				
d.				
e.				
f.				
g.				
h.				
i.				
j.				
Total Activity/Program Costs:				
3a. Annual Administrative Costs:				
a. Advertising/Public Relations	2400	0	0	0
b. Agency Salaries and Benefits	118,098	123,945	131,194	36,413
c. Activity Materials	500	1000	1000	0
d. Legal/Accounting	0	0	0	0
e. Other Village Contribution to IMRF	3042	2942	3368	3368
f. Other Police Officer Overtime	10950	8560	8865	8865
Total Administrative:	134,990	136,447	144,427	48,646
3b. Essential Services Activities:				
a. Clothing	1600	1600	1600	0
b. Salaries/Benefits	0	0	0	0
c. Mileage & Transportation	3125	3150	3150	0
d. Health	0	0	0	0
e. Child Care	0	0	0	0
a. Mentor Training	0	0	0	0

Total Essential Services Activities:	4725	4750	4750	0
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Table A: EXPENSES (Continued)

Line Item	Last Completed Fiscal Year's Budget	Last Completed Fiscal Year's Actual Expenses	Current Year Budget	CDBG/ESG Request
4a. Annual Operating Costs:			0	0
a. Rent	0	0	0	0
b. Gas & Other Fuel	0	0	0	0
c. Electricity	0	0	00	0
d. Water/Sewer	0	0	0	0
e. Telephone	2400	1441	2260	0
f. Supplies	3000	1735	1500	0
g. Equipment Rental	250	134	400	0
h. Trash Removal	0	0	0	0
i. Janitorial	0	0	0	0
j. Exterminating	0	0	0	0
k. Other Transportation	1000	0	0	0
l. Other	0	0	0	0
Total Operating Costs:	6650	3310	4160	0
4b. Annual Maintenance Costs:			0	0
a. Repairs	0	0	0	0
b. Security	300	0	800	0
c. Ground Maintenance	0	0	0	0
d. Other	0	0	0	0
Total Maintenance Cost:	300	0	800	0
5. Annual Taxes and Insurance:			0	0
a. Real Estate Taxes	0	0	0	0
b. Insurance	1250	1500	1500	0
Total Taxes & Insurance:	1250	1500	1500	0
6. Annual Replacement Reserves:			0	0
7. Other:			0	0
a. Computer Equipment	1200	0	0	0
b.	0	0	0	0
Total Other Cost:	1200	0	0	0
TOTAL NRC EXPENSE:	149,115	146,007	155,637	48,646
TOTAL CDBG/ESG AMOUNT REQUESTED:				
TOTAL FOR ESG APPLICANTS ONLY				
Essential Services:				
Maintenance and Operations:				
Homeless Prevention:				

Documentation: The source of the above information is in Attachment F on Page 22

Table B: OPERATING REVENUES*

Type of Funds	Last Year's Revenue	Source of funds and description of terms	This Year's Projected Revenue	Source of funds and description of terms
<i>(examples)</i> *Private Donations *State Funds *Federal Funds	<i>(example)</i> 250,000	<i>(examples)</i> *Doe Fndtn. (grant) *AFDC (grant) *CDBG (grant)	<i>(example)</i> 300,000	<i>(examples)</i> *McDonalds Fndtn (loan, 0%, due in 15 yrs (2012)) *AFDC (grant) *CDBG (grant)
Private Donations	\$4200	Churches, Service Clubs, Businesses	\$4000	Churches, Service Clubs, Businesses
Federal Funds	\$16,599	CDBG Funds	\$48,646	CDBG Funds
Village of Downers Grove, Corporate Fund	\$128,316		\$102,991	Village of Downers Grove Corporate Fund
TOTAL	149,115		155,637	

Table B-1 – ANTICIPATED IN-KIND CONTRIBUTIONS

Type of Contribution	Value per Unit	Total Value
Volunteers	760 hours @ \$15 per hour (See Budget Worksheet Appendix __, page __) For All Categories in this section.	\$11,400
Program Donation	Summer Camp – Girl Scouts, IL Extension Service, Midwestern U.- Sports Saturday, SEASPAR Activity Day, Special Outings, Community POSADA, COP Christmas Party	\$10190
Transportation	Village busses to all off site events	\$3150
NRC space at Arbor Park Apt. Complex	\$200 per month x 12 mos.	\$2400
Space at Puffer School	\$200 per mo. X 12 mos.	\$2400
TOTAL		\$29,540

***NOTES:**

- For all sources other than CDBG/ESG, attach information regarding the status of commitments.
- Do not include Capital revenues.
- Be sure to include the funds requested in this application.

Table C: SOURCES OF CAPITAL FUNDING*

Name of Source, Contact Person, and Phone Number	Amount Funded	Annual Debt Service	Rate	Amort Period in Yrs	Term in Yrs	Commitment Date
1. N/A						
2.						
3.						
4.						
5. CDBG/HDF funds						
6. HOME Funds						
7. Owner's Equity						
8. Tax Credit Proceeds						
TOTAL						

***NOTES:**

- For all sources other than CDBG/HDF and HOME, attach information regarding the status of commitments.
- Be sure to include the funds requested in this application.

Documentation: The source of the above information is in Attachment _____ on Page _____

PART 2: BENEFIT TO THE COMMUNITY

2.1 Benefit to Low Income Persons: (10 Points) Indicate the number of low income persons in the target neighborhood, by income category, in the table below. See Part 2 of the Selection System for more information.

Income Range	Number of Persons Benefited
0-30% of MFI*	70
31-50% of MFI*	139
51-80% of MFI*	223
81% + of MFI*	438
TOTAL	870

*MFI means Median Family Income. See Part 2 of the Selection System for specific definitions.

Documentation: The source of the above information is in Attachment G on Page 23

2.2 Benefit to Minorities: Describe the racial and ethnic makeup of the target neighborhood.
Hispanic—30%, Black—40%, Caucasian—30%

Documentation: The source of the above information is in Attachment H on Page 24

2.3 Benefit to Persons Served: Indicate the annual unduplicated number of people you estimate will take participate in your NRC programs (ESL classes, homework help, etc.).

Number of Adults	200
Number of Children	180

PART 3: PROJECT IMPACT (See Part 3 of the Selection System.)

3.1 Measurement of Neighborhood Crime (12 Points):

1. (a) Is there at least one permanently assigned officer providing community policing to the targeted neighborhood? (4 points) yes X or no If yes, describe his/her schedule below.

OR (b) Describe your Center's relationship with the law enforcement agency serving the target area and attach documentation

2. Have you researched crime trends for at least three years? (4 points) yes X or no

Crime trend data is provided in Attachment I on Page 25 .

3. Describe the trends and identify the response of the NRC to the trends. (4 points)

Estimated arrests for 2003 based on 6 mos. actual data show Categories 1 and 2 have dropped slightly (<10%) in comparison to 2002. Categories 3 and 4 are reflective of significant decrease (45% and 100% respectively) in comparison to 2002. Categories 5 and 6 have increased (400% and 200%) in comparison to 2002 and these same categories have been increasing each year for the past 3 years. COP response to these trends is to build a strong relationship with resident and management in problem solving; police presence critical.

3.2 Needs Assessment (8 Points):

(1) Check the assessment methods you completed for this application:

- X Survey entire neighborhood (if this method was used, fill in the table below and then move to question 3a) Centers which have not received prior CDBG funding must submit a neighborhood survey completed after January 1, 2003.

Centers that have not surveyed the entire neighborhood must complete two of the following three methods:

- Survey the clients that enter the NRC
 Survey a focus group
 Discuss issues with key informants

Number of households in neighborhood	72 occupied units
Sample size	65
Number of households contacted	72
Number of household responding	53

(2) Explain why you feel this combination of assessment methods provided you with information that is representative of the views of the neighborhood as a whole. (If you completed a full neighborhood survey, skip to next question.)

Completed full neighborhood survey. Documentation found in Attachment J, Page 26. Each Unit was contacted, results of contact recorded.

(3a) Summarize the results of your assessment.

- General Neighborhood Issues Order of priority in "not available ": Public Transportation 29.4%; Job Training, 18%; Substance Abuse programs-15.6%. After School programs, Park or playground, supermarket/large grocery store, library and convenience store needs are being met.
- Community Perception There is a strong positive consensus toward the community. A majority agree to strongly agree to all 5 questions, #3 at 76%.
- Neighborhood Issues Order of priority: Litter/trash on sidewalks, streets-61%, Noise-55%, Lack of Parking-45%, Drug use/sales, drinking-37%.
- Police/Safety strong positive consensus of safety, with 3 of 5 questions receiving 90% or higher
- Additional Questions 69% of residents have lived in Arbor Park for 3 or more years. 79% believe over the past year this neighborhood is the same or better place to live. 77% feel this area will be the same or a better place to live in the next year.

(3b) What are the priority neighborhood needs, and why are they a priority?

Analysis shows the following four priority issues need to be addressed: litter/trash on sidewalks, noise, drug use/sales, drinking and lack of parking. The combined "common to very common" for these issues averaged 50%. These are community issues that only community group problem solving and involvement can remedy. Drugs/drinking issue addressed thru linking with substance abuse programs. Police presence critical.

3.3 Service Plan (15 Points):

(1) Fully describe your intervention activities that are consistent with the analysis of needs described in 3.2 above.

The needs assessment illustrates the fruits of the Community Oriented Policing efforts at Arbor Park over the last nine years. The establishment of the Resource Center in 1997 enhanced the police presence in the community. The overall satisfaction of the community with the police, sense of community and perception of problems is testament to the programming efforts and community building in this complex. Major interventions and impact:

- Homework Happening After School tutoring/mentoring program meets at Puffer School. The school environment increases the involvement of teachers with parents, provides a bridge between parents and their children's teachers, promotes cooperation between parents and the school and the COP Team. After school program provides a safe place for children during the at risk hours of 3 to 6 pm. Focus on education encourages both parents and children to see school as positive/ important. After school program is the chief link between police officers and coordinator in building relationships with the community and fostering problem solving techniques.
- ESL Classes serve to assist adults in functioning in the community and allow for linking with resources.
- Resident meetings & Community Celebrations are problem solving/community building opportunities .

(2) Are all of your priority needs being addressed by intervention activities? yes X or no
If not, explain why not.

All needs are being addressed to maximum degree allowed by staffing and budgetary boundaries. See APP_K Page 27 for history of programming, number of participants since inception of Resource Center in 1997,

3.4 Building a Sense of Community (14 Points):

(1) What are you doing to promote neighborhood leadership?

Resident meetings are held bi-monthly. All residents, management and COP Officers and Resource Center Coordinator attend. Problem solving and community event planning are on the agenda. All parties bring issues of importance to the meeting. Advisory Board meet a minimum of twice a year. Mandatory parent meeting in Sept. and Jan. for parents of children attending Homework Happening.

(2) What are your efforts to link with the larger community?

Puffer School, which is the school attended by Arbor Park children houses the after school program and summer camp. This serves as a bridge for parents, especially non-English speaking parents, to feel more comfortable at school. Community partnerships link residents to the larger community, i.e. the Posada Christmas Celebration is held at the DG VFW Hall. COP Xmas Party held at Park District communicates Arbor residents belong to larger community. Press releases invite community to events.

3.5 Building a NRC Identity (13 Points):

- (1) Please state the mission statement of your organization.

The Vision Statement of the Downers Grove Community Oriented Policing Initiative is to embrace the philosophy of COP through: community engagement, a unified effort to solve problems, improving quality of life, building trust in the community through partnerships and empowerment of citizens and employees to take an active role in solving problems. The actual vision statement is found in APP_L__Page_28__.

- (2) Please state up to two goals of your organization that are consistent with the analysis of needs described in 3.2 above.

Maintain strong police presence/visibility in community to foster the community's use of the police as resources for problem solving.

Utilize the community bi-monthly meetings as a vehicle for problem solving, targeting littering/trash in the complex, noise and lack of parking as issues to improve.

- (3) What are you doing to foster a positive relationship between the NRC and the neighborhood?

Arbor Park NRC is clearly marked in the complex. Resident/Management/ COP Team meetings are held every other month. A quarterly newsletter is distributed to each household. Community events such as the Neighborhood picnic/block party, tree planting/dedication, Posada (Mexican Christmas Celebration) and Christmas Party, Valentine Outreach. These community activities are designed to bring the community together as neighbors. NRC Coordinator is available at the Resource Center to translate and to assist in problem solving. Special activities, Kiwanis Circus, EASPAR, Midwestern U.-Sports Saturday emphasizes that the entire community belongs to residents of Arbor Park

- (4) Do you have a permanent director as a community contact person? yes X or no
If yes, what are his/her name, location, and hours of availability?

Brenda Harris. NRC is located at 4424 Arbor Circle, Downers Grove, IL 60515. Homework Happening After School Program and Summer Camp is located at Puffer School 2220 Haddow Ave. Romo 230, Downers Grove, IL 60515. This is the school attended by the children of Arbor Park Complex and is located within walking distance from Arbor Park. NRC hours are 9 to Noon, Monday thru Thursday. Homework Happening 3 pm to 5:30 pm. Other hours determined by programming.

- (5) What are the weekly hours when the NRC will be staffed and open to the public?

Hours vary according to programming. 9 am to Noon, Monday thru Thursday Homework Happening After School Program 3 to 5:30 pm at Puffer School.

PART 4: OUTCOME MEASURES (See Part 4 of the Selection System.)

4.1 Impact of Activities that Measure Improvements in the Neighborhood (18 Points):

(1) Outcome Measurement Chart

CLUSTER EMPHASIS <i>Which areas will be addressed (crime, education/training/ counseling and/or family support)?</i>	PRIORITY NEEDS <i>What are the priority needs you will be addressing by intervention activities question 3.3(1)?</i>	ACTIVITIES <i>What will you be doing to address the objective?</i>	MEASURE / OUTPUTS <i>What are the direct products of your program activities?</i>	OUTCOME <i>What measurable benefits or changes will be observable during or after the program's activities?</i>
Crime with emphasis on Category 5 and 6 (Canabis, Parph. Liquor, gambling)	Reduction in crime for Categories 5 and 6	Hold 6 Resident meetings per year	Community Problem Solving Cohesive community which is intolerant of illegal drug/drinking	Decrease in Category 5 and 6 arrest rate by 20%
Family Support to reduce the number of unsupervised youth	Promote cooperation between Parents, School, COP Team	Home work Happening After School Program	Parents participate in Teacher conferences/ Parent meetings at NRC	Parent of 95% of children enrolled attend Parent meetings

(2) What were your objectives for your last completed year and what were the measurable outcomes? (For new applicants, describe expected results for objective in 3.3(f) and why you expect these results.)

- Homework Happening—Grade C or above and Satisfactory in behavioral categories. Average grade for students C and S.
- Kindergarten Readiness Program convened Spring 02. Children achieved goals. Program discontinued for lack of children pre-kindergarten age in the Fall and Winter 02-03.
- Arbor Clean-up Days—not conducted. Management hired person to do the clean-up at the complex. Activity became irrelevant.

(3) Give examples of program modifications you have made in the past based on your analysis of your performance.

Programs are introduced, discontinued, sometimes re-introduced based on resident interest, volunteer availability and what is relevant. Examples: Arbor Clean-up and Kinder Readiness Program. It is necessary for all programs and efforts to unite the community to be continuously evaluated for relevance, through the input of current residents and viability given available resources.

(4) Describe the staff's expertise to carry out the proposed activities and what their responsibilities will be.

Resource Center Coordinator job description is included.
Community Oriented Policing Officer job description is included.

If applicable, resumes and job descriptions are shown in Attachment A, beginning on page 17.

4.2 Participation Measures (3 Points):

(1) How many people (unduplicated) participate in the NRC's activities ? 380

Documentation to substantiate this number is shown in Attachment K beginning on page 27.

(2) How do you know the participants are satisfied with the activities they are involved in?

Participant evaluations (all ages) and volunteer evaluations annually at the conclusion of all on-going programs, i.e. Homework Happening After School Program, Gym/Park Day, Summer Camp, ESL classes. Special Program evaluations occur at the conclusion of the program. Personal interviews with parents, children, volunteers, are held whenever needed. Evaluation tools found in APP M Page 29.

PART 5: EFFICIENCY (See Part 5 of the Selection System.)

5.1 Partnerships (8 Points): Describe any coordination or collaboration efforts that will use resources other than from your agency to deliver services. Each partnership must be evidenced by a letter, agreement, memorandum of understanding, or other such commitment to involvement by the outside agency.

Letter of support found in APP_N_ PAGE_30__ documents all community partners.

Further documentation is found in the budget under "IN-Kind Donations". All programs at the NRC involve collaboration with community partners. These Partners are: Arbor Park II Condominium Association, Midwestern University, Community School District 99, Good Samaritan Hospital, SEASPAR, Downers Grove Park District, Family Shelter Service, YWCA, DuPage County Health Dept. Puffer School, First Congregational Church.

Documentation: Evidence of coordination/collaboration is in Attachment __N__ on Page __30__

5.2 Advisory Board (2 Points):

- (1) Does the NRC have an Advisory Board? yes or no How many members? 10_____
- (2) Does the Advisory Board have 20% of the membership made up of neighborhood residents? yes or no Names of the current residents serving on the Board are:

Peter Aranda and Mary Sherman

- (3) What is the role of the Advisory Board and how often does it meet?

Meets minimum twice a year, maximum four times a year. Advises re: programming, resources, donations.

5.3 Readiness (5 Points)

Activity	Date
Site control, acquisition or rent of property	In Place
Completion of program design and/or preliminary engineering	IN PLace
Completion of final program design and/or final engineering	In Place
Advertise for bids or appropriate staff positions	IN PLace
Award of construction contract or hire staff	IN Place
Start of construction or start of program	IN Place
50% of Funds Expended	Oct. 2004
100% of Funds Expended	March 2005

- (1) Describe how much planning work has been completed at the time of application, what work will be completed by the time agreements are executed, and what obstacles could remain in the way of completing each activity within one year.

The Village of Downers Grove has demonstrated a strong commitment to the Community Oriented Policing Initiative. The program has been in place since May 1994. The Resource Center Coordinator, a Sergeant and three police officers are assigned to the Arbor Park complex. The Village is committed to staffing the initiative as indicated by the corporate fund contribution.

**2004 APPLICATION FORM
DU PAGE COUNTY NEIGHBORHOOD RESOURCE CENTER CLUSTER**

This application form is for use by organizations submitting proposals to the Neighborhood Resource Center Need Cluster as identified by the DuPage Community Development Commission (CDC). This application must be accompanied by adequate support documentation of the statements made herein.

PART 1: INFORMATION ABOUT THE APPLICANT AND THE APPLICATION

Name of Applicant: Village of Downers Grove

Name of Project: Community Oriented Policing/Autumn Grove NRC

Contact Person: Name: Barb Leiber

Title: Director

Address: Street: 842 Curtiss St.

City: Downers Grove

State: IL

Zip: 60515

Tel & Extension: (630) 434-5595

Fax: (630) 434-5599

Total Cost of Activities Funded (in whole or in part) by this Application: \$232,405

Total of CDBG and/or ESG Funding Requested to Support These Activities: \$22,812

Project Abstract In the space below, briefly describe the activity for which you are requesting funds pursuant to this application.

Autumn Grove Neighborhood Resource Center/Community Oriented Policing located at 2048 Prentiss, Apt. 112, Downers Grove, IL 60516

Neighborhood Resource Center Coordinator (10 hours per week) \$10555

Village funds first 20 hours per week.

IMRF Costs for the Coordinator

\$ 2929

Overtime for two officers and one sergeant

\$ 9328

Total Request

\$22,812

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.*

Print Name: _____

Title: _____

Authorized Signature: _____ **Date:** _____

PART 1: MINIMUM REQUIREMENTS

1.1 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
Is your agency an active member of the NRC Coalition?	YES
Has your agency been operating centers in DuPage County for at least two years?	YES

1.2 Governing Body Authorization:

Name of governing body: Village of Downers Grove

If a corporation please attach a copy of your certificate of good standing as Attachment _____ on Page _____.

A resolution from your governing body authorizing this application is included as Attachment B on page 16.

1.3 Stakeholder and Public Input: In the space below, briefly describe methods used to solicit stakeholder input into the planning process for this application. Attach public hearing notice and minutes.

Needs Assessment Survey of entire Autumn Grove Neighborhood conducted August 4 thru August 18, 2003. Coordinator, mentors and Community Oriented Policing Officers contacted all 602 occupied units. There are 98 units unoccupied at survey time. 21.6% residents contacted completed survey. (130 surveys completed.)

Public Hearing held at September 2, 2003 Village Council meeting.

Documentation: The public hearing notice and minutes are in Attachment C on Page 17

1.4 Public Services: Please check which statement applies:

This activity is a new or substantial increase in service	
This activity was an increase in service at the time it was originally funded with CDBG dollars	X
A loss of funding over which the agency has no control will result in a loss of service if not for the CDBG dollars being requested	

1.5 Letter of Intent: A copy of the letter of intent to apply (due October 1, 2003) is Attachment D on Page 18.

1.6 Location Map: A map defining the neighborhood to be targeted and showing the address and location of the NRC is included as Attachment E on Page 19.

1.7 Budget: In the tables below, provide budget information about this NRC. All applicants must complete Tables A and B. Please complete Table B-1 if applicable. Only those applying for capital funding are required to complete Table C. Complete Table D in accordance with the instructions under Table D. Attach additional supporting information as necessary. "Last Year" is considered the last full year of operations.

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Line Item	Last Completed Fiscal Year's Budget	Last Completed Fiscal Year's Actual Expenses	Current Year Budget	CDBG/ESG Request
1. Capital Costs:				
a. Rehabilitation of Existing Facility	0	0	0	0
b. Construction of Facility (CDBG only)	0	0	0	0
c. Acquisition of Land (CDBG only)	0	0	0	0
d. Acquisition of Buildings	0	0	0	0
Total Capital Costs:	0	0	0	0
2. Activity/Program Costs:				
a.	SEE	IN-KIND	DONATIONS	
b.		APPENDIX__	PAGE_____	
c.		—		
d.				
e.				
f.				
g.				
h.				
i.				
j.				
Total Activity/Program Costs:				
3a. Annual Administrative Costs:				
a. Advertising/Public Relations	2500	0	0	0
b. Agency Salaries and Benefits	174,797	171,258	199,013	10,555
c. Activity Materials	1500	1000	1000	0
d. Legal/Accounting	0	0	0	0
e. Other: Village Contribution to IMRF	2534	2510	2929	2929
f. Other Police Officer Overtime	17,661	9,555	9,328	9,328
Total Administrative:	198,993	184,323	212,270	22,812
3b. Essential Services Activities:				
a. Clothing	3200	3200	3200	0
b. Salaries/Benefits	0	0	0	0
c. Mileage & Transportation	6300	6300	6300	0
d. Health	0	0	0	0
e. Child Care	0	0	0	0
a. Mentor Training	0	0	0	0
Total Essential Services Activities:	9500	9500	9500	0

Table A: EXPENSES (Continued)				
Line Item	Last Completed Fiscal Year's Budget	Last Completed Fiscal Year's Actual Expenses	Current Year Budget	CDBG/ESG Request
4a. Annual Operating Costs:				
a. Rent	9600	0	0	0
b. Gas & Other Fuel	0	0	0	0
c. Electricity	600	600	600	0
d. Water/Sewer	0	0	0	0
e. Telephone	2400	1441	2260	0
f. Supplies	3350	834	4325	0
g. Equipment Rental	400	134	400	0
h. Trash Removal	0	0	0	0
i. Janitorial	0	0	0	0
j. Exterminating	0	0	0	0
k. Other Transportation	1000	0	0	0
l. Other	0	0	0	0
Total Operating Costs:	17350	3009	7585	0
4b. Annual Maintenance Costs:				
a. Repairs	0	0	0	0
b. Security	300	0	800	0
c. Ground Maintenance	0	0	0	0
d. Other	0	0	0	0
Total Maintenance Cost:	300	0	800	0
5. Annual Taxes and Insurance:				
a. Real Estate Taxes	0	0	0	0
b. Insurance	1250	1500	1500	0
Total Taxes & Insurance:	1250	1500	1500	0
6. Annual Replacement Reserves:	0	0	0	0
7. Other:				
a. Computer Equipment	1800	0	750	0
b.	0	0	0	0
Total Other Cost:	1800	0	750	0
TOTAL NRC EXPENSE:	228,068	198,332	232,405	
TOTAL CDBG/ESG AMOUNT REQUESTED:				22,812
TOTAL FOR ESG APPLICANTS ONLY				
Essential Services:	0	0	0	0
Maintenance and Operations:	0	0	0	0
Homeless Prevention:	0	0	0	0

Documentation: The source of the above information is in Attachment __F__ Page __20__

Table B: OPERATING REVENUES*				
Type of Funds	Last Year's Revenue	Source of funds and description of terms	This Year's Projected Revenue	Source of funds and description of terms
<i>(examples)</i> *Private Donations *State Funds *Federal Funds	<i>(example)</i> 250,000	<i>(examples)</i> *Doe Fndtn. (grant) *AFDC (grant) *CDBG (grant)	<i>(example)</i> 300,000	<i>(examples)</i> *McDonalds Fndtn (loan, 0%, due in 15 yrs (2012)) *AFDC (grant) *CDBG (grant)
PRIVATE DONATIONS	\$3,000	Market Day Funds, Village Employee Contributions	\$3000	Market Day Funds, Village Employee Contributions
PRIVATE DONATIONS	\$4000	Churches, Service Clubs, Businesses	\$4000	Churches, Service Clubs, Businesses
Federal Funds	\$17,164	CDBG	\$22,812	CDBG
Village of Downers Grove Corporate Fund	\$174,168		\$202,593	Village of Downers Grove Corporate Fund
TOTAL	\$198,332		\$232,405	

Table B-1 – ANTICIPATED IN-KIND CONTRIBUTIONS		
Type of Contribution	Value per Unit	Total Value
Volunteer Hours	1848 hours @ \$15 each	\$27,720
Program Donations Transportation	COD-ESL, MU Sports Saturday, Special Outings, JTPA-Mentoring, YWCA, Family Shelter Service, Girl Scouts, Illinois Extension Service, Fishing Derby	\$22,950
NRC Space – Mid-America Management	\$900 per month	\$10,800
TOTAL		\$61,470

***NOTES:**

- For all sources other than CDBG/ESG, attach information regarding the status of commitments.
- Do not include Capital revenues.
- Be sure to include the funds requested in this application.

Table C: SOURCES OF CAPITAL FUNDING*						
Name of Source, Contact Person, and Phone Number	Amount Funded	Annual Debt Service	Rate	Amort Period in Yrs	Term in Yrs	Commitment Date
1. N/A						
2.						
3.						
4.						
5. CDBG/HDF funds						
6. HOME Funds						
7. Owner's Equity						
8. Tax Credit Proceeds						
TOTAL						

***NOTES:**

- For all sources other than CDBG/HDF and HOME, attach information regarding the status of commitments.
- Be sure to include the funds requested in this application.

Documentation: The source of the above information is in Attachment _____ on Page _____

PART 2: BENEFIT TO THE COMMUNITY

2.1 Benefit to Low Income Persons: (10 Points) Indicate the number of low income persons in the target neighborhood, by income category, in the table below. See Part 2 of the Selection System 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
TOTAL	1838

*MFI means Median Family Income. See Part 2 of the Selection System for specific definitions.

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

2.2 Benefit to Minorities: Describe the racial and ethnic makeup of the target neighborhood.

Autumn Grove Apartment Complex ethnic make-up is:

- Asian-Indian—20%
- Hispanic—30%
- Caucasian—25%
- Black—25%.

Documentation: The source of the above information is in Attachment H on Page 22

2.3 Benefit to Persons Served: Indicate the annual unduplicated number of people you estimate will take participate in your NRC programs (ESL classes, homework help, etc.).

Number of Adults	327
Number of Children	567

PART 3: PROJECT IMPACT (See Part 3 of the Selection System.)

3.1 Measurement of Neighborhood Crime (12 Points):

1. (a) Is there at least one permanently assigned officer providing community policing to the targeted neighborhood? (4 points) yes X or no If yes, describe his/her schedule below.

OR (b) Describe your Center's relationship with the law enforcement agency serving the target area and attach documentation

2. Have you researched crime trends for at least three years? (4 points) yes X or no

Crime trend data is provided in Attachment I on Page 23 .

3. Describe the trends and identify the response of the NRC to the trends. (4 points)

The trend for 2003 at 6 mos. actual is lower in all categories for all comparison years. 2002 shows an increase in Battery, Assault, Agg. Battery (Category 1) and Sex Offenses, Crim Sexual Assault, Kidnap (Cat. 4). Burglary, Theft, (Cat. 2), Criminal Defacement, Trespass, Vandalism, Curfew (Cat3) were less than '96 and '98 but still high. Emphasis for COP/NRC initiative continues to be to maintain strong, consistent police presence in area the and to continue cultivating strong partnership with residents and management.

3.2 Needs Assessment (8 Points):

- (1) Check the assessment methods you completed for this application:

X Survey entire neighborhood (if this method was used, fill in the table below and then move to question 3a) Centers which have not received prior CDBG funding must submit a neighborhood survey completed after January 1, 2003.

Centers that have not surveyed the entire neighborhood must complete two of the following three methods:

- Survey the clients that enter the NRC
 Survey a focus group
 Discuss issues with key informants

Number of households in neighborhood	700
Sample size	250
Number of households contacted	602
Number of households responding	130

- (2) Explain why you feel this combination of assessment methods provided you with information that is representative of the views of the neighborhood as a whole. (If you completed a full neighborhood survey, skip to next question.)

Entire neighborhood was surveyed.

Documentation found in Attachment J Page 24 . The map on page 19b, Attachment E shows the Autumn Grove Building numbers and will corroborate the survey list of units visited and the result of the contact.

(3a) Summarize the results of your assessment.

- General Neighborhood Assessment Large grocery, convenience store, Library, Park/Playground accessible. 20-21% said Food Pantry, Housing/Assistance, Job training, Organized sports for adults unavailable.
- Community Perceptions Strong positive consensus toward community. Over 51% of respondents "agree to strongly agree" to all 5 questions. The highest ranking quest. 4 at 70%.
- Neighborhood Issues The 5 highest issues using "once in awhile, common, very comm." combined: Noise-70%, Lack of Parking,-63%, Loitering hanging out-57%, Misbehaving groups of youth-55%, Abandoned cars-53%.
- Police/Safety Strong positive consensus for safety. Lowest at 68% is question1. Highest at 90% is question2. Other 3 questions are 70% or higher.
- Add. Questions 65% of residents have lived in Autumn Grove for 2 years or less. 45% believed crime had decreased or stayed the same. 48% had no opinion on crime. 62% felt neighborhood had stayed the same or improved. 71% felt it would stay the same or improve over next year.

(3b) What are the priority neighborhood needs, and why are they a priority?

Noise, Lack of Parking, abandoned cars are issues related to quality of life and can be addressed thru community building. Loitering and Misbehaving groups of youth can be altered through job training and organized adult sports activities per survey analysis. . All issues indicate that a strong police presence is critical.

3.3 Service Plan (15 Points):

(1) Fully describe your intervention activities that are consistent with the analysis of needs described in 3.2 above.

COD provides free ESL classes. ESL classes are a point of access for information on domestic violence, immigration, health and counseling services. Homework Happening After School tutoring mentoring program meets after school for grades 6-8. Parents attend mandatory meeting in Sept. and Jan. Homework Happening promotes success in school, involvement of parents at school and NRC. It provides children a safe place in at risk hours from 3 to 6 pm, which addresses misbehaving youth and loitering. Summer Camp provides five weeks of structure for ages 6 thru 13, addressing misbehaving youth and loitering. Mom and TOT group supports young mothers, links with community resources for health, counseling, and other support. Programs by Family Shelter, YWCA address child safety, domestic violence, immigration issues and link to community resources for job training, other helping resources. Special events provide residents with experiential links to resources in greater community. Computer Classes provide training for job access and enhancement. Community Policing Officers are an integral part of all activities building connection with residents and community in problem solving.

(2) Are all of your priority needs being addressed by intervention activities? yes X or no
If not, explain why not.

Within the boundaries of budget and staffing all needs are being addressed at Autumn Grove NRC.

3.4 Building a Sense of Community (14 Points):

- (1) What are you doing to promote neighborhood leadership?

Mandatory parent meeting for Homework Happening after school program is a vehicle for parents to become involved in consulting on program needs and participating in the resident meetings and the advisory board. Advisory board meets minimum twice a year, maximum four times a year.

- (2) What are your efforts to link with the larger community?

Strong link with Goodrich School, which is the school attended by Autumn Grove Children. COD provides on-site ESL classes. Special activities utilizing the larger community DG Park District, Midwestern University, introduces residents to resources and options in community that is available to them as residents, remedying isolation. Press releases invite residents and larger community to Christmas party, Great Apartment Garage Sale.

3.5 Building a NRC Identity (13 Points):

Please state the mission statement of your organization.

The Village of Downers Grove Community Oriented Policing mission is to embrace community oriented policing philosophy (COP) through community engagement, a unified effort to solve problems, improving quality of life, building trust through community partnerships and empowering citizens and employees to take an active role in solving problems. APP_K__ Page _25__.

- (2) Please state up to two goals of your organization that are consistent with the analysis of needs described in 3.2 above.

- Maintain strong Police presence/visibility in community to foster the community's use of police as resources for problem solving. Addresses all five priorities in needs assessment.
- Create Partnership with community entity to be identified for job training at NRC Site.
- Addresses the job training issue sited in needs assessment and may impact loitering issue.

- (3) What are you doing to foster a positive relationship between the NRC and the neighborhood?

Police officers assigned to the Autumn Grove area assist with all programming, Homework Happening, Sports Saturday, Boys Night, and all special outings. All new residents to the Autumn Grove complex are visited by an officer and delivered a NRC brochure. Newsletter is published quarterly and delivered to each unit. Police Officers routinely walk the complex to meet and converse with residents creating a positive relationship with the people in this neighborhood.

- (4) Do you have a permanent director as a community contact person? yes X or no
If yes, what are his/her name, location, and hours of availability?

Jenifer Gornik is the Autumn Grove NRC Coordinator. NRC Coordinator works up to 30 hours per week. The Resource Center is located at 2048 Prentiss, Apt.112, Downers Grove, IL 60515. NRC hours are 9 am to noon and 2pm to 6 pm Monday thru Thursday. Other hours determined by programming.

- (5) What are the weekly hours when the NRC will be staffed and open to the public?

Monday thru Thursday 9 am to Noon and 2 pm to 6 pm. Other hours determined by programming.

PART 4: OUTCOME MEASURES (See Part 4 of the Selection System.)

4.1 Impact of Activities that Measure Improvements in the Neighborhood (18 Points):

(1) Outcome Measurement Chart

CLUSTER EMPHASIS <i>Which areas will be addressed (crime, education/training/counseling and/or family support)?</i>	PRIORITY NEEDS <i>What are the priority needs you will be addressing by intervention activities question 3.3(1)?</i>	ACTIVITIES <i>What will you be doing to address the objective?</i>	MEASURE / OUTPUTS <i>What are the direct products of your program activities?</i>	OUTCOME <i>What measurable benefits or changes will be observable during or after the program's activities?</i>
Education/Training	Job training was one of the issues identified in the needs assessment survey.	Link with community partner (COD, JTPA, YWCA) to develop job training	Job training program implemented at NRC for one session minimum	Resident Participants complete measure to be designed ie. skill test, exit interview

(2) What were your objectives for your last completed year and what were the measurable outcomes? (For new applicants, describe expected results for objective in 3.3(f) and why you expect these results.)

- ESL Classes—Pre and Post test administered by COD to measure skill level. ESL classes continue to be provided at AG NRC. COD maintains results of testing as a part of their ESL program.
- Homework Happening After School Mentoring and Tutoring Program—Provide support for individual study skills and appropriate behavior. Participants will maintain C average and “satisfactory” in all behavior categories. For 4th quarter 02-03 school year average grades were S and C+, achieving goal.
- Domestic Violence Follow-up—link more effectively with counseling and supportive services. All DV incidents in AG are visited by Police officer within 2 days of incident report. Recidivism rate tracked and base line set.

Transience of area makes it difficult to get a base line for recidivism. Population resistant to follow-up

(3) Give examples of program modifications you have made in the past based on your analysis of your performance.

Issue of battery and domestic violence continues to be a challenge in the area as reflected in the crime statistics. Follow-up calls are important from an education standpoint. Consistent presence of officers and consistent message that any violence will be taken seriously and followed up in combination with efficient arrest of perpetrator is most effective intervention. The actual linking to services requires patient, consistent effort on officer and coordinator part. This does not typically happen because of one follow-up. Establishing a base line for recidivism is not realistic because of transience. ESL and Home work Happening After School Program continue to be important community services. The programs offer police the opportunity to interact with the community positively, along with establishing a consistent presence.

(4) Describe the staff’s expertise to carry out the proposed activities and what their responsibilities will be.

The Resource Center Coordinator and the Community Oriented Policing Officer job descriptions are provided.

If applicable, resumes and job descriptions are shown in Attachment __A__, beginning on page _15__.

4.2 Participation Measures (3 Points):

(1) How many people (unduplicated) participate in the NRC’s activities ? __ 894 __

Documentation to substantiate this number is shown in Attachment __L__ beginning on page __26__.

(2) How do you know the participants are satisfied with the activities they are involved in?

Participant evaluations (all ages) are completed at the conclusion of each program (at least annually). Performance report for children attending Homework Happening After School Program ATT_M_Page_27__. One time workshops/events evaluated at the conclusion of each program. Parents, volunteers and all participants are fully aware of the “open door” policy of the NRC coordinator and all COP team members and are encouraged to come to team members with any questions and concerns at any time.
92.2% satisfaction reported for 2002.

PART 5: EFFICIENCY (See Part 5 of the Selection System.)

5.1 Partnerships (8 Points): Describe any coordination or collaboration efforts that will use resources other than from your agency to deliver services. Each partnership must be evidenced by a letter, agreement, memorandum of understanding, or other such commitment to involvement by the outside agency.

All community Partners are documented by letter of support found in APP_N_Page_28. Further documentation is found in the budget under "In-Kind Donations". All NRC programs involve community partners. Partners are: Mid-America Management, Midwestern University, Community School District 99, Good Samaritan Hospital, Downers Grove Park District, Family Shelter Service, YWCA, Goodrich School, College of DuPage, DuPage County Health Department.

Documentation: Evidence of coordination/collaboration is in Attachment __N__ on Page 28_____

5.2 Advisory Board (2 Points):

- (1) Does the NRC have an Advisory Board? yes X or no How many members? 10
- (2) Does the Advisory Board have 20% of the membership made up of neighborhood residents? yes X or no Names of the current residents serving on the Board are:

Adolfo Castillo and Sabrina Rodriguiz

- (3) What is the role of the Advisory Board and how often does it meet?

Advisory Board operates as a resource to deliver goods, services, volunteers, donations to support COP activities/programs. The members also provide information from the community as to the relevant priorities of programming within and outside the complex. Minimum 2 times a year, maximum 4 times a year.

5.3 Readiness (5 Points)

Activity	Date
Site control, acquisition or rent of property	In Place
Completion of program design and/or preliminary engineering	In Place
Completion of final program design and/or final engineering	In Place
Advertise for bids or appropriate staff positions	IN Place
Award of construction contract or hire staff	In Place
Start of construction or start of program	In Place
50% of Funds Expended	Oct. 2004
100% of Funds Expended	March 2005

- (1) Describe how much planning work has been completed at the time of application, what work will be completed by the time agreements are executed, and what obstacles could remain in the way of completing each activity within one year.

The program has been in operation since May 1993. At least two community oriented policing officers and one sergeant have been assigned to Autumn Grove complex since May 1993. The NRC opened in February 1995. The CDBG funding for police officer overtime insures that the police officer involvement will remain consistent in NRC activities; this is crucial to the successful attainment of COP program goals.