

**PROCEDURES FOR PUBLIC HEARING
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION
September 21, 2004**

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 an application to the DuPage Community Development Commission for block grant funding for the Downers Grove Community Oriented Policing/Autumn Grove Resource Center. Notice of this hearing was published in the Downers Grove Reporter.

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

1. Mr. Andy Matejcek, Director, Social & Health 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 tape 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.

3. **Andy Matejcek Presentation.**
5. **Questions or comments from the Village Council**
6. **Statements or questions from the public.**
7. **Final questions or comments from the Village Council.**
8. **Adjournment.**

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Director of Social & Health Services **DATE:** September 28, 2004

(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 APPLICATION TO THE DUPAGE COMMUNITY DEVELOPMENT COMMISSION FOR THE 2005 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FOR THE DUPAGE COUNTY NEIGHBORHOOD RESOURCE CENTER CLUSTER", as presented.

SUMMARY OF ITEM:

Adoption of this resolution will authorize submittal of applications to the DuPage Community Development Commission in the amount of \$17,126 for the 2005 Community Development Block Grant Program. This will support activities for the Downers Grove Community Oriented Policing/Autumn Grove Resource Center.

RECORD OF ACTION TAKEN:

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATION TO THE DUPAGE
COMMUNITY DEVELOPMENT COMMISSION FOR THE 2005 COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) FOR THE DUPAGE COUNTY
NEIGHBORHOOD RESOURCE CENTER CLUSTER**

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

WHEREAS, the Village of Downers Grove, a non-profit organization and municipal corporation in the State of Illinois, has developed an application for Community Development Block Grant funding for the project known as the Community Oriented Policing/Autumn Grove Resource Center in the amount of \$17,126 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 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 2005 application of the Village of Downers Grove in the amount of \$17,126 for the Community Oriented Policing /Autumn Grove 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

COUNCIL WORKSHOP ITEM

ITEM: 2005 Community Development Block Grant (CDBG) application.
DATE: September 13, 2004
PREPARED BY: Andy Matejcak, Director of Social & Health Services
 Susan Brassfield, Grants Coordinator
PURPOSE: Request waiver of one-week waiting period for resolution authorizing submittal of grant application to DuPage Community Development Commission.

Fiscal Year	Estimated Budget (\$)	Grant (\$)	Donation (\$)	Village Support (\$)	Village Accounts
FY04/05 *(one-month)	\$10,835	\$1,427		\$9,408	001.821.0000.5119 001.821.0000.5131 001.639.0000.5121 001.639.0000.5111
FY05/06 *(eleven-months)	\$119,179	\$15,699	\$1,000	\$102,480	001.821.0000.5119 001.821.0000.5131 001.639.0000.5121 001.639.0000.5111 001.821.0000.5101 001.821.0000.5220 001.821.0000.5391 001.821.0000.5922

DISCUSSION:

Staff is recommending the submission of the 2005 Community Development Block Grant (CDBG) to the DuPage Community Development Commission for funding in the amount of \$17,126. This grant program will support the Autumn Grove Neighborhood Resource Center. This grant request will provide 5hrs./wk. salary support for a Resource Coordinator and 100% of the Coordinator's IMRF costs. Additionally, funding is being requested to support three Community Orientated Policing (COP) officers assigned to the Autumn Grove Apartment Complex. This funding will support 200 overtime hours collectively, of the three assigned COP officers. The total annual estimated cost of this program that covers two fiscal years (*one month of FY04/05 and eleven months of FY05/06) is \$130,014. The Village will support \$11,888 toward the estimated cost of this program, and staff anticipates \$1,000 in donations designated toward program costs. The total estimated program cost of \$130,014 also includes salary support for one officer (\$64,022) and benefits (\$6,036). The grant supports 200 hours of overtime however; the Village must incur the cost of at least one full-time officer to man these 200 hours of overtime at Autumn Grove. Therefore, this cost is also included in the summation as a cost associated with running this program even if an officer isn't assigned to Autumn Grove during his regular shift hours.

The Neighborhood Resource Center (NRC) serves as a link to community resources by providing information, needs assessments, and networking referrals through the Department of Social and Health Services. Over the past year, the NRC has sponsored thirty-one day activities and various programs including Homework Happening, ESL classes, computer classes, and Mom-n-Tot that were available to the residents of Autumn Grove. The Resource Coordinator and the COP officers work with Autumn Grove Management, residents, and business owners in the area to reduce incidents of crime and improve quality of life issues.

Staff was informed by DuPage Community Development Commission (CDC) that the CDBG grant program will be more competitive this grant round. A total of 52 agencies indicated interest in applying to this grant program; of which 25 were new agencies seeking grant support. Moreover, staff was informed that the CDC has about 5% less funding available this year to provide to grantees. Last year the CDC distributed a total of \$155,000 in grant funding to nine Neighborhood Resource Centers, or an average of \$17,222 a Center. Last year the Village was awarded \$15,593 for the Autumn Grove Resource Center. Reflective of last year's average funding grant dollars and taking into consideration that the CDC has less money to distribute this year, staff is requesting a grant request of \$17,126 to support the Autumn Grove Resource Center.

ATTACHMENT:

Attachment 1: Resolution

Attachment 2: Grant Core Application

Attachment 3: Grant Application Cluster Specific

RECOMMENDATION:

Place this matter on the September 28th Workshop for Council consideration. The approval of this grant application by resolution is recommended and a copy of the resolution is attached for your review. Staff further recommends that the Village Council consider waiving the one-week waiting period to meet grant deadline.

2005 CDBG/ESG APPLICATION FORM

Section 1: Core Application

This application form is for use by organizations submitting CDBG/ESG proposals to the DuPage Community Development Commission (CDC). This application must be accompanied by adequate support documentation of the statements made herein. Applicants are responsible for the complete submission of all required sections as outlined below:

- | | |
|------------------------------------|---|
| Section 1: Core Application | All applicants must complete this section |
| Section 2: Cluster-Specific | All applicants must complete this section for one cluster |
| Section 3: Capital Requests | Only applicants requesting funding for capital (bricks and mortar) projects |
| Section 4: New Applicants | Only applicants not funded in FY03 or FY04 must complete |

Applicant: Village of Downers Grove
Name of Project: Community Oriented Policing/Autumn Grove NRC
Contact Person: Andrew Matejcak **Title:** Director
Address: Street: 842 Curtiss
City: Downers Grove **State:** IL **Zip:** 60515
Telephone/Ext: 630/434-5595 **Fax:** 630/434-5599
E-mail Address: amatejcak@downers.us

Total Cost of Public Service Activities:	\$130,014
Total Public Service Funding Requested in this Application:	\$17,126
Total Cost of Capital Activities:	\$-
Total Capital Funding Requested in this Application:	\$-

Project Abstract In the space below, briefly describe the activity for which you are requesting funds pursuant to this application and the address where this activity will be carried out. If this application combines both public service and capital requests, please clearly delineate the two projects.

Funding support is requested for a Resource Coordinator who will develop and implement programs for all age groups; i.e. ESL classes, Homework Happening, summer camp, computer classes, arts and crafts, cultural events, recreational activities, mentoring, physical and health education, and diversity training. The Resource Coordinator will also provide social service networking. Funding is being requested for 5hrs/wk salary support of a Resource Coordinator (\$5,748) and 100% of the Coordinator's IMRF costs (\$2,144). Additionally, funding is being requested to support 3 (COP) officers at \$9,234. The COP officers maintain a high visibility at the Autumn Grove Apartment Complex by such means as foot patrol, bike patrol, community meetings, presentations, and in assisting and chaperoning Neighborhood Resource Center (NRC) activities. The officers work with Autumn Grove Management, residents and business owners in the area to reduce incidents of crime and improve quality of life issues. The Autumn Grove NRC is located at 2048 Prentiss, 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: Brian Krajewski **Title:** Mayor
Authorized Signature: _____ **Date:** _____

PART 1: MINIMUM REQUIREMENTS

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

Door-to-door solicitation to obtain completed surveys by event attendees and program participants.

Key informant interviews.

Legal notice for public hearing held September 21, 2004 at Downers Grove Village Hall.

Documentation: The public hearing notice and minutes are in Attachment C on Page 7

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

The proceedings incorporating the Village of Downers Grove in the County of DuPage was filed in the office of Secretary of State on July 11, 1873. The Village of Downers Grove serves a population of 48,724 and is home to more than 200 businesses that employ 58,000 individuals. It is the mission of the Village of Downers Grove through its employees, officials, and volunteers to:

- Respond to individual and business concerns while balancing the needs of the entire community.
- Involve citizens and develop civic leadership.

- 1.6 **Budget:** In the tables below, provide budget information about your organization. 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
Agency's FY Dates:				
1. Activity/Program Costs:				
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				
i.				
j.				
k.				
l.				
m.				
n.				
o.				
Total Activity/Program Costs:				
2a. Annual Administrative Costs:				
a. Advertising/Public Relations	0	0	0	0
b. Agency Salaries and Benefits	199,013	189,131	99,577	5,748
c. Activity Materials	1,000	1,285	1,000	0
d. Legal/Accounting	0	0	0	0
e. Other Coordinator IMRF	2,929	1,766	2,144	2,144
f. Other Police Officers Overtime	12,664	11,663	9,234	9,234
Total Administrative:	215,606	203,845	111,955	17,126
2b. Essential Services Activities:				
a. Clothing	3,200	3,200	4,446	0
b. Salaries/Benefits	0	0	0	0
c. Mileage & Transportation	6,300	6,300	9,870	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:	9,500	9,500	14,316	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
3a. Annual Operating Costs:				
a. Rent	0	0	0	0
b. Gas & Other Fuel	0	0	0	0
c. Electricity	600	210	200	0
d. Water/Sewer	0	0	0	0
e. Telephone	2,260	342	785	0
f. Supplies	4,325	1,053	1,100	0
g. Equipment Rental	400	425	325	0
h. Trash Removal	0	0	0	0
i. Janitorial	0	0	0	0
j. Exterminating	0	0	0	0
k. Other	0	0	0	0
l. Other	0	0	0	0
Total Operating Costs:	7,585	2,030	2,410	0
3b. Annual Maintenance Costs:				
a. Repairs	0	0	0	0
b. Security	800	0	0	0
c. Ground Maintenance	0	0	0	0
d. Other	0	0	0	0
Total Maintenance Cost:	800	0	0	0
4. Annual Taxes and Insurance:				
a. Real Estate Taxes	0	0	0	0
b. Insurance	1,500	1,083	1,083	0
Total Taxes & Insurance:	1,500	1,083	1,083	0
5. Annual Replacement Reserves:	0	0	0	0
6. Other:				
a. Computer Equipment	750	250	250	0
b.	0	0	0	0
Total Other Cost:	750	250	250	0
TOTAL AGENCY EXPENSE:	235,741	216,708	130,014	
TOTAL CDBG/ESG AMOUNT REQUESTED:				17,126
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 D on Page _____

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	883	Churches, Service Clubs, Local Businesses	1,000	Donations
Federal Funds	15,593	CDBG	17,126	CDBG
Federal Funds	5,000	Mentor Program DuPage County	0	
Village of Downers Grove	195,232	Village of Downers Grove Corporate Fund	111,888	Village of Downers Grove Corporate Fund
TOTAL	216,708		130,014	

Type of Contribution	Value per Unit	Total Value
Volunteers	2,496.5 hrs.	\$47,087
Program Donations	Activity Costs (Materials, Supplies, Tickets, Food)	\$8,458
	Comcast \$40/month for Internet Services	\$480
Transportation	SEASPAR buses at \$40/hr X 38.5 hrs.	\$1,540
	Village Vehicles (.375/mile)	\$115
NRC Space Mid America Management	\$1,800/month rent (2 apartment configured for NRC site)	\$21,600
TOTAL		\$79,280
For Detailed Breakdown Please see Appendix D		

***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 N.A on Page _____

PART 2: EFFICIENCY

2.1 **Cost Effectiveness** Provide any additional information you feel is necessary to evaluate cost effectiveness.

Over the past year, the NRC has provided 31 one-day activities and five programs. Current year operating budget is \$130,014 with anticipated in-kind donations valued at over \$30,000. For every \$1.00 spent on NRC costs there is an estimated \$.23 of in-kind contributions toward program costs. All programs and activities involve volunteers and/or monetary donations. Last year there were 224 unduplicated individuals who participated in NRC activities. Police presence demonstrates an overall reduction in arrests for five of six crime categories. A survey conducted in the current year showed under the category "Safety Section" that 86.8% of the residents agree or strongly agree that they feel safe and police have a positive relationship with the people.

2.2 **Leveraging of Resources**

a. **Cash Match:** Describe any non-federal cash match and how it relates to essential activities.

87% of NRC expenses are supported by non-CDBG dollars.

b. **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.

The Village of Downers Grove will provide estimated revenue of \$111,888 toward the overall support of the Neighborhood Resource Center. Total volunteer hours have been tabulated as an in-kind value of \$47,087. It is only through the continued financial support of the Village and the significant level of volunteer hours that allow the Resource Center to sustain this public service.

c. **Collaborative Partners:** Describe community partners (for example, other organizations) that will be working with you in delivering services and achieving goals, and describe their roles.

Every activity and program is connected with a community partner. The following is a list of community partners and their roles:

Mid America Management (NRC space)
MIDWESTERN UNIVERSITY (Physical and Health Education)
Community High School District (Mentoring and Homework Happening Assistance)
Downers Grove Park District (After School Activities)
Family Shelter (Referral Resource for Domestic Violence Services)
YWCA (Violence Prevention Program, Cultural Diversity training)
Goodrich School (Homework Happening)
College of DuPage (ESL classes)
Home Depot (Structured workshop activities)
Benedictine High School (Mentoring, Homework Happening)
University of Illinois (Nutrition program)
Peoples Resource Center (Computer education)
SEASPAR (Transportation for activities)
Girl Scouts (Programs focusing on friendship, culture, self-esteem, individualism)
Please see Appendix E

2.3 **Accreditation**

a. Is your agency accredited by a recognized accreditation agency? Yes (see b) No (see c and d)

b. If yes, detail the accreditations you have been awarded.

c. If no, explain why you do not hold these accreditations.

The Resource Center is not an agency of the Illinois Department of Human Services. The Resource Center is under the Department of Social & Health Services, Village of Downers Grove.

d. If no, describe any licensing, certifications, or other third-party review that would verify that accepted procedures or best practices are followed.

Resource Coordinator completed Masters Degree in Counseling Psychology and is supervised by a licensed clinical professional counselor. The COP initiative received an award in 2004 from the Illinois Chiefs of Police.

Documentation: Attachment N.A. on Page _____

2.4 **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 3: POPULATIONS SERVED

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

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

*MFI = Median Family Income.

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

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

Mono-racial

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

Bi-racial and Multi-racial

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

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

3.3 Underserved Populations

- a. **Cultural Sensitivity:** Describe how your agency demonstrates cultural sensitivity.

All Village employees were required to attend a presentation given by The Management Association of Illinois on Discrimination and Diversity. Police officers receive cultural sensitivity training at the Academy level. Additionally, all Downers Grove police officers have been trained in awareness of Bias Based Policing as per Police Department policy, and are required to attend continuing education which may include diversity training for sexual orientation, race ethnicity, etc.

- b. **Cultural / Ethnic Outreach:** Briefly describe the strategies you use to outreach to persons of different racial or cultural backgrounds.

NRC provides ESL classes to residents of Autumn Grove whereby; a significant number of residents are of Hispanic descent. SEASPAR who provides transportation services, has been actively involved as an in-kind participant because they feel that many of the children of Autumn Grove are at risk. This year the YWCA offered a Culture Fest Camp to celebrate diversity. By teaching about differences the YWCA hopes to avert attitudes that could result in violence. NRC surveys and Autumn Grove Newsletters are written in both English and Spanish. Some COP officers are bilingual.

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

Transportation is provided by SEASPAR (Southeast Area Special Parks and Recreation), their services can accommodate transportation for children with physical disabilities. The NRC is located on the ground level and assistance is available for wheel chair access.

2005 CDBG/ESG APPLICATION FORM
Section 2: Cluster Specific – Neighborhood Resource Center (NRC)

PART 1: PROJECT PLANNING

1.1 **Capacity** Please answer "yes" or "no". All answers must be "yes" to be eligible for funding.

a. Is your center located in an area of low/mod income population?	Yes
b. Is your agency an active member of the NRC Coalition?	Yes
c. Has your agency been operating centers in DuPage County for at least two years?	Yes

Documentation: Attachment E on Page _____

1.2 **Needs Assessment**

a. Check the assessment methods you completed for this application:

Option 1:

- 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.

Number of households in neighborhood	
Sample size	
Number of households contacted	
Number of households responding	

Option 2:

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 stakeholders

Documentation: Attachment G on Page _____

b. **Representation of Neighborhood** 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.)

Applicant used survey developed by the NRC cluster with NRC Open House attendance and door-to-door solicitation. A separate meeting was arranged of key informants represented by Mid America Management for needs assessment. Priority needs are based on 27 neighborhood assessment surveys and 10 Homework Happening surveys.

c. **Results** Summarize the results of your assessment.

Section 1 (General Neighborhood Assessment), there appears to be a need for an affordable local medical clinic, similar to a clinic in Wheaton. Affordable athletic programs/facilities also ranked high in survey. Section 2 (Community Perceptions) strong consensus that neighbors are willing to help and generally get along, and living in a diverse community is a positive experience. Section 3 (Neighborhood Issues) problems were noted in parking, drug use/sales, drinking and domestic abuse. Section 4 (Police/Safety) reports show that residents are satisfied with police timely response when they are called.

- d. **Priority Needs** What are the priority neighborhood needs, and why are they a priority?

Section 3 of the survey show that problems relating to drug use/sales, drinking and domestic abuse/violence prevail. This survey is consistent with arrest rate records that show an estimated rise in category 5 (Cannabis, Controlled substance and Liquor) in 2004. These are the priority needs for the community. There are 750 households within the Autumn Grove complex, of these total households 27 were contacted for survey completion.

1.3 **Service Plan:**

- a. **Intervention Activities** Fully describe your intervention activities that are consistent with the analysis of needs described in 3.2 above.

There is a two-part intervention consisting of Community Orientated Policing and NRC programs that directly address the priority needs listed above. COP Walk N' Talks, investigations and arrests combined with information referral for affordable counseling, domestic violence services, and alcohol and substance abuse treatment referrals, are part of policing interventions. NRC provides information and referral to community resources best suited toward delivery of specific services targeting identified needs. Programs provided for youth and adults reduce risk. NRC will indicate in newsletters affordable medical resources serving the community.

- b. **Addressing Priority Needs** Are all of your priority needs being addressed by intervention activities? yes or no ■ If not, explain why not.

Programs are available for children to participate in athletic activities through our partnership with Midwestern University and SEASPAR. Affordable adult local fitness centers are not available in the community.

1.4 **Advisory Board:**

- a. Does the NRC have an Advisory Board? yes or no ■ How many members? -
- b. What is the role of the Advisory Board and how often does it meet?

- c. 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:

1.5 **Outcome Measures:** Provide responses to the following three questions.

a. Outcome Measurement Chart: 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.

Issue	Identified Problem	ACTIVITIES What will you be doing to address the objective? (feel free to use from table above)	MEASURE OR OUTPUTS What are the direct products of your program activities? There MUST be something to measure(number)	OUTCOME What measurable benefits or changes will be observable during or after the program's activities?
Example: i. 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.
a. Basic Needs: Food and Clothing	Low-income residents meeting monthly rental, food, medication costs, utilities, etc.	Residents are linked with Salvation Army through the NRC parent program Department of Social and Health Services for financial assistance. Residents are also provided information regarding pantries and resale shops in the Autumn Grove Newsletter..	11 households were provided financial assistance. Additionally, families were assisted with in-kind donations from charitable organizations.	Residents are able to afford basic needs and prevent utility shut off, eviction, or other hardships. Residents received food vouchers, rental, utility, and medication assistance.
b. Child Abuse Prevention/Advocacy	Bullying	Link with community partner (YWCA) in Child Assault Prevention (CAP) program addressing child safety issues.	Last year, some of the children of the Center reported problems with outside bullying. Police intervention eliminated the problem. Children acquired skills to deal with bullying. There have been no subsequent reported incidents.	Program engenders assertiveness skills and helps participants identify appropriate support and intervention when confronted with a bullying situation.
c. Childcare/Parenting	Lack of knowledge of available resources.	NRC provides Mom-n-Tot classes. Link residents to Head Start.	100% of participants were provided with local area resources, food pantries, etc.	Participants will access services and resources they are eligible to receive and network with each other

d. Crime Prevention (Juvenile and Adult)	Diversity	Link with community partner (YWCA) Culture Fest Camp.	100% of participants were provided with sensitivity training in the area of cultural diversity.	Participants learn one of the aspects of character education and that is respect.
e. Domestic Abuse	13% of survey respondents denoted that domestic abuse was common or very common.	Investigations and arrests with information referral for affordable counseling.	Decrease in the arrest rate for category 1 crimes (battery, assault). COP officers follow-up (information and referral) at a rate of over 90% for domestic violence cases.	Participants learn to access counseling, legal, court advocacy, and shelter services which contribute to a reduction in reoccurring abuse.
f. Educational Success (homework help, tutoring, etc.)	Need for structured after school program.	Homework Happening will be provided four times a week to children grades 2-8.	90% of participants will obtain a C or better.	Program supports children to achieve success in school, both academically and socially.
g. Employment Services/Job Readiness	12% of survey respondents stated employment services were neither affordable nor available. Need for Job Training to improve success rate in obtaining and maintaining a job.	Link with community partner (College of DuPage, YWCA) in developing job training classes.		Participants increase their employability and subsequently achieve higher incomes as a result of program completion.
h. ESL and Literacy	Many Autumn Grove residents are unable to communicate using English.	ESL classes will be provided four times a week.	All participants that complete the program will demonstrate an increase ability to read, write, and speak English.	Participants will increase their employability and independence.
i. Financial Counseling				
j. Linkages to community resources	Lack of information to obtain necessary resources in the community.	NRC provides direct information and referrals for further information, and networking through referrals to Department of Social & Health Services.		Participants will have a better understanding of available services to enhance their standard of living and quality of life.

k. Skill Development	Limited financial funds make computer ownership cost prohibitive, which in turn limits computer skills and job qualifications.	NRC hosts computer classes through the Peoples RC which also provides free computers to program participants.	Peoples RC do not currently measure student's progress. They are currently working on proficiency measures and will have outcome measures developed by end of next year.	Participants will increase computer skills, learn a variety of frequently used software programs, and gain confidence incorporating computers for personal and professional use.
l. Social / Physical Development				
m. Strengthening Families	Limited family finances impact ability to participate in family activities.	NRC sponsored the following activities: Kelly Miller Circus, Medinah Circus, and Mom-n-Tot programs.	57 participants were able to partake in activities that were designed to increase family cohesiveness.	Families that are able to participate in leisure activities as a whole, reduces alienation and increase family shared experiences.
n. Youth Mentoring	17% of survey respondents voiced that youth mentoring was not available or affordable.	NRC partners (Community High School District and Benedictine High school) provide mentoring.	Average of 35 youth participate in Homework Happening mentoring activities. Between 8-19 youth participate in Midwestern University Sports Saturday Program.	Program supports children to achieve success in school, both academically and socially.
o.				
p.				

- 1.6 **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?

Pre/Post surveys will be used to gauge educational success as an example; for Homework Happening, parents enrolling their children into this program will be requested to complete a survey at orientation. With parental permission, report cards are obtained from the schools at the end of the year to determine if participant obtained a grade C or better. Pre/Post tests are used to gauge success of the ESL program and pre/post tests will soon be implemented for computer training. Administration of these tests is conducted by College of DuPage and Peoples Resource Center respectively, to measure skill level.

- 1.7 **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.)

The objective of last year's program was to link with community partners (College of DuPage, YWCA) to develop job training. The measurable outcomes were the level of self-sufficiency as a result of employment.

- 1.8 **Program Modifications** Give examples of program modifications you have made in the past based on your analysis of your performance.

Issues of battery and domestic abuse continue to be a challenge based on arrest rates. Follow-up calls are important from an educational standpoint and there is an increased effort to provide more than one follow-up call. Consistent presence of officers, in combination with the message that any violence is taken seriously. COP Walk N' Talks combined with information referrals for affordable counseling domestic violence services were increased.

- 1.9 **Non-Duplication** Discuss your efforts to ensure that services being provided by this activity are not a duplication of services available from other providers.

Services provided by the Neighborhood Resource Center are not duplicated since the Center is specifically for the residents of Autumn Grove Apartment Complex. COP officer presence at the complex can't be duplicated due to police governmental jurisdiction.

- 1.10 **Participant Satisfaction** How do you know the participants are satisfied with the activities they are involved in?

Many of the participants re-register for programs the following year or partake in additional NRC programs, which indicates their satisfaction of overall NRC program activities. NRC has received no complaints for program activities.

PART 2: PROJECT IMPACT

2.1 Participation Measures:

- a. How many people (unduplicated) participate in the NRC's activities ? 224

Documentation: Attachment H on Page _____

2.2 Measurement of Neighborhood Crime:

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

OR

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

COP officers are budgeted for a total of 200 hours. There are two COP officers designated primarily for Autumn Grove. The NRC and the COP program have a long standing relationship dating back to 1995. The CDBG funding for police officer overtime insures that the police officer involvement will NRC activities will continue. The vision statement of the COP is to embrace the philosophy of Community Oriented Policing through Community Engagement, building trust through community partnerships, empowerment of citizens and employees to take an active role, and a unified effort to solve problems.

- b. Have you researched crime trends for at least three years? yes or no

Documentation: Attachment I on Page _____

- c. Describe the trends and identify the response of the NRC to the trends.

The trend for 2004 based on six months of data is downward escalating except for categories 5 and 6. For category 5(Cannabis Controlled Substance, Liquor-Minor, Liquor Control estimates are slightly higher than 2003 figures however, estimated 2004 figures are significantly less than previous year rates. For Category 6 (MV offenses, Recycle, Interfere with Officer, Other) estimates show a significant increase in this area. Emphasis for COP/NRC Initiative continues to be strong and consistent with police presence in the area. Resource Center continues to cultivate a strong partnership with residents and management.

2.3 Building a Sense of Community:

- a. **Neighborhood Leadership** What are you doing to promote neighborhood leadership?

Every program and activity involves volunteer participation. Our NRC mentors were once program participants themselves, and are now in position of mentoring the next generation of program participants. This highlights the development of leadership engendered by the NRC program. The NRC also hosts an ice cream social/fund raiser showcasing resource center activities, and inviting residents as an opportunity to meet each other. Programs such as flower planting afford youth the opportunity through service to reciprocate in their relationship with apartment management.

- b. **Community Linkages** What are your efforts to link with the larger community?

Every program is linked to community partners (Midwestern University, Community High School District, D.G. Park District, Family Shelter, YWCA, Goodrich School, College of DuPage, Home Depot, U of I, Peoples Resource Center, Benedictine High School, and SEASPAR. Press releases and COP Newsletter informs residents of Village activities such as Heritage Festival, 4th of July Parade, etc. Community outing participation such as Sports Saturday, Halloween Haunted House, Kiwanis Club Circus, Cougars Games, Great America, etc. All outings link the community of Autumn Grove to the much larger community of Downers Grove and beyond.

- c. **Relationships** What are you doing to foster a positive relationship between the NRC and the neighborhood?

Autumn Grove has a permanent coordinator that works 30/hrs a week at the Resource Center. Two COP officers are designated primarily to Autumn Grove and participate in Homework Happening, summer camp and special events. Residents are kept informed through newsletters that are distributed to all units by Autumn Grove Management. A COP officer delivers in person the NRC brochure to all new residents. Survey reconfirms that there is a positive relationship between the NRC and the neighborhood.

- d. **Director** Do you have a permanent director as a community contact person? yes or no
If yes, what are his/her name, location, and hours of availability?

Jenifer Gornik, Resource Coordinator, 2048 Prentiss, Apt. 112 Downers Grove, IL. 60516
Hours: 9 A.M. Noon and 2 P.M. – 6 P.M., Monday through Thursday
Hours are determined by programming needs.

- e. **Hours** What are the weekly hours when the NRC will be staffed and open to the public?

9 A.M.- Noon and 2 P.M. – 6 P.M., Monday through Thursday.

PART 3: CONCLUDING REMARKS

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

COPIES OF ALL APPENDICES ARE AVAILABLE IN THE VILLAGE
CLERK'S OFFICE