

Application: 0000000022

Kathleen Arko - karko@aurorafoodpantry.org

2021 City of Aurora Community Development Block Grant - Corona Virus (CDBG-CV) Application

Summary

ID: 0000000022

Last submitted: May 14 2021 03:54 PM (CDT)

City of Aurora 2021/2022 CDBG-CV Application

Completed - May 14 2021

City of Aurora 2021/2022 CDBG-CV Application

AGENCY/APPLICANT INFORMATION

Attention - If your agency has not previously been awarded Aurora CDBG-CV funds please contact Chris Ragona, Community Development Manager at cragona@aurora-il.org to schedule a meeting to discuss your proposal to determine the eligibility and requirements of the proposal.

All agencies must demonstrate that funds will be used to prevent, prepare, and respond to the COVID-19 pandemic to be considered for funding.

FEIN/EIN/Tax I.D.

36-3206531

Agency/Applicant Name

Aurora Area Interfaith Food Pantry

Doing Business As (if applicable)

(No response)

Background/Overview of Programs and Services Provided by the Agency.

Aurora Area Interfaith Food Pantry was founded in 1981 out of a tremendous need to assist families and individuals in the Fox Valley with food insecurities. With the support of the community, government agencies, and local foundations, Aurora Food Pantry moved to its present location in November 2013. The 18,000 sq. ft. space (six times larger than the previous site) radically improved the distribution process.

Aurora Area Interfaith Food Pantry (The Pantry) serves any individual or family from all populations that request food assistance- adults, children, seniors, veterans, and the disabled. In addition to allowing families to maintain a diet of adequate nutritional value, provision of food to struggling families and individuals helps prevent homelessness by allowing those families and individuals to stretch their available resources. Many who utilize the pantry's services have experienced recent job loss, underemployment or low-wage work, a sudden and significant health problem, divorce, or other unexpected crisis, leaving them with little to no funds to purchase food.

At the height of the pandemic, the pantry experienced a 400% increase in pantry recipients. Many of those currently using the pantry to feed themselves or their families are newly food insecure and have never needed this type of assistance. The demand for pantry assistance is still higher than previous decades of tracking. The pantry has managed to meet the increased demand, all while following COVID-19 safety protocols, by utilizing a drive-through food distribution model. The pantry served over 200,000 people in the last year, 70% of whom are Aurora residents, increasing from 23,000 served in 2019. The need for pantry funding has literally never been greater than today.

DUNS & Bradstreet Number

If your agency does not have a [DUNS](#) number, it will be required to register for one if awarded CDBG-CV funds.

805598638

Agency Mailing Address

Street Address

1110 Jericho Road

Street Address line 2

(No response)

City

Aurora

State

IL

Zip code

60506

Will proposed activity take place at a location other than the above address?

No. The activity will take place at the address listed above.

Does your proposed activity focus on serving residents within the City's Neighborhood Revitalization Strategy Area (NRSA)? A map of the NRSA area can be viewed [here](#).

Yes

Agency Website

aurorafoodpantry.org

Executive Director Name

Shannon Cameron

Executive Director Email

scameron@aurorafoodpantry.org

CDBG-CV Application Staff Contact

Contact First Name	Kathleen
Contact Last Name	Arko
Contact Title	Senior Development Director
Contact Phone Number	630-229-2877
Contact Email	karko@aurorafoodpantry.org

If your agency is a prior City of Aurora CDBG / CDBG-CV recipient, have project funds ever been recaptured?

No

PROJECT DETAILS

CDBG-CV Funds

Please identify the amount of CDBG-CV funds you are requesting for your project.

\$ 188,000

Name of Project / Program Activity

Aurora Food Pantry Roof Replacement & Purchase of Refrigerated Truck

Does this activity prevent, prepare, or respond to the COVID-19 pandemic?

Select all that apply.

Responses Selected:

Prevent
Prepare
Respond

How does the activity identified in this application prevent, prepare, or respond to the COVID-19 pandemic?

The Aurora Food Pantry continues to meet the needs of the community during the pandemic by providing food assistance. However, for nearly a decade, a leak in the pantry's roof has caused ongoing damage to the interior of the building. The issue has been addressed continually by repairs, patching and monitoring. Creative, temporary measures have been taken for years to prolong the life of the roof, in an effort to avoid a costly expense to the pantry. However, recent water damage to the pantry building itself, and the continued deterioration of the roof, have forced the pantry's hand at this time and the roof must be replaced. As the pantry continues to meet the skyrocketing demand for food assistance in Aurora, it is essential that the pantry staff, volunteers, and food supply are kept safe. Further delay in replacing the roof could be catastrophic in the midst of such high demands for food assistance. Furthermore, in preparation for any such similar event in the future, the pantry must ensure that the integrity and quality of the food stored at the facility is not compromised by leaks or flooding from an old, dilapidated roof. As the pandemic slowly begins to dissipate, the need for food assistance continues to remain higher than pre-pandemic. Many individuals are still struggling with unemployment or underemployment, and are finding themselves stretching every dollar. The Aurora Area Interfaith Food Pantry must continue to address the needs of the community during this major crisis, and must be prepared for any future events that would cause the demand for food assistance to again skyrocket. One of the ways the pantry has addressed the increase demand for food assistance is through its Food Recovery Program. This program is a partnership with area grocery stores, convenience stores, and big-box stores which provide produce, meat, bread and other foods to the pantry. Over the span of five days each week, the pantry uses a refrigerated truck to go to 29 different stores to pick up nearly 80,000 pounds of fresh food every month. This program was crucial in meeting the increased demand for needy families during the pandemic and to this day. Unfortunately, the pantry's current truck has logged more than 213,000 miles, and needs repairs that will far exceed the value of the truck itself. In order to continue this vital program, the pantry must purchase a new refrigerated truck with at least the same cubic capacity as the current vehicle. In addition to the high mileage, there are numerous mechanical issues with the current truck, some

CDBG-CV Project / Program Description and Service Area

Briefly describe which clients will be served through the program for which you are requesting CDBG-CV funds.

About 70 percent of the pantry's clients are Aurora residents. Many of those served are either unemployed or underemployed. The pantry serves mostly families with children, but also the elderly, veterans, and those at risk of homelessness.

Population(s) Served: Check all that apply to your proposed CDBG-CV project.

Responses Selected:

Children (ages 0-12)

Youth (ages 13-19)

Families

Veterans

LMI individuals and/or families

LMI Neighborhoods

Unemployed persons/jobseekers

Single family owner-occupied households (housing activities)

Describe any additional client eligibility requirements. If none, type "NA".

The Aurora Area Interfaith Food Pantry exists to serve anyone and everyone who needs food assistance.

Eligible Activities

Mitigate or prevent homelessness

Is the proposed project or planned location of the activity in compliance with [Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and the Architectural Barriers Act?](#)

Yes

Is your organization in compliance with the [State's Government and Accountability Transparency Act?](#)

Yes

Project Need

The following questions relate to your provision of supporting research/documentation as to why your proposed CDBG-CV program is needed, how this program will address the Activity/Objective that you have cited above, and how this activity can be linked back to the COVID-19 pandemic.

Why is this project needed by Aurora residents?

Describe supporting research/documentation about why the program is needed AND how this program will address the Eligible Activity/Objective that you have cited above.

The tremendous increase in demand for food assistance is the major indicator that the pantry's services are needed now more than ever. The pandemic caused a surge in the need for food assistance. Unemployment and underemployment have played a major role in the continuation of that increase. When families or the elderly have to choose between spending their resources on food or shelter, their risk for homelessness goes up exponentially. The pantry can significantly alleviate food insecurity and afford struggling families the ability to put their limited resources toward housing, ensuring they can remain in their homes. Research shows that hunger often precedes homelessness. The pantry strives to assist those in need by eliminating their food insecurities, thereby helping to prevent homelessness.

Will your proposed CDBG-CV service/project provide either a new or improved service?

IMPROVED SERVICE: The CDBG-CV assistance will contribute to the expansion of the agency's existing service or facility which will result in "IMPROVED" access.

Does your program activity duplicate any other programs offered in the City?

Yes.

If **YES**, please describe efforts your agency has made to reduce the duplication and/or challenges that have impacted this effort, or describe why the program is needed in addition to other similar programs throughout the City.

If **NO**, describe how your agency works with other area agencies to reduce the duplication of services.

The Marie Wilkinson Food Pantry is also located in Aurora, although it is much smaller than the Aurora Food Pantry. Marie Wilkinson pantry has tremendous services and programs it provides to those suffering from food insecurities. The Aurora Food Pantry distributes food to a much higher volume of individuals each week, partly due to its large physical plant and ability to host mass food distributions every week. The Aurora Food Pantry has a new executive director, Shannon Cameron, who intends to work very closely with Marie Wilkson pantry to ensure the two are operating cohesively and in the very best way to help serve those in need in Aurora.

Past Performance: Describe agency's past performance managing grant funds (please note experience with CDBG as well as other local, state, and federal grant (public/private) programs). If your agency administered CDBG grants in prior years and was monitored by the City, please provide information as to the year(s) your agency was monitored, the monitoring results, and efforts made by your organization to resolve any concerns or findings.

The Aurora Food Pantry has been the fortunate recipient of a multitude of grant funds for many years. There are several experienced staff members who have managed private, federal and state grant funds, including all required reporting and follow-up. The pantry also just recently hired a new Senior Development Director who has more than 30 years of grant writing and reporting experience.

Does your agency have demonstrated community support for its proposed CDBG-CV activity?

Yes

Please describe the level of demonstrated community support. If your agency does not have community support, please explain your agency's strategy for obtaining community support.

The Aurora Food Pantry is an extremely well-respected organization in Aurora. The pantry's annual budget is comprised entirely of private and public grants and individual and corporate donations. The thousands of individuals and families served by the pantry every year is a testament to the need for its services. The pantry has a dedicated volunteer board of directors and nearly 500 volunteers, further demonstrating the tremendous support of the Aurora community.

Has your agency seen increases or decreases in certain programs as a result of the COVID-19 pandemic?

Increases

What specific changes in services to the Aurora community has your organization observed and/or experienced as a result of the COVID-19 pandemic?

The pandemic and its economic impact on families caused the need for food assistance in Aurora to skyrocket. The pantry saw an increase in monthly food assistance vault from 9,900 individuals served in February, 2019, to 33,000 in April, just two months later. That's a 233% increase in less than 60 days. In addition to having to pivot to serve this tremendous uptick in clients, the pantry had to adapt to the way it operated in order to prevent the spread of Covid. The pantry building itself was no longer open to the public, and food distribution was changed to a drive-through model. This method continues today, and has worked extremely well for the pantry and those who need food assistance. One of the challenges of the drive-through method is that the pantry staff and volunteers must try to anticipate how many families will be coming through, and box the appropriate food supply to distribute to the cars as they come through the lot. Overall, the massive increase in food distribution to those who need it has been extremely challenging, but workable.

Due to Illinois social distancing guidelines, how does your agency plan to carry out the program being applied for to utilize CDBG-CV funds? In your response, please identify any modifications that may need to be completed or have been recently implemented at your agency to adhere to social distancing requirements.

The pantry will continue to have a mask mandate both indoors and for those volunteering to work in the drive-through. Pantry leadership is currently drafting plans to reopen the pantry building itself to the public within the next several months. The advantage of allowing individuals inside the building is that it gives them a choice of food selection. This is extremely important, especially with the tremendous number of children being fed through the pantry's services. One of the challenges of reopening the physical plant to clients is the continuation of roof leaks. During the drive-through method, the pantry staff could focus on ensuring the food has been stored in a safe, dry area of the building. However, once it reopens to the public, most of the warehouse area will need to be kept dry and protected from leaks as individuals will be walking through. It is imperative that the roof replacement take place in the coming months. Additionally, with the sketchy condition of the fresh food recovery truck, the likelihood of it breaking down completely increases with each week that passes.

How will your agency's activities benefit Aurora during the recovery period for the remainder of the 2021 and long term recovery into 2022?

As businesses and schools begin to reopen, unfortunately, many individuals find themselves unemployed or underemployed. Equally unfortunate is that this is expected to continue for many months, even once it is deemed that Covid is no longer a nationwide health crisis. Therefore, the pantry leadership is aware that the demand for its services will not diminish for many months, if not years, to come. Again, under new leadership, the pantry is planning for a continuation of an increase in demand for services. The best way to ensure that those who are food insecure can get the help they need, is to continually seek the funding needed to operate the pantry. Additionally, the pantry hopes to use the majority of its donations to purchase food, rather than capital expenditures. This grant will allow the pantry to cover its most pressing and urgent capital needs without draining unrestricted funds or cash reserves.

Please provide any additional information on how COVID-19 has impacted your agency and clients and how these funds will assist in recovery efforts from the COVID-19 pandemic.

Arguably, the Aurora Interfaith Food Pantry has been impacted by Covid more than any other agency in the city of Aurora. Food is obviously a basic human need. And the pandemic threw so many families into extremely dire financial circumstances, they had no choice but to turn to the pantry for assistance. The outpouring of support from the community has been tremendous, and it is up to the pantry staff to ensure the people of Aurora and surrounding areas remain aware of the ongoing need for support through the recovery period. Funding through this grant will allow the pantry to continue to meet the community's need for assistance. It will ensure no person will have to suffer from hunger while we work together as a community to return to normal.

PROJECT OUTCOMES, PERFORMANCE MEASURES, AND IMPACT

Program Outcomes:

Please check the box which most closely address your program's outcome.

Availability/Accessibility: This outcome relates to programs that make services, housing, infrastructure, public services, or shelter accessible or available to low and moderate income persons, including those with special needs and/or disabilities

Outcome Performance Measures:

Provide indicators to demonstrate how your project will positively affect the Aurora neighborhood, the community, and/or city residents.

Performance Indicators:

Activity Components:	The roof replacement will allow the pantry to maintain a safe environment for volunteers, staff, and clients. A new refrigerated truck will allow the pantry to continue to procure thousands of pounds of free food every month. Both of these components are important to continue to provide food to those in need in and around Aurora.
Measurement reporting tools and Evaluation Process (example: a math tutoring program might assess program attendance and report card results and adjust program as needed):	The pantry is extremely diligent in tracking its service volumes every single week. The number of individuals and families served is the best indicator of the effectiveness of the pantry's services.
Achievement / end result outcome goals:	The new roof will alleviate the pantry's years-long concern about protecting its precious food supply. Additionally, a new truck will ensure the pantry can offer fresh foods to its clients. Without a refrigerated truck that is reliable, fresh food options would have to be purchased and would be cost prohibitive. But the pantry is committed to feeding those in need with nutritious options. Both of these capital expenditures will be extremely beneficial to the pantry for years to come.

Is the proposed service/project exclusively available to City of Aurora residents if additional clients are served outside of Aurora? *Please note: the City's CDBG-CV funds can only cover costs for City residents.*

No

If "No," please explain.

The pantry's major service counties are Kane, DuPage, DeKalb, Kendall and Will. The vast majority of the pantry's clients are from Aurora, typically more than 70%. The pantry philosophy is that anyone in need can access food assistance.

Please identify the estimated total number of clients to be served by your organization's proposed activity during its 2021/2022 calendar year.

City of Aurora Clients	105,608
Non City of Aurora Clients	83,322
Total Clients Served by this Activity	189,930

Please identify your proposed project's unit of measure.

Note - If you are planning to utilize area benefit, contact Chris Ragona at RagonaC@aurora.il.us to discuss this unit of measure.

Individuals

Indicate the number of AURORA units that are expected to benefit from your project. Please make sure to review the income guidelines provided, and please closely review the numbers you are providing to best ensure the accuracy of your expected service numbers. An income scale based on household size can be found [here](#).

Please note at least 51% of clients served must be documented as low-income for your project to qualify.

HUD also allows certain populations to be served that are considered presumed benefit. Slide 5 of this [HUD link](#) provides a list of populations where if your agency exclusively serves this population, income certifications are not required. Lastly, if you selected area benefit in the previous question, this [link](#) can assist in determining the clients to be served. All clients can be placed in the 51-80% category.

	Total Clients
A. Number of Low/Moderate Income units (Below 30% AMI):	78,149
B. Number of Low/Moderate Income units (Between 30% - 50% AMI):	27,459
C. Number of Low/Moderate Income units (Between 51%+ to 80% AMI):	0
E. Number of clients with incomes greater than 80% of AMI:	0

2021/2022 CDBG-CV FUNDING IMPACT

Organizational Resources

Describe the organizational resources to be used in managing and carrying out the proposed rehabilitation project (e.g. capacity of staff, familiarity with construction project management, procurement, impact to agency workload, etc).

The pantry will work with a licensed roofing contractor to replace the roof. The roof replacement will be done in sections, in order to minimize disruption to clients and staff. The purchase of a refrigerated truck has been researched extensively with input by the pantry staff member who drives the current vehicle to do all of the pickups every week.

Cost Reasonableness

Describe how the agency determined the project costs. What is your Agency's policy for the procurement of goods and services (i.e. proposals, bids, quotations, etc)?

The pantry has a procurement policy in place. The board of directors and staff always try to use Aurora-based businesses when making purchases, assuming they have competitive bids. Olsson Roofing, a locally owned commercial roofing company in Aurora, has been patching the pantry's roof leaks for years, sometimes at no cost to the pantry. The pantry staff is working to find the best option for a refrigerated truck. Both project costs were based on estimates received as well as independent research to compare pricing.

How does your agency plan to segregate CDBG-CV funds from other agency funds for purposes of identification, tracking, and reporting?

Please note: if your agency has an active CDBG-CV funded program and your agency is awarded CDBG-CV funds, they must be maintained as a separate account.

A CDBG-CV grant will be entered into our donor database/tracking system as a restricted donation for the purposes outlined in the grant agreement. The pantry strictly adheres to donor restricted guidelines and will carefully track, to the penny, the funds spent from this grant. Additionally, the pantry's Senior Development Director will separately track and report fund balances and expenditures.

Based upon your most recent financial audit or annual financial report, were there any outcomes or findings that changed the way your organization does business?

No

SUPPORTING DOCUMENTATION UPLOAD SECTION

Letter from Agency's governing Board authorizing application for CDBG-CV funds.

[D. Bohman Letter CDBG.pdf](#)

Filename: D. Bohman Letter CDBG.pdf **Size:** 209.9 kB

2021 Board Member Roster

[BOD ROSTER 2021.pdf](#)

Filename: BOD ROSTER 2021.pdf **Size:** 136.7 kB

Minutes from two most recent Board meetings.

[Board Minutes Two Recent.pdf](#)

Filename: Board Minutes Two Recent.pdf **Size:** 291.4 kB

Articles of Incorporation.

[AAIFP Articles of Incorporation Cert of Good Standing.pdf](#)

Filename: AAIFP Articles of Incorporation Cert of Good Standing.pdf **Size:** 1.7 MB

Organization Bylaws.

[AAIFP Bylaws.pdf](#)

Filename: AAIFP Bylaws.pdf **Size:** 261.6 kB

Organizational Chart.

[AAIFP Org Chart.pdf](#)

Filename: AAIFP Org Chart.pdf **Size:** 544.7 kB

Federal Tax Exemption Determination Letter.

[Aurora Food Pantry 501 \(c\)\(3\)Letter.pdf](#)

Filename: Aurora Food Pantry 501 (c)(3)Letter.pdf **Size:** 363.2 kB

Proof of current System for Award Management (SAM) registration. When registering (free) or updating the Agency's [SAM](#) registration, CDBG-CV applicants must opt-in for public view.

If your agency is not registered in SAM, if awarded CDBG-CV funds, you will be required to register.

Agency's 2021 Demographic and income client information "intake" form.

[L2F_Additional_Household_Member_Form_Revised_2020.02.06.ENG.pdf](#)

Filename: L2F_Additional_Household_Member_Form_Revised_2020.02.06.ENG.pdf **Size:** 205.8 kB

[L2F_Head of Household_Revised_2020.02.06_ENG.pdf](#)

Filename: L2F_Head of Household_Revised_2020.02.06_ENG.pdf **Size:** 259.3 kB

Agency's policies/procedures for completing/using/retaining client and demographic income tracking documentation.

[Tracking Policy for Documentation.pdf](#)

Filename: Tracking Policy for Documentation.pdf **Size:** 3.7 MB

Duplication of Benefits Review.

The Duplication of Benefits Review template can be found [here](#). Please include any anticipated funding.

[Covid Questions Form \(002\).pdf](#)

Filename: Covid Questions Form (002).pdf **Size:** 129.8 kB

Most current Annual Financial Statement. Tax returns are not acceptable.

If your agency is not required to complete an annual audit, please upload a letter from your agency's Chief financial officer explaining why an audit is not provided.

[AAIFP.Stmt.10.01.12.16.20.pdf](#)

Filename: AAIFP.Stmt.10.01.12.16.20.pdf **Size:** 314.6 kB

If applicable, most current Single Audit. This audit is required if your agency receives \$750,000 or more in federal funding annually.

[2020 Financial Stmts -final.pdf](#)

Filename: 2020 Financial Stmts -final.pdf **Size:** 249.9 kB

Job description(s) for CDBG-CV grant management staff person(s).

[Senior Director of Development Job Description.pdf](#)

Filename: Senior Director of Development Job Description.pdf **Size:** 234.0 kB

[AAIFP ED Job Description 10-29-20 Final.pdf](#)

Filename: AAIFP ED Job Description 10-29-20 Final.pdf **Size:** 207.9 kB

[2019 Director of Operations \(Job Description Final\).pdf](#)

Filename: 2019 Director of Operations (Job Description Final).pdf **Size:** 102.8 kB

Community Amenities Projects Only (Public Facility, Infrastructure, Housing, and Neighborhood Amenities)

If you selected acquisition, construction, reconstruction, or installation of public works, facilities, or rehabilitation of buildings and improvements (including interim assistance), a cost estimate, scope of work summary and pictures must be uploaded in order for the CDBG-CV application to be considered complete.

COST ESTIMATE(S)

Estimates must be provided by either a licensed professional architect, engineer or other licensed individual. Cost estimates MUST include Davis-Bacon/Prevailing Wage Rates. Per 2 CFR Part 200, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. This includes a contractor's development of work specifications for a CDBG-CV project application. If a CDBG-CV applicant consults (or consulted) with a contractor to develop a scope of work, that contractor will be disqualified from bidding on the project. It is the agency's responsibility to ensure that the contractor is aware of these requirements prior to requesting a cost estimate.

[Aurora Interfaith Food Pantry Roof Estimate.pdf](#)

Estimate for roof replacement at the Aurora Interfaith Food Pantry.

Filename: Aurora Interfaith Food Pantry Roof Estimate.pdf **Size:** 127.4 kB

[Illinois Truck Quote.pdf](#)

Estimate for the purchase of a new refrigerated truck.

Filename: Illinois Truck Quote.pdf **Size:** 854.8 kB

Detailed SCOPE OF WORK from your design professional or other qualified party

Attach COLOR photos of the subject property (each side of the building) and photos that identify the proposed project. Photos must be LABELED.

[Food Pantry building and roof.pdf](#)

Several photos of rain water pooled on the food pantry roof. Also a photo of the pantry building from the ground/front.

Filename: Food Pantry building and roof.pdf **Size:** 1.0 MB

[Food Pantry Truck Photos.pdf](#)

Photos of the current truck used to transport thousands of pounds of food every month. It has over 213,000 miles on it, and has engine and other mechanical issues. Additionally, the lift on the back of the truck hasn't worked in months.

Filename: Food Pantry Truck Photos.pdf **Size:** 796.6 kB

CDBG-CV Subrecipient Timeline

Completed - May 14 2021

CDBG Subrecipient Timeline

CDBG-CV Subrecipient Timeline

A proposed project must clearly demonstrate its ability to be completed by June 30, 2022, regardless of start date. Please indicate target completion dates for critical steps such as preparing drawings/specs, bidding and award of contract(s), beginning and completing construction, etc. If the project is phased, include a schedule for the completion of each phase.

All activities of a proposed project are subject CDBG-CV federal regulations such as procurement. Activities that take place after the submittal of an application and before a CDBG-CV award, are ineligible for reimbursement per City guidelines. The City is unable to fund non-compliant activities. It is a subrecipient's responsibility to ensure that regulatory requirements are followed. It is strongly encouraged that subrecipients work with the City prior to proceeding with any activities. Even seemingly minor missteps can jeopardize the receipt of CDBG-CV funds for an entire project.

When submitting projects, please submit projects that are flexible on start date, but can still be completed by June 30, 2022. Projects cannot begin until the City receives HUD approval, which may or may not occur until Summer 2021. Due to HUD regulatory requirements, the City cannot fund projects that are currently underway.

	Action/Activity	Estimated Date(s) (MM/DD/YYYY)	Length of Time to Complete
1	Roof Replacement	10/01/2021	Four weeks
2	Truck Purchase	8/01/2021	One week
3			
4			
5			
6			
7			
8			
9			
10			

Please use this optional text box to include any additional narrative regarding your anticipated timeline.

The roof replacement will happen in sections in order to minimize disruption of service to the pantry's clients.

Subrecipient Budget Form

Completed - May 14 2021

Subrecipient Budget Form

Instructions:

COLUMN 1: List the various components of your project

COLUMN 2: List the total cost (or the value if in-kind) of each project component.

COLUMN 3: List the amount of CDBG-CV funds proposed for each project component.

Please note: CDBG-CV funding will be awarded to direct project and programming activity delivery costs only.

Direct Project Costs

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	Pantry Roof Replacement	210000	100000
2	Purchase New Refrigerated Truck	88000	88000
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total		298000.0	188000.0

Direct Personnel/Administrative Costs

Group salary/benefits together for each position title. PLEASE NOTE: the City does not fund direct staff costs for public facility projects.

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	ED oversight of projects	1200	0
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total		1200.0	0.0

Total Column 2
298000.00

Total Column 3
188000.00

Can your project still move forward if a lesser amount is recommended by the City of Aurora?

Yes

Please explain how your project will or will not move forward if it receives a lesser amount than requested.

Any shortfall in funding from the decision of this grant will have to be bridged by a fundraising campaign. While the pantry staff and board of directors are confident in their ability to raise the necessary funds for both projects, they are also aware that any such contributions will likely detract from annual operating donations. It is, obviously, a number one priority to ensure the food needs of the community are met, no matter how high the demand. It is never optimal to raise restricted funds from the community for projects such as these, if there is a risk that those funds will simply replace much-needed unrestricted donations.

Subrecipient Sources of Funds

Completed - May 13 2021

Subrecipient Sources of Funds

Sources of Funds

Please list all funding sources that will be used to carry out the project. Identify funding sources specific to your CDBG-CV project only, not to the overall operations of your agency. If resources include In-Kind donations, list the value. If funds are pending, you must add the anticipated date for securing the funds and proof of the funding commitment.

NOTE: Your below sources of funds *must equal* the total project costs (non-CDBG and CDBG-CV costs) as was identified in your CDBG-CV project's budget form. Additionally, there is a 4th column that may appear hidden on your screen, so make sure to scroll right to ensure all sections are completed.

	Source	Amount or Value	Type (examples: grant, loan, in-kind, etc.)	Secured or Pending and Date
1	Dunham Foundation	100000	grant	June, 2021
2	AAIFP Cash Reserves	10000	cash	Budgeted for FY 22
3	CDBG Funding	188000	block grant	Summer, 2021

4				
5				
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11				
12				
13				
14				
15				
Total		298000.0		

***Note: To further demonstrate project readiness, all funding sources to complete the project MUST be secured by 7/31/2021.**

If secured funding is still pending, please upload funding commitment letter(s).

Conflict of Interest and Procurement Policies

Completed - May 12 2021

Conflict of Interest and Procurement Policies

Federal, State, and Local law prohibits employees and public officials of the City of Aurora from participating on behalf of the City in any transaction in which they have financial interest. Each applicant applying for CDBG-CV funding must complete and submit this questionnaire to determine whether the applicant, its staff, or any of the applicant's Board of Directors poses a conflict of interest.

Is any member(s) of the applicant's staff or any of the member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Board, a City Advisory Board, a City Commission, and/or a City Committee?

No

Will the CDBG-CV funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council, a City Advisory Board and/or a City Commission?

No

Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family member of a City employee, consultant, a member of the City Council, a City Advisory Board and/or a City Commission?


No

If you have answered "YES" to any of the questions listed in this form, the City's Legal Department and HUD will need to determine whether a real or apparent conflict of interest exists.

Name of Agency

Aurora Area Interfaith Food Pantry

Signature of Authorized Signing Official/Representative

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large loop on the left, followed by a series of connected loops and a long horizontal stroke extending to the right.

Date

May 12 2021

Type Name of Authorized Signing Official / Representative

Shannon Cameron

Applicant Certification and Signature Sheet

Completed - May 12 2021

Please utilize the signature template that can be found [here](#) to upload your signed signature sheet.

[Pantry Certification Page Shannon \(002\)](#)

Filename: Pantry_Certification_Page_Shannon_002.docx **Size:** 23.3 kB

Application: 0000000006

Bea Rodriguez-Fransen - brodriguezfransen@aurora.il.us

2021 City of Aurora Community Development Block Grant - Corona Virus (CDBG-CV) Application

Summary

ID: 0000000006

Last submitted: May 14 2021 09:10 AM (CDT)

City of Aurora 2021/2022 CDBG-CV Application

Completed - May 14 2021

City of Aurora 2021/2022 CDBG-CV Application

AGENCY/APPLICANT INFORMATION

Attention - If your agency has not previously been awarded Aurora CDBG-CV funds please contact Chris Ragona, Community Development Manager at cragona@aurora-il.org to schedule a meeting to discuss your proposal to determine the eligibility and requirements of the proposal.

All agencies must demonstrate that funds will be used to prevent, prepare, and respond to the COVID-19 pandemic to be considered for funding.

FEIN/EIN/Tax I.D.

366005778

Agency/Applicant Name

City of Aurora

Doing Business As (if applicable)

City of Aurora

Background/Overview of Programs and Services Provided by the Agency.

The City of Aurora provides an array of public services to its over 200,000 residents from water to public services and community services to business services.

DUNS & Bradstreet Number

If your agency does not have a [DUNS](#) number, it will be required to register for one if awarded CDBG-CV funds.

074582131

Agency Mailing Address**Street Address**

44 E Downer Pl

Street Address line 2

(No response)

City

Aurora

State

Illinois

Zip code

60505

Will proposed activity take place at a location other than the above address?

712 S River St, Aurora, IL 60506

Does your proposed activity focus on serving residents within the City's Neighborhood Revitalization Strategy Area (NRSA)? A map of the NRSA area can be viewed [here](#).

Yes

Agency Website

<https://www.aurora-il.org/>

Executive Director Name

Mayor Richard Irvin

Executive Director Email

rirvin@aurora-il.org

CDBG-CV Application Staff Contact

Contact First Name	Bea
Contact Last Name	Rodriguez-Fransen
Contact Title	Program Manager of Innovation
Contact Phone Number	6302564551
Contact Email	brodriguezfransen@aurora-il.org

If your agency is a prior City of Aurora CDBG / CDBG-CV recipient, have project funds ever been recaptured?

No

PROJECT DETAILS

CDBG-CV Funds

Please identify the amount of CDBG-CV funds you are requesting for your project.

\$ 110,000

Name of Project / Program Activity

Aurora Financial Empowerment Center (FEC)

Does this activity prevent, prepare, or respond to the COVID-19 pandemic?

Select all that apply.

Responses Selected:

Prevent

Prepare

Respond

How does the activity identified in this application prevent, prepare, or respond to the COVID-19 pandemic?

Of the 406 FEC clients who have completed our COVID-19 Assessment Form, 248 reported that they were negatively affected by the pandemic. Of those negatively impacted, 98% reported that their income decreased, and 56% were laid off, furloughed or needed to reduce their work hours. Of those who were eligible for the stimulus payments, 25% had not received their checks. When asked if they can cover their food, medical, child care, and other critical expenses for the next three months, 97% said no.

Depending on their situation, our financial coaches provide clients with the resources and guidance they need so that they can be resilient and meet their basic needs. For example, we guide them through the process of claiming their stimulus checks; help them apply for government benefits such as unemployment, rental assistance, SNAP, and small business relief funds; and refer them to social services such as food pantries. One of our financial coaches goes above and beyond her duties by taking initiative to find extra resources on Facebook Marketplace, including a bed for a client who suddenly became homeless, baby clothes for a single mother, and business clothes for those in the job search process. Finally, they continually educate and motivate clients to create and stick to their household budgets, set and meet various financial goals, and provide the much-needed support to withstand the impacts of COVID-19. Thanks to the tireless work of our financial coaches, our 460+ clients have collectively saved nearly \$180,000 and reduced debt by \$475,000--an incredible accomplishment, given that 90% of our clients are low- to moderate-income, and that we are in the middle of a pandemic.

CDBG-CV Project / Program Description and Service Area

Briefly describe which clients will be served through the program for which you are requesting CDBG-CV funds.

Based on our current data, we project that of the 350 clients that will be served through the program, about 90% are LMI, 60% female, 65% Latinx; and the racial demographics are 43% White, 30% are Multiracial, 15% Black, 4% Asian, and 8% Other.

Population(s) Served: Check all that apply to your proposed CDBG-CV project.

Responses Selected:

Youth (ages 13-19)

Families

Veterans

LMI individuals and/or families

LMI Neighborhoods

Unemployed persons/jobseekers

Micro/Small business owners

Describe any additional client eligibility requirements. If none, type "NA".

Clients must be 18 years of age or older.

Eligible Activities

Mitigate or prevent homelessness

Is the proposed project or planned location of the activity in compliance with [Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and the Architectural Barriers Act?](#)

Yes

Is your organization in compliance with the [State's Government and Accountability Transparency Act?](#)

Yes

Project Need

The following questions relate to your provision of supporting research/documentation as to why your proposed CDBG-CV program is needed, how this program will address the Activity/Objective that you have cited above, and how this activity can be linked back to the COVID-19 pandemic.

Why is this project needed by Aurora residents?

Describe supporting research/documentation about why the program is needed AND how this program will address the Eligible Activity/Objective that you have cited above.

Overall, 14% of the City of Aurora's residents are eligible for SNAP assistance and 8.5% of Aurora residents live in extreme poverty. Further defining Aurora's poverty is the number of people experiencing asset poverty: 24.5% of the City's population is defined as being asset poor and 35.3% is defined as not having sufficient liquid assets in order to subsist at the poverty level for three months in the absence of income, or in other words, liquid asset poor. Finally, 19.5% of Aurora's population is underbanked while 8.8% is unbanked. The Aurora FEC's one-on-one financial counseling services and resources continue to assist our struggling families so that they can avoid housing insecurity and other negative family outcomes associated with financial instability.

COVID-19 has exacerbated the financial predicament of our residents. To date, more than 19,000 Aurora residents had been stricken with the disease, and 245 Aurorans have died because of the pandemic. Along with these tragic numbers, thousands of Aurorans have been laid off or lost their jobs permanently because of business cutbacks and closures mandated by the State of Illinois because of the pandemic.

Further, regardless of the health effects of COVID-19 on individuals and families, the pandemic will likely continue to impact household finances—now and for years to come. The Aurora FEC, which was launched in the middle of the pandemic in 2020, has provided a critical service to many, connecting them with emergency support services and empowering residents to achieve financial stability. To date, our clients have achieved 504 distinct outcomes, and have collectively saved nearly \$180,000 and reduced their debt by \$475,000. Of all outcomes achieved, 32% have reduced delinquent accounts; 19% reduced their non-mortgage debt by 10%; 18% accessed public support services; 12% increased their credit scores by 35 points; 9% opened or transitioned into safe and affordable bank accounts; 8% increased their savings amount; and 2% established their credit scores. Many clients have expressed newfound confidence in their abilities to navigate complex financial situations and to take control of their financial future.

Will your proposed CDBG-CV service/project provide either a new or improved service?

IMPROVED SERVICE: The CDBG-CV assistance will contribute to the expansion of the agency's existing service or facility which will result in "IMPROVED" access.

Does your program activity duplicate any other programs offered in the City?

No.

If **YES**, please describe efforts your agency has made to reduce the duplication and/or challenges that have impacted this effort, or describe why the program is needed in addition to other similar programs throughout the City.

If **NO**, describe how your agency works with other area agencies to reduce the duplication of services.

Through its network and relationships, both professional and funding, the Innovation & Core Services Department (ICSD) regularly assesses the breadth of service delivery and scope of such delivery to ensure that we invest in programs that will expand service offering (inclusive of intentional program duplication) and deepen program impact.

Currently, the City of Aurora is the only city in Illinois that was selected by the Cities for Financial Empowerment to establish an FEC in the area. No other agency in Aurora is providing the scope and depth of services that are available at the Aurora FEC.

Past Performance: Describe agency's past performance managing grant funds (please note experience with CDBG as well as other local, state, and federal grant (public/private) programs). If your agency administered CDBG grants in prior years and was monitored by the City, please provide information as to the year(s) your agency was monitored, the monitoring results, and efforts made by your organization to resolve any concerns or findings.

The City of Aurora has experience administering CDBG funds in both its Down Payment Assistance programming and its Street Resurfacing Program. In addition, the Innovation & Core Services Department is responsible for monitoring CDBG subrecipients. Further, the City has never been cited on issues related to direct administration of CDBG funds.

Does your agency have demonstrated community support for its proposed CDBG-CV activity?

Yes

Please describe the level of demonstrated community support. If your agency does not have community support, please explain your agency's strategy for obtaining community support.

The Aurora FEC established strong community support from residents and community organizations starting with its planning process in 2019. It is continued through established partnerships with 26 community organizations that refer clients to the Aurora FEC, co-locate FEC counselors at agency locations; and through Data Sharing Agreements for integration partners, who conduct joint case management with Aurora FEC financial coaches. Further, we have continued to receive private funding support from local businesses that contributes to the total budget of the program, in an intentional display of program support.

Has your agency seen increases or decreases in certain programs as a result of the COVID-19 pandemic?

Increases

What specific changes in services to the Aurora community has your organization observed and/or experienced as a result of the COVID-19 pandemic?

As it has done to communities across the country, COVID-19 has essentially shut down the City of Aurora for the past year. Our once-thriving downtown restaurants and mom-and-pop stores are just getting back to business, after being shuttered for months. Aurora features five museums in our downtown area; all closed last March. One reopened on a much-reduced schedule in February, but the others are still closed. The jewel of our downtown, the nearly 100-year-old, 1,800-seat Paramount Theater, has been closed for a year, and is hoping to revive its schedule of award-winning musicals and concerts in Fall 2021. Even Aurora City Hall, which sits in the heart of downtown, has cut back its hours, and is now open to the public only two days a week.

The closing of these businesses – and businesses throughout the community – has resulted in a rise in joblessness, and a rising demand for assistance from social service agencies. Aurora’s second largest food pantry, for example, saw the number of meals it provided rise from 650,000 in 2019 to 1 million in 2020. The City itself responded by partnering with the pantry and enlisting groups of City employees as volunteers to assist with a “drive-through” food pantry through Aurora’s largest park, and supplying two-weeks’ worth of food to 1,200-plus needy families each month.

The Aurora FEC, which was launched in the middle of the pandemic, has served and continue to serve clients who are suffering from the financial impacts of COVID-19. In fact, of all client outcomes, 18% were accessing public support services such as food pantries, rental and utility assistance programs, and other social services.

Due to Illinois social distancing guidelines, how does your agency plan to carry out the program being applied for to utilize CDBG-CV funds? In your response, please identify any modifications that may need to be completed or have been recently implemented at your agency to adhere to social distancing requirements.

In September 2020, we reconfigured our office space to allow for social distancing, and outfitted the Aurora FEC office with masks and acrylic dividers. We created health and safety protocols for entering and exiting the office building, including temperature scans and the submission of a self-certification checklist. Today, we are fully operational, providing both in-person and virtual financial coaching sessions to Aurora residents.

How will your agency's activities benefit Aurora during the recovery period for the remainder of the 2021 and long term recovery into 2022?

The Aurora FEC will continue to make a positive impact on the lives of Aurora residents by guiding FEC clients and informing them of available resources to supplement their income and/or avail of government benefits such as their stimulus checks, SNAP, unemployment, rental assistance, utility assistance, and small business relief funds. Despite very low incomes, our clients have been able to set aside savings and reduce their debt, collectively increasing their net worth by nearly \$655,000. Our financial coaches are successfully increasing the financial knowledge and skills of residents, which have translated into outstanding accomplishments, in spite of the pandemic: their average credit score increase over the past year is 34 points, with one client increasing her credit score by 112 points within 8 months; a 20-year-old purchased his first vehicle with a low interest rate; and four families who have been attending financial coaching sessions since June 2020 are now ready to buy their first homes. Now that our third full-time counselor has started to coach clients in February 2021, we expect to increase the number of clients served, consequently helping even more residents withstand the financial impacts of COVID-19.

Please provide any additional information on how COVID-19 has impacted your agency and clients and how these funds will assist in recovery efforts from the COVID-19 pandemic.

One of our clients, 57-year-old Maria, shared her predicament and experience with the Aurora FEC:

“I was highly affected by the COVID-19 pandemic and I had nowhere to turn for help. My daughter told me about the new Aurora Financial Empowerment Center... Paul [Aurora FEC financial coach] provided me with great resources... including a list of local food pantries, rental assistance programs, and was provided with a service plan to handle my finances and learned ways of budgeting my income better. I am doing better and I am working on saving money towards my retirement. I am very grateful that I found the help and guidance I was looking for during these troubled times.”

Maria is representative of many of our clients, who do not fail to express their appreciation for the support they receive from our financial counseling team. Recognizing the need to support more Aurora residents impacted by COVID-19, the Cities for Financial Empowerment Fund (CFE) awarded the City of Aurora a one-time expansion grant of \$80,000 to hire a third full-time counselor in late 2020. Because the City will be losing a total of \$180,000 from CFE after Year 2 of the two-year implementation grant, the CDBG-CV funds would allow us to sustain our current staffing level beyond 2021. Sustaining our current staffing level--including a Program Manager and three full-time counselors--is crucial to the continued success of the Aurora FEC in assisting residents impacted by COVID-19.

PROJECT OUTCOMES, PERFORMANCE MEASURES, AND IMPACT

Program Outcomes:

Please check the box which most closely address your program's outcome.

Availability/Accessibility: This outcome relates to programs that make services, housing, infrastructure, public services, or shelter accessible or available to low and moderate income persons, including those with special needs and/or disabilities

Outcome Performance Measures:

Provide indicators to demonstrate how your project will positively affect the Aurora neighborhood, the community, and/or city residents.

Performance Indicators:

Activity Components:	One-on-one, in- person or virtual financial counseling sessions, and as many follow-up sessions needed by the client. Outcome progress and verification occurs on an ongoing basis, including debt and savings assessments. Depending on the client's service plan, credit pulls will be conducted every 90 days.
Measurement reporting tools and Evaluation Process (example: a math tutoring program might assess program attendance and report card results and adjust program as needed):	Professionally trained counselors deliver FEC program which includes the requirement to capture and record data associated with targeted variables. Data is inputted in a CFE-developed database (FECBOT) by each counselor reflecting status reports for each counseling session. The database is designed to develop reports and associated analyses given inputted quantitative data. Further, qualitative data is collected via the Client Snapshots document, adding nuanced stories to data reports.
Achievement / end result outcome goals:	Clients achieve noticeable improvement on captured measures (improved credit scores, debt reduction, savings increase, usage of safe and affordable bank accounts, and accessing public support services) within a 12-month period.

Is the proposed service/project exclusively available to City of Aurora residents if additional clients are served outside of Aurora? *Please note: the City's CDBG-CV funds can only cover costs for City residents.*

No

If "No," please explain.

About 70% of Aurora FEC clients are City of Aurora residents. As the only Financial Empowerment Center providing free 1-on-1 financial coaching as a public service in the State of Illinois, we currently serve greater Aurora residents and have become a regional leader in helping individuals and families struggling with the financial impact of COVID-19.

Please identify the estimated total number of clients to be served by your organization's proposed activity during its 2021/2022 calendar year.

City of Aurora Clients	350
Non City of Aurora Clients	150
Total Clients Served by this Activity	500

Please identify your proposed project's unit of measure.

Note - If you are planning to utilize area benefit, contact Chris Ragona at RagonaC@aurora.il.us to discuss this unit of measure.

Individuals

Indicate the number of AURORA units that are expected to benefit from your project. Please make sure to review the income guidelines provided, and please closely review the numbers you are providing to best ensure the accuracy of your expected service numbers. An income scale based on household size can be found [here](#).

Please note at least 51% of clients served must be documented as low-income for your project to qualify.

HUD also allows certain populations to be served that are considered presumed benefit. Slide 5 of this [HUD link](#) provides a list of populations where if your agency exclusively serves this population, income certifications are not required. Lastly, if you selected area benefit in the previous question, this [link](#) can assist in determining the clients to be served. All clients can be placed in the 51-80% category.

	Total Clients
A. Number of Low/Moderate Income units (Below 30% AMI):	95
B. Number of Low/Moderate Income units (Between 30% - 50% AMI):	125
C. Number of Low/Moderate Income units (Between 51%+ to 80% AMI):	95
E. Number of clients with incomes greater than 80% of AMI:	35

2021/2022 CDBG-CV FUNDING IMPACT

Organizational Resources

Describe the organizational resources to be used in managing and carrying out the proposed rehabilitation project (e.g. capacity of staff, familiarity with construction project management, procurement, impact to agency workload, etc).

The Aurora FEC is a partnership between the Innovation & Core Services Dept (ICSD), Cities for Financial Empowerment (CFE) and The Neighbor Project (TNP). The ICSD provides overall supervision of the program to ensure compliance with all funder requirements. The CFE provides technical assistance related to FEC model implementation. The ICSD and TNP manage outreach, recruitment and eligibility processes. TNP delivers professional, one-on-one counseling to eligible residents. The ICSD-Community Services Division is responsible for administering the City's CDBG and HOME grants. In this capacity, ICSD is experienced in ensuring compliance with grant regulations. The following COA staff will assist with the project:

*City FEC Manager (50%) Bea Rodriguez-Fransen, Innovation Program Manager, ICSD

*Finance and Reporting Officer (10%) Daniel Contreras, Budget Accountant, Finance Department

TNP is experienced managing both federal, state and privately funded programs and has the staff and systems capacity to ensure that Aurora FEC program implementation will maintain compliance with CDBG regulations.

Cost Reasonableness

Describe how the agency determined the project costs. What is your Agency's policy for the procurement of goods and services (i.e. proposals, bids, quotations, etc)?

Program costs and budget development were guided by our grant funder, Center for Financial Empowerment (CFE). Thus, our program budget is very similar to other FEC budgets for centers located across the country. We did solicit a proposal for the FEC nonprofit counseling provider (Neighbor Project) and complied with the City's procurement standards and policies throughout the process. We are currently in Year 2 of a two-year contract with the Neighbor Project.

How does your agency plan to segregate CDBG-CV funds from other agency funds for purposes of identification, tracking, and reporting?

Please note: if your agency has an active CDBG-CV funded program and your agency is awarded CDBG-CV funds, they must be maintained as a separate account.

The City of Aurora has been an entitlement community since the inception of the CDBG program in 1974. Accordingly, the City has established requisite systems and processes allowing it to successfully administer CDBG funds over the years. CDBG-CV funds will be maintained as a separate account.

Based upon your most recent financial audit or annual financial report, were there any outcomes or findings that changed the way your organization does business?

No

SUPPORTING DOCUMENTATION UPLOAD SECTION

Letter from Agency's governing Board authorizing application for CDBG-CV funds.

[Not Applicable.docx](#)

Filename: Not Applicable.docx **Size:** 11.7 kB

2021 Board Member Roster

[City Council Members 2021.docx](#)

Filename: City Council Members_2021.docx **Size:** 398.1 kB

Minutes from two most recent Board meetings.

[City Council Agenda 4.13.21.pdf](#)

Filename: City Council Agenda_4.13.21.pdf **Size:** 114.0 kB

[City Council Agenda 4.27.21.pdf](#)

Filename: City Council Agenda_4.27.21.pdf **Size:** 115.4 kB

Articles of Incorporation.

[Articles of Incorporation.pdf](#)

Filename: Articles of Incorporation.pdf **Size:** 1.2 MB

Organization Bylaws.

[City of Aurora Municipal Codes.docx](#)

Filename: City of Aurora Municipal Codes.docx **Size:** 12.1 kB

Organizational Chart.

[2021 Organizational Chart.pdf](#)

Filename: 2021 Organizational Chart.pdf **Size:** 216.6 kB

Federal Tax Exemption Determination Letter.

[IRS Letter_City tax status.pdf](#)

Filename: IRS Letter_City tax status.pdf **Size:** 106.2 kB

Proof of current System for Award Management (SAM) registration. When registering (free) or updating the Agency's [SAM](#) registration, CDBG-CV applicants must opt-in for public view.

If your agency is not registered in SAM, if awarded CDBG-CV funds, you will be required to register.

[SAM.pdf](#)

Filename: SAM.pdf **Size:** 1.9 kB

Agency's 2021 Demographic and income client information "intake" form.

[FHA Intake Form.pdf](#)

Filename: FHA Intake Form.pdf **Size:** 39.8 kB

[2021 COVID Assessment Form.pdf](#)

Filename: 2021 COVID Assessment Form.pdf **Size:** 144.3 kB

Agency's policies/procedures for completing/using/retaining client and demographic income tracking documentation.

[FEC Client Service Agreements.docx](#)

Filename: FEC Client Service Agreements.docx **Size:** 22.5 kB

[FEC Credit Pull Authorization.docx](#)

Filename: FEC Credit Pull Authorization.docx **Size:** 21.1 kB

Duplication of Benefits Review.

The Duplication of Benefits Review template can be found [here](#). Please include any anticipated funding.

[Duplication of Benefits.pdf](#)

Filename: Duplication of Benefits.pdf **Size:** 783.5 kB

Most current Annual Financial Statement. Tax returns are not acceptable.

If your agency is not required to complete an annual audit, please upload a letter from your agency's Chief financial officer explaining why an audit is not provided.

[2019 CAFIR_Audited Financial Statement.pdf](#)

Filename: 2019 CAFIR_Audited Financial Statement.pdf **Size:** 4.1 MB

If applicable, most current Single Audit. This audit is required if your agency receives \$750,000 or more in federal funding annually.

[2019 Audit Letter.pdf](#)

Filename: 2019 Audit Letter.pdf **Size:** 115.4 kB

Job description(s) for CDBG-CV grant management staff person(s).

[Innovation Program Manager Job Description.pdf](#)

Filename: Innovation Program Manager Job Description.pdf **Size:** 108.5 kB

Community Amenities Projects Only (Public Facility, Infrastructure, Housing, and Neighborhood Amenities)

If you selected acquisition, construction, reconstruction, or installation of public works, facilities, or rehabilitation of buildings and improvements (including interim assistance), a cost estimate, scope of work summary and pictures must be uploaded in order for the CDBG-CV application to be considered complete.

COST ESTIMATE(S)

Estimates must be provided by either a licensed professional architect, engineer or other licensed individual. Cost estimates MUST include Davis-Bacon/Prevailing Wage Rates. Per 2 CFR Part 200, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. This includes a contractor's development of work specifications for a CDBG-CV project application. If a CDBG-CV applicant consults (or consulted) with a contractor to develop a scope of work, that contractor will be disqualified from bidding on the project. It is the agency's responsibility to ensure that the contractor is aware of these requirements prior to requesting a cost estimate.

Detailed SCOPE OF WORK from your design professional or other qualified party

Attach COLOR photos of the subject property (each side of the building) and photos that identify the proposed project. Photos must be LABELED.

CDBG-CV Subrecipient Timeline

Completed - May 13 2021

CDBG Subrecipient Timeline

CDBG-CV Subrecipient Timeline

A proposed project must clearly demonstrate its ability to be completed by June 30, 2022, regardless of start date. Please indicate target completion dates for critical steps such as preparing drawings/specs, bidding and award of contract(s), beginning and completing construction, etc. If the project is phased, include a schedule for the completion of each phase.

All activities of a proposed project are subject CDBG-CV federal regulations such as procurement. Activities that take place after the submittal of an application and before a CDBG-CV award, are ineligible for reimbursement per City guidelines. The City is unable to fund non-compliant activities. It is a subrecipient's responsibility to ensure that regulatory requirements are followed. It is strongly encouraged that subrecipients work with the City prior to proceeding with any activities. Even seemingly minor missteps can jeopardize the receipt of CDBG-CV funds for an entire project.

When submitting projects, please submit projects that are flexible on start date, but can still be completed by June 30, 2022. Projects cannot begin until the City receives HUD approval, which may or may not occur until Summer 2021. Due to HUD regulatory requirements, the City cannot fund projects that are currently underway.

	Action/Activity	Estimated Date(s) (MM/DD/YYYY)	Length of Time to Complete
1	Recruitment of Clients	07/01/2021	12 months
2	Delivery of Financial Counseling	07/01/2021	12 months
3			
4			
5			
6			
7			
8			
9			
10			

Please use this optional text box to include any additional narrative regarding your anticipated timeline.

(No response)

Subrecipient Budget Form

Completed - May 13 2021

Subrecipient Budget Form

Instructions:

COLUMN 1: List the various components of your project

COLUMN 2: List the total cost (or the value if in-kind) of each project component.

COLUMN 3: List the amount of CDBG-CV funds proposed for each project component.

Please note: CDBG-CV funding will be awarded to direct project and programming activity delivery costs only.

Direct Project Costs

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	Marketing/Outreach	32000	0
2	Equipment	6100	0
3	Events	5000	0
4	Professional Devt	3000	0
5	Supplies	2000	0
6	Client Incentives	3000	0
7	Credit Pulls	2400	0
8			
9			
10			
11			
12			
Total		53500.0	0.0

Direct Personnel/Administrative Costs

Group salary/benefits together for each position title. PLEASE NOTE: the City does not fund direct staff costs for public facility projects.

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	FEC Program Manager	70000	0
2	FEC Counselors (3)	210000	110000
3	Administrative Support	32000	0
4	COA Manager	75000	0
5	COA Budget Accountant	15900	0
6	Administrative Costs	18225	0
7			
8			
9			
10			
11			
12			
Total		421125.0	110000.0

Total Column 2

53500.00

Total Column 3

0.00

Can your project still move forward if a lesser amount is recommended by the City of Aurora?

Yes

Please explain how your project will or will not move forward if it receives a lesser amount than requested.

If a lesser amount is recommended by the City of Aurora, the project will move forward but with decreased capacity; this means that we will not be able to sustain the current staffing level, which would affect our abilities to make a meaningful impact on the financial health of Aurora residents impacted by COVID-19.

Subrecipient Sources of Funds

Completed - May 13 2021

Subrecipient Sources of Funds

Sources of Funds

Please list all funding sources that will be used to carry out the project. Identify funding sources specific to your CDBG-CV project only, not to the overall operations of your agency. If resources include In-Kind donations, list the value. If funds are pending, you must add the anticipated date for securing the funds and proof of the funding commitment.

NOTE: Your below sources of funds *must equal* the total project costs (non-CDBG and CDBG-CV costs) as was identified in your CDBG-CV project's budget form. Additionally, there is a 4th column that may appear hidden on your screen, so make sure to scroll right to ensure all sections are completed.

	Source	Amount or Value	Type (examples: grant, loan, in-kind, etc.)	Secured or Pending and Date
1	City of Aurora	50000	Grant	Secured
2	CDBG	75000	Grant	Secured
3	Cities for Financial Empowerment	83333	Grant	Secured
4	CFE Expansion Grant	33333	Grant	Secured
5	Huntington Bank	30000	Grant	12/1/2021

6	First National Bank	20000	Grant	8/1/2021
7	First Midwest Bank	10000	Grant	8/1/2021
8	NeighborWorks America	7000	Grant	Secured
9	Old Second Bank	5000	Grant	8/1/2021
10	Fifth Third Bank	5000	Grant	8/1/2021
11	Country Financial	1000	Grant	7/1/2021
12	Grand Victoria Riverboat Fund	30000	Grant	10/1/2021
13	BMO Harris Bank	15000	Grant	12/1/2021
14				
15				
Total		364666.0		

***Note: To further demonstrate project readiness, all funding sources to complete the project MUST be secured by 7/31/2021.**

If secured funding is still pending, please upload funding commitment letter(s).

Conflict of Interest and Procurement Policies

Completed - May 13 2021

Conflict of Interest and Procurement Policies

Federal, State, and Local law prohibits employees and public officials of the City of Aurora from participating on behalf of the City in any transaction in which they have financial interest. Each applicant applying for CDBG-CV funding must complete and submit this questionnaire to determine whether the applicant, its staff, or any of the applicant's Board of Directors poses a conflict of interest.

Is any member(s) of the applicant's staff or any of the member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Board, a City Advisory Board, a City Commission, and/or a City Committee?

Yes

List the names and affiliation below:

	Name	Position	Affiliation with City
1	Bea Rodriguez-Fransen	Program Manager of Innovation	Innovation & Core Services Department
2	Daniel Contreras	Accountant	Finance Department
3			
4			

Will the CDBG-CV funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council, a City Advisory Board and/or a City Commission?

No

Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family member of a City employee, consultant, a member of the City Council, a City Advisory Board and/or a City Commission?

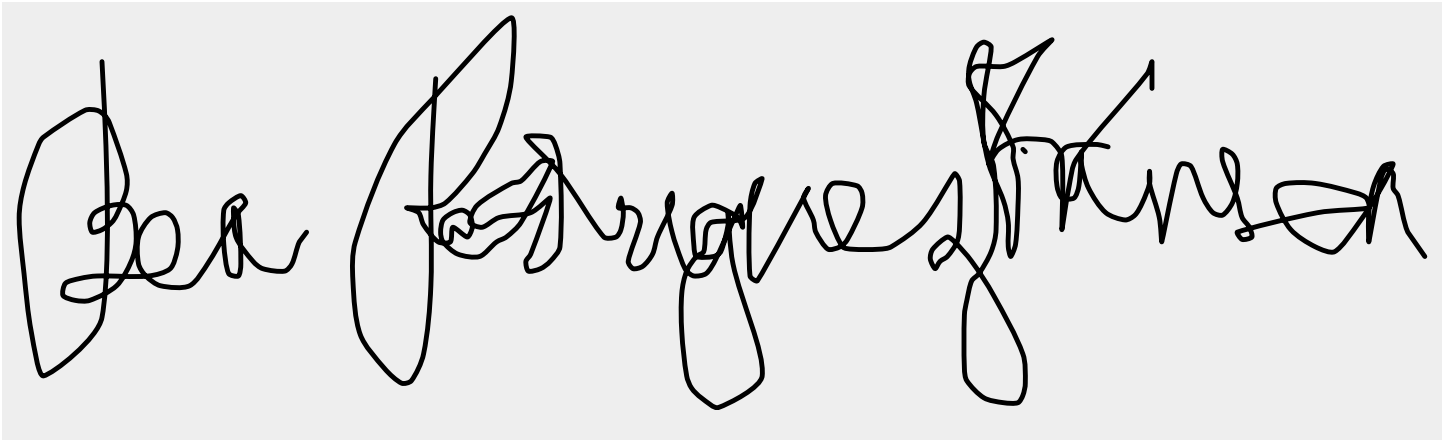
No

If you have answered "YES" to any of the questions listed in this form, the City's Legal Department and HUD will need to determine whether a real or apparent conflict of interest exists.

Name of Agency

City of Aurora

Signature of Authorized Signing Official/Representative

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "Bea Rodriguez-Fransen".

Date

May 13 2021

Type Name of Authorized Signing Official / Representative

Bea Rodriguez-Fransen

Applicant Certification and Signature Sheet

Completed - May 13 2021

Please utilize the signature template that can be found [here](#) to upload your signed signature sheet.

[Applicant Certification](#)

Filename: Applicant_Certification.docx **Size:** 78.7 kB

Application: 0000000011

APS Training Academy

2021 City of Aurora Community Development Block Grant - Corona Virus (CDBG-CV) Application

Summary

ID: 0000000011

Last submitted: May 13 2021 10:12 AM (CDT)

City of Aurora 2021/2022 CDBG-CV Application

Completed - May 13 2021

City of Aurora 2021/2022 CDBG-CV Application

AGENCY/APPLICANT INFORMATION

Attention - If your agency has not previously been awarded Aurora CDBG-CV funds please contact Chris Ragona, Community Development Manager at cragona@aurora-il.org to schedule a meeting to discuss your proposal to determine the eligibility and requirements of the proposal.

All agencies must demonstrate that funds will be used to prevent, prepare, and respond to the COVID-19 pandemic to be considered for funding.

FEIN/EIN/Tax I.D.

83-4284332

Agency/Applicant Name

APS Training Institute

Doing Business As (if applicable)

APS Training Academy

Background/Overview of Programs and Services Provided by the Agency.

We concentrate on providing STEAM education for students K-12 through project-based learning. Our vision is to promote economic equality so our community will not simply survive, but thrive through the cultivation of a diverse STEAM-based workforce. Our mission is to empower vulnerable communities in the Aurora area by providing free and low-cost education and vocational opportunities in STEAM.

DUNS & Bradstreet Number

If your agency does not have a [DUNS](#) number, it will be required to register for one if awarded CDBG-CV funds.

NA

Agency Mailing Address**Street Address**

105 E Galena Blvd

Street Address line 2

Fourth Floor

City

Aurora

State

IL

Zip code

60505

Will proposed activity take place at a location other than the above address?

No. The activity will take place at the address listed above.

Does your proposed activity focus on serving residents within the City's Neighborhood Revitalization Strategy Area (NRSA)? A map of the NRSA area can be viewed [here](#).

Yes

Agency Website

<https://www.aps-traininginstitute.org/>

Executive Director Name

Harish Ananthapadmanabhan

Executive Director Email

admin@apstrainingacademy.org

CDBG-CV Application Staff Contact

Contact First Name	Kelsey
Contact Last Name	Cozens
Contact Title	Program Director
Contact Phone Number	6308092973
Contact Email	kelsey@apstrainingacademy.org

If your agency is a prior City of Aurora CDBG / CDBG-CV recipient, have project funds ever been recaptured?

Not applicable. New Applicant.

PROJECT DETAILS

CDBG-CV Funds

Please identify the amount of CDBG-CV funds you are requesting for your project.

\$ 150000.00

Name of Project / Program Activity

APS Training Academy STEAM Program

Does this activity prevent, prepare, or respond to the COVID-19 pandemic?

Select all that apply.

Responses Selected:

Respond

How does the activity identified in this application prevent, prepare, or respond to the COVID-19 pandemic?

Due to the pandemic, thousands of students in our community have not been able to attend school in it's full capacity. As a result, their education has been reduced and delayed. This program helps equip students with educational support in the areas of Science, Technology, Engineering, Art and Math (STEAM) in preparation for and ongoing transition to a full return to classes. We do not want to see the pandemic become a reason students fall behind in their education, especially in the STEAM fields.

CDBG-CV Project / Program Description and Service Area

Briefly describe which clients will be served through the program for which you are requesting CDBG-CV funds.

Our concentration during these times is on students in Kindergarten through 12th grade. We focus on the STEAM fields to provide educational support and positive exposure for students from underserved communities in and near Aurora.

Population(s) Served: Check all that apply to your proposed CDBG-CV project.

Responses Selected:

Children (ages 0-12)

Youth (ages 13-19)

LMI individuals and/or families

Unemployed persons/jobseekers

Describe any additional client eligibility requirements. If none, type "NA".

All students K-12 are eligible to apply for this program, however, all courses prioritize Aurora residents and low-income families. Courses offered in partnership with Aurora STEAM Academy are exclusively offered to Aurora school district students and residents.

Eligible Activities

Increase youth services

Is the proposed project or planned location of the activity in compliance with [Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and the Architectural Barriers Act](#)?

Yes

Is your organization in compliance with the [State's Government and Accountability Transparency Act](#)?

Yes

Project Need

The following questions relate to your provision of supporting research/documentation as to why your proposed CDBG-CV program is needed, how this program will address the Activity/Objective that you have cited above, and how this activity can be linked back to the COVID-19 pandemic.

Why is this project needed by Aurora residents?

Describe supporting research/documentation about why the program is needed AND how this program will address the Eligible Activity/Objective that you have cited above.

Research over the past year has shown that economically disadvantaged families are disproportionately affected by Covid-19 as they are more likely to work on the front lines and have less access to affordable healthcare. As a result, these families have been less likely to send their students back to in-person learning. The APS Training Academy STEAM Program aims to supplement the deficit left by e-learning, especially in the areas of math and science. While schools have strived to replicate the in-person learning experience online, there is no question that e-learning falls short in terms of classroom support, learning ability, social and emotional learning, etc.

In addition, we believe that e-learning is here to stay in some shape or form, however, research also shows that low-income families do not have as much access to the technology and internet connections needed to sustain online learning. This has delayed student's ability to interact with e-learning, further their education. Due to limited access to this technology, the students need support in computer literacy, keyboarding, navigating web pages, video calling platforms, etc. Our program will integrate these skills into the classes, to help students become more technologically proficient, as they move forward in the post-pandemic technological world.

Will your proposed CDBG-CV service/project provide either a new or improved service?

IMPROVED SERVICE: The CDBG-CV assistance will contribute to the expansion of the agency's existing service or facility which will result in "IMPROVED" access.

Does your program activity duplicate any other programs offered in the City?

No.

If **YES**, please describe efforts your agency has made to reduce the duplication and/or challenges that have impacted this effort, or describe why the program is needed in addition to other similar programs throughout the City.

If **NO**, describe how your agency works with other area agencies to reduce the duplication of services.

APS Training Academy participates in the monthly Community Resource Team (CRT) meetings to strive to collaborate with the other non-profits in Aurora. We also seek Memorandums of Understanding (MOUs) with neighboring organizations so we can communicate ways to complement each other, rather than compete.

We've had several meetings with organizations such as 'Sci-Tech Hands on Museum', 'At Risk Mentoring' and the 'ALIVE Center' to ensure that though we share a common goal, we intentionally diversify our methods in order to achieve it more efficiently and in partnership with one another.

Past Performance: Describe agency's past performance managing grant funds (please note experience with CDBG as well as other local, state, and federal grant (public/private) programs). If your agency administered CDBG grants in prior years and was monitored by the City, please provide information as to the year(s) your agency was monitored, the monitoring results, and efforts made by your organization to resolve any concerns or findings.

APS Training Academy partners with the City of Aurora's 'Aurora STEAM Academy' and TinkRWorks to execute our Art Alive and Roverbot courses. The kits and curriculum from TinkRWorks were provided through a CDBG given to Aurora STEAM Academy in 2020. APS Training Academy is responsible for executing the classes using these resources, but was not a direct recipient of the grant. We collect and analyze the data to provide to Aurora STEAM Academy to ensure their grant requirements are met.

Does your agency have demonstrated community support for its proposed CDBG-CV activity?

Yes

Please describe the level of demonstrated community support. If your agency does not have community support, please explain your agency's strategy for obtaining community support.

In the past three years, the city of Aurora has positioned itself to become a regional technology leader. Through the efforts of its Mayor, Richard Irvin, and Michael Pegues, the CIO of the City of Aurora, the groundwork has been laid for Aurora to become the first Smart City in the nation. APS Training Academy is supported by the mayor of Aurora, and the City of Aurora, as we share the common goal of empowering those in our local community, to obtain careers in Aurora to help move us towards becoming a smart city.

We work closely with Michael Pegues (Aurora STEAM Academy) and TinkRWorks who entrusted APS Training Academy to execute the training program. We also work with Simón Rodríguez, the Youth Services Manager of Aurora, who connects us with many students, markets our programs and offers guidance on how to provide for the unmet needs in the community.

Has your agency seen increases or decreases in certain programs as a result of the COVID-19 pandemic?

Decreases

What specific changes in services to the Aurora community has your organization observed and/or experienced as a result of the COVID-19 pandemic?

The pandemic limited all of our private funding and ability to hire full time staff to execute the programs we wanted to provide. Out of respect to the Covid-19 mitigations put in place by Governor Pritzker, we deferred launching our programs by a year. When we did launch, we adjusted our offerings to reflect social distancing, mask wearing, etc.

We also shifted our focus to provide programs to children who have been out of school due to the pandemic, so we could supplement their education in the STEAM subjects. The maximum capacity of each class was reduced to respect social distancing, increasing the per student costs of instruction.

Due to Illinois social distancing guidelines, how does your agency plan to carry out the program being applied for to utilize CDBG-CV funds? In your response, please identify any modifications that may need to be completed or have been recently implemented at your agency to adhere to social distancing requirements.

We maintain strict social distancing (6ft), temperature checks, hand sanitization stations, mask wearing and limited class sizes to prevent the spread of Covid-19. All staff and instructors have received the vaccine as well.

All information and expectations are communicated to parents when applying for the course. At the start of the course, we invite parents to inspect the facilities to ensure they are comfortable with our efforts to mitigate the spread of COVID-19.

Where possible, students who do have access to technology at home, can join class remotely via Google Meets.

How will your agency's activities benefit Aurora during the recovery period for the remainder of the 2021 and long term recovery into 2022?

APS Training Academy has the opportunity to supplement student's education in the STEAM subjects through our project-based learning. Our program ensures students get trained in the most cutting edge STEAM concepts that include robotics, sensors, sound, light, coding, electronics, etc. that is currently not offered in the school districts. This offers the students a unique advantage in terms of their educational growth.

Some students will also need time to adjust to being away from home and growing their social skills outside the family unit. Our classes offer a structured, safe and fun environment for students to acclimatize to learning in person. All classes range in sizes of 5-10 students, easing them back into a social environment.

Please provide any additional information on how COVID-19 has impacted your agency and clients and how these funds will assist in recovery efforts from the COVID-19 pandemic.

Currently the program is being funded by the founder, which includes all operational and instructor costs. Additional funding would help ensure both sustainability and scalability of this program which in turn will create clear pathways of classes that students can join, ultimately leading them to an internship or job in STEM. The implementation of our organization's vision has been severely impacted due to reduced funding and comfort levels with in-person learning. These funds will help us to continue providing this much needed training to underserved students for the rest of the year.

PROJECT OUTCOMES, PERFORMANCE MEASURES, AND IMPACT

Program Outcomes:

Please check the box which most closely address your program's outcome.

Sustainability: This outcome relates to programs that improve communities and promote viability, such as removing slums and blight, or other services that sustain communities.

Outcome Performance Measures:

Provide indicators to demonstrate how your project will positively affect the Aurora neighborhood, the community, and/or city residents.

Performance Indicators:

Activity Components:	<ul style="list-style-type: none">- Total number of STEAM kits completed- Total number of students impacted- Total number of courses delivered
Measurement reporting tools and Evaluation Process (example: a math tutoring program might assess program attendance and report card results and adjust program as needed):	<ul style="list-style-type: none">- Pre and Post Course Assessments to measure learning- Pre and Post Course surveys to measure interest in the STEAM fields- Student Attendance levels to measure engagement
Achievement / end result outcome goals:	<ul style="list-style-type: none">- Demographic diversity statistics- Economic accessibility statistics- Academic Improvement (based on the assessments)- Increased interest in and enjoyment of STEAM subjects (based on the survey)

Is the proposed service/project exclusively available to City of Aurora residents if additional clients are served outside of Aurora? *Please note: the City's CDBG-CV funds can only cover costs for City residents.*

Yes

If "No," please explain.

(No response)

Please identify the estimated total number of clients to be served by your organization's proposed activity during its 2021/2022 calendar year.

City of Aurora Clients	1400
Non City of Aurora Clients	0
Total Clients Served by this Activity	1400

Please identify your proposed project's unit of measure.

Note - If you are planning to utilize area benefit, contact Chris Ragona at RagonaC@aurora.il.us to discuss this unit of measure.

Individuals

Indicate the number of AURORA units that are expected to benefit from your project. Please make sure to review the income guidelines provided, and please closely review the numbers you are providing to best ensure the accuracy of your expected service numbers. An income scale based on household size can be found [here](#).

Please note at least 51% of clients served must be documented as low-income for your project to qualify. HUD also allows certain populations to be served that are considered presumed benefit. Slide 5 of this [HUD link](#) provides a list of populations where if your agency exclusively serves this population, income certifications are not required. Lastly, if you selected area benefit in the previous question, this [link](#) can assist in determining the clients to be served. All clients can be placed in the 51-80% category.

	Total Clients
A. Number of Low/Moderate Income units (Below 30% AMI):	800
B. Number of Low/Moderate Income units (Between 30% - 50% AMI):	400
C. Number of Low/Moderate Income units (Between 51%+ to 80% AMI):	150
E. Number of clients with incomes greater than 80% of AMI:	50

2021/2022 CDBG-CV FUNDING IMPACT

Organizational Resources

Describe the organizational resources to be used in managing and carrying out the proposed rehabilitation project (e.g. capacity of staff, familiarity with construction project management, procurement, impact to agency workload, etc).

Currently, we have five staff positions: Executive Director, Program Director, Administrator, Marketing Director and Course Instructors. All staff are working towards the success of the APS Training Academy STEAM Program.

The Executive Director ensures outreach of our program, coordinating with other organizations and granting agencies.

The Administrator manages student intake, collects data on our class execution and student demographics, and analyzes the data to determine our effectiveness.

The Marketing Director does outreach to the underserved in the community, to ensure we are helping those most impacted by COVID-19.

The Program Director networks to develop complimentary inter-organizational relationships and funding opportunities.

The Course Instructors execute the programming and aid in collecting the necessary data.

Cost Reasonableness

Describe how the agency determined the project costs. What is your Agency's policy for the procurement of goods and services (i.e. proposals, bids, quotations, etc)?

The project cost was determined by compiling programming costs, instructional costs and operational costs in order to deliver 144 classes to 1,400 students.

How does your agency plan to segregate CDBG-CV funds from other agency funds for purposes of identification, tracking, and reporting?

Please note: if your agency has an active CDBG-CV funded program and your agency is awarded CDBG-CV funds, they must be maintained as a separate account.

We plan to ensure there is accountability for every dollar spent from the CDBG-CV funds through thorough bookkeeping done by the Executive Director and Program Director.

Based upon your most recent financial audit or annual financial report, were there any outcomes or findings that changed the way your organization does business?

No

SUPPORTING DOCUMENTATION UPLOAD SECTION

Letter from Agency's governing Board authorizing application for CDBG-CV funds.

[Authorization Letter.pdf](#)

Filename: Authorization Letter.pdf **Size:** 372.2 kB

2021 Board Member Roster

[APS Board of Directors.pdf](#)

Filename: APS Board of Directors.pdf **Size:** 1.8 MB

Minutes from two most recent Board meetings.

[APS Board of Directors Minutes Winter 2020-2021.pdf](#)

Filename: APS Board of Directors Minutes Winter 2020-2021.pdf **Size:** 395.8 kB

[APS Board of Directors Minutes Spring 2021.pdf](#)

Filename: APS Board of Directors Minutes Spring 2021.pdf **Size:** 397.7 kB

Articles of Incorporation.

[Good Standing Illinois.pdf](#)

Filename: Good Standing Illinois.pdf **Size:** 451.0 kB

Organization Bylaws.

[APS Training Academy Bylaws.pdf](#)

Filename: APS Training Academy Bylaws.pdf **Size:** 969.1 kB

Organizational Chart.

[APS Organizational Chart.pdf](#)

Filename: APS Organizational Chart.pdf **Size:** 402.9 kB

Federal Tax Exemption Determination Letter.

[APS Training Institute Inc - 501 \(c\) \(3\).pdf](#)

Filename: APS Training Institute Inc - 501 (c) (3).pdf **Size:** 1.1 MB

Proof of current System for Award Management (SAM) registration. When registering (free) or updating the Agency's [SAM](#) registration, CDBG-CV applicants must opt-in for public view.

If your agency is not registered in SAM, if awarded CDBG-CV funds, you will be required to register.

Agency's 2021 Demographic and income client information "intake" form.

[Example Student Intake Form - Part 1.pdf](#)

Filename: Example Student Intake Form - Part 1.pdf **Size:** 288.6 kB

[Example Student Intake Form - Part 2.pdf](#)

Filename: Example Student Intake Form - Part 2.pdf **Size:** 101.4 kB

Agency's policies/procedures for completing/using/retaining client and demographic income tracking documentation.

[APS Data Protection Policy Procedures.pdf](#)

Filename: APS Data Protection Policy_Procedures.pdf **Size:** 239.8 kB

Duplication of Benefits Review.

The Duplication of Benefits Review template can be found [here](#). Please include any anticipated funding.

[Duplication of Benefits Information Form.pdf](#)

Filename: Duplication of Benefits Information Form.pdf **Size:** 1.9 MB

Most current Annual Financial Statement. Tax returns are not acceptable.

If your agency is not required to complete an annual audit, please upload a letter from your agency's Chief financial officer explaining why an audit is not provided.

[APS Financial Statement 2020.pdf](#)

Filename: APS Financial Statement 2020.pdf **Size:** 52.9 kB

If applicable, most current Single Audit. **This audit is required if your agency receives \$750,000 or more in federal funding annually.**

Job description(s) for CDBG-CV grant management staff person(s).

[Job Descriptions for CDBG-CV Grant .pdf](#)

Filename: Job Descriptions for CDBG-CV Grant .pdf **Size:** 401.3 kB

Community Amenities Projects Only (Public Facility, Infrastructure, Housing, and Neighborhood Amenities)

If you selected acquisition, construction, reconstruction, or installation of public works, facilities, or rehabilitation of buildings and improvements (including interim assistance), a cost estimate, scope of work summary and pictures must be uploaded in order for the CDBG-CV application to be considered complete.

COST ESTIMATE(S)

Estimates must be provided by either a licensed professional architect, engineer or other licensed individual. Cost estimates MUST include Davis-Bacon/Prevailing Wage Rates. Per 2 CFR Part 200, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. This includes a contractor's development of work specifications for a CDBG-CV project application. If a CDBG-CV applicant consults (or consulted) with a contractor to develop a scope of work, that contractor will be disqualified from bidding on the project. It is the agency's responsibility to ensure that the contractor is aware of these requirements prior to requesting a cost estimate.

Detailed SCOPE OF WORK from your design professional or other qualified party

Attach COLOR photos of the subject property (each side of the building) and photos that identify the proposed project. Photos must be LABELED.

CDBG-CV Subrecipient Timeline

CDBG Subrecipient Timeline

CDBG-CV Subrecipient Timeline

A proposed project must clearly demonstrate its ability to be completed by June 30, 2022, regardless of start date. Please indicate target completion dates for critical steps such as preparing drawings/specs, bidding and award of contract(s), beginning and completing construction, etc. If the project is phased, include a schedule for the completion of each phase.

All activities of a proposed project are subject CDBG-CV federal regulations such as procurement. Activities that take place after the submittal of an application and before a CDBG-CV award, are ineligible for reimbursement per City guidelines. The City is unable to fund non-compliant activities. It is a subrecipient's responsibility to ensure that regulatory requirements are followed. It is strongly encouraged that subrecipients work with the City prior to proceeding with any activities. Even seemingly minor missteps can jeopardize the receipt of CDBG-CV funds for an entire project.

When submitting projects, please submit projects that are flexible on start date, but can still be completed by June 30, 2022. Projects cannot begin until the City receives HUD approval, which may or may not occur until Summer 2021. Due to HUD regulatory requirements, the City cannot fund projects that are currently underway.

	Action/Activity	Estimated Date(s) (MM/DD/YYYY)	Length of Time to Complete
1	Summer 2021 Programming	06/01/2021	3 Months
2	Fall 2021 Programming	09/01/2021	3 Months
3	Winter 2021-2022 Programming	12/01/2021	3 Months
4	Spring 2022 Programming	03/01/2021	3 Months
5			
6			
7			

8			
9			
10			

Please use this optional text box to include any additional narrative regarding your anticipated timeline.

Each season will consist of 12 classes/month, 36 classes per season, with the possibility of emphasizing summer programming and reducing winter programming to anticipate pandemic levels rising with the change in weather, and student availability changes.

Subrecipient Budget Form

Completed - May 11 2021

Subrecipient Budget Form

Instructions:

COLUMN 1: List the various components of your project

COLUMN 2: List the total cost (or the value if in-kind) of each project component.

COLUMN 3: List the amount of CDBG-CV funds proposed for each project component.

Please note: CDBG-CV funding will be awarded to direct project and programming activity delivery costs only.

Direct Project Costs

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	Class Tuition Costs	51840.00	51840.00
2	Operational Costs	60000.00	60000.00
3	Program Marketing	5600.00	5600.00
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total		117440.0	117440.0

Direct Personnel/Administrative Costs

Group salary/benefits together for each position title. PLEASE NOTE: the City does not fund direct staff costs for public facility projects.

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	Program Administration	28269.00	28269.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total		28269.0	28269.0

Total Column 2
117440.00

Total Column 3
117440.00

Can your project still move forward if a lesser amount is recommended by the City of Aurora?

Yes

Please explain how your project will or will not move forward if it receives a lesser amount than requested.

If we receive less than requested we will reduce the scope of impact and marketing necessary, to cut costs.

Subrecipient Sources of Funds

Completed - May 13 2021

Subrecipient Sources of Funds

Sources of Funds

Please list all funding sources that will be used to carry out the project. Identify funding sources specific to your CDBG-CV project only, not to the overall operations of your agency. If resources include In-Kind donations, list the value. If funds are pending, you must add the anticipated date for securing the funds and proof of the funding commitment.

NOTE: Your below sources of funds *must equal* the total project costs (non-CDBG and CDBG-CV costs) as was identified in your CDBG-CV project's budget form. Additionally, there is a 4th column that may appear hidden on your screen, so make sure to scroll right to ensure all sections are completed.

	Source	Amount or Value	Type (examples: grant, loan, in-kind, etc.)	Secured or Pending and Date
1	CDBG-CV	150000.00	Grant	Pending
2				
3				
4				
5				
6				
7				
8				

9				
10				
11				
12				
13				
14				
15				
Total		150000.0		

***Note: To further demonstrate project readiness, all funding sources to complete the project MUST be secured by 7/31/2021.**

If secured funding is still pending, please upload funding commitment letter(s).

Conflict of Interest and Procurement Policies

Completed - May 12 2021

Conflict of Interest and Procurement Policies

Federal, State, and Local law prohibits employees and public officials of the City of Aurora from participating on behalf of the City in any transaction in which they have financial interest. Each applicant applying for CDBG-CV funding must complete and submit this questionnaire to determine whether the applicant, its staff, or any of the applicant's Board of Directors poses a conflict of interest.

Is any member(s) of the applicant's staff or any of the member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Board, a City Advisory Board, a City Commission, and/or a City Committee?

Yes

List the names and affiliation below:

	Name	Position	Affiliation with City
1	Michael Pegues	Board Member	Chief Information Officer
2	Sherman Jenkins	Board Member	Alderman-at-Large
3	Karina Garcia	Board Member	Head of Community Outreach for the city of Aurora and Executive Director of the Aurora Regional Chamber of Commerce
4			

Will the CDBG-CV funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council, a City Advisory Board and/or a City Commission?

No

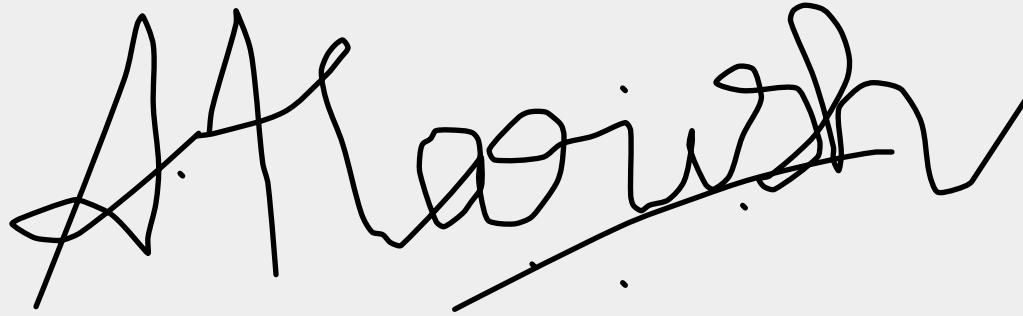
Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family member of a City employee, consultant, a member of the City Council, a City Advisory Board and/or a City Commission?

No

If you have answered "YES" to any of the questions listed in this form, the City's Legal Department and HUD will need to determine whether a real or apparent conflict of interest exists.

Name of Agency

APS Training Academy

Signature of Authorized Signing Official/Representative**Date**

May 11 2021

Type Name of Authorized Signing Official / Representative

Harish Ananthapadmanabhan

Applicant Certification and Signature Sheet

Completed - May 11 2021

Please utilize the signature template that can be found [here](#) to upload your signed signature sheet.

[Applicant Certification](#)

Filename: Applicant_Certification_fSHeJ6I.pdf **Size:** 135.2 kB

Application: 0000000014

Bonnie Wolinski - b.wolinski@namidupage.org

2021 City of Aurora Community Development Block Grant - Corona Virus (CDBG-CV) Application

Summary

ID: 0000000014

Last submitted: May 14 2021 05:42 PM (CDT)

City of Aurora 2021/2022 CDBG-CV Application

Completed - May 14 2021

City of Aurora 2021/2022 CDBG-CV Application

AGENCY/APPLICANT INFORMATION

Attention - If your agency has not previously been awarded Aurora CDBG-CV funds please contact Chris Ragona, Community Development Manager at cragona@aurora-il.org to schedule a meeting to discuss your proposal to determine the eligibility and requirements of the proposal.

All agencies must demonstrate that funds will be used to prevent, prepare, and respond to the COVID-19 pandemic to be considered for funding.

FEIN/EIN/Tax I.D.

36-3412057

Agency/Applicant Name

NAMI DuPage

Doing Business As (if applicable)

(No response)

Background/Overview of Programs and Services Provided by the Agency.

NAMI DuPage is a fiscally independent affiliate of the National Alliance on Mental Illness. Our mission is to improve the lives of individuals and families affected by mental illness by providing support, advocacy and education. NAMI DuPage offers two clusters of services, educational and supportive, all of which are peer and family driven and recovery focused. Most services are offered to clients at no cost. NAMI DuPage works to dismantle the barriers of stigma and misinformation surrounding mental illness that often act as obstacles to treatment.

Established in 1985 with 501 (c) (3) status granted in May of 1986, NAMI DuPage is one of 1,000 NAMI National affiliates. NAMI DuPage has evolved into DuPage County's leading voice on mental health by providing services to individuals and families coping with mental illness..

NAMI DuPage's education and support services are available to any adult (over 18) with mental illness and/or their family members, regardless of gender, age, ethnicity, race or income level. Following is a description of these services with FY20 service levels. More than 29,900 individuals (unduplicated) affected by mental illness received services from NAMI DuPage in FY20.

SUPPORT SERVICES – In FY20 (7/1/19-6/30/20) 633 (unduplicated) individuals participated in 292 NAMI Support Groups/services. An additional 51 guests came to the Living Room as an alternative to the Emergency Room. Peer Counselors provided services to 695 individuals including 236 individual or family one-on-one peer counseling sessions to 87 individuals. Peer Counselor also facilitated six workshops attended by 181 individuals. More than 2,000 individuals participated in NAMI Social/Recreation and Supported Employment Programs.

PEER COUNSELOR PROGRAM: One-on-one peer counseling services complement clinical care and contribute to improved outcomes in employment, education, housing stability, personal satisfaction, self-esteem and medication adherence, as well as to a decrease in more costly services such as private counseling or hospitalizations. Peers link their clients to the full continuum of NAMI wraparound education and supportive services, as well as community resources.

NAMI CONNECTIONS: a free, confidential, weekly drop-in recovery support group for adults living with

mental illness

FAMILY SUPPORT: a free, confidential, drop-in support group for people who have a family member or friend living with mental illness

PARENT SUPPORT: a free program for parents of children under the age of 22 who have a mental illness

RESOURCE LINE: a free information and referral phone service providing a sympathetic and informed “listening ear” for individuals and families living with mental illness. The Resource Line can also help de-escalate a crisis situation.

THE LIVING ROOM: a Peer-led, non-clinical mental health stabilization alternative to hospital emergency room treatment. The Living Room is open 5 days/week from 3:00 pm-8:00 pm and is located at the DuPage County Community Center in Wheaton, IL.

SUPPORTED EMPLOYMENT: a program that provides the tools, skills and support that individuals recovering from mental illness need to obtain or sustain employment and build a bridge to economic self-sufficiency. The program offers job preparedness and life skills training, as well as skills training in commercial printing and food/beverage service.

- **RISE & Shine Cafe:** provides training in food/beverage preparation, customer service and point of sale skills.
- **RISE & Shine Print Shop:** provides training in developing commercial printing, customer service and computer related skills.
- **Job Readiness:** Six, 6-week job readiness classes and 8 half-day workshops are offered

SOCIAL/RECREATION: programs provide recreational and social activities that promote physical and mental well-being, and reduce stigma, alienation, and isolation

EDUCATION SERVICES- In FY 20 (7/1/19-6/30/20) 3,568 individuals (unduplicated) participated in NAMI Education Programs.

COMMUNITY EDUCATION: Informational presentations for community organizations cover the basics of mental health recognition and response, as well as available NAMI and community resources

NAMI P.D. CONNECT: a 4-6-hour training program for law enforcement on recognizing and responding to individuals and/or criminal offenders experiencing mental health issues

FAMILY TO FAMILY: a 12-week class that equips family members of individuals with mental illness with the knowledge and tools that they will need to care for themselves and their loved ones.

BASICS: a 6-week course that empowers parents of youth, under 18, with mental illness, to be effective, confident guides for their child.

WRAP (Wellness Recovery Action Plan): an 8-week course that teaches individuals with mental illness self-management skills and helps them build a personalized recovery plan.

RECOVERY CONNECTIONS: a hospital-based program designed to extend the message of hope and

recovery to individuals who are undergoing inpatient or partial hospitalization and their family members, by providing information, materials, stories of hope and recovery, and access to one-on-one Peer and Family Specialists. The program is offered at all 6 DuPage County hospitals.

MENTAL HEALTH FIRST AID: An evidence-based mental health education and prevention program, MHFA offers education and concrete tools to assist those experiencing a mental health or substance use-related crisis. MHFA teaches risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help.

ENDING THE SILENCE: During the 2019-2020 academic year, ETS staff and speakers made 420 presentations at 50 schools reaching 22,933 students

ENDING THE SILENCE /ETS 101: an on-site school program, that educates high school (Freshman and Sophomore) and middle school (7th and 8th grade) students about the early warning signs of mental illness and how to get help.

ENDING THE SILENCE FOR PARENTS/SCHOOL STAFF: an onsite program that helps school staff and families understand the early warning signs of mental illness in youth and how to intervene so that youth with mental illness are linked to services.

DUNS & Bradstreet Number

If your agency does not have a [DUNS](#) number, it will be required to register for one if awarded CDBG-CV funds.

782886071

Agency Mailing Address

Street Address

115 N County Farm Rd

Street Address line 2

(No response)

City

Wheaton

State

IL

Zip code

60187

Will proposed activity take place at a location other than the above address?

NAMI currently offers all of its services on-line as a result of Covid. Prior to Covid NAMI did use locations in the community for some programs. We may identify sites in Aurora during the course of the grant

Does your proposed activity focus on serving residents within the City's Neighborhood Revitalization Strategy Area (NRSA)? A map of the NRSA area can be viewed [here](#).

Yes

Agency Website

www.namidupage.org

Executive Director Name

Geri Kerger

Executive Director Email

g.kerger@namidupage.org

CDBG-CV Application Staff Contact

Contact First Name	Bonnie
Contact Last Name	Wolinski
Contact Title	Grant Writer
Contact Phone Number	6307520066
Contact Email	b.wolinski@namidupage.org

If your agency is a prior City of Aurora CDBG / CDBG-CV recipient, have project funds ever been recaptured?

Not applicable. New Applicant.

PROJECT DETAILS

CDBG-CV Funds

Please identify the amount of CDBG-CV funds you are requesting for your project.

\$ 47802

Name of Project / Program Activity

Expanding Mental Health Education and Support Services in Aurora

Does this activity prevent, prepare, or respond to the COVID-19 pandemic?

Select all that apply.

Responses Selected:

Respond

How does the activity identified in this application prevent, prepare, or respond to the COVID-19 pandemic?

JAMA Psychiatry reports that 1 in 3 adults report suffering from anxiety and depression as a result of Covid, as opposed to 1 in 10 in the previous year. About 30% of recovered Covid patients suffer post traumatic stress disorder. "The New England Journal of Medicine" says that people with pre-existing medical, psychiatric or substance use problems are at increased risk for adverse psychosocial outcomes as a result of the pandemic. It advises that for many of these individuals symptoms can be appropriately normalized by linking patients to social and mental health services as an alternative to, or as a complement to professional mental health assistance.

NAMI DuPage's education and supportive services create a support system for individuals and families that is ongoing and provides linkages to vital NAMI and community resources. Recognizing the increased need for mental health services as a result of Covid19, NAMI has transitioned all of its core services to videoconferencing, enabling our agency to reach a broader client base. We have implemented cloud based services including one-on-one peer counseling, seminars and workshops, support groups, and education programs. We have significantly increased our social media presence, staffed our Resource Line and kept the Living Room open throughout the pandemic.

CDBG-CV Project / Program Description and Service Area

Briefly describe which clients will be served through the program for which you are requesting CDBG-CV funds.

The program will provide services to adults (over 18) who have mental illness, and to their families or other loved ones who are affected by their illness. The clients served will be residents of the City of Aurora.

Population(s) Served: Check all that apply to your proposed CDBG-CV project.

Responses Selected:

Youth (ages 13-19)

Families

LMI individuals and/or families

Unemployed persons/jobseekers

Other, please specify.: Mentally Ill

Describe any additional client eligibility requirements. If none, type "NA".

NA

Eligible Activities

Supportive services for disabled persons meeting Bureau of Census' definition of severely disabled persons

Is the proposed project or planned location of the activity in compliance with [Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and the Architectural Barriers Act?](#)

Yes

Is your organization in compliance with the [State's Government and Accountability Transparency Act?](#)

Yes

Project Need

The following questions relate to your provision of supporting research/documentation as to why your proposed CDBG-CV program is needed, how this program will address the Activity/Objective that you have cited above, and how this activity can be linked back to the COVID-19 pandemic.

Why is this project needed by Aurora residents?

Describe supporting research/documentation about why the program is needed AND how this program will address the Eligible Activity/Objective that you have cited above.

Pre Covid 19, it was estimated that 1 in 5 Americans experiences a mental illness in any given year. Covid has brought that statistic up to 1 in 3. For the City of Aurora, that means that between 40,000 and 66,000 of its residents will need mental health treatment, but only about 30% of these residents will receive care. This is despite the fact that success rates for mental health treatment are comparable to those for physical health disorders, such as heart disease and diabetes. (IDPH)

Access to care and stigma are the major barriers to mental health care. NAMI DuPage works to reduce these barriers through education and advocacy. NAMI's goals are to::help individuals and family members affected by mental illness gain skills and tools to promote recovery; provide education about mental illness to reduce stigma; and, work with community organizations to increase their knowledge of mental illness and their ability to help those affected by it.

NAMI DuPage's free (or minimal cost) services help improve the lives of individuals and families affected by mental illness. NAMI DuPage not only provides linkages to vital NAMI and community resources, we also help individuals and families navigate the very challenging mental health system.

NAMI DuPage services include: 1:1 peer counseling; individual and family support groups; NAMI education classes, social/recreation programs; and a Supported Employment Program, "RISE & Shine." These services complement clinical care, encourage recovery and help clients reintegrate into the community.

Will your proposed CDBG-CV service/project provide either a new or improved service?

IMPROVED SERVICE: The CDBG-CV assistance will contribute to the expansion of the agency's existing service or facility which will result in "IMPROVED" access.

Does your program activity duplicate any other programs offered in the City?

No.

If **YES**, please describe efforts your agency has made to reduce the duplication and/or challenges that have impacted this effort, or describe why the program is needed in addition to other similar programs throughout the City.

If **NO**, describe how your agency works with other area agencies to reduce the duplication of services.

NAMI DuPage has a long history of collaboration with community-based health and human service providers. As the only non-profit in DuPage County that offers support and service resources to individuals with mental illness, as well as to their families and caregivers, NAMI is the agency most organizations turn to when their clients need these services. NAMI has already established a presence in the City of Aurora through its school based, Ending the Silence program as well as its education and support programs, which were attended by more than 500 Aurora residents in 2020. With grant funds NAMI will conduct outreach and establish relationships with local organizations to ensure that NAMI's programs do not duplicate supportive mental health services that may be offered by other non-profits in the city.

Past Performance: Describe agency's past performance managing grant funds (please note experience with CDBG as well as other local, state, and federal grant (public/private) programs). If your agency administered CDBG grants in prior years and was monitored by the City, please provide information as to the year(s) your agency was monitored, the monitoring results, and efforts made by your organization to resolve any concerns or findings.

NAMI DuPage has received CDBG funding from DuPage County and the City of Naperville since 2009. NAMI has never had any concerns or findings from the funding agencies.

Does your agency have demonstrated community support for its proposed CDBG-CV activity?

Yes

Please describe the level of demonstrated community support. If your agency does not have community support, please explain your agency's strategy for obtaining community support.

NAMI is the organization that community service organizations, including hospitals in DuPage County, turn to as a resource to address the mental health needs of their clients. NAMI reaches approximately 30,000 people (unduplicated count) in DuPage County every year and has the support of the DuPage County Health Department, the DuPage County Court, all six DuPage County hospitals, the Regional Board of Education, and more than 20 community based organizations.

NAMI DuPage has a presence in Aurora, primarily through its school based program, Ending the Silence, Aurora residents can and do access NAMI's education and support services, NAMI will expand its footprint in Aurora by hiring an Outreach Coordinator. The Coordinator will "market" NAMI services to municipal and community organizations in Aurora, increasing awareness of and demand for NAMI programs in Aurora..

Has your agency seen increases or decreases in certain programs as a result of the COVID-19 pandemic?

Increases

What specific changes in services to the Aurora community has your organization observed and/or experienced as a result of the COVID-19 pandemic?

NAMI DuPage's office is not located in Aurora, but NAMI does provide services to residents of Aurora. While NAMI has not had the opportunity to physically observe changes in Aurora, we have done some research on the change in the city's economic profile since Covid-19.

The "Regional Insights Report: Business Impact of COVID-19," looked at 524 survey responses from businesses across the Aurora region. The results of the survey point out a lot of what was expected — that many industries, especially the restaurant and entertainment industries, are still hurting and will for some time. The findings show that despite Illinois currently operating in phase four of the Restore Illinois plan, 37% of respondents anticipated revenue losses of up to 25% for both the third and fourth quarters of the year. Some 45% of businesses anticipate losses into the first quarter of 2021.(Steve Lord, AURORA BEACON-NEWS AUG 21, 2020)

Due to Illinois social distancing guidelines, how does your agency plan to carry out the program being applied for to utilize CDBG-CV funds? In your response, please identify any modifications that may need to be completed or have been recently implemented at your agency to adhere to social distancing requirements.

NAMI DuPage's offices are located in the DuPage County Health Department's Community Center. NAMI employees, volunteers, and clients. observe all social distancing guidelines, mask requirements and occupancy limits as established by DCHD.

NAMI DuPage offers all of its programs and services on-line to ensure client safety. This will continue.until Covid restrictions are lifted.

How will your agency's activities benefit Aurora during the recovery period for the remainder of the 2021 and long term recovery into 2022?

"A recent report from the U.S. Government Accountability Office found that although evidence suggests mental health conditions have increased amid the pandemic, access to care decreased. One potential barrier to accessing treatment has been shortages of qualified behavioral health professionals.

The National Council for Behavioral Health surveyed its members and found that many organizations reduced staff and decreased services amid the pandemic. Nearly half reported their organization had to close some programs.

Additionally, two in three organizations reported to the NCBH in February 2021 that demand for their services had increased over the last three months. Nearly 70% of organizations said they had to cancel, reschedule or turn away patients.

If people aren't getting adequate care for their mental well-being now, it can have implications on the country's long-term mental health." (Megan Ziegler, Mental Health, FOX TV Digital Team 5/9/21

NAMI DuPage's services, primarily its Peer Counseling Program, can help fill some of the gaps in mental healthcare. NAMI's Peer Counselor program is designed so that an individual struggling with mental illness, or a family member caring for a loved one with a mental illness, has a comprehensive series of resources and services, as well as regular follow-up and support to aid in recovery.

Most programs at NAMI DuPage are led by NAMI trained volunteers or Peer Counselors who are living successfully in recovery. In addition to peer counseling, NAMI provides comprehensive wraparound services that help individuals access the resources and services they need to achieve recovery and self-sufficiency.

As the need for mental health services increases in the aftermath of Covid19, NAMI will be a position to address the mental health needs of Aurora residents, which will almost certainly rise over the next months.

Please provide any additional information on how COVID-19 has impacted your agency and clients and how these funds will assist in recovery efforts from the COVID-19 pandemic.

The financial impact of COVID 19 on NAMI DuPage was significant. NAMI DuPage has no ongoing government contracts or grants, so we are particularly sensitive to any conditions which impact foundation, individual, corporate, or event support. Our two major fundraising events (which we estimated would raise 20-25% % of the agency's annual revenue) did not occur as scheduled. Our printing revenue has been reduced substantially, and we will have no catering or café revenue until Covid restrictions are lifted.. In addition, we will not be receiving the speaking and program fees which are budgeted as now all of our programs are virtual..

NAMI DuPage will use grant funds to expand its education and supportive services programs to address the increased need for mental health care in Aurora as a result of Covid 19. NAMI will use video conferencing to offer support groups, 1 on 1 peer counseling, supported employment and recreation services to all Aurora residents. Webinars, NAMI education classes, including Mental Health First Aid, will also be offered.

PROJECT OUTCOMES, PERFORMANCE MEASURES, AND IMPACT

Program Outcomes:

Please check the box which most closely address your program's outcome.

Availability/Accessibility: This outcome relates to programs that make services, housing, infrastructure, public services, or shelter accessible or available to low and moderate income persons, including those with special needs and/or disabilities

Outcome Performance Measures:

Provide indicators to demonstrate how your project will positively affect the Aurora neighborhood, the community, and/or city residents.

Performance Indicators:

Activity Components:	1.Supportive Services; 2.Supported Employment 3.Community Education
Measurement reporting tools and Evaluation Process (example: a math tutoring program might assess program attendance and report card results and adjust program as needed):	A post-evaluation form is the tool used to measure clients' knowledge and satisfaction, post-program participation. The data is collected into Google Data Studio and is evaluated on a regular basis.by the Director of Programs and relevant staff. Program/activity content is adjusted as needed based on client's feedback and program effectiveness.
Achievement / end result outcome goals:	1. Supportive Services: •70% of program participants agree or strongly agree that they are moving towards their recovery goals; •70 % of program participants agree or strongly agree that they have learned at least one tool for living with mental illness 2.Supported Employment: •85 % of program participants agree or strongly agree that they are effectively using the resources of NAMI DuPage to aid in their job search. 3. Community Education: •75% of program participants agree or strongly agree that the education presentation they attended helped to reduce the stigma of mental illness •75% of program participants agree or strongly agree that they are likely to use or refer others to use NAMI DuPage resources

Is the proposed service/project exclusively available to City of Aurora residents if additional clients are served outside of Aurora? *Please note: the City's CDBG-CV funds can only cover costs for City residents.*

Yes

If "No," please explain.

(No response)

Please identify the estimated total number of clients to be served by your organization's proposed activity during its 2021/2022 calendar year.

City of Aurora Clients	1100
Non City of Aurora Clients	(No response)
Total Clients Served by this Activity	1100

Please identify your proposed project's unit of measure.

Note - If you are planning to utilize area benefit, contact Chris Ragona at RagonaC@aurora.il.us to discuss this unit of measure.

Individuals

Indicate the number of AURORA units that are expected to benefit from your project. Please make sure to review the income guidelines provided, and please closely review the numbers you are providing to best ensure the accuracy of your expected service numbers. An income scale based on household size can be found [here](#).

Please note at least 51% of clients served must be documented as low-income for your project to qualify. HUD also allows certain populations to be served that are considered presumed benefit. Slide 5 of this [HUD link](#) provides a list of populations where if your agency exclusively serves this population, income certifications are not required. Lastly, if you selected area benefit in the previous question, this [link](#) can assist in determining the clients to be served. All clients can be placed in the 51-80% category.

	Total Clients
A. Number of Low/Moderate Income units (Below 30% AMI):	440
B. Number of Low/Moderate Income units (Between 30% - 50% AMI):	250
C. Number of Low/Moderate Income units (Between 51%+ to 80% AMI):	310
E. Number of clients with incomes greater than 80% of AMI:	100

2021/2022 CDBG-CV FUNDING IMPACT

Organizational Resources

Describe the organizational resources to be used in managing and carrying out the proposed rehabilitation project (e.g. capacity of staff, familiarity with construction project management, procurement, impact to agency workload, etc).

NA

Cost Reasonableness

Describe how the agency determined the project costs. What is your Agency's policy for the procurement of goods and services (i.e. proposals, bids, quotations, etc)?

NA

How does your agency plan to segregate CDBG-CV funds from other agency funds for purposes of identification, tracking, and reporting?

Please note: if your agency has an active CDBG-CV funded program and your agency is awarded CDBG-CV funds, they must be maintained as a separate account.

NAMI DuPage records direct program expenses directly to the program which they are part of and allocates shared expenses on a monthly basis to the programs of the organization, using the Class feature in Quickbooks. Funds that are associated with a particular award are additionally assigned to a customer to be tracked for specific funders, as necessary.

Based upon your most recent financial audit or annual financial report, were there any outcomes or findings that changed the way your organization does business?

No

SUPPORTING DOCUMENTATION UPLOAD SECTION

Letter from Agency's governing Board authorizing application for CDBG-CV funds.

[CDBG-CV Grant authorization.pdf](#)

Filename: CDBG-CV Grant authorization.pdf **Size:** 134.8 kB

2021 Board Member Roster

[Board list 2021.docx](#)

Filename: Board list 2021.docx **Size:** 13.6 kB

Minutes from two most recent Board meetings.

[minutes.pdf](#)

Filename: minutes.pdf **Size:** 285.3 kB

Articles of Incorporation.

[Articles of Incorporation -.pdf](#)

Filename: Articles of Incorporation -.pdf **Size:** 2.1 MB

Organization Bylaws.

[Bylaws - Updated 2018.pdf](#)

Filename: Bylaws - Updated 2018.pdf **Size:** 5.6 MB

Organizational Chart.

[Org Chart - color coded.pdf](#)

Filename: Org Chart - color coded.pdf **Size:** 37.0 kB

Federal Tax Exemption Determination Letter.

[501\(c\)\(3\) letter.pdf](#)

Filename: 501(c)(3) letter.pdf **Size:** 34.5 kB

Proof of current System for Award Management (SAM) registration. When registering (free) or updating the Agency's [SAM](#) registration, CDBG-CV applicants must opt-in for public view.

If your agency is not registered in SAM, if awarded CDBG-CV funds, you will be required to register.

Agency's 2021 Demographic and income client information "intake" form.

[Universal Intake Form.pdf](#)

Filename: Universal Intake Form.pdf **Size:** 149.8 kB

Agency's policies/procedures for completing/using/retaining client and demographic income tracking documentation.

[PC Sliding Scale Policy Application \(003\).pdf](#)

Filename: PC Sliding Scale Policy Application (003).pdf **Size:** 458.0 kB

Duplication of Benefits Review.

The Duplication of Benefits Review template can be found [here](#). Please include any anticipated funding.

[Duplication of Benefits.docx](#)

Filename: Duplication of Benefits.docx **Size:** 26.0 kB

Most current Annual Financial Statement. Tax returns are not acceptable.

If your agency is not required to complete an annual audit, please upload a letter from your agency's Chief financial officer explaining why an audit is not provided.

[NAMI OF DUPAGE COUNTY 18 17 \(FINAL\).pdf](#)

Filename: NAMI OF DUPAGE COUNTY 18 17 (FINAL).pdf **Size:** 173.3 kB

If applicable, most current Single Audit. This audit is required if your agency receives \$750,000 or more in federal funding annually.

[NAMI OF DUPAGE COUNTY 18 17 \(FINAL\).pdf](#)

Filename: NAMI OF DUPAGE COUNTY 18 17 (FINAL).pdf **Size:** 173.3 kB

Job description(s) for CDBG-CV grant management staff person(s).

[Director of Programs.pdf](#)

Filename: Director of Programs.pdf **Size:** 134.2 kB

Community Amenities Projects Only (Public Facility, Infrastructure, Housing, and Neighborhood Amenities)

If you selected acquisition, construction, reconstruction, or installation of public works, facilities, or rehabilitation of buildings and improvements (including interim assistance), a cost estimate, scope of work summary and pictures must be uploaded in order for the CDBG-CV application to be considered complete.

COST ESTIMATE(S)

Estimates must be provided by either a licensed professional architect, engineer or other licensed individual. Cost estimates MUST include Davis-Bacon/Prevailing Wage Rates. Per 2 CFR Part 200, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. This includes a contractor's development of work specifications for a CDBG-CV project application. If a CDBG-CV applicant consults (or consulted) with a contractor to develop a scope of work, that contractor will be disqualified from bidding on the project. It is the agency's responsibility to ensure that the contractor is aware of these requirements prior to requesting a cost estimate.

Detailed SCOPE OF WORK from your design professional or other qualified party

Attach COLOR photos of the subject property (each side of the building) and photos that identify the proposed project. Photos must be LABELED.

CDBG-CV Subrecipient Timeline

Completed - May 14 2021

CDBG Subrecipient Timeline

CDBG-CV Subrecipient Timeline

A proposed project must clearly demonstrate its ability to be completed by June 30, 2022, regardless of start date. Please indicate target completion dates for critical steps such as preparing drawings/specs, bidding and award of contract(s), beginning and completing construction, etc. If the project is phased, include a schedule for the completion of each phase.

All activities of a proposed project are subject CDBG-CV federal regulations such as procurement. Activities that take place after the submittal of an application and before a CDBG-CV award, are ineligible for reimbursement per City guidelines. The City is unable to fund non-compliant activities. It is a subrecipient's responsibility to ensure that regulatory requirements are followed. It is strongly encouraged that subrecipients work with the City prior to proceeding with any activities. Even seemingly minor missteps can jeopardize the receipt of CDBG-CV funds for an entire project.

When submitting projects, please submit projects that are flexible on start date, but can still be completed by June 30, 2022. Projects cannot begin until the City receives HUD approval, which may or may not occur until Summer 2021. Due to HUD regulatory requirements, the City cannot fund projects that are currently underway.

	Action/Activity	Estimated Date(s) (MM/DD/YYYY)	Length of Time to Complete
1	Hire Outreach Coordinator	8/15/2021	6 weeks
2	"Market" NAMI programs and services to Aurora residents	8/31/2021	on-going duration of grant
3	Offer Supportive Services	9/1/2021	on-going duration of grant
4	Offer Supportive Employment Services	10/15/2021	on-going duration of grant
5	Initiate Community Education Services	11/1/2021	on-going duration of grant
6			
7			

8			
9			
10			

Please use this optional text box to include any additional narrative regarding your anticipated timeline.

Supportive Services include: 1:1 Peer Counseling; the Living Room, some support groups
 Supported Employment Services include: Job Readiness classes; job training; job club
 Community Education Services include: Hospital education, NAMI Family to Family classes;
 Mental Health First Aid classes (Adult and Youth
 classes);community presentations; school
 presentations

Subrecipient Budget Form

Completed - May 14 2021

Subrecipient Budget Form

Instructions:

COLUMN 1: List the various components of your project

COLUMN 2: List the total cost (or the value if in-kind) of each project component.

COLUMN 3: List the amount of CDBG-CV funds proposed for each project component.

Please note: CDBG-CV funding will be awarded to direct project and programming activity delivery costs only.

Direct Project Costs

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	NA	0	0
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total		0.0	0.0

Direct Personnel/Administrative Costs

Group salary/benefits together for each position title. PLEASE NOTE: the City does not fund direct staff costs for public facility projects.

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	Outreach Coordinator	22880	22880
2	Director of Programs	12460	12460
3	Community Education Coordinator	2317	2317
4	Director of Resource and Support	7338	7338
5	Support Programs Coordinator	686	686
6	Director of Supported Employment & Volunteer Services	2121	2121
7			
8			
9			
10			
11			
12			
Total		47802.0	47802.0

Total Column 2**0.00****Total Column 3****0.00**

Can your project still move forward if a lesser amount is recommended by the City of Aurora?

Yes

Please explain how your project will or will not move forward if it receives a lesser amount than requested.

Project will adjust service delivery according to the amount of funds granted

Subrecipient Sources of Funds

Completed - May 14 2021

Subrecipient Sources of Funds

Sources of Funds

Please list all funding sources that will be used to carry out the project. Identify funding sources specific to your CDBG-CV project only, not to the overall operations of your agency. If resources include In-Kind donations, list the value. If funds are pending, you must add the anticipated date for securing the funds and proof of the funding commitment.

NOTE: Your below sources of funds *must equal* the total project costs (non-CDBG and CDBG-CV costs) as was identified in your CDBG-CV project's budget form. Additionally, there is a 4th column that may appear hidden on your screen, so make sure to scroll right to ensure all sections are completed.

	Source	Amount or Value	Type (examples: grant, loan, in-kind, etc.)	Secured or Pending and Date
1	CDBG CV	47802	Grant	7/1/2021
2				
3				
4				
5				

6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total		47802.0		

***Note: To further demonstrate project readiness, all funding sources to complete the project MUST be secured by 7/31/2021.**

If secured funding is still pending, please upload funding commitment letter(s).

Conflict of Interest and Procurement Policies

Completed - May 13 2021

Conflict of Interest and Procurement Policies

Federal, State, and Local law prohibits employees and public officials of the City of Aurora from participating on behalf of the City in any transaction in which they have financial interest. Each applicant applying for CDBG-CV funding must complete and submit this questionnaire to determine whether the applicant, its staff, or any of the applicant's Board of Directors poses a conflict of interest.

Is any member(s) of the applicant's staff or any of the member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Board, a City Advisory Board, a City Commission, and/or a City Committee?

No

Will the CDBG-CV funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council, a City Advisory Board and/or a City Commission?

No

Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family member of a City employee, consultant, a member of the City Council, a City Advisory Board and/or a City Commission?

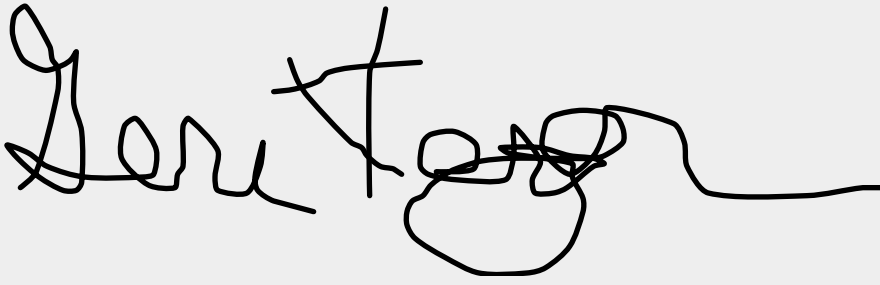
No

If you have answered "YES" to any of the questions listed in this form, the City's Legal Department and HUD will need to determine whether a real or apparent conflict of interest exists.

Name of Agency

NAMI DuPage

Signature of Authorized Signing Official/Representative

A handwritten signature in black ink on a light gray background. The signature appears to be "Geri Kerger" written in a cursive, stylized font.

Date

May 14 2021

Type Name of Authorized Signing Official / Representative

Geri Kerger

Applicant Certification and Signature Sheet

Completed - May 13 2021

Please utilize the signature template that can be found [here](#) to upload your signed signature sheet.

Certification

Filename: Certification.docx **Size:** 19.1 kB

Application: 0000000015

Jerry Ratz - jratz@hesedhouse.org

2021 City of Aurora Community Development Block Grant - Corona Virus (CDBG-CV) Application

Summary

ID: 0000000015

Last submitted: May 13 2021 12:57 PM (CDT)

City of Aurora 2021/2022 CDBG-CV Application

Completed - May 13 2021

City of Aurora 2021/2022 CDBG-CV Application

AGENCY/APPLICANT INFORMATION

Attention - If your agency has not previously been awarded Aurora CDBG-CV funds please contact Chris Ragona, Community Development Manager at cragona@aurora-il.org to schedule a meeting to discuss your proposal to determine the eligibility and requirements of the proposal.

All agencies must demonstrate that funds will be used to prevent, prepare, and respond to the COVID-19 pandemic to be considered for funding.

FEIN/EIN/Tax I.D.

36-3285644

Agency/Applicant Name

Public Action to Deliver Shelter, Inc.

Doing Business As (if applicable)

Hesed House

Background/Overview of Programs and Services Provided by the Agency.

Public Action to Deliver Shelter, Inc. (PADS) dba Hesed House began in the early 1980s when the Aurora Clergy Association noticed that people were beginning to knock on their church doors asking for food and clothing. It was decided that it was vital that the churches band together to help solve the problem. On February 23, 1983, Hesed House was opened. In addition to providing food and shelter as unconditionally as possible, volunteers and staff strive to affirm the dignity of each client, thus enabling her or him to regain self-respect and a sense of personal worth.

Hesed House serves the very poorest residents of the Aurora and surrounding areas. Clients must be homeless and include the unemployed, mentally ill, physically disabled, victims of domestic violence, the chronically homeless, veterans, displaced families, senior citizens, alcohol and substance abusers and those experiencing homelessness due to severe economic duress.

Currently, we incorporate 8 ministries in offering food, shelter, and supportive services to homeless persons each day:

- PADS Overnight Emergency Shelter provides food and shelter to 155+ homeless individuals each night;
- PADS AM provides daytime refuge and an opportunity for self-enhancement for over 100 PADS guests;
- PADS Family Shelter provides 24/7/365 family-only space for up to 57 persons, allowing children and families to live separately from the single homeless adults staying at PADS Overnight Emergency Shelter;
- The Harbor Permanent Supportive Housing provides on-site studio apartments for up to 16 chronically homeless individuals with a disabling condition (i.e. substance abuse, mental illness);
- SEEDS Case Management case managers work one-on-one with PADS guests to help find solutions to issues hindering their return to self-sufficiency;
- LIGHT-House Permanent Supportive Housing addresses the needs of chronically homeless persons by helping them find apartments and by providing them with the case management services needed to remain in the apartments;
- Carpenter's Homeless Prevention focuses on homeless prevention, working to prevent those close to becoming homeless from turning that corner; and
- LEAP Advocacy seeks justice for poor and homeless persons by addressing root causes of poverty and homelessness.

In addition, in 2010, we opened the Hesed Comprehensive Resource Center (CRC) directly across the street from our shelter programs. Besides our own case managers, there are several local service agencies - with specialized knowledge of the homeless population - that have offices at the CRC. This includes a legal clinic, a medical clinic, a mental health counselor, an addictions counselor and a children's counselor, in addition to others.

DUNS & Bradstreet Number

If your agency does not have a [DUNS](#) number, it will be required to register for one if awarded CDBG-CV funds.

147764471

Agency Mailing Address

Street Address

659 South River Street

Street Address line 2

(No response)

City

Aurora

State

IL

Zip code

60506-5551

Will proposed activity take place at a location other than the above address?

680 South River Street, Aurora, IL 60506

Does your proposed activity focus on serving residents within the City's Neighborhood Revitalization Strategy Area (NRSA)? A map of the NRSA area can be viewed [here](#).

No

Agency Website

www.hesedhouse.org

Executive Director Name

Joseph Jackson

Executive Director Email

jjackson@hesedhouse.org

CDBG-CV Application Staff Contact

Contact First Name	Jerry
Contact Last Name	Ratz
Contact Title	Director of Grants
Contact Phone Number	16308972156 ext. 526
Contact Email	jratz@hesedhouse.org

If your agency is a prior City of Aurora CDBG / CDBG-CV recipient, have project funds ever been recaptured?

Pre-2010, we were awarded funds for a window replacement project. The project was started before the contract was executed. Because the contract wasn't completed first, the funds were recaptured. We were not aware of that regulation at the time and have since have had several projects funded by Aurora CDBG.

PROJECT DETAILS

CDBG-CV Funds

Please identify the amount of CDBG-CV funds you are requesting for your project.

\$ 50000

Name of Project / Program Activity

680 CRC COVID Shelter

Does this activity prevent, prepare, or respond to the COVID-19 pandemic?

Select all that apply.

Responses Selected:

Respond

How does the activity identified in this application prevent, prepare, or respond to the COVID-19 pandemic?

Due to the pandemic and need for more space for proper social distancing of our Overnight Emergency Shelter (OES) guests (single homeless adults), we responded by opening a 3rd shelter in our 680 CRC warehouse. Because of this, we needed to hire (and/or increase hours of current part-time staff) the additional staff needed to keep this shelter open 24/7/365. This shelter provides the same services as our main OES.

CDBG-CV Project / Program Description and Service Area

Briefly describe which clients will be served through the program for which you are requesting CDBG-CV funds.

This project will serve the very poorest residents of Aurora and the surrounding area. Clients must be homeless and include the unemployed, mentally ill, , the chronically homeless, veterans, senior citizens and alcohol and substance abusers.

Population(s) Served: Check all that apply to your proposed CDBG-CV project.

Responses Selected:

Veterans

Unemployed persons/jobseekers

Other, please specify.: This project will serve homeless individuals 18 years and older.

Describe any additional client eligibility requirements. If none, type "NA".

We are unable to shelter anyone convicted of a child sex offense crime.

Eligible Activities

Mitigate or prevent homelessness

Is the proposed project or planned location of the activity in compliance with [Section 504 of the Rehabilitation Act of 1973](#), the Americans With Disabilities Act, and the Architectural Barriers Act?

Yes

Is your organization in compliance with the [State's Government and Accountability Transparency Act](#)?

Yes

Project Need

The following questions relate to your provision of supporting research/documentation as to why your proposed CDBG-CV program is needed, how this program will address the Activity/Objective that you have cited above, and how this activity can be linked back to the COVID-19 pandemic.

Why is this project needed by Aurora residents?

Describe supporting research/documentation about why the program is needed AND how this program will address the Eligible Activity/Objective that you have cited above.

Each year, more than 1,000 Aurorans need to get back into their own homes and become "unhomeless." The City of Aurora's 2020-2024 Consolidated Plan lists homelessness as a priority. At our own shelter, before the pandemic, a newly homeless person showed up at our door every 8.5 hours. We provide food, shelter and other basic essential services to Aurora's homeless population. Without us, over 500 homeless Auroran's would be living on the streets. In addition, we have case managers that work with our homeless individuals and families, addressing the issues that made them homeless in the first place. Our goal is to not only help people get off the street by providing food and shelter, but to also return them to independent living, making them contributing members of the community, rather than dependent on it.

Will your proposed CDBG-CV service/project provide either a new or improved service?

IMPROVED SERVICE: The CDBG-CV assistance will contribute to the expansion of the agency's existing service or facility which will result in "IMPROVED" access.

Does your program activity duplicate any other programs offered in the City?

No.

If **YES**, please describe efforts your agency has made to reduce the duplication and/or challenges that have impacted this effort, or describe why the program is needed in addition to other similar programs throughout the City.

If **NO**, describe how your agency works with other area agencies to reduce the duplication of services.

Hesed House has repeatedly demonstrated its willingness and capacity to network extensively with a vast array of social service groups. PADS has always been committed to providing a continuum of care to the poor and marginalized of our area. To that end, PADS involves a wide range of nonprofit organizations in its ministries. Because we are part of the Kane County Continuum of Care, we are aware of the majority of agencies in Kane County and are certain we do not duplicate any services in our area.

In July 2010, we opened our Hesed Comprehensive Resource Center (CRC) where many of the agencies we collaborate with now have offices. At the CRC, we wanted to include agencies that provided the services most needed by our clients. This included mental health (AID since pre-2010), substance abuse (Breaking Free since pre-2010), medical services (Aunt Martha's since 2014) and legal assistance (NIU Legal Clinic since 2014), amongst others.

Past Performance: Describe agency's past performance managing grant funds (please note experience with CDBG as well as other local, state, and federal grant (public/private) programs). If your agency administered CDBG grants in prior years and was monitored by the City, please provide information as to the year(s) your agency was monitored, the monitoring results, and efforts made by your organization to resolve any concerns or findings.

We have extensive successful experience in grant management. From 1991 - 2018 (when the program ended) we have received funding from HUD for our Transitional Living Community and also receive funding from them for our LIGHT-House Programs. In addition, for several years we have received funds from IDHS ESG, FEMA, Kane County CDBG, Kane County Riverboat Fund and Aurora CDBG (for at least the past 20 years - records not available before 2000). Each of these grants requires reporting and accountability for funding. In 2017 we were monitored by the City. There were a couple of concerns that were rectified and accepted by the City. In April of 2019, our 2018 SEEDS program was monitored by the City. There were no findings or concerns.

Does your agency have demonstrated community support for its proposed CDBG-CV activity?

Yes

Please describe the level of demonstrated community support. If your agency does not have community support, please explain your agency's strategy for obtaining community support.

Through the pandemic we were not allowed to have any of our regular volunteer groups onsite at our facilities, but the majority of them still supported us through food and monetary donations. Now, as we are getting closer to returning, volunteer groups are calling to find out when they can return.

In addition, we worked with the City Task Force to address the changes that will be needed as this pandemic continues, such as long-term additional shelter space in order to provide proper social distancing.

Has your agency seen increases or decreases in certain programs as a result of the COVID-19 pandemic?

Increases

What specific changes in services to the Aurora community has your organization observed and/or experienced as a result of the COVID-19 pandemic?

We have seen increases in numbers in our Family Shelter, Rapid Rehousing and Homeless Prevention programs.

We have seen a slight decrease in the number of homeless clients that are staying each night at our Overnight Emergency Shelter program. Part of that is because we have been able to house a great many people in the past few months. The other reason (we believe) is because of the eviction moratorium. Once that is lifted we expect our numbers to grow rapidly and significantly.

Due to Illinois social distancing guidelines, how does your agency plan to carry out the program being applied for to utilize CDBG-CV funds? In your response, please identify any modifications that may need to be completed or have been recently implemented at your agency to adhere to social distancing requirements.

In order to comply with social distancing guidelines, we needed to open a third shelter in our CRC warehouse. To do this we had to modify the area to create enough space to keep guests the proper distance apart.

In addition, at the shelter we require guests to wear masks, do daily temperature and symptom checks and require the use of hand sanitizer at meals and other times. We also have installed protective barriers at check points and have increased cleaning and sanitation. Guests and staff are also required to be covid tested (onsite) once each week. In addition, guests are able to get vaccinated onsite each Tuesday.

How will your agency's activities benefit Aurora during the recovery period for the remainder of the 2021 and long term recovery into 2022?

We will reduce the number of unsheltered homeless persons in Aurora. Access to a safe shelter environment that continues to practice social distancing and other methods to prevent contracting the virus, along with an on-site medical clinic, will help prevent the spread of the virus to the community. In addition, by staying at the shelter, guests have access to showers and laundry which is important for those that work in the community.

Please provide any additional information on how COVID-19 has impacted your agency and clients and how these funds will assist in recovery efforts from the COVID-19 pandemic.

We normally operate 2 emergency shelters, 1 for adult individuals and 1 for families. In order to increase distancing between clients because of the virus, we opened a third shelter in our warehouse. Setting up a third shelter was expensive and we now have another shelter where we provide 24-hour staffing, plus provide 3 meals a day for our guests since the volunteers that usually bring meals are currently not allowed on the property.

In addition, we had major unexpected costs because of COVID-19. Fortunately, many organizations, along with others (federal, state and private donors), understood the severity of this crises and helped provide the funds needed to cover the majority of these expenses. The problem we see for the future, though, is that we had to cancel all of our fundraisers last year and are still cancelling them this year. These fundraisers were responsible for at over \$500,000 worth of revenue. Looking forward, we are aware that many of our private donors and corporate partners are being negatively impacted by the virus and shut-downs, possibly reducing their giving. Your funds are vital in order to continue serving homeless clients at our emergency shelter.

PROJECT OUTCOMES, PERFORMANCE MEASURES, AND IMPACT

Program Outcomes:

Please check the box which most closely address your program's outcome.

Availability/Accessibility: This outcome relates to programs that make services, housing, infrastructure, public services, or shelter accessible or available to low and moderate income persons, including those with special needs and/or disabilities

Outcome Performance Measures:

Provide indicators to demonstrate how your project will positively affect the Aurora neighborhood, the community, and/or city residents.

Performance Indicators:

Activity Components:	680 CRC COVID staff will provide food, bathrooms, showers, laundry and safe shelter for clients not able to stay at our 659 Overnight Emergency Shelter because of occupancy limits due to social distancing requirements, thus keeping them out of encampments and off the streets of Aurora. With the addition of this shelter staff capacity, we will be able to allow our case managers to focus more fully on housing stability case management, as they won't be pulled as often to fill in some of the front-line shelter staff scheduled open slots.
Measurement reporting tools and Evaluation Process (example: a math tutoring program might assess program attendance and report card results and adjust program as needed):	Demographic and other information will be entered into the Kane County CoC HMIS SP5 database. From that, we will be able to track nights of shelter, meals served and other report items. We will evaluate the program on how many persons we serve and also the additional services (case management) they receive, including how many we are ultimately able to stably rehouse.
Achievement / end result outcome goals:	425 unduplicated Aurora residents will be served at the 680 CRC COVID shelter. Of those, 85 will find independent housing with the help of case management services.

Is the proposed service/project exclusively available to City of Aurora residents if additional clients are served outside of Aurora? *Please note: the City's CDBG-CV funds can only cover costs for City residents.*

No

If "No," please explain.

Although the majority of our clients are from Aurora, we also serve guests from southern Kane County and the surrounding area.

Please identify the estimated total number of clients to be served by your organization's proposed activity during its 2021/2022 calendar year.

City of Aurora Clients	425
Non City of Aurora Clients	325
Total Clients Served by this Activity	750

Please identify your proposed project's unit of measure.

Note - If you are planning to utilize area benefit, contact Chris Ragona at RagonaC@aurora.il.us to discuss this unit of measure.

Individuals

Indicate the number of AURORA units that are expected to benefit from your project. Please make sure to review the income guidelines provided, and please closely review the numbers you are providing to best ensure the accuracy of your expected service numbers. An income scale based on household size can be found [here](#).

Please note at least 51% of clients served must be documented as low-income for your project to qualify.

HUD also allows certain populations to be served that are considered presumed benefit. Slide 5 of this [HUD link](#) provides a list of populations where if your agency exclusively serves this population, income certifications are not required. Lastly, if you selected area benefit in the previous question, this [link](#) can assist in determining the clients to be served. All clients can be placed in the 51-80% category.

	Total Clients
A. Number of Low/Moderate Income units (Below 30% AMI):	400
B. Number of Low/Moderate Income units (Between 30% - 50% AMI):	20
C. Number of Low/Moderate Income units (Between 51%+ to 80% AMI):	5
E. Number of clients with incomes greater than 80% of AMI:	0

2021/2022 CDBG-CV FUNDING IMPACT

Organizational Resources

Describe the organizational resources to be used in managing and carrying out the proposed rehabilitation project (e.g. capacity of staff, familiarity with construction project management, procurement, impact to agency workload, etc).

Key staff for this project are:

Joe Jackson, Executive Director, received a Master's Degree in Business Administration from Aurora University. He has been with PADS for 2 years and has 11 years of management experience.

Neil McMenamin, PADS Associate Director, has a Master's Degree in Social Work from The Jane Addams School of Social Work. He has been with PADS for 22 years and has 9 years' experience as a case manager.

Carolyn Sprawka, Director of the PADS Overnight Emergency Shelter and Harbor, has been employed by PADS since October, 2018, but she has many years of experience with the organization. Carolyn has been a PADS volunteer for 32 years and was on the Board of Directors for 22 years, 20 of them as Board Chair. Previously, Carolyn was employed for 25 years at Rempe-Sharpe & Associates, Inc.

Karen Whitney, MA, is the Director of Housing and Supportive Services. Karen has a Master's Degree in Counseling Psychology and has been with PADS for over 26 years.

They are supported by Administrative and Financial staff.

Cost Reasonableness

Describe how the agency determined the project costs. What is your Agency's policy for the procurement of goods and services (i.e. proposals, bids, quotations, etc)?

When we have looked at corresponding salaries of shelter staff at other similar agencies, our wages have been very similar.

How does your agency plan to segregate CDBG-CV funds from other agency funds for purposes of identification, tracking, and reporting?

Please note: if your agency has an active CDBG-CV funded program and your agency is awarded CDBG-CV funds, they must be maintained as a separate account.

We use Quickbooks to track our funds. This allows us to segregate Aurora CDBG funds from other agency funds.

Based upon your most recent financial audit or annual financial report, were there any outcomes or findings that changed the way your organization does business?

No

SUPPORTING DOCUMENTATION UPLOAD SECTION

Letter from Agency's governing Board authorizing application for CDBG-CV funds.

[PADS Inc. Board Resolution.pdf](#)

Filename: PADS Inc. Board Resolution.pdf **Size:** 308.7 kB

2021 Board Member Roster

[PADS Inc. Board Member List.pdf](#)

Filename: PADS Inc. Board Member List.pdf **Size:** 197.6 kB

Minutes from two most recent Board meetings.

[PADS Inc. Board Minutes.pdf](#)

Filename: PADS Inc. Board Minutes.pdf **Size:** 161.0 kB

Articles of Incorporation.

[Articles of Incorporation.pdf](#)

Filename: Articles of Incorporation.pdf **Size:** 3.2 MB

Organization Bylaws.

[Bylaws.pdf](#)

Filename: Bylaws.pdf **Size:** 4.3 MB

Organizational Chart.

[PADS Inc. Organizational Chart.pdf](#)

Filename: PADS Inc. Organizational Chart.pdf **Size:** 358.6 kB

Federal Tax Exemption Determination Letter.

[PADS Inc. IRS Tax Letter 1-20-2021.pdf](#)

Filename: PADS Inc. IRS Tax Letter 1-20-2021.pdf **Size:** 595.8 kB

Proof of current System for Award Management (SAM) registration. When registering (free) or updating the Agency's [SAM](#) registration, CDBG-CV applicants must opt-in for public view.

If your agency is not registered in SAM, if awarded CDBG-CV funds, you will be required to register.

[PADS Inc. SAM Registration.pdf](#)

Filename: PADS Inc. SAM Registration.pdf **Size:** 202.5 kB

Agency's 2021 Demographic and income client information "intake" form.

[PADS Inc. Intake Form.pdf](#)

Filename: PADS Inc. Intake Form.pdf **Size:** 315.7 kB

Agency's policies/procedures for completing/using/retaining client and demographic income tracking documentation.

[PADS Inc. Intake form retention.pdf](#)

Filename: PADS Inc. Intake form retention.pdf **Size:** 51.9 kB

Duplication of Benefits Review.

The Duplication of Benefits Review template can be found [here](#). Please include any anticipated funding.

[PADS Inc Duplication of Benefits Form.pdf](#)

Filename: PADS Inc Duplication of Benefits Form.pdf **Size:** 623.5 kB

Most current Annual Financial Statement. Tax returns are not acceptable.

If your agency is not required to complete an annual audit, please upload a letter from your agency's Chief financial officer explaining why an audit is not provided.

[PADS Inc. FY20 Final Audit.pdf](#)

Filename: PADS Inc. FY20 Final Audit.pdf **Size:** 386.1 kB

If applicable, most current Single Audit. **This audit is required if your agency receives \$750,000 or more in federal funding annually.**

[PADS Inc. Single Audit.pdf](#)

Filename: PADS Inc. Single Audit.pdf **Size:** 351.2 kB

Job description(s) for CDBG-CV grant management staff person(s).

[PADS Inc. Grant Management Staff.pdf](#)

Filename: PADS Inc. Grant Management Staff.pdf **Size:** 8.3 kB

Community Amenities Projects Only (Public Facility, Infrastructure, Housing, and Neighborhood Amenities)

If you selected acquisition, construction, reconstruction, or installation of public works, facilities, or rehabilitation of buildings and improvements (including interim assistance), a cost estimate, scope of work summary and pictures must be uploaded in order for the CDBG-CV application to be considered complete.

COST ESTIMATE(S)

Estimates must be provided by either a licensed professional architect, engineer or other licensed individual. Cost estimates MUST include Davis-Bacon/Prevailing Wage Rates. Per 2 CFR Part 200, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. This includes a contractor's development of work specifications for a CDBG-CV project application. If a CDBG-CV applicant consults (or consulted) with a contractor to develop a scope of work, that contractor will be disqualified from bidding on the project. It is the agency's responsibility to ensure that the contractor is aware of these requirements prior to requesting a cost estimate.

Detailed SCOPE OF WORK from your design professional or other qualified party

Attach COLOR photos of the subject property (each side of the building) and photos that identify the proposed project. Photos must be LABELED.

CDBG-CV Subrecipient Timeline

Completed - May 13 2021

CDBG Subrecipient Timeline

CDBG-CV Subrecipient Timeline

A proposed project must clearly demonstrate its ability to be completed by June 30, 2022, regardless of start date. Please indicate target completion dates for critical steps such as preparing drawings/specs, bidding and award of contract(s), beginning and completing construction, etc. If the project is phased, include a schedule for the completion of each phase.

All activities of a proposed project are subject CDBG-CV federal regulations such as procurement. Activities that take place after the submittal of an application and before a CDBG-CV award, are ineligible for reimbursement per City guidelines. The City is unable to fund non-compliant activities. It is a subrecipient's responsibility to ensure that regulatory requirements are followed. It is strongly encouraged that subrecipients work with the City prior to proceeding with any activities. Even seemingly minor missteps can jeopardize the receipt of CDBG-CV funds for an entire project.

When submitting projects, please submit projects that are flexible on start date, but can still be completed by June 30, 2022. Projects cannot begin until the City receives HUD approval, which may or may not occur until Summer 2021. Due to HUD regulatory requirements, the City cannot fund projects that are currently underway.

	Action/Activity	Estimated Date(s) (MM/DD/YYYY)	Length of Time to Complete
1	Begin FY22 Program	07/01/2021	1 day
2	Provide Shelter to 106 clients	09/30/2021	3 months
3	Assist 21 clients to find housing	09/30/2021	3 months
4	Provide Shelter to 212 clients	12/31/2021	6 months

5	Assist 42 clients to find housing	12/31/2021	6 months
6	Provide Shelter to 318 clients	03/31/2022	9 months
7	Assist 63 clients to find housing	03/31/2022	9 months
8	Provide Shelter to 425 clients	06/30/2022	12 months
9	Assist 85 clients to find housing	06/30/2022	12 months
10	End FY22 Program	6/30/2022	1 year

Please use this optional text box to include any additional narrative regarding your anticipated timeline.

(No response)

Subrecipient Budget Form

Completed - May 13 2021

Subrecipient Budget Form

Instructions:

COLUMN 1: List the various components of your project

COLUMN 2: List the total cost (or the value if in-kind) of each project component.

COLUMN 3: List the amount of CDBG-CV funds proposed for each project component.

Please note: CDBG-CV funding will be awarded to direct project and programming activity delivery costs only.

Direct Project Costs

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	Utilities	48200	0
2	Program Supplies	18980	0
3	Program Expenses	1275	0
4	In-kind	408000	0
5	Depreciation	18000	0
6			
7			
8			
9			
10			
11			
12			
Total		494455.0	0.0

Direct Personnel/Administrative Costs

Group salary/benefits together for each position title. PLEASE NOTE: the City does not fund direct staff costs for public facility projects.

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	Program staff - Salaries/Benefits	422600	50000
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total		422600.0	50000.0

Total Column 2
494455.00

Total Column 3
0.00

Can your project still move forward if a lesser amount is recommended by the City of Aurora?

Yes

Please explain how your project will or will not move forward if it receives a lesser amount than requested.

It would be difficult, but we could move forward with this project, however, we may need to reduce funding to other programs if this one is not funded.

Subrecipient Sources of Funds

Completed - May 13 2021

Subrecipient Sources of Funds

Sources of Funds

Please list all funding sources that will be used to carry out the project. Identify funding sources specific to your CDBG-CV project only, not to the overall operations of your agency. If resources include In-Kind donations, list the value. If funds are pending, you must add the anticipated date for securing the funds and proof of the funding commitment.

NOTE: Your below sources of funds *must equal* the total project costs (non-CDBG and CDBG-CV costs) as was identified in your CDBG-CV project's budget form. Additionally, there is a 4th column that may appear hidden on your screen, so make sure to scroll right to ensure all sections are completed.

	Source	Amount or Value	Type (examples: grant, loan, in-kind, etc.)	Secured or Pending and Date
1	IDHS ETH	225877	Grant	Secured
2	CoA CDBG-CV 2	50000	Grant	Pending 7/31/2021
3	In-kind	408000	In-kind	Secured
4	Fundraising	233178	Fundraising	Secured
5				
6				
7				
8				

9				
10				
11				
12				
13				
14				
15				
Total		917055.0		

***Note: To further demonstrate project readiness, all funding sources to complete the project MUST be secured by 7/31/2021.**

If secured funding is still pending, please upload funding commitment letter(s).

[PADS Inc. Cash Match Memo.pdf](#)

Filename: PADS Inc. Cash Match Memo.pdf **Size:** 294.2 kB

Conflict of Interest and Procurement Policies

Completed - May 13 2021

Conflict of Interest and Procurement Policies

Federal, State, and Local law prohibits employees and public officials of the City of Aurora from participating on behalf of the City in any transaction in which they have financial interest. Each applicant applying for CDBG-CV funding must complete and submit this questionnaire to determine whether the applicant, its staff, or any of the applicant's Board of Directors poses a conflict of interest.

Is any member(s) of the applicant's staff or any of the member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Board, a City Advisory Board, a City Commission, and/or a City Committee?

No

Will the CDBG-CV funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council, a City Advisory Board and/or a City Commission?

No

Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family member of a City employee, consultant, a member of the City Council, a City Advisory Board and/or a City Commission?

No

If you have answered "YES" to any of the questions listed in this form, the City's Legal Department and HUD will need to determine whether a real or apparent conflict of interest exists.

Name of Agency

Public Action to Deliver Shelter, Inc.

Signature of Authorized Signing Official/Representative

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large 'N' and ending with a long horizontal stroke.

Date

May 13 2021

Type Name of Authorized Signing Official / Representative

Neil McMenamin, Associate Director

Applicant Certification and Signature Sheet

Completed - May 13 2021

Please utilize the signature template that can be found [here](#) to upload your signed signature sheet.

[PADS Inc](#)

Filename: PADS_Inc_Application_Certification.pdf **Size:** 266.9 kB

Application: 0000000016

Amy Daeschler - amyd@casakanecounty.org

2021 City of Aurora Community Development Block Grant - Corona Virus (CDBG-CV) Application

Summary

ID: 0000000016

Last submitted: May 10 2021 03:19 PM (CDT)

City of Aurora 2021/2022 CDBG-CV Application

Completed - May 10 2021

City of Aurora 2021/2022 CDBG-CV Application

AGENCY/APPLICANT INFORMATION

Attention - If your agency has not previously been awarded Aurora CDBG-CV funds please contact Chris Ragona, Community Development Manager at cragona@aurora-il.org to schedule a meeting to discuss your proposal to determine the eligibility and requirements of the proposal.

All agencies must demonstrate that funds will be used to prevent, prepare, and respond to the COVID-19 pandemic to be considered for funding.

FEIN/EIN/Tax I.D.

36-3653491

Agency/Applicant Name

CASA Kane County

Doing Business As (if applicable)

CASA Kane County

Background/Overview of Programs and Services Provided by the Agency.

The CASA movement began in the late 1970's when Superior Court Judge David Soukup knew there was not enough unbiased and adequate support involved in the representation of children in abuse/neglect court. He then brought community leaders together to discuss greater support by conceiving the help and support of community volunteers to serve as Court Appointed Special Advocates to gather life changing information about these children. The sole mission is to provide a stable presence in their lives and to ensure they are placed in a safe home where they can thrive. The CASA Kane County organization began in 1988 and the second oldest in the state next to Cook County.

We are a non-profit, 501c3 volunteer organization that serves the best interests of abused and neglected children from the age of birth through 21. Our trained and supervised community volunteers serve as a Court Appointed Special Advocate (CASA) and Guardian ad Litem (GAL) for children in court due to abuse, neglect, or private guardianship. The CASA/GAL volunteer acts as the eyes and ears of the judge to help make the best decision for a safe, caring and permanent home for each child.

DUNS & Bradstreet Number

If your agency does not have a [DUNS](#) number, it will be required to register for one if awarded CDBG-CV funds.

833218464

Agency Mailing Address

Street Address

100 S. Third Street, Suite 460

Street Address line 2

(No response)

City

Geneva

State

IL

Zip code

60134

Will proposed activity take place at a location other than the above address?

100 S. Third Street, Suite 460, Geneva, IL 60134

Does your proposed activity focus on serving residents within the City's Neighborhood Revitalization Strategy Area (NRSA)? A map of the NRSA area can be viewed [here](#).

Yes

Agency Website

www.casakanecounty.org

Executive Director Name

Gloria Kelley

Executive Director Email

gloriak@casakanecounty.org

CDBG-CV Application Staff Contact

Contact First Name	Amy
Contact Last Name	Daeschler
Contact Title	Grants & Development Manager
Contact Phone Number	6302324484
Contact Email	amyd@casakanecounty.org

If your agency is a prior City of Aurora CDBG / CDBG-CV recipient, have project funds ever been recaptured?

No

PROJECT DETAILS

CDBG-CV Funds

Please identify the amount of CDBG-CV funds you are requesting for your project.

\$ 50,000

Name of Project / Program Activity

Child Advocacy for Abused & Neglected Children in Aurora

Does this activity prevent, prepare, or respond to the COVID-19 pandemic?

Select all that apply.

Responses Selected:

Respond

How does the activity identified in this application prevent, prepare, or respond to the COVID-19 pandemic?

CASA Kane County moved to respond to the pandemic immediately and continues to make internal changes as we struggle to keep up with the increase in abuse cases brought on by the pandemic. We are serving the highest risk and most vulnerable population in society. With the impact of the pandemic over the past year and the increase of human trafficking to children in the foster care system, our new cases were up nearly 90% from 2019 to 2020 and continue to rise. The Department of Child and Family Services and the State's Attorney's Office advise that they do not anticipate the influx of cases to slow down. Of the children served by CASA Kane County, 90% are on public aid and over 40% are from the Aurora area.

It is critical that we not only maintain our current infrastructure, but we must add additional child welfare employees to manage the increased cases so that we can, recruit, interview, qualify and train more CASA volunteers.

At the beginning of the pandemic, CASA Kane County adapted its processes to ensure each child entrusted to our care continued receiving the necessary attention and services. In part, we accomplished

this objective through modification of visitation by supervisors and volunteers. We worked on having weekly contact with foster parents, caseworkers, family members, and, most importantly, the youth in care using a variety of communication platforms, from FaceTime, Skype, Google, and Zoom, to enhance our ability to connect every week. These video platforms were instrumental in allowing us to connect with children. In certain instances, we provided furniture and laptops to foster children needing to participate in E-learning.

Early on in the pandemic, our team began meeting every week to review critical cases. We acted immediately if we determined there was a child that we were unable to see or if the agency had no contact. For example, after we brought a case before the Judge to inform her neither the agency nor CASA was able to have contact with the family, the Judge granted our motion to remove the children from the parents' custody for lack of cooperation and for impeding our ability to contact the children.

As the world opens up and more eyes are on children, the number of abuse cases continue to rise. CASA must add staff and continue to recruit and train additional volunteers in order to meet the number of child victims we are currently seeing, numbers higher than at any time during the history of the organization. We currently have 51 children we are unable to provide a CASA volunteer for and are working hard to find the resources to do so. We are appointed to every child, our staff are handling caseloads far beyond ideal and almost double that of pre-covid and each are volunteering on multiple cases until we can recruit and train additional volunteers. We know that this is not sustainable and are working with community leaders like you so we can add two additional advocate supervisors, along with administrative help. The cost to the CASA organization to recruit, train, supervise, and manage a CASA volunteer and provide incidentals to the child is \$5,000 per foster child.

CDBG-CV Project / Program Description and Service Area

Briefly describe which clients will be served through the program for which you are requesting CDBG-CV funds.

CASA volunteers serve children from birth to age 21 in court due to abuse, neglect, or private guardianship. We are currently serving 226 children from Aurora. Funding will help ensure these children can heal and thrive in a safe, permanent home.

Population(s) Served: Check all that apply to your proposed CDBG-CV project.

Responses Selected:

Children (ages 0-12)

Youth (ages 13-19)

Describe any additional client eligibility requirements. If none, type "NA".

N/A

Eligible Activities

Increase youth services

Is the proposed project or planned location of the activity in compliance with [Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and the Architectural Barriers Act?](#)

Yes

Is your organization in compliance with the [State's Government and Accountability Transparency Act?](#)

Yes

Project Need

The following questions relate to your provision of supporting research/documentation as to why your proposed CDBG-CV program is needed, how this program will address the Activity/Objective that you have cited above, and how this activity can be linked back to the COVID-19 pandemic.

Why is this project needed by Aurora residents?

Describe supporting research/documentation about why the program is needed AND how this program will address the Eligible Activity/Objective that you have cited above.

The children from Aurora we serve have been through the trauma of abuse or neglect, most often from those closest to them. They have an open case in court where there are regular hearings and decisions being made that impact the child. They are scared, alone and not sure who to trust, and sometimes they are separated from their siblings, going to a new school, and surrounded by strangers. Many have never been to a doctor, dentist, or other medical professional for well-being, health or counseling—and may have other underlying issues that should be addressed. These children desperately need a consistent adult to take an interest in them and to help ensure their needs are being met.

So far since the pandemic began, 226 children's reports of abuse or neglect were indicated from Aurora alone. This is an average of five new children from Aurora each month who were removed from their homes and thrust into foster care. These children are at a very high risk of becoming statistics and are vulnerable to things such as substance abuse, teen pregnancy, homelessness, unemployment or criminal activity. They are also at risk of later abusing their own children. CASA immediately intercepts these potential issues with a caring, compassionate and trusted adult that is consistent. These children need more than just to simply survive, they need a positive role model to help them understand and believe that they are wanted, loved, and cared for--they need help staying in school, counseling and medical services, recreation and culture in their lives, and someone to take an interest in them so they are motivated to do well in school and can have some semblance of a normal childhood with good memories that they can cherish as they heal and move on to a healthier life. Research proves that CASA advocacy works. Studies reveal that children who have been assigned CASA volunteers are significantly less likely to spend time in long-term foster care. A child with a CASA volunteer is also more likely to do better in school, have better conduct, less likely to commit a crime, and more likely to find a permanent home faster. Children with a CASA have greater access to doctors, dentists and other medical and mental health professionals for ongoing well-being. The presence of a CASA volunteer improves the lives of foster children.

Will your proposed CDBG-CV service/project provide either a new or improved service?

IMPROVED SERVICE: The CDBG-CV assistance will contribute to the expansion of the agency's existing service or facility which will result in "IMPROVED" access.

Does your program activity duplicate any other programs offered in the City?

No.

If **YES**, please describe efforts your agency has made to reduce the duplication and/or challenges that have impacted this effort, or describe why the program is needed in addition to other similar programs throughout the City.

If **NO**, describe how your agency works with other area agencies to reduce the duplication of services.

CASA is the only court appointed nonprofit organization that is assigned to every child that enters into the foster care system. The organization is uniquely positioned to help bring the right resources and individuals together so the entire community is supporting the well-being of children in Kane County. The CASA program in Kane County, Illinois is highly regarded by its judiciary and is a true partner in the safety and well-being of abused and neglected children.

Past Performance: Describe agency's past performance managing grant funds (please note experience with CDBG as well as other local, state, and federal grant (public/private) programs). If your agency administered CDBG grants in prior years and was monitored by the City, please provide information as to the year(s) your agency was monitored, the monitoring results, and efforts made by your organization to resolve any concerns or findings.

The organization has been successful in the maintenance of our grant program and has not had to return funding. In addition, CASA Kane County has been partnered with the Aurora Quality of Life for over 11 years and always maintained compliance. The organization is truly grateful for the ongoing support.

Does your agency have demonstrated community support for its proposed CDBG-CV activity?

Yes

Please describe the level of demonstrated community support. If your agency does not have community support, please explain your agency's strategy for obtaining community support.

CASA/GAL volunteers deal with a myriad of issues, including trauma, domestic violence, substance abuse, teen pregnancy, and juvenile detention, among others. They encounter these issues not only with the child, but with the parents, foster parents and others involved on the case.

One of CASA Kane County's greatest strengths is its ability to be proactive—when the nature of the organization's mission is inherently reactive. CASA works closely with DCFS, the Kane County judiciary, the Kane County State's Attorney, the child's guardians and/or foster parents, siblings, teachers, medical professionals, and other individuals while helping to ensure the best interests of each child. CASA Kane County also partners and leads a Mandated Reporting Initiative with the Kane County Regional Office of Education, the Department of Children and Family Services, the Child Advocacy Center, the Family Violence Coordinating Council, the Kane County Juvenile Justice Center to bring awareness and education to Illinois State Mandated Reporters on what to do once they suspect abuse or neglect.

CASA collaborates with other social service agencies and nonprofits who provide various services needed by children served and their parents/guardians. The organization also works with a group that is providing mediation services for its families that has helped limit some of the time in court and reducing conflicts. CASA Kane County is a member of the National CASA Association and the Illinois Association of CASA and each holds an annual conference where CASA Kane County staff and volunteers have the opportunity to learn and share best practices with other CASA organizations.

Has your agency seen increases or decreases in certain programs as a result of the COVID-19 pandemic?

Increases

What specific changes in services to the Aurora community has your organization observed and/or experienced as a result of the COVID-19 pandemic?

We have provided additional education and mailings to the education providers and other mandated reporters in Aurora asking them to be on high for any signs of trouble and to intervene early with any kids exhibiting signs of hunger or abuse, especially since cases of abuse and neglect have risen dramatically since the pandemic. In response, our team continually reaches out, trying to evaluate the home situation and ensure the safety of every child in care. In addition, when we were informed that some volunteers were not comfortable making in-person visits during the pandemic, we have sworn in additional staff and prepared other staff members to be able to assist to ensure that no child falls through the cracks of the over-burdened system. At a time when most of our community faces increased pressure and stresses from adapting life to comply with COVID quarantine restrictions, staff and volunteers at CASA Kane County worked to find new and creative methods to support youth in care. It has been very difficult to find service providers that will do in person assessments so our staff continues to keep track of any resource available to share with our volunteers and families we serve. Due to our staff and volunteers, we have been able to quickly act when a child's case needs immediate intervention.

Due to Illinois social distancing guidelines, how does your agency plan to carry out the program being applied for to utilize CDBG-CV funds? In your response, please identify any modifications that may need to be completed or have been recently implemented at your agency to adhere to social distancing requirements.

We continue to all work together to modify a new normal with COVID-19, the health, safety and well-being of the children we serve, volunteers and staff are of the utmost importance. Our service delivery has been impacted by the fact that all in-person child visits had been suspended and just now as the restrictions are being lifted in person visits are slowly resuming. All other visits remain via phone, email or video conferencing. Youth who live in residential facilities are more difficult to reach, as the facilities have restricted visitors due to caution, so our volunteers are finding other ways to connect with the older youth. Any high risk children or youth—or even individuals in their families are being considered for assistance by CASA Kane County to ensure they have access to supplies, food, and medical care. In addition, we continue to make sure that each foster child has the computer access they need to be able to successfully participate in e-learning.

How will your agency's activities benefit Aurora during the recovery period for the remainder of the 2021 and long term recovery into 2022?

Our team has adjusted to these new challenges and continued to work as a cohesive courtroom to make sure that we manage all cases with the highest level of care. We continue to review reports, records, and enter agreed orders to minimize delay for these families in Aurora. This is a new reality that is not only challenging for CASA, but for many organizations across the state. There is high concern among DCFS, CASA and other child welfare agencies that further abuse will go unnoticed during this high risk time where they are shut off from those who usually have loving and watchful eyes on them. Substance abuse and mental health issues will pose great risks to children who are now left at home with potentially abusive or neglectful parents.

Please provide any additional information on how COVID-19 has impacted your agency and clients and how these funds will assist in recovery efforts from the COVID-19 pandemic.

The limitations and restrictions necessary to overcome the current health pandemic unintentionally created additional hurdles as we strive to support the most basic needs of our youth in care. CASA Kane County adapted our processes to ensure each child entrusted to our care continued receiving the necessary attention and services. In part, we accomplished this objective through modification of visitation by supervisors and volunteers. We worked on having weekly contact with foster parents, caseworkers, family members, and, most importantly, the youth in care. To complete this goal, we used a variety of communication platforms, from FaceTime, Skype, Google, and Zoom, to enhance our ability to connect every week. These video platforms were instrumental in allowing us to watch children color or read a book. Through these discussions, we opened dialogs with older youth and found-out about their E-learning struggles. In some instances, we provided furniture and laptops to children in care so that they could properly participate in E-learning and video conference with their CASA volunteer.

Likewise, our team met every week to review critical cases. We acted immediately if we determined there was a child that we were unable to see or if the agency had no contact. Recently, after we brought a case before the Judge to inform her neither the agency nor CASA was able to have contact with the family, the Judge granted our motion to remove the children from the parents' custody for lack of cooperation and for impeding our ability to contact the children. CASA has been able to act quickly to fill in gaps where DCFS and their contractors limited resources have caused delays on when children are seeing their parents and siblings. We have had to advocate in and out of the courtrooms for visitation plans so that we can make sure those are being complied with. We continue to monitor each case to ensure that children are being seeing by their parents and sibling as required. We also continue to see a lack of services available to children who need individual therapy, behavior therapy, speech, occupational or developmental therapies. In some cases, children were receiving those services through their school district however, with E-learning some of those services have diminished or become very difficult for our children to not only access but utilize.

Funding will aid in making sure that our children have been seen by their GAL or CASA staff every month. Continuing to complete termination hearings so that the adoption process can start. We will continue to move forward in the court room virtually and hopefully soon in person so that the children could be reunited with their families or find them permanency elsewhere. We know that in surrounding counties or in different programs only limited about of cases are being heard in court.

PROJECT OUTCOMES, PERFORMANCE MEASURES, AND IMPACT

Program Outcomes:

Please check the box which most closely address your program's outcome.

Sustainability: This outcome relates to programs that improve communities and promote viability, such as removing slums and blight, or other services that sustain communities.

Outcome Performance Measures:

Provide indicators to demonstrate how your project will positively affect the Aurora neighborhood, the community, and/or city residents.

Performance Indicators:

Activity Components:	Our CASA/GAL volunteers visit with the child and talk to the parents, foster parents, teachers and other educational providers, medical professionals before preparing objective reports that are submitted to the Judge before every court hearing. These reports help him make the most difficult decisions regarding the child's placement and future home and services needed.
Measurement reporting tools and Evaluation Process (example: a math tutoring program might assess program attendance and report card results and adjust program as needed):	<p>We utilize Optima, a web-based volunteer and case-management software that provides a checks and balances in both our management of cases and child observations. This consists of all child visits, reports to the Judge, educational plans for children and CASA volunteers along with all other case management and planning.</p> <p>In order for the Judge to make the best possible decisions in court, the Juvenile Court judges have found CASA/GAL volunteers to be invaluable in providing them with information and recommendations. We measure this by tracking</p>

how often the CASA recommendations are implemented by the court, which has been consistently near 99% of the time.

Additionally, CASA Kane County sets additional criterion for success in an established outcome measurement system that are calculated and analyzed quarterly via an Excel spreadsheet and the Optima software, a program designed specifically for CASA programs. We track to ensure the consistency of the volunteer placement with the child, as well as the consistency of the actual placement. CASA Kane County has the expertise and experience needed to reduce the risk of mental illness and the prevention of future community problems as these children age into adults. Finally, CASA's outcomes and program statistics/trends are reviewed monthly by staff and the Board of Directors to ensure goals are being met and potential improvement opportunities occur. Information is tracked by volunteer and staff entry, goals are measured and outcomes are calculated quarterly. All active CASA/GAL's are also evaluated annually by their staff Advocate Supervisor. In addition, CASA regularly distributes surveys to its volunteers requesting their feedback on programmatic issues and takes the time to analyze and discuss for continuing program improvement. For example the stability of having a CASA/GAL volunteer compared to a case worker, the placements during the case being open and the goal of a return home to either parents if they are able to become better parents or to another form of permanency to adoption or guardianship.

Achievement / end result outcome goals:

CASA's goal is that all children served in Aurora will remain with the same CASA/GAL Volunteer throughout the case and that all children served in Aurora will achieve permanency through return home, adoption, independence and/or guardianship into a safe home where there will be no recurrence of abuse or neglect.

We invite you to watch the short video at <https://www.youtube.com/watch?>

[v=AqU4KwgHWCA&t=107s](#) which features two foster youth telling their story of the lasting impact CASA had on their lives.

Is the proposed service/project exclusively available to City of Aurora residents if additional clients are served outside of Aurora? *Please note: the City's CDBG-CV funds can only cover costs for City residents.*

Yes

If "No," please explain.

(No response)

Please identify the estimated total number of clients to be served by your organization's proposed activity during its 2021/2022 calendar year.

City of Aurora Clients	238
Non City of Aurora Clients	354
Total Clients Served by this Activity	592

Please identify your proposed project's unit of measure.

Note - If you are planning to utilize area benefit, contact Chris Ragona at RagonaC@aurora.il.us to discuss this unit of measure.

Individuals

Indicate the number of AURORA units that are expected to benefit from your project. Please make sure to review the income guidelines provided, and please closely review the numbers you are providing to best ensure the accuracy of your expected service numbers. An income scale based on household size can be found [here](#).

Please note at least 51% of clients served must be documented as low-income for your project to qualify.

HUD also allows certain populations to be served that are considered presumed benefit. Slide 5 of this [HUD link](#) provides a list of populations where if your agency exclusively serves this population, income certifications are not required. Lastly, if you selected area benefit in the previous question, this [link](#) can assist in determining the clients to be served. All clients can be placed in the 51-80% category.

	Total Clients
A. Number of Low/Moderate Income units (Below 30% AMI):	204
B. Number of Low/Moderate Income units (Between 30% - 50% AMI):	8
C. Number of Low/Moderate Income units (Between 51%+ to 80% AMI):	8
E. Number of clients with incomes greater than 80% of AMI:	6

2021/2022 CDBG-CV FUNDING IMPACT

Organizational Resources

Describe the organizational resources to be used in managing and carrying out the proposed rehabilitation project (e.g. capacity of staff, familiarity with construction project management, procurement, impact to agency workload, etc).

CASA relies heavily on its two staff attorneys who are in court on every hearing with the volunteers. The Juvenile Court Act requires that a Guardian Ad Litem (“GAL”) be appointed to each case. Unless the GAL is an attorney, the law requires an attorney represent the non-lawyer individual, i.e., the CASA volunteer, in court. The attorneys also represent the Volunteers in DCFS hearings. They review reports to ensure each document contains the appropriate information and relevant evidence supporting the Volunteer’s recommendation. The attorneys provide guidance to address any gaps in services or needs of the children in care without waiting for a scheduled court hearing. Staff attorneys also confirm CASA complies with all statutory requirements, such as in-person contact. Our attorneys react immediately with staff and volunteers to resolve any challenges should any issues with statutory compliance occur. Attorneys file pleadings to expedite matters such as placement concerns and termination of parental rights to limit the total amount of time children spend in foster care. Without staff attorneys, foster children bared the brunt of a slower resolution to his or her case. One benefit of having in-house staff attorneys involves preparing volunteers and staff for testimony in trials. In short, our attorneys augment the advocacy team to strengthen the Volunteer’s voice by providing immediate legal and case management advice to staff and volunteers.

Cost Reasonableness

Describe how the agency determined the project costs. What is your Agency's policy for the procurement of goods and services (i.e. proposals, bids, quotations, etc)?

We serve nearly 570 children annually and it costs the organization \$5,000 a year in fixed costs to provide our advocacy, volunteer recruitment, compliance, marketing, and legal services, along with incidentals for each foster child. In addition, as a 501c3 organization our operational standards with insurance, compliance requirements and quality assurance must adhere at the most heightened. Lastly, every dollar we receive provides direct program needs. The hours contributed from the CASA volunteers (15,000) would equate to almost eight full-time employees along with additional costs to our annual budget and per child cost.

How does your agency plan to segregate CDBG-CV funds from other agency funds for purposes of identification, tracking, and reporting?

Please note: if your agency has an active CDBG-CV funded program and your agency is awarded CDBG-CV funds, they must be maintained as a separate account.

There is one staff member dedicated to the day-to-day accounts payable and receivable via entry into Quick Books. All donations are entered into the Donor Perfect database and then exported into the Quick Books accounting program on a monthly basis. We will also have timesheets dedicated to the funded staff member(s) that will be used to document their time when working with the children we serve from Aurora.

Based upon your most recent financial audit or annual financial report, were there any outcomes or findings that changed the way your organization does business?

No

SUPPORTING DOCUMENTATION UPLOAD SECTION

Letter from Agency's governing Board authorizing application for CDBG-CV funds.

[Board Ltr.pdf](#)

Filename: Board Ltr.pdf **Size:** 77.2 kB

2021 Board Member Roster

[BOD CAP Affiliation List CURRENT.pdf](#)

Filename: BOD CAP Affiliation List CURRENT.pdf **Size:** 121.2 kB

Minutes from two most recent Board meetings.

[BOD Min. 01-13-21.docx](#)

Filename: BOD Min. 01-13-21.docx **Size:** 72.8 kB

[BOD Min. 03-10-21.doc](#)

Filename: BOD Min. 03-10-21.doc **Size:** 152.6 kB

Articles of Incorporation.

[Articles of Incorporation.pdf](#)

Filename: Articles of Incorporation.pdf **Size:** 188.0 kB

Organization Bylaws.

[CASA Bylaws - Revised January 2019 CURRENT \(signed 03-13-19\).pdf](#)

Filename: CASA Bylaws - Revised January 2019 CURRENT (signed 03-13-19).pdf **Size:** 1.2 MB

Organizational Chart.

[CASA Org Chart.pdf](#)

Filename: CASA Org Chart.pdf **Size:** 28.3 kB

Federal Tax Exemption Determination Letter.

[CASA Audited Financial Statements 2019 \(Final\).pdf](#)

Filename: CASA Audited Financial Statements 2019 (Final).pdf **Size:** 344.5 kB

Proof of current System for Award Management (SAM) registration. When registering (free) or updating the Agency's [SAM](#) registration, CDBG-CV applicants must opt-in for public view.

If your agency is not registered in SAM, if awarded CDBG-CV funds, you will be required to register.

[SAMS Registration.pdf](#)

Filename: SAMS Registration.pdf **Size:** 82.8 kB

Agency's 2021 Demographic and income client information "intake" form.

[Intake Form.pdf](#)

Filename: Intake Form.pdf **Size:** 317.9 kB

Agency's policies/procedures for completing/using/retaining client and demographic income tracking documentation.

[Optima Case Management.pdf](#)

Filename: Optima Case Management.pdf **Size:** 209.8 kB

Duplication of Benefits Review.

The Duplication of Benefits Review template can be found [here](#). Please include any anticipated funding.

[Duplication of Benefits.pdf](#)

Filename: Duplication of Benefits.pdf **Size:** 147.1 kB

Most current Annual Financial Statement. Tax returns are not acceptable.

If your agency is not required to complete an annual audit, please upload a letter from your agency's Chief financial officer explaining why an audit is not provided.

[CASA Audited Financial Statements 2019 \(Final\).pdf](#)

Filename: CASA Audited Financial Statements 2019 (Final).pdf **Size:** 344.5 kB

If applicable, most current Single Audit. This audit is required if your agency receives \$750,000 or more in federal funding annually.

Job description(s) for CDBG-CV grant management staff person(s).

[Director of Case Mgmt.pdf](#)

Filename: Director of Case Mgmt.pdf **Size:** 598.6 kB

[CASA GAL Attorney.pdf](#)

Filename: CASA GAL Attorney.pdf **Size:** 422.4 kB

Community Amenities Projects Only (Public Facility, Infrastructure, Housing, and Neighborhood Amenities)

If you selected acquisition, construction, reconstruction, or installation of public works, facilities, or rehabilitation of buildings and improvements (including interim assistance), a cost estimate, scope of work summary and pictures must be uploaded in order for the CDBG-CV application to be considered complete.

COST ESTIMATE(S)

Estimates must be provided by either a licensed professional architect, engineer or other licensed individual. Cost estimates MUST include Davis-Bacon/Prevailing Wage Rates. Per 2 CFR Part 200, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. This includes a contractor's development of work specifications for a CDBG-CV project application. If a CDBG-CV applicant consults (or consulted) with a contractor to develop a scope of work, that contractor will be disqualified from bidding on the project. It is the agency's responsibility to ensure that the contractor is aware of these requirements prior to requesting a cost estimate.

Detailed SCOPE OF WORK from your design professional or other qualified party

Attach COLOR photos of the subject property (each side of the building) and photos that identify the proposed project. Photos must be LABELED.

CDBG-CV Subrecipient Timeline

Completed - May 10 2021

CDBG Subrecipient Timeline

CDBG-CV Subrecipient Timeline

A proposed project must clearly demonstrate its ability to be completed by June 30, 2022, regardless of start date. Please indicate target completion dates for critical steps such as preparing drawings/specs, bidding and award of contract(s), beginning and completing construction, etc. If the project is phased, include a schedule for the completion of each phase.

All activities of a proposed project are subject CDBG-CV federal regulations such as procurement. Activities that take place after the submittal of an application and before a CDBG-CV award, are ineligible for reimbursement per City guidelines. The City is unable to fund non-compliant activities. It is a subrecipient's responsibility to ensure that regulatory requirements are followed. It is strongly encouraged that subrecipients work with the City prior to proceeding with any activities. Even seemingly minor missteps can jeopardize the receipt of CDBG-CV funds for an entire project.

When submitting projects, please submit projects that are flexible on start date, but can still be completed by June 30, 2022. Projects cannot begin until the City receives HUD approval, which may or may not occur until Summer 2021. Due to HUD regulatory requirements, the City cannot fund projects that are currently underway.

	Action/Activity	Estimated Date(s) (MM/DD/YYYY)	Length of Time to Complete
1	Child Advocacy	07/1/2021	6 months
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please use this optional text box to include any additional narrative regarding your anticipated timeline.

This is an ongoing project. The goal of the organization is to ensure the best interests of the children, so they can be placed in a safe and permanent home in the quickest amount of time—free from future abuse in an environment that will allow the child to thrive.

Subrecipient Budget Form

Completed - May 10 2021

Subrecipient Budget Form

Instructions:

COLUMN 1: List the various components of your project

COLUMN 2: List the total cost (or the value if in-kind) of each project component.

COLUMN 3: List the amount of CDBG-CV funds proposed for each project component.

Please note: CDBG-CV funding will be awarded to direct project and programming activity delivery costs only.

Direct Project Costs

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	Director of Case Management GAL Attorney	101512.00	25000.00
2	CASA GAL Attorney	89301.00	25000.00
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total		190813.0	50000.0

Direct Personnel/Administrative Costs

Group salary/benefits together for each position title. PLEASE NOTE: the City does not fund direct staff costs for public facility projects.

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	N/A	0	0
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total		0.0	0.0

Total Column 2
190813.00

Total Column 3
50000.00

Can your project still move forward if a lesser amount is recommended by the City of Aurora?

Yes

Please explain how your project will or will not move forward if it receives a lesser amount than requested.

CASA Kane County has made strides over the years to help ensure organizational sustainability well into the future for this program. The CASA leadership, Executive Director and development team will work closely with our current and existing supporters to ensure we can meet the needs of children coming into court and needing a CASA/GAL (Guardian ad Litem) to ensure they do not fall through the cracks of the system.

Subrecipient Sources of Funds

Completed - May 10 2021

Subrecipient Sources of Funds

Sources of Funds

Please list all funding sources that will be used to carry out the project. Identify funding sources specific to your CDBG-CV project only, not to the overall operations of your agency. If resources include In-Kind donations, list the value. If funds are pending, you must add the anticipated date for securing the funds and proof of the funding commitment.

NOTE: Your below sources of funds *must equal* the total project costs (non-CDBG and CDBG-CV costs) as was identified in your CDBG-CV project's budget form. Additionally, there is a 4th column that may appear hidden on your screen, so make sure to scroll right to ensure all sections are completed.

	Source	Amount or Value	Type (examples: grant, loan, in-kind, etc.)	Secured or Pending and Date
1	CDBG-CV	50000.00	grant	Pending
2	Annual Golf for a Child Invitational	140813.00	donations	Secured 8/20
3				
4				
5				

6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total		190813.0		

***Note: To further demonstrate project readiness, all funding sources to complete the project MUST be secured by 7/31/2021.**

If secured funding is still pending, please upload funding commitment letter(s).

Conflict of Interest and Procurement Policies

Completed - May 10 2021

Conflict of Interest and Procurement Policies

Federal, State, and Local law prohibits employees and public officials of the City of Aurora from participating on behalf of the City in any transaction in which they have financial interest. Each applicant applying for CDBG-CV funding must complete and submit this questionnaire to determine whether the applicant, its staff, or any of the applicant's Board of Directors poses a conflict of interest.

Is any member(s) of the applicant's staff or any of the member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Board, a City Advisory Board, a City Commission, and/or a City Committee?

No

Will the CDBG-CV funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council, a City Advisory Board and/or a City Commission?

No

Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family member of a City employee, consultant, a member of the City Council, a City Advisory Board and/or a City Commission?


No

If you have answered "YES" to any of the questions listed in this form, the City's Legal Department and HUD will need to determine whether a real or apparent conflict of interest exists.

Name of Agency

CASA Kane County

Signature of Authorized Signing Official/Representative

A handwritten signature in black ink on a light gray background. The signature starts with a large, stylized 'A' followed by a long, sweeping horizontal line that ends with a small upward hook.

Date

May 10 2021

Type Name of Authorized Signing Official / Representative

Amy Daeschler, Grant & Development Manager

Applicant Certification and Signature Sheet

Completed - May 10 2021

Please utilize the signature template that can be found [here](#) to upload your signed signature sheet.

[Applicant Certification](#)

Filename: Applicant_Certification.pdf **Size:** 37.4 kB

Application: 0000000024

Northern Illinois Food Bank

2021 City of Aurora Community Development Block Grant - Corona Virus (CDBG-CV) Application

Summary

ID: 0000000024

Last submitted: May 14 2021 07:51 PM (CDT)

City of Aurora 2021/2022 CDBG-CV Application

Completed - May 14 2021

City of Aurora 2021/2022 CDBG-CV Application

AGENCY/APPLICANT INFORMATION

Attention - If your agency has not previously been awarded Aurora CDBG-CV funds please contact Chris Ragona, Community Development Manager at cragona@aurora-il.org to schedule a meeting to discuss your proposal to determine the eligibility and requirements of the proposal.

All agencies must demonstrate that funds will be used to prevent, prepare, and respond to the COVID-19 pandemic to be considered for funding.

FEIN/EIN/Tax I.D.

36-3203648

Agency/Applicant Name

Northern Illinois Food Bank

Doing Business As (if applicable)

Northern Illinois Food Bank

Background/Overview of Programs and Services Provided by the Agency.

Northern Illinois Food Bank's mission is to provide nutritious food and resources for our neighbors, with dignity, equity and convenience through partnerships and innovation with a vision of everyone in Northern Illinois having the food they need to thrive. Over the past 38 years we have built a strong and intricate network of partners working together to serve a persistent need for food assistance across our 13-county service area. Feeding America reports that due to the economic impact of the COVID-19 pandemic the number of food insecure residents in our 13 counties is 344,270 (8%), a 21% increase from pre-COVID. The number of food-insecure children is estimated at 102,840 (10%), a 28% increase compared to pre-COVID. With the collaboration of more than 900 network members, Northern Illinois Food Bank provides nutritious meals for more than 500,000 hungry neighbors every year and distributed 80.3 million meals in FY20. From July 2020 to March 2021 we have distributed 79 million meals, a 40% increase over the same period last year.

Of the food we distributed in FY20, 68% was donated by manufacturers and retailers; 23% was acquired through federal commodities and 9% we purchased. During FY21, the Food Bank is managing additional federal food through the USDA Farmers to Families Food Box Program, established to address COVID-19 related supply chain disruptions. Our financial contributors provide resources to enable us to pick up donated food, deliver to our network members, purchase core staples and highly nutritious foods, and maintain the level of service our members require to serve our hungry neighbors well. With our 27 board members, 144 employees and 22,000 volunteers, who donate more than 10,000 hours each month to sort and pack food, and assist with office tasks, we continue to work together towards our vision that everyone in Northern Illinois can have the food they need to thrive.

Our headquarters is located at our West Suburban Center in Geneva, a LEED Gold building, where we continue to divert any food waste for composting and have replaced all interior and exterior lighting with energy saving LED bulbs. West Suburban Center, North Suburban Center in Park City, Northwest Center in Rockford and South Suburban Center in Joliet all have Superior ratings from AIB for safe food handling and storage and serve as pick up locations for our member agencies as well as providing volunteer opportunities for individuals, corporate and community groups. (www.solvehungertoday.org/volunteer)

Our neighbors continue to make hard choices between paying for food and paying for utilities, medicine, rent or transportation. Many have been suddenly faced with job loss or reduced hours due to the impact of the pandemic and now, more than ever, families are relying on our feeding network for food assistance. By providing food assistance to our neighbors at no charge, they are able to use their already limited budgets for other critical expenses, and thus relieve some of the burden they are faced with. Our primary program is the acquisition of food from generous manufacturers and retailers that we distribute through our network of local food assistance sites. About half of our donated food comes from more than 450 local retail stores, where the Food Bank or one of our members picks up food several times a week, recovering an average of three million pounds each month. Much of this food includes fresh fruit and vegetables and lean meats that are approaching their sell-by date, nutritious food rescued for our neighbors that would otherwise go to waste. Twenty-seven food bank drivers cover over 50,000 miles each month to pick up donations and deliver food to member agencies.

Network members have access to our online shopping list Agency Express where they can browse the food bank's inventory in real time and place their order online, paying a shared maintenance fee averaging six cents a pound. The food bank warehouse staff fills orders and our transportation team delivers food to members' sites. Member agencies currently handle 86% of the food distributed within our service area with Food Bank

programs accounting for the rest. We offer training and networking to help our member agencies build capacity and improve their food distribution programs and have been able to help several members with acquisition of trucks, freezers, coolers and shelving through recent capacity building grants.

Ensuring that children have access to nutritious food is a priority for the Food Bank. Children in low-income households are eligible for free or reduced price meals on school days, however the hybrid in-person and remote learning adopted by most schools this past year has limited access to regular meals for some children. A USDA waiver has enabled us to provide "grab and go" meals for children to pick up and take home, but this presents challenges for some families and the number of meals we are distributing has decreased. As we navigate an ever-changing landscape of school attendance, the Food Bank will continue to work closely with all our school and youth site partners to reach as many children as possible with nutritious meals and groceries.

Seniors have been impacted by the pandemic because of their high risk of COVID-19 and consequent isolation with closure of congregate dining sites that many had depended on for nutritious meals. Our

Senior Grocery Program delivers 1,500 boxes of shelf-stable foods selected with seniors dietary need in mind (whole grains, protein, low-sodium soups and vegetables etc.) each week to seniors in subsidized housing and those living independently through member food pantries. Knowing the need for seniors to have access to fresh produce, we are now adding a bag of fruits and vegetables to these deliveries.

At our Northwest Center in Rockford, our food-bank run food pantry, Winnebago Community Market (WCM) supplements the food provided by our member agencies. In March 2020, the WCM transitioned to a drive-through distribution model to accommodate social distancing and keep staff volunteers and neighbors safe. We are serving an average of 1,300 households weekly. WCM is working to return to client choice, but will continue drive-through distribution as an option to reach neighbors who are more comfortable with a more anonymous experience or for whom mobility is a challenge for shopping in the market.

Our three Mobile Pantry Trucks make 18 visits weekly to deliver meat, produce, bread, and non-perishables directly to neighbors in need in areas under-served by traditional pantries, serving up to 250 families at each distribution. Pop-Up Markets were developed in the spring of 2020 to help support the increased need in our communities due to the COVID-19 crisis. More than 1,000 families are provided with nutritious groceries at each distribution. In November and December, our Holiday Meal Box Program provided 49,000 boxes containing ingredients for a family meal for eight people, including a turkey, vegetables, and dessert, so our neighbors can celebrate the holidays with a special meal.

To address the intersection of health and nutrition, the Food Bank is proud that 65% of the food we distribute is classified under Feeding America's Foods to Encourage and includes fresh fruits and vegetables, whole grains, low-fat dairy and lean protein. Our Milk2MyPlate program delivers more than 14,000 gallons of fresh 1% milk each month directly to 60 member agencies, providing a vital source of calcium. In collaboration with six healthcare organizations the Rx Mobile Pantry Program supports patients screened as food-insecure at hospital locations, distributing fresh produce, meat, milk and eggs to help recipients maintain a healthy diet.

SNAP Outreach staff help low-income families' access federal benefits for food through the Supplemental Nutrition Assistance Program (SNAP, formerly the Food Stamp Program) by providing information and assisting with applications. Their in-person response to hotline calls is much appreciated by neighbors trying to navigate the system.

Our innovative My Pantry Express Program offers on-line shopping with convenient pick up locations and times for people that are not using the current charitable food system. In FY20, more than 20,000 orders

were placed providing 826,000 meals to our neighbors in need. After several months of distributing pre-packed boxes we have been able to return to offering customers choice of 25-30 items.

We are a financially healthy organization with more than six months of operating reserves and 97% of our resources continue to go to our programs. We also enjoy a Platinum Seal of Transparency from Guidestar and the endorsement of the Better Business Bureau. With the support of food and fund donors, volunteers, and community partners, we are proud to continue ensuring our neighbors have the food they need to thrive.

DUNS & Bradstreet Number

If your agency does not have a [DUNS](#) number, it will be required to register for one if awarded CDBG-CV funds.

108716408

Agency Mailing Address

Street Address

273 Dearborn Court

Street Address line 2

(No response)

City

Geneva

State

IL

Zip code

60134

Will proposed activity take place at a location other than the above address?

Ray Moses Dr, Aurora, IL 60505

Does your proposed activity focus on serving residents within the City's Neighborhood Revitalization Strategy Area (NRSA)? A map of the NRSA area can be viewed [here](#).

Yes

Agency Website

www.solvehungertoday.org

Executive Director Name

Julie Yurko

Executive Director Email

jyurko@northernilfoodbank.org

CDBG-CV Application Staff Contact

Contact First Name	Jeannine
Contact Last Name	Kannegiesser
Contact Title	Director of Corporate and Foundation Giving
Contact Phone Number	630-443-6910
Contact Email	jkannegiesser@northernilfoodbank.org

If your agency is a prior City of Aurora CDBG / CDBG-CV recipient, have project funds ever been recaptured?

No

PROJECT DETAILS

CDBG-CV Funds

Please identify the amount of CDBG-CV funds you are requesting for your project.

\$ 40000

Name of Project / Program Activity

Pop Up Markets at Phillips Park

Does this activity prevent, prepare, or respond to the COVID-19 pandemic?

Select all that apply.

Responses Selected:

Respond

How does the activity identified in this application prevent, prepare, or respond to the COVID-19 pandemic?

Pop Up Markets at Phillips park provide nutritious food to neighbors who are experiencing food insecurity during the COVID-19 pandemic. Feeding America's most recent projections about food insecurity rates for Kane County, IL indicate that 8% of county residents and 10% of children will experience food insecurity in 2021. This is (respectively) 20% and 25% higher than pre-COVID-19. We know that Aurora experienced a spike in food insecurity in the early months of the pandemic, which was reflected in increased demand with area food pantries and high utilization of Food Bank direct distribution programs. While we are seeing some signs of recovery this spring, which is hopeful, the Food Bank anticipates that we will be serving increased need over the next two years, based on current projections and our experience with the recovery after the start of the previous recession. Our goal is to provide enough food to meet at least 75% of the meal gap in every community we serve and to reach all of our neighbors who are experiencing food insecurity.

From May 2020 through May 2021, the Food Bank had access to abundant additional food through the Coronavirus Farm Assistance Program, which provided high quality fresh produce, dairy, and protein products. These pre-packed boxes were ideal for distribution at drive-through events, like our Pop Ups. As this program phases out and we continue to respond to elevated needs, we are making plans for additional purchased food. Funding from the CDBG-CV program will help us to purchase food that is suited to the drive-through distribution in Aurora, sustaining this important aspect of our COVID-19 pandemic response and ensuring that Aurora households have access to enough food to thrive.

CDBG-CV Project / Program Description and Service Area

Briefly describe which clients will be served through the program for which you are requesting CDBG-CV funds.

Food insecure residents of Aurora, IL.

Population(s) Served: Check all that apply to your proposed CDBG-CV project.

Responses Selected:

LMI individuals and/or families

LMI Neighborhoods

Other, please specify.: Food insecure residents of Aurora

Describe any additional client eligibility requirements. If none, type "NA".

The Food Bank currently asks only for zip code and number of household members for those receiving food. Philips Park's block group and most of the surrounding block groups in Aurora are 51%+ LMI based on the latest census data. The Food Bank has service outlets across our 13 counties and anticipates that the majority of Philips Park Pop Up food recipients will be LMI residents of Aurora, IL, because this is the convenient place to access food for those who live within just a few miles of the distribution.

Residents who are able to receive food at no charge can direct limited household resources towards meeting other basic needs, including paying rent/mortgage/utility expenses, transportation, healthcare.

Eligible Activities

Provide equipment, supplies, and materials necessary to carry-out a public service not previously mentioned in other activities above

Is the proposed project or planned location of the activity in compliance with [Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and the Architectural Barriers Act?](#)

Yes

Is your organization in compliance with the [State's Government and Accountability Transparency Act?](#)

Yes

Project Need

The following questions relate to your provision of supporting research/documentation as to why your proposed CDBG-CV program is needed, how this program will address the Activity/Objective that you have cited above, and how this activity can be linked back to the COVID-19 pandemic.

Why is this project needed by Aurora residents?

Describe supporting research/documentation about why the program is needed AND how this program will address the Eligible Activity/Objective that you have cited above.

Pop Up Markets have proven a successful strategy for supplementing food assistance resources during a time when significantly more people are experiencing food insecurity due to the pandemic and COVID-19 public health recommendations still require social distancing practices to be in place. Feeding America's latest projections for food insecurity indicate that Kane County rates will remain elevated about 20% over pre-COVID. The Food Bank has seen Aurora residents facing food insecurity respond positively to the Pop Up Markets we have offered over the past several months, with as many as 1,200 households served at each event. The events provide nutritious food and the opportunity to share information about other resources, with which neighbors may be unfamiliar, including SNAP enrollment assistance, local food pantry locations, and the availability of other community services.

Will your proposed CDBG-CV service/project provide either a new or improved service?

IMPROVED SERVICE: The CDBG-CV assistance will contribute to the expansion of the agency's existing service or facility which will result in "IMPROVED" access.

Does your program activity duplicate any other programs offered in the City?

No.

If **YES**, please describe efforts your agency has made to reduce the duplication and/or challenges that have impacted this effort, or describe why the program is needed in addition to other similar programs throughout the City.

If **NO**, describe how your agency works with other area agencies to reduce the duplication of services.

Northern Illinois Food Bank works closely with the agency network to understand the landscape of local need and is the main supplier for area member food pantries, including Marie Wilkinson and Aurora Interfaith, which serve Aurora.

While the majority of food we provide reaches those in need through the food pantry network, we know that some neighbors may feel more comfortable coming to a drive-through distribution, like the Pop Up, which offers drive-through convenience and perhaps a more anonymous experience of receiving help, or may find the timing of this distribution more convenient than the open pantry hours. The Pop Ups have been planned in collaboration with local food pantries.

While the need in our communities is elevated due to COVID-19, we are offering additional direct distribution of food, which complements the food pantry network. Food is a renewable need and the Food Bank and our network work together to provide regular access to enough meals to meet the meal gap.

Our annual assessment of meal distribution measures our overall distribution by census tract compared to the local "meal gap" to ensure that we are meeting at least 75% of the need in every community. For Kane County, in the first ten months of FY2021, we have provided 11M meals and we are committed to providing enough food to meet the meal gap, which continues to be elevated due to COVID-19.

Past Performance: Describe agency's past performance managing grant funds (please note experience with CDBG as well as other local, state, and federal grant (public/private) programs). If your agency administered CDBG grants in prior years and was monitored by the City, please provide information as to the year(s) your agency was monitored, the monitoring results, and efforts made by your organization to resolve any concerns or findings.

Northern Illinois Food Bank has significant experience managing grant funds during our 38 years serving Northern Illinois. In FY2020, the Food Bank's revenue included \$4.8M in government funding, \$4.4M from corporations, \$2.7M from foundations, and \$2.8M from churches/organizations. The Food Bank last had

CDBG Aurora funding in 2012 and there were no concerns or findings during the monitoring.

The following is a sampling of government grants the Food Bank has handled over the past year:

USDA Summer Food Service Program - administered in IL by Illinois State Board of Education

USDA Child and Adult Care Food Program - administered by Illinois State Board of Education

The Emergency Food Assistance Program - administered by IL Department of Human Services (IDHS)

IDHS CURES

We received and managed a special Governors Poverty Alleviation Grant for purchase of food made available to member agencies with no shared maintenance fees, refrigerated trailers, equipment, supplies and Mobile Pantries.

USDA SNAP - Food Bank provides SNAP enrollment assistance and information through a SNAP hotline

Emergency Food and Shelter Program (EFSP) Phase 37, Phase CARES, and Phase 38

The Food Bank applied for and received a PPP loan.

Temporary Assistance for Needy Families (TANF)

Community Services Block Grants

CSBG DuPage

Community Development Block Grants

CDBG Lake

CDBG North Chicago

CDBG Waukegan

CDBG McHenry

CARES Funding

DuPage

Kane

Lake

Will

Does your agency have demonstrated community support for its proposed CDBG-CV activity?

Yes

Please describe the level of demonstrated community support. If your agency does not have community support, please explain your agency's strategy for obtaining community support.

Northern Illinois Food Bank works with more than 900 member agencies and feeding sites to accomplish our mission to provide nutritious food and resources for our neighbors, with dignity, equity and convenience, through partnerships and innovation. In Aurora, the Pop Up Markets have been sustained through a strong partnership with the City of Aurora Community Development and Special Events teams. The program has enjoyed support from the local police department and community volunteers. The Food Bank has had the benefit of funding support from local foundations and organizations for our operations and for these events specifically. The local food pantries - Marie Wilkinson Food Pantry and Aurora Interfaith Food Pantry - have been involved with the planning for these events and others to serve the additional need within Aurora. We will leverage this support to ensure the continued safety and success for Pop Up Markets in Aurora.

The Pop Up Markets have garnered significant media attention highlighting the impact of this partnership between the Food Bank and the City of Aurora. For example:

<https://www.chicagotribune.com/suburbs/aurora-beacon-news/ct-abn-aurora-pantry-pop-up-st-0330-20210329-qvlubsxuqjgw3mfloem6v62avm-story.html>

Has your agency seen increases or decreases in certain programs as a result of the COVID-19 pandemic?

Increases

What specific changes in services to the Aurora community has your organization observed and/or experienced as a result of the COVID-19 pandemic?

The Food Bank learned from our network members in Aurora about significant increases in pantry visits during the initial months of COVID-19, when the most stringent shelter in place orders were implemented and many businesses closed temporarily. People who already faced food insecurity and those who were barely getting by without help were also the most likely to be laid off, have hours reduced, or worked in essential roles that put them at increased health risk as they continued to work through the pandemic. School closures transferred the daytime supervision of children away from public institutions and back to families, causing some parents, particularly women, to leave the workforce to be present for children who are e-learning. While there is some progress and we can celebrate approaching the bridge to phase 5 in Illinois, the disruptions and months of lost wages, and the slower return of low wage service jobs, will have long-lasting impacts for our neighbors. The Food Bank is committed to meeting the need for food whenever and for whatever reason it occurs for our neighbors. We are as eager as everyone else to move beyond this health and economic emergency, but recognize that food insecurity is an issue that existed before COVID-19 and will continue into the future. We would welcome the City's financial support for continuing Pop Ups in Phillips Park for as long as the increased need remains.

Due to Illinois social distancing guidelines, how does your agency plan to carry out the program being applied for to utilize CDBG-CV funds? In your response, please identify any modifications that may need to be completed or have been recently implemented at your agency to adhere to social distancing requirements.

Throughout the pandemic, Northern Illinois Food Bank has remained safe, open, and serving with many of our policies and procedures re-imagined with social distancing guidelines in mind.

The Pop Up Market's outdoor distribution model lends itself to social distancing guidelines. The Food Bank established procedures for staff and volunteers and the neighbors we serve to keep everyone as safe as possible during the pandemic and has updated them throughout the past 14 months to adapt to increased knowledge about the spread of COVID-19.

The Food Bank has created and enforces the completion of a COVID-19 HEALTH STATEMENT & has established PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS for Staff and Volunteers: All volunteers must sign off on our VOLUNTEER HEALTH CERTIFICATION submitting on their shift date. Volunteers must do this for EACH VOLUNTEER SHIFT (even if you volunteer regularly). Temperatures will be taken upon arrival if not taken at home. Volunteers must properly wear a mask (covering the nose and chin) at all times when entering our Centers and attending our offsite distributions. Disposable gloves will be provided for all projects. Hand-washing, sanitizing and social distancing will be maintained during all volunteer activities.

COVID-19 EMERGENCY TRAVEL ORDER: The Food Bank follows the Chicago Department of Public Health Emergency Travel Order that directs travelers returning to Chicago from states experiencing COVID-19 hot spots to quarantine for 10 days. This guideline is to be followed by our volunteers and team members. We ask that volunteers also quarantine if they or a member of their household has traveled to one of the identified states for more than 24 hours. Please visit the Chicago Emergency Travel Order website to learn more. Volunteers and staff must read and complete a COVID-19 health.

We will continue to monitor guidance and keep safety precautions in place to ensure the safe continuation of our mission. You can view the health certification here: https://solvehungertoday.org/wp-content/uploads/2021/05/Northern-Illinois-Food-Bank_Volunteer-Health-Certification_05.04.2021.pdf

How will your agency's activities benefit Aurora during the recovery period for the remainder of the 2021 and long term recovery into 2022?

These activities will provide an accessible and convenient way for neighbors facing food insecurity to pick up groceries during a time when many households have been impacted by loss of wages, unemployment, illness, or are shouldering additional childcare burdens with children's school attendance disrupted. The drive-through distributions provide a measure of anonymity and privacy that can be particularly appealing for neighbors newly facing food insecurity or unfamiliar with the food assistance network. The Food Bank uses the occasion of the Pop Up distribution to share information about other resources, including SNAP enrollment and local food pantries. Receiving food at no charge helps low income families to direct their resources towards meeting other basic needs, like paying their rent/mortgage/utilities (particularly if they have postponed payments during the pandemic and accumulated debt), covering healthcare, transportation, and education bills. This can help families maintain a safe and secure home.

Please provide any additional information on how COVID-19 has impacted your agency and clients and how these funds will assist in recovery efforts from the COVID-19 pandemic.

These funds will allow the Food Bank to support increased food expenses as we continue to respond to COVID-19.

PROJECT OUTCOMES, PERFORMANCE MEASURES, AND IMPACT

Program Outcomes:

Please check the box which most closely address your program's outcome.

Availability/Accessibility: This outcome relates to programs that make services, housing, infrastructure, public services, or shelter accessible or available to low and moderate income persons, including those with special needs and/or disabilities

Outcome Performance Measures:

Provide indicators to demonstrate how your project will positively affect the Aurora neighborhood, the community, and/or city residents.

Performance Indicators:

Activity Components:	Pop Up Market Event: Drive-through food distribution open to those facing food insecurity.
Measurement reporting tools and Evaluation Process (example: a math tutoring program might assess program attendance and report card results and adjust program as needed):	Reporting: households served by zip code
Achievement / end result outcome goals:	Households receiving food will have the groceries they need to prepare nutritious meals. They can direct limited financial resources towards covering other vital basic needs, including shelter, education, healthcare, transportation, to travel to work or school and pursue their personal goals.

Is the proposed service/project exclusively available to City of Aurora residents if additional clients are served outside of Aurora? *Please note: the City's CDBG-CV funds can only cover costs for City residents.*

No

If "No," please explain.

We will use CDBG-CV Funds to cover a portion of the expense for these markets, with the remaining expenses covered with other contributions. The vast majority of neighbors visiting the Pop Ups are from Aurora and we will collect zip code information to provide verification about what percent of food recipients are from the City of Aurora. The location of the event makes it convenient to residents of several block areas that are more than 51% LMI.

Please identify the estimated total number of clients to be served by your organization's proposed activity during its 2021/2022 calendar year.

City of Aurora Clients	3600
Non City of Aurora Clients	400
Total Clients Served by this Activity	4000

Please identify your proposed project's unit of measure.

Note - If you are planning to utilize area benefit, contact Chris Ragona at RagonaC@aurora.il.us to discuss this unit of measure.

Individuals

Indicate the number of AURORA units that are expected to benefit from your project. Please make sure to review the income guidelines provided, and please closely review the numbers you are providing to best ensure the accuracy of your expected service numbers. An income scale based on household size can be found [here](#).

Please note at least 51% of clients served must be documented as low-income for your project to qualify.

HUD also allows certain populations to be served that are considered presumed benefit. Slide 5 of this [HUD link](#) provides a list of populations where if your agency exclusively serves this population, income certifications are not required. Lastly, if you selected area benefit in the previous question, this [link](#) can assist in determining the clients to be served. All clients can be placed in the 51-80% category.

	Total Clients
A. Number of Low/Moderate Income units (Below 30% AMI):	
B. Number of Low/Moderate Income units (Between 30% - 50% AMI):	2000
C. Number of Low/Moderate Income units (Between 51%+ to 80% AMI):	2000
E. Number of clients with incomes greater than 80% of AMI:	0

2021/2022 CDBG-CV FUNDING IMPACT

Organizational Resources

Describe the organizational resources to be used in managing and carrying out the proposed rehabilitation project (e.g. capacity of staff, familiarity with construction project management, procurement, impact to agency workload, etc).

The Food Bank sourcing team will plan and order food to distribute at these events. We will plan to purchase approximately 15,000 lbs of produce for each event, and around 3,000 lbs of protein. They will also plan to provide additional food according to what donated items are available at the time.

Our transportation team will safely move food from our Geneva West Suburban Center to Phillips Park where operations team members will stage the distribution.

Volunteer team will recruit and supervise volunteers to distribute food to neighbors who attend the event.

Volunteers and staff will provide intake services, collecting data from neighbors that aids distribution. We will be happy to work with the City on how to collect the data that we need to back up CDBG funding reporting. Volunteers will load cars with groceries as they move through the distribution line.

Operations team will clean up area after event is completed.

Cost Reasonableness

Describe how the agency determined the project costs. What is your Agency's policy for the procurement of goods and services (i.e. proposals, bids, quotations, etc)?

Our team has a procurement policy to ensure that we are getting competitive bids for food purchases. We determined costs based on recent purchases of produce and protein. The pandemic has increased food and transportation costs and we continue to experience supply chain disruptions and delays in fulfillment of orders.

Produce loads are running \$6,000-\$15,000 a truckload and purchased protein can cost around \$1.20/lb.

Our operations expenses vary based on the distance of Pop Ups from our centers and the size of the distribution. The operating costs we are putting into the grant budget were based on our recent experiences at Phillips Park.

How does your agency plan to segregate CDBG-CV funds from other agency funds for purposes of identification, tracking, and reporting?

Please note: if your agency has an active CDBG-CV funded program and your agency is awarded CDBG-CV funds, they must be maintained as a separate account.

Northern Illinois Food Bank will track expenses for the Pop Up Market separately for the purpose of reporting to the City of Aurora and will be able to share documented expenses for the execution of this service. We are requesting funding for food and will be able to provide proof of purchase for food items along with our reimbursement requests.

Based upon your most recent financial audit or annual financial report, were there any outcomes or findings that changed the way your organization does business?

No

SUPPORTING DOCUMENTATION UPLOAD SECTION

Letter from Agency's governing Board authorizing application for CDBG-CV funds.

[Dirk Letter.pdf](#)

Filename: Dirk Letter.pdf **Size:** 114.0 kB

2021 Board Member Roster

[FY21 Board of Directors Northern Illinois Food Bank.docx](#)

Filename: FY21 Board of Directors Northern Illinois Food Bank.docx **Size:** 14.6 kB

Minutes from two most recent Board meetings.

[2-18-2021 Meeting Minutes.pdf](#)

Filename: 2-18-2021 Meeting Minutes.pdf **Size:** 126.8 kB

[11-13-20 Meeting Minutes.pdf](#)

Filename: 11-13-20 Meeting Minutes.pdf **Size:** 66.1 kB

Articles of Incorporation.

[NIFB Articles of Incorporation.pdf](#)

Filename: NIFB Articles of Incorporation.pdf **Size:** 1.2 MB

Organization Bylaws.

[NIFB Board Bylaws 4-15-2021 FINAL.docx](#)

Filename: NIFB Board Bylaws 4-15-2021 FINAL.docx **Size:** 49.2 kB

Organizational Chart.

[Food Bank Org Chart May 2021.pdf](#)

Filename: Food Bank Org Chart May 2021.pdf **Size:** 759.4 kB

Federal Tax Exemption Determination Letter.

[501c3.pdf](#)

Filename: 501c3.pdf **Size:** 65.6 kB

Proof of current System for Award Management (SAM) registration. When registering (free) or updating the Agency's [SAM](#) registration, CDBG-CV applicants must opt-in for public view.

If your agency is not registered in SAM, if awarded CDBG-CV funds, you will be required to register.

[SAMS Screenshot.pdf](#)

Filename: SAMS Screenshot.pdf **Size:** 118.8 kB

Agency's 2021 Demographic and income client information "intake" form.

[Mobile Client Sign-In Sheet Template.docx](#)

Filename: Mobile Client Sign-In Sheet Template.docx **Size:** 43.1 kB

[Neighbor Phone and Email Slips.pdf](#)

Filename: Neighbor Phone and Email Slips.pdf **Size:** 179.7 kB

Agency's policies/procedures for completing/using/retaining client and demographic income tracking documentation.

[Neighbor Intake Instructions for Volunteers.docx](#)

Filename: Neighbor Intake Instructions for Volunteers.docx **Size:** 554.5 kB

Duplication of Benefits Review.

The Duplication of Benefits Review template can be found [here](#). Please include any anticipated funding.

[CDBG Aurora non duplication.docx](#)

Filename: CDBG Aurora non duplication.docx **Size:** 98.3 kB

Most current Annual Financial Statement. Tax returns are not acceptable.

If your agency is not required to complete an annual audit, please upload a letter from your agency's Chief financial officer explaining why an audit is not provided.

[FY20 Audit.pdf](#)

Filename: FY20 Audit.pdf **Size:** 363.6 kB

If applicable, most current Single Audit. This audit is required if your agency receives \$750,000 or more in federal funding annually.

[Northern Illinois Food Bank - 0620 Single Audit - Final.pdf](#)

Filename: Northern Illinois Food Bank - 0620 Single Audit - Final.pdf **Size:** 338.2 kB

Job description(s) for CDBG-CV grant management staff person(s).

[Director of Corporate and Foundation Giving FY20.doc](#)

Filename: Director of Corporate and Foundation Giving FY20.doc **Size:** 40.4 kB

Community Amenities Projects Only (Public Facility, Infrastructure, Housing, and Neighborhood Amenities)

If you selected acquisition, construction, reconstruction, or installation of public works, facilities, or rehabilitation of buildings and improvements (including interim assistance), a cost estimate, scope of work summary and pictures must be uploaded in order for the CDBG-CV application to be considered complete.

COST ESTIMATE(S)

Estimates must be provided by either a licensed professional architect, engineer or other licensed individual. Cost estimates MUST include Davis-Bacon/Prevailing Wage Rates. Per 2 CFR Part 200, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. This includes a contractor's development of work specifications for a CDBG-CV project application. If a CDBG-CV applicant consults (or consulted) with a contractor to develop a scope of work, that contractor will be disqualified from bidding on the project. It is the agency's responsibility to ensure that the contractor is aware of these requirements prior to requesting a cost estimate.

Detailed SCOPE OF WORK from your design professional or other qualified party

Attach COLOR photos of the subject property (each side of the building) and photos that identify the proposed project. Photos must be LABELED.

CDBG-CV Subrecipient Timeline

Completed - May 13 2021

CDBG Subrecipient Timeline

CDBG-CV Subrecipient Timeline

A proposed project must clearly demonstrate its ability to be completed by June 30, 2022, regardless of start date. *Please indicate target completion dates for critical steps such as preparing drawings/specs, bidding and award of contract(s), beginning and completing construction, etc. If the project is phased, include a schedule for the completion of each phase.*

All activities of a proposed project are subject CDBG-CV federal regulations such as procurement. Activities that take place after the submittal of an application and before a CDBG-CV award, are ineligible for reimbursement per City guidelines. The City is unable to fund non-compliant activities. It is a subrecipient's responsibility to ensure that regulatory requirements are followed. It is strongly encouraged that subrecipients work with the City prior to proceeding with any activities. Even seemingly minor missteps can jeopardize the receipt of CDBG-CV funds for an entire project.

When submitting projects, please submit projects that are flexible on start date, but can still be completed by June 30, 2022. Projects cannot begin until the City receives HUD approval, which may or may not occur until Summer 2021. Due to HUD regulatory requirements, the City cannot fund projects that are currently underway.

	Action/Activity	Estimated Date(s) (MM/DD/YYYY)	Length of Time to Complete
1	Pop Up Food Distribution at Phillips Park	7/15/2021	six hours on site
2	Pop Up Food Distribution at Phillips Park	8/15/2021	Date TBD; six hours on site
3	Pop Up Food Distribution at Phillips Park	9/15/2021	Date TBD; six hours on site
4	Pop Up Food Distribution at Phillips Park	10/15/2021	Date TBD; six hours on site
5	Additional Pop Ups	11/15/2021	And beyond....
6			
7			
8			
9			
10			

Please use this optional text box to include any additional narrative regarding your anticipated timeline.

Northern Illinois Food Bank is collaborating with the City of Aurora to host monthly Pop Up Food Distributions in Phillips Park to serve food insecure residents of the city. We anticipate expenses for these events to increase in June as the Coronavirus Food Assistance Program ends and we will need to source additional donated and purchased food to ensure we are providing program participants with consistent access to nutritious food. We are seeking funding for four distributions and will anticipate the possibility of planning more beyond that as needed and possible given organizational resources.

Subrecipient Budget Form

Completed - May 13 2021

Subrecipient Budget Form

Instructions:

COLUMN 1: List the various components of your project

COLUMN 2: List the total cost (or the value if in-kind) of each project component.

COLUMN 3: List the amount of CDBG-CV funds proposed for each project component.

Please note: CDBG-CV funding will be awarded to direct project and programming activity delivery costs only.

Direct Project Costs

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	Food Purchase for 4 Pop Up Distributions in Phillips Park	40000	40000
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total		40000.0	40000.0

Direct Personnel/Administrative Costs

Group salary/benefits together for each position title. PLEASE NOTE: the City does not fund direct staff costs for public facility projects.

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	Personnel and Equipment Expenses for Pop Up Markets	10000	0
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total		10000.0	0.0

Total Column 2
40000.00

Total Column 3
40000.00

Can your project still move forward if a lesser amount is recommended by the City of Aurora?

Yes

Please explain how your project will or will not move forward if it receives a lesser amount than requested.

Northern Illinois Food Bank has committed to providing Pop Up Markets June through September, once a month, in Aurora. If CDBG Aurora funding is not received, we will seek other sources of funding for this program. Should we prove successful in securing more funding for this project, we would work with the City to extend Pop Up Markets beyond September.

Subrecipient Sources of Funds

Completed - May 13 2021

Subrecipient Sources of Funds

Sources of Funds

Please list all funding sources that will be used to carry out the project. Identify funding sources specific to your CDBG-CV project only, not to the overall operations of your agency. If resources include In-Kind donations, list the value. If funds are pending, you must add the anticipated date for securing the funds and proof of the funding commitment.

NOTE: Your below sources of funds *must equal* the total project costs (non-CDBG and CDBG-CV costs) as was identified in your CDBG-CV project's budget form. Additionally, there is a 4th column that may appear hidden on your screen, so make sure to scroll right to ensure all sections are completed.

	Source	Amount or Value	Type (examples: grant, loan, in-kind, etc.)	Secured or Pending and Date
1	Other Foundations	10000	grants	Requesting funding in early June

2	CDBG Aurora	40000	CDBG Aurora	Pending
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total		50000.0		

***Note: To further demonstrate project readiness, all funding sources to complete the project MUST be secured by 7/31/2021.**

If secured funding is still pending, please upload funding commitment letter(s).

Conflict of Interest and Procurement Policies

Completed - May 13 2021

Conflict of Interest and Procurement Policies

Federal, State, and Local law prohibits employees and public officials of the City of Aurora from participating on behalf of the City in any transaction in which they have financial interest. Each applicant applying for CDBG-CV funding must complete and submit this questionnaire to determine whether the applicant, its staff, or any of the applicant's Board of Directors poses a conflict of interest.

Is any member(s) of the applicant's staff or any of the member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Board, a City Advisory Board, a City Commission, and/or a City Committee?

No

Will the CDBG-CV funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council, a City Advisory Board and/or a City Commission?

No

Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family member of a City employee, consultant, a member of the City Council, a City Advisory Board and/or a City Commission?

No

If you have answered "YES" to any of the questions listed in this form, the City's Legal Department and HUD will need to determine whether a real or apparent conflict of interest exists.

Name of Agency

Northern Illinois Food Bank

Signature of Authorized Signing Official/RepresentativeA handwritten signature in black ink on a light gray background. The signature is cursive and reads "Jeannine Kannegiesser".**Date**

May 13 2021

Type Name of Authorized Signing Official / Representative

Jeannine Kannegiesser, Director of Corporate and Foundation Giving

Applicant Certification and Signature Sheet

Completed - May 13 2021

Please utilize the signature template that can be found [here](#) to upload your signed signature sheet.

[Julie Signature for Application](#)

Filename: Julie_Signature_for_Application.pdf **Size:** 117.9 kB

Application: 0000000025

Melissa Dempsey - mdempsey@mutualground.org

2021 City of Aurora Community Development Block Grant - Corona Virus (CDBG-CV) Application

Summary

ID: 0000000025

Last submitted: May 14 2021 08:19 AM (CDT)

City of Aurora 2021/2022 CDBG-CV Application

Completed - May 14 2021

City of Aurora 2021/2022 CDBG-CV Application

AGENCY/APPLICANT INFORMATION

Attention - If your agency has not previously been awarded Aurora CDBG-CV funds please contact Chris Ragona, Community Development Manager at cragona@aurora-il.org to schedule a meeting to discuss your proposal to determine the eligibility and requirements of the proposal.

All agencies must demonstrate that funds will be used to prevent, prepare, and respond to the COVID-19 pandemic to be considered for funding.

FEIN/EIN/Tax I.D.

36-2921680

Agency/Applicant Name

Mutual Ground, Inc.

Doing Business As (if applicable)

Mutual Ground, Inc

Background/Overview of Programs and Services Provided by the Agency.

Mutual Ground, Inc. (MGI) is a not-for-profit social service organization, established in 1975, that operates one of the oldest and largest domestic and sexual violence programs in Illinois. Services are provided across these two programs (Domestic Violence and Sexual Violence) and six departments within those programs (Hotline, Shelter, Counseling, Legal Advocacy, Family Services, and Prevention).

MGI provides services at its main office in Aurora and five satellite offices throughout the service area, which includes Southern Kane and all of Kendall Counties. MGI also provide services directly at local schools, hospitals and law enforcement offices. In April 2020, MGI developed the infrastructure to support telehealth services for victims who are unable to access services in-person.

The mission of Mutual Ground is to provide education, awareness, and life-changing services that empower individuals, families, and communities to end the cycle of domestic and sexual violence.

MGI is the only provider of comprehensive domestic and sexual violence resources in its service area. Our 24-hour shelter services are located in the central portion of our service district. However, our staff travels widely throughout the service area in order to reach clients in all locations. Hospital advocates meet with survivors at three area hospitals, legal advocates meet with clients at the Kane County and Kendall County Courthouses and police stations, and youth advocates provide regular counseling services in the schools. MGI has established counseling services in a satellite office in Batavia to better serve the residents of Southern Kane County, and has a second satellite office in Yorkville to better serve Kendall County. MGI provides critical resources for those seeking a path away from violence, and continually works to meet the needs of anyone at risk.

MGI serves approximately 1,400 clients per year and its philosophy is to provide a safety net of comprehensive, culturally sensitive services that assures victims that the abuse is not their fault and empowers individuals to make their own decisions. The Domestic Violence Program is MGI's largest program; approximately 1,200 individuals each year receive services. These direct services include shelter, 24-hour crisis hotline and emergency services, advocacy, counseling, and referrals.

MGI also recognizes the importance of incorporating primary and secondary prevention strategies in order to address root causes of domestic violence. Therefore, MGI not only provides services to survivors but also offers proactive programs that reflect the need for social change to prevent these crimes. These services include prevention education in local schools and community outreach and education. MGI believes that using this multifaceted approach is necessary to break the cycle of violence and abuse that overwhelm victims and their families.

MGI's administrative structure ensures appropriate managerial and fiscal oversight in order to ensure the organizations' ability to provide the above services for its target population. The administrative leadership structure consists of a Board of Directors comprised of community members, an Executive Director, and a team of directors from the following departments: Finance, Human Resources, Resource Development, and Clinical Program Services. The Board meets bi-monthly in order to plan and develop fundraising events, review new organizational initiatives and major funding decisions, and periodically update organizational bylaws.

MGI is an established and respected pillar in the community that has led local efforts to prevent violence and serve victims for four decades. It maintains collaborative relationships with law enforcement agencies, hospitals, food pantries, civic service organizations and others who are also striving to create change. MGI is called to provide support when a victim seeks emergency care at local hospitals, police officers bring victims seeking shelter to MGI after a domestic violence call, MGI helps those seeking advocacy within the legal system, and MGI is firmly integrated within the community systems to provide safety and support for those in need.

During FY2020, Mutual Ground:

- Responded to 6,726 calls to our domestic violence and sexual violence crisis hotlines
- Provided 14,163 hours of counseling and advocacy for victims of domestic or sexual violence
- Assisted 239 individuals with Orders of Protection, child custody issues and other legal challenges
- Made 1,859 prevention education presentations in area schools to 29,580 students.
- Hosted 135 adults and 109 children at our emergency shelter for a combined total of 10,302 nights of shelter
- Provided support and advocacy to 170 victims of domestic and/or sexual violence at area emergency rooms

DUNS & Bradstreet Number

If your agency does not have a [DUNS](#) number, it will be required to register for one if awarded CDBG-CV funds.

607037025

Agency Mailing Address

Street Address

418 Oak Avenue

Street Address line 2

(No response)

City

Aurora

State

Illinois

Zip code

60506

Will proposed activity take place at a location other than the above address?

No. The activity will take place at the address listed above.

Does your proposed activity focus on serving residents within the City's Neighborhood Revitalization Strategy Area (NRSA)? A map of the NRSA area can be viewed [here](#).

No

Agency Website

<https://www.mutualground.org/>

Executive Director Name

Michelle Meyer

Executive Director Email

mdempsey@mutualground.org

CDBG-CV Application Staff Contact

Contact First Name	Melissa
Contact Last Name	Dempsey
Contact Title	Grants Manager
Contact Phone Number	630-506-6899
Contact Email	mdempsey@mutualground.org

If your agency is a prior City of Aurora CDBG / CDBG-CV recipient, have project funds ever been recaptured?

No

PROJECT DETAILS

CDBG-CV Funds

Please identify the amount of CDBG-CV funds you are requesting for your project.

\$ 50,000

Name of Project / Program Activity

Domestic Violence Emergency Shelter

Does this activity prevent, prepare, or respond to the COVID-19 pandemic?

Select all that apply.

Responses Selected:

Respond

How does the activity identified in this application prevent, prepare, or respond to the COVID-19 pandemic?

Within the realms of COVID-19 there have been many adaptations to how MGI's services were continued to be offered in response to this unprecedented health crisis.

In order to maintain proper social distancing guidelines within our Emergency Shelter capacity has been reduced by approximately 30%. There is off-site hotel shelter, within the City of Aurora, if demands cannot be met due to reduced capacity, or because of an internal COVID-19 quarantine situation. As clients and society adjust to the “new norms” of this pandemic we have seen already seen an increase in clients seeking services and usage of the Emergency Shelter. In addition, we anticipate that requests for shelter will continue to increase as vaccination saturation increases and fears about contracting the virus decrease. These increases will directly result in additional counseling, advocacy and case management support needed to ensure that our Emergency Shelter residents have the support they need during their times of crisis.

Counseling and advocacy services across the agency are continuing to be held in person, following current mandated social distancing protocols as well as via our telehealth platform. With the ever-changing health crisis these strategies in place will continue to ensure that clients needs are continuing to be met during these uncharted times.

CDBG-CV Project / Program Description and Service Area

Briefly describe which clients will be served through the program for which you are requesting CDBG-CV funds.

MGI's 24-hour Emergency Domestic Violence shelter program exists to be a beacon of hope for those seeking a path away from violence, and continually works to meet the needs of adults and children at risk.

Population(s) Served: Check all that apply to your proposed CDBG-CV project.

Responses Selected:

Children (ages 0-12)

Youth (ages 13-19)

Families

Veterans

LMI individuals and/or families

LMI Neighborhoods

Unemployed persons/jobseekers

Other, please specify.: Abused Children/Battered Spouses

Describe any additional client eligibility requirements. If none, type "NA".

Presumed LMI Benefit: Abused Children/Battered Spouse

Eligible Activities

Mitigate or prevent homelessness

Is the proposed project or planned location of the activity in compliance with [Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and the Architectural Barriers Act?](#)

Yes

Is your organization in compliance with the [State's Government and Accountability Transparency Act?](#)

Yes

Project Need

The following questions relate to your provision of supporting research/documentation as to why your proposed CDBG-CV program is needed, how this program will address the Activity/Objective that you have cited above, and how this activity can be linked back to the COVID-19 pandemic.

Why is this project needed by Aurora residents?

Describe supporting research/documentation about why the program is needed AND how this program will address the Eligible Activity/Objective that you have cited above.

Domestic and sexual violence are crimes that negatively impact all communities. According to statistics from 2020 provided by the Illinois Coalition Against Domestic Violence, 1 in 3 women and 1 in 7 men are abused by partner in their lifetime. As the second largest city in the state, Aurora is far from immune to domestic violence. As an example, according to the Kane County States Attorney, domestic violence cases were up 3% in 2020 across the county and The City of Aurora responds to approximately 20 domestic violence calls per month. Mutual Ground provides emergency shelter, education and advocacy for these victims while they explore their options and seek to stabilize their lives.

Will your proposed CDBG-CV service/project provide either a new or improved service?

IMPROVED SERVICE: The CDBG-CV assistance will contribute to the expansion of the agency's existing service or facility which will result in "IMPROVED" access.

Does your program activity duplicate any other programs offered in the City?

No.

If **YES**, please describe efforts your agency has made to reduce the duplication and/or challenges that have impacted this effort, or describe why the program is needed in addition to other similar programs throughout the City.

If **NO**, describe how your agency works with other area agencies to reduce the duplication of services.

MGI is the only domestic violence/sexual violence program in it's service area, which encompasses southern Kane and Kendall Counties, as well as the City of Aurora in DuPage County. However, MGI maintains relationships and referral connections with numerous organizations within the communities and is dedicated to providing a coordinated community response. The Domestic Violence Emergency Shelter program provides 24-hour accessibility for victims who need urgent support. Law enforcement, hospitals and local service providers are aware of and utilize our services. Often, law enforcement officers bring victims directly to MGI. MGI also maintains relationships with Aunt Martha's Services, which provides primary health care for clients, Prairie Legal Services for legal counsel, and Marie Wilkinson Food Pantry for food assistance.

In an effort to close the gap in client care, MGI has formal partnerships with a number of local organizations including: Association for Individual Development, Cornerstone, DCFS, Northwestern Delnor Community Hospital, Family Counseling Services, Gateway Counseling Services, Healthy Families, Kane County Health Department, Kendall County Health Department, Life Spring, PADS, all local Police Departments, AMITA Health Mercy Center Center, Rush Copley Hospital, TANF Office of Kane and Kendall Counties, TLC, Tri-City Family Services, VNA and WIC.

Past Performance: Describe agency's past performance managing grant funds (please note experience with CDBG as well as other local, state, and federal grant (public/private) programs). If your agency administered CDBG grants in prior years and was monitored by the City, please provide information as to the year(s) your agency was monitored, the monitoring results, and efforts made by your organization to resolve any concerns or findings.

MGI has a 45 year history of successfully managing grant funds in the interest of the organization, direct services provided and clients. We partner annually with the Illinois Department of Human Services, the Illinois Coalition Against Domestic Violence, 708 Boards for both Kendall and Kane Counties, the Illinois Attorney General, and the City of Aurora's Community Development Block Grant.

Mutual Ground has received CDBG funds for more than 20 years and has always managed the funding appropriated and maintained the highest level of fiscal responsibility. The most recent three years of funding is as follows:

2021: \$50,000 Domestic Violence Shelter Program

2020: \$47,500 Domestic Violence Shelter Program

2019: \$50,000 Domestic Violence Shelter Program

2018: \$145,000 - Exterior Renovation Project

2018: \$50,000 - Domestic Violence Shelter Program

MGI always follows HUD guidelines and has been using received funding for years to assist victims of domestic violence by providing them with a safe place to go to receive services that will ultimately allow them to become independent from the person who is abusing them to rebuild their lives.

Does your agency have demonstrated community support for its proposed CDBG-CV activity?

Yes

Please describe the level of demonstrated community support. If your agency does not have community support, please explain your agency's strategy for obtaining community support.

MGI is an established and respected pillar in the community that has led local efforts to prevent violence and serve victims for four decades. MGI maintains collaborative relationships with law enforcement agencies, hospitals, food pantries, civic service organizations and others who are also striving to create change. MGI is called to provide support when a victim seeks emergency care at local hospitals, police officers bring victims seeking shelter to MGI after a domestic violence call, MGI helps those seeking advocacy within the legal system, and MGI is firmly integrated within the community systems to provide safety and support for those in need.

Has your agency seen increases or decreases in certain programs as a result of the COVID-19 pandemic?

Increases

What specific changes in services to the Aurora community has your organization observed and/or experienced as a result of the COVID-19 pandemic?

MGI's service area was deeply impacted by COVID-19, just like the rest of the country in the middle of March 2020. In the early stages of COVID-19, the unwillingness of clients to venture out for onsite services due to the shelter in place mandated orders caused direct services to slow down significantly. During that dramatic slowdown of services, it was determined by MGI that an immediate pivot was needed to provide virtual services to ensure the continued care of our clients. To meet this demand, MGI raised capital and invested in a more robust telehealth platform to ensure that resources provided were of the highest quality and met the needs of our clients. In addition to purchasing a telehealth platform, the current internet infrastructure at MGI did not support multiple counselors and advocates streaming client sessions simultaneously. The next step that was taken by increasing WIFI bandwidth to successfully deliver uninterrupted telehealth services. In addition, the firewall that was in place was outdated and required an upgrade to ensure accessibility and confidentiality for telehealth services. All of these efforts mentioned ensured that MGI continues to stand ready to respond by quickly adapting to meet the ever-changing needs of our service area during this continued pandemic.

Within our community additional changes had to be made in response to hospital advocacy due to in-person response protocols being limited at area hospitals. Direct service is being provided within secured telehealth platforms, via generously donated dedicated MGI iPads, used by survivors within the Emergency Room Departments.

Collaborative efforts with local agencies, States Attorneys, law enforcement and the like have spent a great deal of time to ensure that services are available and victims are able to reach MGI during COVID-19. MGI's commitment to ensure that services continue cohesively throughout this ongoing global health crisis is a testament to its leadership and dedication to the community.

Due to Illinois social distancing guidelines, how does your agency plan to carry out the program being applied for to utilize CDBG-CV funds? In your response, please identify any modifications that may need to be completed or have been recently implemented at your agency to adhere to social distancing requirements.

MGI continues to maintain an on-site emergency shelter with 28 beds and 7 cribs. The shelter is staffed by a victim advocate 24-hours per day, 365 days per year. During COVID-19, MGI has maintained a shelter census of 50-65% to ensure social distancing guidelines are being met with off-site shelter (hotel) as overflow and for quarantine as needed.

MGI's direct services including counseling, advocacy and case management is provided via telehealth, in-person and group with modifications for social distancing guidelines as needed.

Further modifications will continue to be evaluated by MGI's Executive Leadership Team as social distancing, masking requirements, and other health mandates continue to evolve during this ongoing pandemic.

How will your agency's activities benefit Aurora during the recovery period for the remainder of the 2021 and long term recovery into 2022?

For over 45 years MGI has provided intervention and on-going services to support the needs of victims of domestic and sexual violence. These services will continue to be provided as a benefit to Aurora for years to come with adaptations to ensure that the needs of those in crisis are continuing to be met for years to come. MGI adapted quickly to ensure that services were minimally interrupted during COVID-19, and will continue to make modifications as needed during this recovery period and reopening of our area.

Please provide any additional information on how COVID-19 has impacted your agency and clients and how these funds will assist in recovery efforts from the COVID-19 pandemic.

The CDBG COVID-19 funds will ensure that counseling, advocacy and case management levels are staffed to meet the needs of residents within MGI's Emergency Shelter. These funds and support are critical to ensure that this important social service continues within the City of Aurora. Thank you for your continued support and dedication to the work that MGI does each day, it is greatly appreciated.

PROJECT OUTCOMES, PERFORMANCE MEASURES, AND IMPACT

Program Outcomes:

Please check the box which most closely address your program's outcome.

Availability/Accessibility: This outcome relates to programs that make services, housing, infrastructure, public services, or shelter accessible or available to low and moderate income persons, including those with special needs and/or disabilities

Outcome Performance Measures:

Provide indicators to demonstrate how your project will positively affect the Aurora neighborhood, the community, and/or city residents.

Performance Indicators:

Activity Components:

We provide shelter, domestic violence education, safety planning, case management, counseling, youth & family counseling and group counseling. Additionally, while in shelter, clients attend our S.E.L.F. (Safety, Empowerment, Learning & Friendship) group twice a week and complete 12 sessions over the course of 45 days. S.E.L.F. is a psychoeducational support group for adult survivors of intimate partner violence (IPV). The content includes IPV education and reducing

	<p>survivor's self-blame.</p> <p>Case management is based on the assessed needs of an individual client, we provide lifeskills training, educational advocacy workforce re-entry, training, job readiness, health & medical advocacy, and public benefits advocacy. Counseling is based on the assessed needs of an individual client, we do safety planning, domestic violence education, process trauma, identify options and grief and loss work.</p>
<p>Measurement reporting tools and Evaluation Process (example: a math tutoring program might assess program attendance and report card results and adjust program as needed):</p>	<p>Clients are asked quarterly and at the end of their stay within MGI's Emergency Shelter to complete an anonymous program satisfactory survey to measure program satisfaction and enable them to provide feedback on all aspects of our program. This includes their hotline experience, case management, counseling, legal advocacy, youth and family counseling, and overall experience with shelter staff.</p>
<p>Achievement / end result outcome goals:</p>	<p>Outcome Goals are 90% or greater for all outcomes listed below:</p> <p>Clients report when exiting the program: "I know more ways to plan for my safety".</p> <p>Clients report when exiting the program: "I know more about community resources".</p> <p>Clients report when exiting the program: "I feel better able to support myself" (and my children, if applicable).</p> <p>Clients report when exiting the program: "I feel more hopeful about my future".</p> <p>As a result of the survey, MGI reviews those as an organization to determine if we are effective in our efforts to help people to understand what domestic violence is, know more ways to plan for safety, know more about community resources, feel better about their ability to support themselves and their children, if applicable, and to feel hopeful for their</p>

future.

Is the proposed service/project exclusively available to City of Aurora residents if additional clients are served outside of Aurora? ***Please note: the City's CDBG-CV funds can only cover costs for City residents.***

No

If "No," please explain.

MGI's service area includes Southern Kane and all of Kendall Counties. This service area brings residents from all over MGI's service area to our Emergency Shelter to flee necessary situations.

Please identify the estimated total number of clients to be served by your organization's proposed activity during its 2021/2022 calendar year.

City of Aurora Clients	400
Non City of Aurora Clients	1000
Total Clients Served by this Activity	1400

Please identify your proposed project's unit of measure.

Note - If you are planning to utilize area benefit, contact Chris Ragona at RagonaC@aurora.il.us to discuss this unit of measure.

Individuals

Indicate the number of AURORA units that are expected to benefit from your project. Please make sure to review the income guidelines provided, and please closely review the numbers you are providing to best ensure the accuracy of your expected service numbers. An income scale based on household size can be found [here](#).

Please note at least 51% of clients served must be documented as low-income for your project to qualify.

HUD also allows certain populations to be served that are considered presumed benefit. Slide 5 of this [HUD link](#) provides a list of populations where if your agency exclusively serves this population, income certifications are not required. Lastly, if you selected area benefit in the previous question, this [link](#) can assist in determining the clients to be served. All clients can be placed in the 51-80% category.

	Total Clients
A. Number of Low/Moderate Income units (Below 30% AMI):	350
B. Number of Low/Moderate Income units (Between 30% - 50% AMI):	25
C. Number of Low/Moderate Income units (Between 51%+ to 80% AMI):	25
E. Number of clients with incomes greater than 80% of AMI:	0

2021/2022 CDBG-CV FUNDING IMPACT

Organizational Resources

Describe the organizational resources to be used in managing and carrying out the proposed rehabilitation project (e.g. capacity of staff, familiarity with construction project management, procurement, impact to agency workload, etc).

MGI is not applying for rehabilitation funds at this time.

Cost Reasonableness

Describe how the agency determined the project costs. What is your Agency's policy for the procurement of goods and services (i.e. proposals, bids, quotations, etc)?

MGI is not applying for rehabilitation funds at this time.

How does your agency plan to segregate CDBG-CV funds from other agency funds for purposes of identification, tracking, and reporting?

Please note: if your agency has an active CDBG-CV funded program and your agency is awarded CDBG-CV funds, they must be maintained as a separate account.

CDBG funds have their own account number in our accounting software.

Based upon your most recent financial audit or annual financial report, were there any outcomes or findings that changed the way your organization does business?

No

SUPPORTING DOCUMENTATION UPLOAD SECTION

Letter from Agency's governing Board authorizing application for CDBG-CV funds.

[2021 City of Aurora - CDBG COVID Funds - BOD Resolution Signed.pdf](#)

Filename: 2021 City of Aurora - CDBG COVID Funds - BOD Resolution Signed.pdf **Size:** 328.2 kB

2021 Board Member Roster

[FY21 MGI Board of Directors.pdf](#)

Filename: FY21 MGI Board of Directors.pdf **Size:** 158.1 kB

Minutes from two most recent Board meetings.

[12.10.2020 MGI Board Meeting Minutes.pdf](#)

Filename: 12.10.2020 MGI Board Meeting Minutes.pdf **Size:** 357.8 kB

[2.27.2021 MGI Board Meeting Minutes.pdf](#)

Filename: 2.27.2021 MGI Board Meeting Minutes.pdf **Size:** 89.2 kB

Articles of Incorporation.

[Mutual Ground - Articles of Incorporation.pdf](#)

Filename: Mutual Ground - Articles of Incorporation.pdf **Size:** 373.3 kB

Organization Bylaws.

[MGI BYLAWS - REVISION 2020.pdf](#)

Filename: MGI BYLAWS - REVISION 2020.pdf **Size:** 184.4 kB

Organizational Chart.

[Org Chart.pdf](#)

Filename: Org Chart.pdf **Size:** 158.3 kB

Federal Tax Exemption Determination Letter.

[Mutual Ground 501c3 Letter.pdf](#)

Filename: Mutual Ground 501c3 Letter.pdf **Size:** 40.5 kB

Proof of current System for Award Management (SAM) registration. When registering (free) or updating the Agency's [SAM](#) registration, CDBG-CV applicants must opt-in for public view.

If your agency is not registered in SAM, if awarded CDBG-CV funds, you will be required to register.

[MGI SAM Renewal 2021.pdf](#)

Filename: MGI SAM Renewal 2021.pdf **Size:** 50.5 kB

Agency's 2021 Demographic and income client information "intake" form.

[Mutual Ground - Client Intake Form.pdf](#)

Filename: Mutual Ground - Client Intake Form.pdf **Size:** 365.9 kB

[Mutual Ground - Staff Intake Form.pdf](#)

Filename: Mutual Ground - Staff Intake Form.pdf **Size:** 518.9 kB

Agency's policies/procedures for completing/using/retaining client and demographic income tracking documentation.

[Mutual Ground - Explanation of Confidentiality and Demographic Documentation.pdf](#)

Filename: Mutual Ground - Explanation of Confidentiality and Demographic Documentation.pdf **Size:** 48.4 kB

Duplication of Benefits Review.

The Duplication of Benefits Review template can be found [here](#). Please include any anticipated funding.

[CDBG COVID-19 Duplication of Funds Form Signed.pdf](#)

Filename: CDBG COVID-19 Duplication of Funds Form Signed.pdf **Size:** 115.0 kB

Most current Annual Financial Statement. Tax returns are not acceptable.

If your agency is not required to complete an annual audit, please upload a letter from your agency's Chief financial officer explaining why an audit is not provided.

[FY20 - Mutual Ground - Audit.pdf](#)

Filename: FY20 - Mutual Ground - Audit.pdf **Size:** 896.2 kB

If applicable, most current Single Audit. This audit is required if your agency receives \$750,000 or more in federal funding annually.

[FY20 - Mutual Ground - Audit.pdf](#)

Filename: FY20 - Mutual Ground - Audit.pdf **Size:** 896.2 kB

Job description(s) for CDBG-CV grant management staff person(s).

[MGI - Grants Manager - Job Description.pdf](#)

Filename: MGI - Grants Manager - Job Description.pdf **Size:** 139.8 kB

Community Amenities Projects Only (Public Facility, Infrastructure, Housing, and Neighborhood Amenities)

If you selected acquisition, construction, reconstruction, or installation of public works, facilities, or rehabilitation of buildings and improvements (including interim assistance), a cost estimate, scope of work summary and pictures must be uploaded in order for the CDBG-CV application to be considered complete.

COST ESTIMATE(S)

Estimates must be provided by either a licensed professional architect, engineer or other licensed individual. Cost estimates MUST include Davis-Bacon/Prevailing Wage Rates. Per 2 CFR Part 200, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. This includes a contractor's development of work specifications for a CDBG-CV project application. If a CDBG-CV applicant consults (or consulted) with a contractor to develop a scope of work, that contractor will be disqualified from bidding on the project. It is the agency's responsibility to ensure that the contractor is aware of these requirements prior to requesting a cost estimate.

Detailed SCOPE OF WORK from your design professional or other qualified party

Attach **COLOR** photos of the subject property (each side of the building) and photos that identify the proposed project. Photos must be **LABELED**.

CDBG-CV Subrecipient Timeline

Completed - May 11 2021

CDBG Subrecipient Timeline

CDBG-CV Subrecipient Timeline

A proposed project must clearly demonstrate its ability to be completed by June 30, 2022, regardless of start date. Please indicate target completion dates for critical steps such as preparing drawings/specs, bidding and award of contract(s), beginning and completing construction, etc. If the project is phased, include a schedule for the completion of each phase.

All activities of a proposed project are subject CDBG-CV federal regulations such as procurement. Activities that take place after the submittal of an application and before a CDBG-CV award, are ineligible for reimbursement per City guidelines. The City is unable to fund non-compliant activities. It is a subrecipient's responsibility to ensure that regulatory requirements are followed. It is strongly encouraged that subrecipients work with the City prior to proceeding with any activities. Even seemingly minor missteps can jeopardize the receipt of CDBG-CV funds for an entire project.

When submitting projects, please submit projects that are flexible on start date, but can still be completed by June 30, 2022. Projects cannot begin until the City receives HUD approval, which may or may not occur until Summer 2021. Due to HUD regulatory requirements, the City cannot fund projects that are currently underway.

	Action/Activity	Estimated Date(s) (MM/DD/YYYY)	Length of Time to Complete
1	Domestic Violence Emergency Shelter - Case Management/Counselin g Activities	07/01/2021	ongoing
2			
3			
4			
5			
6			
7			
8			
9			

10			
----	--	--	--

Please use this optional text box to include any additional narrative regarding your anticipated timeline.

For over 45 years MGI has provided an on-site Domestic Violence Emergency Shelter. This program will continue for the foreseeable future.

Subrecipient Budget Form

Completed - May 12 2021

Subrecipient Budget Form

Instructions:

COLUMN 1: List the various components of your project

COLUMN 2: List the total cost (or the value if in-kind) of each project component.

COLUMN 3: List the amount of CDBG-CV funds proposed for each project component.

Please note: CDBG-CV funding will be awarded to direct project and programming activity delivery costs only.

Direct Project Costs

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	N/A	0	0
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total		0.0	0.0

Direct Personnel/Administrative Costs

Group salary/benefits together for each position title. PLEASE NOTE: the City does not fund direct staff costs for public facility projects.

	Column 1 - Designated Use of Funds	Column 2 - Total Amount/Value	Column 3 - Amount of CDBG Funding
1	Domestic Violence Counselor Salary	46218	46218
2	Fringe Benefits (taxes, workers comp, health benefits, 403b)	13556	3782
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total		59774.0	50000.0

Total Column 2**0.00****Total Column 3****0.00**

Can your project still move forward if a lesser amount is recommended by the City of Aurora?

Yes

Please explain how your project will or will not move forward if it receives a lesser amount than requested.

MGI continues to support the Domestic Violence Emergency Shelter program if a lesser amount is received than requested. There maybe staff adjustments with funding, if applicable. However, this is an ongoing project so MGI has the financial history to balance programs with funding shifts.

Subrecipient Sources of Funds

Completed - May 12 2021

Subrecipient Sources of Funds

Sources of Funds

Please list all funding sources that will be used to carry out the project. Identify funding sources specific to your CDBG-CV project only, not to the overall operations of your agency. If resources include In-Kind donations, list the value. If funds are pending, you must add the anticipated date for securing the funds and proof of the funding commitment.

NOTE: Your below sources of funds *must equal* the total project costs (non-CDBG and CDBG-CV costs) as was identified in your CDBG-CV project's budget form. Additionally, there is a 4th column that may appear hidden on your screen, so make sure to scroll right to ensure all sections are completed.

	Source	Amount or Value	Type (examples: grant, loan, in-kind, etc.)	Secured or Pending and Date
1	City of Aurora CDBG-CV Funds	50000	Grant	Pending
2	Fundraising	9774	Fundraising	Secured (7/1/2021)

3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total		59774.0		

***Note: To further demonstrate project readiness, all funding sources to complete the project MUST be secured by 7/31/2021.**

If secured funding is still pending, please upload funding commitment letter(s).

Conflict of Interest and Procurement Policies

Completed - May 12 2021

Conflict of Interest and Procurement Policies

Federal, State, and Local law prohibits employees and public officials of the City of Aurora from participating on behalf of the City in any transaction in which they have financial interest. Each applicant applying for CDBG-CV funding must complete and submit this questionnaire to determine whether the applicant, its staff, or any of the applicant's Board of Directors poses a conflict of interest.

Is any member(s) of the applicant's staff or any of the member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Board, a City Advisory Board, a City Commission, and/or a City Committee?

No

Will the CDBG-CV funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council, a City Advisory Board and/or a City Commission?

No

Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family member of a City employee, consultant, a member of the City Council, a City Advisory Board and/or a City Commission?


No

If you have answered "YES" to any of the questions listed in this form, the City's Legal Department and HUD will need to determine whether a real or apparent conflict of interest exists.

Name of Agency

Mutual Ground, Inc.

Signature of Authorized Signing Official/Representative

A handwritten signature in black ink on a light gray background. The signature is stylized and appears to read "Michelle Meyer".

Date

May 12 2021

Type Name of Authorized Signing Official / Representative

Michelle Meyer / Executive Director

Applicant Certification and Signature Sheet

Completed - May 12 2021

Please utilize the signature template that can be found [here](#) to upload your signed signature sheet.

[2021 City of Aurora - CDBG COVID Funds - Applicant Certificate Signed](#)

Filename: 2021_City_of_Aurora_-_CDBG_COVID_Fu_jZm3dkg.pdf **Size:** 20.0 kB