

**AGENCY FUNDING  
HEARING SCHEDULE  
Tuesday - October 29, 2019**

- 6:30**      **Miracle House**
- 6:45**      **Turning Point Behavioral Health Care Center**
- 7:00**      **Avenues to Independence**
- 7:15**      **Catholic Charities**
- 7:30**      **Orchard Village**
- 7:45**      ***Break***
- 8:00**      **Resources for Community Living**
- 8:15**      **Kenneth Young Center**
- 8:30**      **Life Span**
- 8:45**      **Clearbrook**
- 9:00**      **MCYAF**



**MAINE TOWNSHIP  
APPLICATION FOR FUNDING 2020-2021**



**Agency Name Miracle House**

**Address 510 E Oakton St, Des Plaines IL 60018**

**Phone 847-803-2901 Fax n/a Email miraclehousedp@yahoo.com**

**Contact Person Sandi Anderson Title President of the Board**

**Grant Contact Person Sandi Anderson Title President of the Board**

**Phone 847-507-1208 Email sjanderson1208@gmail.com**

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**Brief Description of Agency Miracle House is a half-way house for women 18 yrs old and up recovering from alcoholism.**

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**Agency Total Budget \$66,904 Amount requesting from Maine Township \$6000**

**(Please provide a copy of your budget.)**

**Agency Fiscal Year (e.g. March 2018-February 2019) March 2019-February 2020**

**Total number of all unduplicated clients directly served during your last fiscal year 15**

**Total number of unduplicated Maine Township clients directly served during your last fiscal year 13**

**If your grant is restricted, what is the total number of unduplicated Maine Township clients directly served during your last fiscal year in the program(s) we fund? We continue to serve 15-20 clients. Your funding is used to support the administration of all the clients entering the house. Restrictions on funding could actually close our facility, we offer services to anyone needing assistance.**

**What is the approximate number of Maine Township clients referred to other agencies during your last fiscal year? 8-10**

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**Annual salary and title of the five highest paid full-time (if applicable) employees. Salary ranges are not acceptable.**

**1. 2-house managers \$12740.00**

**2. \_\_\_\_\_**

- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

- 1. Is your agency not for profit? (If so, attach Certificate of Good Standing).  Yes  No
- 2. Has your organization been in business for at least one year?  Yes  No
- 3. Are all your programs, services, activities and facilities provided by your organization available to the residents of Maine Township?  Yes  No
- 4. Describe how your organization's services are currently promoted to the residents of Maine Township. Promotions of our services come from the hospitals, rehad centers etc
- 5. Has your organization ever received funding from Maine Township?  Yes  No

If yes, list all years and the allocation amount.

1997	\$500
1998	\$1000
1999	\$1200
2000	\$2200
2001	\$2200
2002	\$2200
2003	\$2200
2004	\$2200
2005	\$2200
2007	\$1000
2008	\$1000
2009	\$1000
2010	\$1500
2011	\$1500
2012	\$2000
2013	\$2600
2014	\$2600
2015	\$3000
2016	\$4000
2017	\$4400
2018	\$4700
2019	\$5400

- 6. Describe how your organization used the funding received from Maine Township during the previous funding year (if applicable). Mostly for administration and loss of rent.
- 7. Describe how your organization plans to use the requested funding from Maine Township during the upcoming funding year. Administration, loss rent and possibly a pay raise for our managers.
- 8. Which of the following best describes the services that your organization will be providing with the funds that you have requested? (Please check all that apply.)

- Public safety
- Environmental protection
- Public transportation
- Health
- Other (please explain): housing for recovering women alcoholics
- Recreation
- Library
- Social services for youth
- Social services for the aged

9. Describe how your organization meets the eligibility requirements for the requested funding. 95% of our clients are residents from Maine Township and we provide a much needed service for addiction.
10. Describe any new programs, services, activities or facilities that are currently proposed or contemplated by your organization. N/A
11. Do you certify that the funds that you are requesting from Maine Township will be used for your organization's ordinary and necessary maintenance and operating expenses and not for any capital expenditures?  Yes  No
12. If your organization is providing services for the benefit of Maine Township residents who are persons with a developmental disability, do you certify that said services shall only be provided to such Maine Township residents who are not eligible to participate in any program conducted under Article XIV of the School Code? (Applies only to persons under 22 years of age.)  Yes  No The resident must be employable.
13. Do you certify that no person shall be excluded from participation in, denied benefits of, or be subjected to discrimination under, any service, facility or activity offered or provided by your organization on the grounds of race, color, national origin, sex, gender identity, age, religion, sexual preference, marital status or disability?  Yes  No
14. Do you certify that your organization will not expend any of the funds requested from Maine Township, either directly or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body?  Yes  No
15. If requested, do you agree to provide the following to Maine Township?  
(Please note: You do NOT need to include these items with your application.)
- A. Quarterly statements or reports setting forth the services rendered and programs provided for Maine Township residents, along with the associated costs to provide such services and programs
  - B. At such times and in such forms as Maine Township may require, any other statements, records, reports, data or information pertaining to matters covered by this application (Information relating to personal, medical and financial data will be treated as confidential.)
  - C. A written report signed by your organization's executive director, or whomever else is deemed to be in charge of your organization's activities, programs, services and facilities, including the following:

- I. A description of each program, service, activity or facility you provided or offered
- II. A statement that all such programs, services, activities and facilities are accessible to the disabled within the meaning of the Americans with Disabilities Act and the Rules and Regulations on disabled as promulgated thereunder
- III. An identification of those programs, services, activities or facilities, which are not accessible to the disabled
- IV. With respect to those programs, services, activities or facilities identified in response to item 15(C)(III) above, a detailed statement setting forth the specific steps and plans (including timetables for completion) to be taken to achieve accessibility and
- V. If structural modifications will be required to achieve accessibility, a detailed statement setting forth the modifications required and a timetable for completion

Yes    No

16. If you receive any requested funds from Maine Township, do you certify that your organization will maintain general liability insurance coverage in an amount not less than \$1 million, naming Maine Township as a co-party insured, and do you further agree to provide Maine Township with a certified copy of said policy of insurance, along with the declaration sheet, binder and any exclusions related to said policy of insurance?  
 Yes    No

17. If you receive any requested funds from Maine Township, do you certify that your organization will indemnify and hold harmless, protect and defend, at its own cost and expense, Maine Township, its property, officers, agents, employees, assigns, successors, transferees, licensees, invitees and/or any other persons or property standing in the interest of Maine Township, from any and all risks, suits, damages, expenses, including without limitation reasonable attorneys' fees and court costs, or claims due to any acts or omissions of your organization?  Yes    No

18. What is the geographic service area of your organization? Northwest Suburbs

19. Does your organization charge for services?  Yes    No

If yes, does your organization offer a sliding fee scale?

Yes. Attach 14 copies of the sliding fee scale.

No. Please explain how charges are determined. They pay rent of \$110/wk.

We do not terminate the residency until their rent is past due 4 weeks. Then it is taken under advisement if we can extend their stay.

20. If your organization does charge fees, would you be willing to wave application, program and other fees on a case by case basis for Maine Township residents whom we refer directly to your organization for assistance?  Yes  No as long as they are employable
21. Are volunteers used within your organization?  
 Yes. Please indicate how many volunteers you have and how they are utilized.  
 We have a least 17 Board Members that are all volunteers. We also have many volunteers for our fundraisers.  
 No. Please give specific reasons for not using volunteers.
22. Does your organization provide any bilingual services?  
 Yes. Please indicate languages.  
 No
23. Does your organization request proof of U.S. citizenship from its clients?  
 Yes. Please describe briefly.  
 No
24. Does your organization participate in cooperative programs with any other community agencies? (e.g. social service, not-for-profits, municipal agencies, etc.) Please explain.  
 Yes  No We support the other half-way house fundraisers.
25. Does your organization participate in cooperative programs with any other service organizations? (e.g. Rotary, Kiwanis, Optimist, etc.) Please explain.  Yes  No  
 We sell peanuts every September for Kiwanis
26. Does your organization participate in cooperative programs with any community businesses? Please explain.  Yes  No  
 Shop at Sams
27. List all sources of funding or support that your organization currently receives, including the total amount, frequency, duration, and percentage of any such support.

Funding Source	Amount	Frequency & Duration	Percentage
Maine Township	\$5700	\$2350 twice a year	15%
Foundations			
Private Donors	\$43765	Fundraisers and donations	85%
Federal			
State			
Municipalities			
Other Townships			
Other (list all)			
<b>Total</b>	<b>\$49465</b>		<b>100%</b>

28. What type of fund-raising efforts has your organization had this year? Please list event names and specify the REVENUE and COSTS for fundraiser(s) and what program(s) the money was raised for.

Gala Dinner Dance	Revenue \$14765	Expense \$12000
Picnic	Revenue \$1200	Expense \$250
Kiwanis Peanut Day	Revenue \$500	Expense \$0

29. What fundraising efforts are planned for next year?

Kiwanis Peanut Day – September

Gala – February

Picnic - June

30. Please explain any changes that have occurred in your organization in the past year (i.e. new program(s), expansion or deletion of program(s), personnel, administration, major purchases or facility, etc.). Only change would be old board members leaving and new ones accepted

31. Please provide numerical breakdown of all staff member positions.

1. Administration & Administrative Support	2
2. Management of Service Providers	5 volunteers
3. Direct Service Providers	0

32. Number of certified staff members 0

33. What kinds of certifications are required for your service providers? N/A

34. Number of licensed staff members N/A

35. What kind of licensing is required for your service providers? N/A

36. Please list all accreditations your organization has earned. N/A

37. How would your organization be affected if it received a reduction in Township funding or if there was a complete elimination of Township funding? With reduction in funding, we would have to limit those that could not pay. Complete elimination, we would have to tighten up, cancel the internet, website, cable, etc.

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I hereby certify that I am authorized to execute this application on behalf of the organization listed below and that the statements contained herein are true and accurate.

Name of Applicant Organization Miracle House Inc

By *Sandi Anderson*  
Its Authorized Representative

Printed Name Sandi Anderson

Title Board President

Date August 26, 2019

SUBSCRIBED and SWORN to  
before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary \_\_\_\_\_

**Miracle House, Inc.**  
**Profit & Loss**  
**2019 Budget**

	<b>Dec 2019</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Donations	\$ 10,000
<b>Fund Raising Revenue</b>	
Gala	\$ 14,265
Picnic	\$ 1,200
Fund Raising Revenue - Other	\$ 500
<b>Total Fund Raising Revenue</b>	<b>\$ 15,965</b>
Meetings	\$ 4,000
Rent Revenue	\$ 14,000
Maine Township	\$ 5,400
<b>Total Income</b>	<b>\$ 49,365</b>
<b>Expense</b>	
<b>Depreciation</b>	
Air Conditioner	\$ 228
Bedroom Remodeling	\$ 900
Building	\$ 9,072
FIRE ALARM	\$ 1,164
Flooring	\$ 456
Furniture	\$ 240
House Ramp	\$ 444
kitchen door	\$ 252
Kitchen Floor	\$ 192
Upstairs Bathroom Project	\$ 2,016
<b>Total Depreciation</b>	<b>\$ 14,964</b>
<b>Fund Raising Expense</b>	
Gala	\$ 11,500
Other	\$ 500
<b>Total Fund Raising Expense</b>	<b>\$ 12,000</b>
Groceries	\$ 6,000
Insurance	\$ 3,900
Landscaping & Snow Removal	\$ 1,500
Other Miscellaneous Expenses	\$ 2,500
Printing and Reproduction	\$ 100
Fire Alarm Service	\$ 1,000
Professional Services fees	\$ 100
Repairs and Maintenance	\$ 2,000
Salary	\$ 12,740

<b>Taxes</b>	
<b>Payroll</b>	\$ 4,000
<b>Real Estate</b>	\$ 540
<b>Total Taxes</b>	\$ 4,540
<b>Telephone</b>	
<b>Utilities</b>	
<b>Cable &amp; Internet &amp; Phone</b>	\$ 2,700
<b>Electric</b>	\$ 1,150
<b>Gas</b>	\$ 900
<b>Water</b>	\$ 810
<b>Total Utilities</b>	\$ 5,560
<b>Total Expense</b>	\$ 66,904
<b>Net Ordinary Income</b>	\$ (17,539)
<b>Oth Other Income</b>	
<b>Interest Earned</b>	\$ 100
<b>Total Other Income</b>	\$ 100
<b>Net Other Income</b>	\$ 100
<b>Net Income</b>	\$ (17,439)



**MAINE TOWNSHIP  
APPLICATION FOR FUNDING 2020-2021**



Agency Name Turning Point Behavioral Health Care Center

Address 8342 Skokie Boulevard, Skokie, IL 60077

Phone (847)933-0051 Fax (847)933-0057 Email araney@tpoint.org

Contact Person Ann Fisher Raney Title Chief Executive Officer

Grant Contact Person Jennifer Sultz Title Development Director

Phone (847)933-0051 x591 Email Jsultz@tpoint.org

**Brief Description of Agency** Turning Point Behavioral Health Care Center is a non-profit outpatient mental health center serving children and adults since 1969. Our mission is to provide solid support, when you need it most. In fiscal year 2019, Turning Point served over 1,200 individuals, approximately 90% of whom are low income. Services include individual and group therapy, case management, crisis services, psychosocial rehabilitation, a residential living program and The Living Room, our walk-in psychiatric respite program. The agency has been awarded highest ratings by The Commission on Accreditation of Rehabilitation Facilities and was a recipient of the 2017 Excellence in Mental Health Award from the Illinois Association for Behavioral Health and the 2015 Impact Award for Excellence in Behavioral Healthcare Management from the National Council for Behavioral Health.

Agency Total Budget \$3,531,882. Amount requesting from Maine Township \$50,000.  
(Please provide a copy of your budget.)

Agency Fiscal Year (e.g. March 2018-February 2019) July 1, 2020 – June 30, 2021

Total number of all unduplicated clients directly served during your last fiscal year 1291

Total number of unduplicated Maine Township clients directly served during your last fiscal year 154

If your grant is restricted, what is the total number of unduplicated Maine Township clients directly served during your last fiscal year in the program(s) we fund? N/A - no restrictions

What is the approximate number of Maine Township clients referred to other agencies during your last fiscal year? approximately 30

Annual salary and title of the five highest paid full-time (if applicable) employees. Salary ranges are not acceptable.

1. Chief Executive Officer: \$166,000.
2. Chief Clinical Officer: \$86,250.
3. Compliance Officer: \$74,080.
4. HR Director: \$61,200.
5. Development Director: \$61,200.

1. **Is your agency not for profit? (If so, attach Certificate of Good Standing).**  Yes  No
2. **Has your organization been in business for at least one year?**  Yes  No
3. **Are all your programs, services, activities and facilities provided by your organization available to the residents of Maine Township?**  Yes  No
4. **Describe how your organization's services are currently promoted to the residents of Maine Township.** In addition to direct mailings, e-newsletters and social media, Turning Point participates in community networking collaborations, and in a variety of events and information sharing opportunities including Maine Township's Agency Day and other area health fairs.
5. **Has your organization ever received funding from Maine Township?**  Yes  No  
**If yes, list all years and the allocation amount.**  
2019-2020: \$44,000.  
2018-2019: \$47,200.  
2017-2018: \$47,000.  
2015-2016: \$66,604.
6. **Describe how your organization used the funding received from Maine Township during the previous funding year (if applicable).** Funds were used to support mental health care services provided to Maine Township residents including those enrolled in the Maine Township General Assistance program. Those services include individual and group therapy, case management, crisis services, psychiatry and PSR group participation. Turning Point's fee for service billing covers approximately 67% of what it costs to deliver services and grants such as this allow us to bridge that gap as well as provide services to individuals in need of care who are unable to pay and who apply for support through our Tickets to Recovery program.
7. **Describe how your organization plans to use the requested funding from Maine Township during the upcoming funding year.** Funding will be used to provide services to Maine Township residents including those enrolled in the Maine Township General Assistance program and any new clients entering services through our Open Access program. Services that we provide to residents of the Township include individual and group therapy, case management, psychiatry and PSR group participation. Clients and non-clients alike can also access our crisis services and our free and walk-in psychiatric respite program, The Living Room at Turning Point. The revenue that Turning Point receives through billing does not cover the full cost of services. It is therefore essential that we receive support to bridge that gap so that individuals and families in need of care, including those who are unable to pay and apply for subsidized care, have access to the support and services that they require. For clients who find that they need to apply for subsidized care, our Tickets to Recovery structure is available. Applications are reviewed and staff creates a sliding scale plan for each client in need. When a client's financial situation changes, some clients choose to repay part of the financial assistance so that the returned funds can be applied to another client in need, thus allowing clients the option to give back to the community and "pay it forward" while fostering a culture of generosity and individual empowerment.

8. Which of the following best describes the services that your organization will be providing with the funds that you have requested? (Please check all that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Public safety            | <input type="checkbox"/> Recreation                   |
| <input type="checkbox"/> Environmental protection | <input type="checkbox"/> Library                      |
| <input type="checkbox"/> Public transportation    | <input type="checkbox"/> Social services for youth    |
| <input checked="" type="checkbox"/> Health        | <input type="checkbox"/> Social services for the aged |
| <input type="checkbox"/> Other (please explain):  |   |

9. Describe how your organization meets the eligibility requirements for the requested funding. Turning Point is eligible for funding from Maine Township under the mental health funding priority, as well as serving seniors, youth, and economically challenged families and being compliant with the other requirements of being a 501(c)3, being in operation for a minimum of one year, providing direct services to Maine Township residents, and having appropriate infrastructure in place to ensure accountability and performance.

10. Describe any new programs, services, activities or facilities that are currently proposed or contemplated by your organization. Turning Point has recently welcomed into our facility a Heartland Health Centers primary care clinic, to more fully meet the health needs of our clients and of the community. We are launching a new Trauma-Informed Care initiative at Turning Point. In the coming year, we also hope to launch a collaborative program with the ELL Parent Center to serve immigrant families, as well as a community collaboration with area hospitals, libraries and other behavioral health agencies to provide free mental health support to area teens.

11. Do you certify that the funds that you are requesting from Maine Township will be used for your organization's ordinary and necessary maintenance and operating expenses and not for any capital expenditures?  Yes  No

12. If your organization is providing services for the benefit of Maine Township residents who are persons with a developmental disability, do you certify that said services shall only be provided to such Maine Township residents who are not eligible to participate in any program conducted under Article XIV of the School Code? (Applies only to persons under 22 years of age.)  Yes  No

13. Do you certify that no person shall be excluded from participation in, denied benefits of, or be subjected to discrimination under, any service, facility or activity offered or provided by your organization on the grounds of race, color, national origin, sex, gender identity, age, religion, sexual preference, marital status or disability?  Yes  No

14. Do you certify that your organization will not expend any of the funds requested from Maine Township, either directly or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body?  Yes  No

15. If requested, do you agree to provide the following to Maine Township?  
(Please note: You do NOT need to include these items with your application.)

- A. Quarterly statements or reports setting forth the services rendered and programs provided for Maine Township residents, along with the associated costs to provide such services and programs

- B. At such times and in such forms as Maine Township may require, any other statements, records, reports, data or information pertaining to matters covered by this application (Information relating to personal, medical and financial data will be treated as confidential.)
- C. A written report signed by your organization's executive director, or whomever else is deemed to be in charge of your organization's activities, programs, services and facilities, including the following:
  - I. A description of each program, service, activity or facility you provided or offered
  - II. A statement that all such programs, services, activities and facilities are accessible to the disabled within the meaning of the Americans with Disabilities Act and the Rules and Regulations on disabled as promulgated thereunder
  - III. An identification of those programs, services, activities or facilities, which are not accessible to the disabled
  - IV. With respect to those programs, services, activities or facilities identified in response to item 15(C)(III) above, a detailed statement setting forth the specific steps and plans (including timetables for completion) to be taken to achieve accessibility and
  - V. If structural modifications will be required to achieve accessibility, a detailed statement setting forth the modifications required and a timetable for completion

Yes    No

- 16. If you receive any requested funds from Maine Township, do you certify that your organization will maintain general liability insurance coverage in an amount not less than \$1 million, naming Maine Township as a co-party insured, and do you further agree to provide Maine Township with a certified copy of said policy of insurance, along with the declaration sheet, binder and any exclusions related to said policy of insurance?  
 Yes    No
- 17. If you receive any requested funds from Maine Township, do you certify that your organization will indemnify and hold harmless, protect and defend, at its own cost and expense, Maine Township, its property, officers, agents, employees, assigns, successors, transferees, licensees, invitees and/or any other persons or property standing in the interest of Maine Township, from any and all risks, suits, damages, expenses, including without limitation reasonable attorneys' fees and court costs, or claims due to any acts or omissions of your organization?  Yes    No
- 18. What is the geographic service area of your organization?  
 Turning Point serves clients from approximately 45 communities throughout the Chicago metropolitan area, many of whom live in Skokie, Chicago, Evanston, Des Plaines, Morton Grove, Niles, Park Ridge, Lincolnwood and Glenview.

19. Does your organization charge for services?  Yes  No

If yes, does your organization offer a sliding fee scale?

Yes. Attach 14 copies of the sliding fee scale.

No. Please explain how charges are determined.

20. If your organization does charge fees, would you be willing to wave application, program and other fees on a case by case basis for Maine Township residents whom we refer directly to your organization for assistance?  Yes  No

21. Are volunteers used within your organization?

Yes. Please indicate how many volunteers you have and how they are utilized. Approximately 20 volunteers donate their time to the agency each year. Activities include assisting with fundraising events, clerical and office tasks, and helping to represent the agency at community events.

No. Please give specific reasons for not using volunteers.

22. Does your organization provide any bilingual services?

Yes. Please indicate languages.

No

23. Does your organization request proof of U.S. citizenship from its clients?

Yes. Please describe briefly.

No

24. Does your organization participate in cooperative programs with any other community agencies? (e.g. social service, not-for-profits, municipal agencies, etc.) Please explain.

Yes  No

Turning Point maintains cooperative relationships, including referrals, programming, consultation and networking with Niles Township Interagency Network, Center for Contextual Change, Institute of Therapy through the Arts, Metropolitan Family Services, Josselyn Center, NAMI Cook County North Suburban, Apna Ghar, Skokie Health Department, LAN, Impact Behavioral Health Partners, Skokie Hospital Community Advisory Committee, Skokie Cares, Niles Township Youth Coalition, Trilogy, PEER Services, Skokie Public Library, and more.

25. Does your organization participate in cooperative programs with any other service organizations? (e.g. Rotary, Kiwanis, Optimist, etc.) Please explain.  Yes  No

Turning Point is an active member of the Skokie Chamber of Commerce and the Rotary Club of Skokie Valley.

26. Does your organization participate in cooperative programs with any community businesses? Please explain.  Yes  No

Turning Point has a relationship with the local Panera which contributes baked goods for our clients on a weekly basis. Many area businesses also consistently contribute to our annual auction and partner with us for special events.

27. List all sources of funding or support that your organization currently receives, including the total amount, frequency, duration, and percentage of any such support.

Funding Source	Amount	Frequency & Duration	Percentage
Maine Township	44,000.	Annual grant, monthly payments	1.2
Foundations	13,000.	Grants with one payment for the year	0.4
Private Donors	249,085.	Includes private grants each with one payment for the year, annual benefit revenue, and annual appeal	7.0
Federal	77,228.	Annual grant, monthly payments	2.2
State	716,376.	Annual grant, monthly payments	20.2
Municipalities	18,500.	Includes 2 grants with draws throughout the year	0.5
Other Townships	133,750.	Includes 2 grants each with one payment for the year	3.8
Other (list all)	2,294,176.	Includes fee for service revenue, rep payee client reimbursements, monthly interest & dividends, gains & losses on investments, & rental income, as well as occasional Academy revenue through the year	64.7
<b>Total</b>	<b>3,546,115.</b>		<b>100%</b>

28. What type of fund-raising efforts has your organization had this year? Please list event names and specify the REVENUE and COSTS for fundraiser(s) and what program(s) the money was raised for.

Our two primary fundraising efforts include our year-end annual appeal mailing, and our June benefit. This past June, the annual benefit raised \$152,961 and cost \$61,585. Last year, the annual appeal brought in \$45,159, costing \$2,710. We pursued grant opportunities throughout the year. Funds support various agency programs providing supportive, life-saving and compassionate care for our clients, approximately 90% of whom are low income.

29. What fundraising efforts are planned for next year?

Our year-end appeal will launch in the fall of 2019 and our annual benefit celebrating Turning Point's 50<sup>th</sup> anniversary will take place on June 26, 2020. We continuously submit grant proposals to a variety of funders and continue to grow our Young Professional Friends group in order to enlarge our donor community and supplement our fundraising efforts.

30. Please explain any changes that have occurred in your organization in the past year (i.e. new program(s), expansion or deletion of program(s), personnel, administration, major purchases or facility, etc.).

In our 50<sup>th</sup> anniversary, Turning Point's Open Access program has continued to welcome new clients through a streamlined intake system that allows for walk-in same day access to care.

The Living Room at Turning Point, our walk-in crisis center, free of charge to adult clients and non-clients alike, has maintained a 99% success rate in deflecting guests away from visits to emergency rooms. We were very pleased to welcome Heartland Health Centers into our facility this year, offering primary care and psychiatry services to our clients and to the community at large. Within the Turning Point Academy, we featured professional development seminars in the areas of couple therapy, supervision issues, and cultural and historical trauma. Turning Point hosted its 18<sup>th</sup> Annual Town Hall Meeting at Skokie Public Library featuring a panel of elected officials and local experts discussing the impact of the political and economic climate on mental health services. We continued our collaboration with Skokie Public Library on a free drop-in program for teens and we began a new client group program in collaboration with CARE Animal Shelter. Turning Point also joined the Village of Skokie's Clean Green Skokie initiative, hosting community clean-up and recycling days.

**31. Please provide numerical breakdown of all staff member positions.**

<b>1. Administration &amp; Administrative Support</b>	<u>13</u>
<b>2. Management of Service Providers</b>	<u>7</u>
<b>3. Direct Service Providers</b>	<u>30</u>

**32. Number of certified staff members 35**

**33. What kinds of certifications are required for your service providers?**

Therapists must have master's degrees or be studying towards master's degrees in order to provide treatment for Medicaid recipients or self-pay clients. Recovery Support Specialists and Case Managers must have bachelor's degrees.

**34. Number of licensed staff members 15**

**35. What kind of licensing is required for your service providers?**

Medical staff must be MD, DO or APN. Therapists must have a clinical license (LCPC, LCSW, LMFT, PsyD) in order to provide services to clients with private insurance, or under U.S. Probation Office, or to provide clinical supervision to other clinical staff or students. Medicare requires therapists to be licensed as either LCSW or PsyD.

**36. Please list all accreditations your organization has earned.**

Commission on Accreditation of Rehabilitation Facilities (CARF).

**37. How would your organization be affected if it received a reduction in Township funding or if there was a complete elimination of Township funding?**

We very much value and appreciate the support that we have received from Maine Township. While we would make every effort to maintain our services to Maine Township clients, a reduction or elimination in funding may require us to consider proportionately reducing or restricting new services to incoming clients.

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I hereby certify that I am authorized to execute this application on behalf of the organization listed below and that the statements contained herein are true and accurate.

Name of Applicant Organization Turning Point Behavioral Health Care Center

By *Ann Fisher Raney*  
Its Authorized Representative

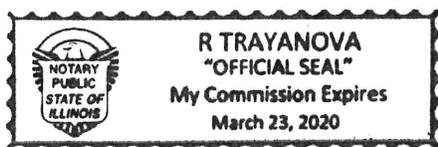
Printed Name Ann Fisher Raney

Title Chief Executive Officer

Date 8/28/2019

SUBSCRIBED and SWORN to  
before me this 28 day of August, 2019.

Notary *R. Trayanova*



**FOR INTERNAL USE ONLY**

**SLIDING SCALE /  
FEE SHARE CHART**



Solid support.  
When you need it most.

**Updated February 2013**

**Please note that if proof of income is not presented,  
fees will be set at the highest level until proof is presented.**

Client Household Income	Counseling- Individual, Family Couples	Initial Psychiatric Evaluation (60 minutes)	Annual Psychiatric Evaluation (40 minutes)	Psychiatric Treatment (20-40 minutes)	Case Management, Arches, Bridges	Groups- Outpatient or PSR (per hour)
<b>Full Fee</b>	\$160	\$180	\$180	\$150	\$160	\$16
<b>\$100,000+</b>	160	180	180	150	160	16
\$80-99,999	150	180	150	120	150	16
\$70-79,999	135	180	135	90	135	16
\$60-69,999	120	180	135	90	120	16
\$50-59,999	105	180	135	90	105	16
\$40-49,999	90	180	135	90	90	16
\$30-39,999	75	180	135	90	75	16
\$20-29,999	60	180	135	90	60	16
\$0-19,999	45	180	135	90	45	16

PSR Group cost will be subsidized based on the number of groups attended weekly
1-5 groups/wk: \$16/ea
6-15 groups/wk: \$14/ea
16-26 groups/wk: \$12/ea

Other Fees and Charges:	
Late Cancel/Failed Appointment or Group: Medicaid: \$15 Self-Pay: Cost of Service Insurance/Medicare: \$35	Adult Medicaid Clients will have a \$3.65 copay per visit with a psychiatrist. Full Fee will apply to clients who choose to forgo their insurance benefits.

2013 MEDICARE MAXIMUM RATES			
WITH A SUPPLEMENTAL INSURANCE POLICY, FEES ARE BASED ON THE COORDINATION OF BENEFITS			
PSYCHIATRIC EVALUATION	\$26	PSY D COUNSELING	\$44
PSYCHIATRIC TREATMENT	\$27.39-\$40.15	LCSW INITIAL EVALUATION	\$24
PSY D INITIAL EVALUATION	\$32	LCSW COUNSELING	\$31

**Currently, Medicare Maximum Rates are based on a 65/35 split. Rates above are an estimate and are subject to change without notice. Final coinsurance amounts are determined based on Medicare explanation of benefits and accounts are adjusted accordingly.**

**Turning Point Behavioral Health Care Center  
Organization Budget FY2020**

<b>REVENUE</b>	<b>FY19 Budget</b>	<b>Notes</b>
Fee for Service	2,371,567.	*
DMH Grants	781,501.	See Appendix 1
Fundraising and Events	168,000.	See Appendix 2
Other Grants	304,450.	See Appendix 3
Professional Development Series & Other	12,000.	
Receipts from Residential Program	95,000.	
<b>TOTAL INCOME</b>	<b>\$3,732,518.</b>	
<b>EXPENSES</b>		
Financial Expenses	103,698.	
Occupancy	112,451.	
Office Expense	138,700.	
Human Resources	2,761,603.	
Clinical Contractors	55,000.	
Medical Consultants	60,750.	
Fundraising / Events	60,000.	
Marketing	15,900.	
Residential Client Expense	177,000.	
Program Supplies	46,780.	
<b>TOTAL EXPENSES</b>	<b>3,531,882.</b>	
NET OPERATING INCOME	200,636.	
<b>OTHER INCOME</b>		
Interest Expense	(93,000.)	
Depreciation	(237,000.)	
Other Income – Rental	84,900.	
Other Expense	(12,000.)	
<b>NET OTHER INCOME</b>	<b>(257,100.)</b>	
<b>NET LOSS</b>	<b>(56,464.)</b>	

\*Fee for service forecast uncertain due to nature of billing process, insurance payers, and timing of payments

**Appendix 1 – Income budgeted from DMH (DHS Division of Mental Health) Grants**

Supported Residential Services	\$309,382.
The Living Room program	\$130,550.
Comprehensive Community Based Youth Services (CCBYS):	\$175,000.
Crisis program	\$166,569.

**Appendix 2 – Income budgeted from Fundraising & Events**

Annual Benefit	\$100,000.
Annual Appeal	\$60,000.
Private donations	\$8,000.

**Appendix 3 – Income budgeted from Other Grants**

Maine Township	\$50,000.
Niles Township	\$130,000.
Northfield Township	\$3,750.
Village of Skokie CDBG	\$25,000.
Cook County CDBG	\$27,000.
Morton Grove Foundation	\$2,000.
Skokie Valley Rotary	\$1,000.
Park Ridge Community Fund	\$2,400.
Skokie Community Foundation	\$5,000.
Woman’s Club of Evanston	\$2,000.
Other grantors	\$56,300.



**MAINE TOWNSHIP  
APPLICATION FOR FUNDING 2020-2021**



Agency Name Avenues to Independence

Address 515 Busse Highway Park Ridge, Illinois 60068

Phone 847-292-0870 x122 Fax: 847-292-0873 E-mail: okazaki@avenuestoindependence.org

Contact Person: Robert Okazaki Title: Executive Director

Grant Contact Person: Robert Okazaki Title: Executive Director

Phone 847-292-0870 x1122 Email okazaki@avenuestoindependence.org

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**Brief Description of Agency** Avenues provides vocational and residential training programs to persons with autism, cerebral palsy, Down's Syndrome and other intellectual, physical and developmental disabilities. Programs are located in Park Ridge, Des Plaines, Niles, Wheeling and Northwest Chicago.

Agency Total Budget \$5,283,500 Amount requesting from Maine Township \$50,000  
(Please provide a copy of your budget.)

Agency Fiscal Year (e.g. March 2018-February 2019) July 1 to June 30th

Total number of all unduplicated clients directly served during your last fiscal year 194

Total number of unduplicated Maine Township clients directly served during your last fiscal year 93

If your grant is restricted, what is the total number of unduplicated Maine Township clients directly served during your last fiscal year in the program(s) we fund? NA

What is the approximate number of Maine Township clients referred to other agencies during your last fiscal year? 2

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Annual salary and title of the five highest paid full-time (if applicable) employees. Salary ranges are not acceptable.

- |                              |                 |
|------------------------------|-----------------|
| 1. <u>Executive Director</u> | <u>\$94,800</u> |
| 2. <u>VP Programs</u>        | <u>\$84,080</u> |
| 3. <u>Program Director</u>   | <u>\$64,880</u> |
| 4. <u>Program Director</u>   | <u>\$62,880</u> |
| 5. <u>Program Director</u>   | <u>\$62,880</u> |

1. Is your agency not for profit? (If so, attach Certificate of Good Standing).  Yes  No
2. Has your organization been in business for at least one year?  Yes  No
3. Are all your programs, services, activities and facilities provided by your organization available to the residents of Maine Township?  Yes  No
4. Describe how your organization's services are currently promoted to the residents of Maine Township. *Newsletter distributed 3 times per year and annual report one time per year; Summer and Holiday mailings to local residents; Outreach to Maine Township Special Education; Website and pamphlet information.*
5. Has your organization ever received funding from Maine Township?  Yes  No  
If yes, list all years and the allocation amount. *See attachment #1*
6. Describe how your organization used the funding received from Maine Township during the previous funding year (if applicable). *The Maine Township grant is used for operations support of our residential and job training/placement programs.*
7. Describe how your organization plans to use the requested funding from Maine Township during the upcoming funding year. *The Maine Township grant will be used to continue support of our residential and job training/placement programs.*
8. Which of the following best describes the services that your organization will be providing with the funds that you have requested? (Please check all that apply.)
 

<input type="checkbox"/> Public safety	<input type="checkbox"/> Recreation
<input type="checkbox"/> Environmental protection	<input type="checkbox"/> Library
<input type="checkbox"/> Public transportation	<input type="checkbox"/> Social services for youth
<input type="checkbox"/> Health	<input type="checkbox"/> Social services for the aged
<input checked="" type="checkbox"/> Other (please explain): <i>residential, job training, placement and daily living support for individuals with intellectual and other developmental disabilities.</i>	
9. Describe how your organization meets the eligibility requirements for the requested funding. *Avenues to Independence is a charitable 501C3 organization with service locations in Des Plaines and Park Ridge; we are the largest provider of services for individuals with intellectual and developmental disabilities in Maine Township.*
10. Describe any new programs, services, activities or facilities that are currently proposed or contemplated by your organization. *We will open a new group home in Park Ridge by the end of calendar year 2019.*
11. Do you certify that the funds that you are requesting from Maine Township will be used for your organization's ordinary and necessary maintenance and operating expenses and not for any capital expenditures?  Yes  No
12. If your organization is providing services for the benefit of Maine Township residents who are persons with a developmental disability, do you certify that said services shall only be provided to such Maine Township residents who are not eligible to participate in any program conducted under Article XIV of the School Code? (Applies only to persons under 22 years of

age.)  Yes  No

13. Do you certify that no person shall be excluded from participation in, denied benefits of, or be subjected to discrimination under, any service, facility or activity offered or provided by your organization on the grounds of race, color, national origin, sex, gender identity, age, religion, sexual preference, marital status or disability?  Yes  No
14. Do you certify that your organization will not expend any of the funds requested from Maine Township, either directly or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body?  Yes  No
15. If requested, do you agree to provide the following to Maine Township?  
(Please note: You do NOT need to include these items with your application.)
- A. Quarterly statements or reports setting forth the services rendered and programs provided for Maine Township residents, along with the associated costs to provide such services and programs
  - B. At such times and in such forms as Maine Township may require, any other statements, records, reports, data or information pertaining to matters covered by this application (Information relating to personal, medical and financial data will be treated as confidential.)
  - C. A written report signed by your organization's executive director, or whomever else is deemed to be in charge of your organization's activities, programs, services and facilities, including the following:
    - I. A description of each program, service, activity or facility you provided or offered
    - II. A statement that all such programs, services, activities and facilities are accessible to the disabled within the meaning of the Americans with Disabilities Act and the Rules and Regulations on disabled as promulgated thereunder
    - III. An identification of those programs, services, activities or facilities, which are not accessible to the disabled
    - IV. With respect to those programs, services, activities or facilities identified in response to item 15(C)(III) above, a detailed statement setting forth the specific steps and plans (including timetables for completion) to be taken to achieve accessibility and
    - V. If structural modifications will be required to achieve accessibility, a detailed statement setting forth the modifications required and a timetable for completion
- Yes  No
16. If you receive any requested funds from Maine Township, do you certify that your organization will maintain general liability insurance coverage in an amount not less than \$1 million, naming Maine Township as a co-party insured, and do you further agree to provide Maine Township

with a certified copy of said policy of insurance, along with the declaration sheet, binder and any exclusions related to said policy of insurance?

Yes  No

17. If you receive any requested funds from Maine Township, do you certify that your organization will indemnify and hold harmless, protect and defend, at its own cost and expense, Maine Township, its property, officers, agents, employees, assigns, successors, transferees, licensees, invitees and/or any other persons or property standing in the interest of Maine Township, from any and all risks, suits, damages, expenses, including without limitation reasonable attorneys' fees and court costs, or claims due to any acts or omissions of your organization?  Yes  No
18. What is the geographic service area of your organization? *Maine Township, Wheeling Township and local adjacent communities.*
19. Does your organization charge for services?  Yes  No
- If yes, does your organization offer a sliding fee scale?
- Yes. Attach 14 copies of the sliding fee scale.
- No. Please explain how charges are determined. *Charges are based upon the level of support needed by an individual. The more services that are required, the higher the cost. This is not a sliding scale but a purchase system based upon actual costs.*
20. If your organization does charge fees, would you be willing to wave application, program and other fees on a case by case basis for Maine Township residents whom we refer directly to your organization for assistance?  Yes  No
21. Are volunteers used within your organization?
- Yes. Please indicate how many volunteers you have and how they are utilized. *78 volunteers. Volunteers are utilized on the Board of Directors. There are volunteers in the Thrift store and other programs to provide additional support for regular personnel. Additionally, volunteers run special events to raise funds.*
- No. Please give specific reasons for not using volunteers.
22. Does your organization provide any bilingual services?
- Yes. Please indicate languages. *Spanish and American Sign Language*
- No
23. Does your organization request proof of U.S. citizenship from its clients?
- Yes. Please describe briefly.
- No
24. Does your organization participate in cooperative programs with any other community agencies? (e.g. social service, not-for-profits, municipal agencies, etc.) Please explain.
- Yes  No
- Avenues works with the Maine Township Special Education department and provides opportunities to disabled students at Maine East and other special education programs. Special services are*

sought from the Lutheran General Down Syndrome Clinic. Avenues participates in local special recreation programs through the North Suburban Special Recreation Organization. The 515 Busse building houses the Have Dreams programs for children with autism. Through our thrift shop, we can provide clothing and household goods to needy families referred from Maine Township General Assistance

25. Does your organization participate in cooperative programs with any other service organizations? (e.g. Rotary, Kiwanis, Optimist, etc.) Please explain.  Yes  No  
 Avenues is supported in part by the Park Ridge Lions Clubs, Park Ridge and Des Plaines Kiwanis and Park Ridge Rotary, Knights of Columbus.

26. Does your organization participate in cooperative programs with any community businesses? Please explain.  Yes  No  
 Avenues works on a daily basis with local business and industry to obtain work opportunities for persons with disabilities. A work enclave is maintained at SIPI Recycling, Barnaby's Pizza in Des Plaines. Jewel, Coyne Insurance, Maine East, FedEx, BDO Des Plaines, Center of Concern and Culvers also provide job opportunities for persons with disabilities from Avenues.

27. List all sources of funding or support that your organization currently receives, including the total amount, frequency, duration, and percentage of any such support.

Funding Source	Amount	Frequency & Duration	Percentage
Maine Township	\$49,060/yr	Monthly, entire year	1%
Foundations	\$1,070,563	Monthly, annual renewal	20%
Private Donors	\$475,000	Monthly, annually	9%
Federal			
State	\$2,635,000	Monthly, annual contract	50%
Municipalities	\$2,500	Annual grant	<1%
Other Townships	\$24,500	Monthly, entire year	<1%
Other (list all)	\$1,026,940	Monthly, entire year	18%
<b>Total</b>	<b>\$5,283,563</b>		<b>100%</b>

Other includes: Program fees (\$720K), Thrift shop(\$140k) and contract sales(\$150k), +misc

28. What type of fund-raising efforts has your organization had this year? Please list event names and specify the REVENUE and COSTS for fundraiser(s) and what program(s) the money was raised for. See Attachment #2

29. What fundraising efforts are planned for next year? See Attachment #3

30. Please explain any changes that have occurred in your organization in the past year (i.e. new program(s), expansion or deletion of program(s), personnel, administration, major purchases or facility, etc.). New group home will open in 2019. Major renovations will be completed at our day training program in Wheeling.

31. Please provide numerical breakdown of all staff member positions.

1. Administration & Administrative Support 9 positions

2. Management of Service Providers

12 positions

3. Direct Service Providers

75 positions

32. Number of certified staff members 87 Direct Service positions must be certified in first aid; medication administration, case management. One administrator must also have a public health certification

33. What kinds of certifications are required for your service providers? Service providers must be certified in first aid; medication administration, case management. One administrator must also have a public health certification

34. Number of licensed staff members 2

35. What kind of licensing is required for your service providers? Licensing is required for a nurse and the programs are required to be licensed by the Illinois Department of Human Services.

36. Please list all accreditations your organization has earned. Avenues is accredited by the Commission on Accreditation of Rehabilitation Facilities. Avenues is also certified/accredited by the Illinois Department of Human Services.

37. How would your organization be affected if it received a reduction in Township funding or if there was a complete elimination of Township funding? Depending upon the level of reduction, service cuts to Township residents would have to be considered along with layoffs of staff tied to those programs. Group home census reductions/closure, plus significant cuts in Job placement and additional delays in expansion of our transition program to Maine Township residents would have to be implemented.

I hereby certify that I am authorized to execute this application on behalf of the organization listed below and that the statements contained herein are true and accurate.

Name of Applicant Organization Avenues to Independence

By [Signature]  
Its Authorized Representative

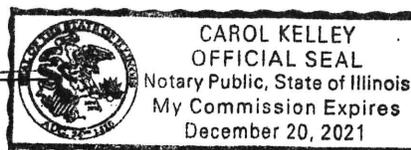
Printed Name Robert Okazaki

Title Executive Director

Date August 12, 2019

SUBSCRIBED and SWORN to before me this 12<sup>th</sup> day of August, 2019.

Notary [Signature]



Addendum 1-Township funding history for Avenues to Independence

FY 2019- \$49,060

FY 2018-\$48,580

FY 2017- \$49,200

FY 2016-\$48,000

FY 2000-\$44,000

FY 2015-\$45,000

FY 99-\$42,000

FY 2014-\$45,000

FY 98-\$40,000

FY 2013-\$45,000

FY 97-\$35,000

FY 2012-\$43,000

FY 96-\$30,000

Fy 2011-\$43,000

FY 95-\$27,500

FY 2010-\$42,500

FY 94-\$27,500

FY 2009-\$50,000

FY 93-\$25,000

FY 2008-\$50,000

FY 92-\$25,500

FY 2007-\$50,000

FY 91-\$23,500

FY 2006-\$50,000

FY 90-\$22,500

FY 2005-\$50,000

FY 89-\$22,500

FY 2004-\$50,000

FY 88-\$21,500

FY 2003-\$50,000

FY 87-\$21,500

FY 2002-\$50,000

FY 86-\$20,000

FY 2001-\$44,000

FY 85-\$17,500

## Avenues to Independence

### Attachment 2-Fund raising efforts

#### Avenues Dinner Dance(February 2019)

Gross Revenues: \$382,291; Costs: \$90,309; Event Net \$291,982

Proceeds used to offset reductions and delays in state grant payments for Avenues residential, day and employment programs.

#### Avenues Golf Classic(July 2019)

Gross Revenues: \$136,120; Costs: \$44,755; Event Net: \$91,365

Proceeds used to offset reductions and delays in state grant payments for Avenues residential, day and employment programs.

#### Fashion Show(Sept, 2018)

Gross Revenues: \$23,565; Costs: \$10,104; Event Net: \$13,461

Proceeds used to offset reductions and delays in state grant payments for Avenues residential, day and employment programs.

#### Wine Event (October 2018)

Gross Revenues: \$66,460; Costs \$24,168; Net \$42,292

Proceeds used to offset reductions and delays in state grant payments for Avenues residential, day and employment programs.

#### Annual Mailings (2018)

Gross Revenues: \$419,512; Costs \$20,500; Net: \$399,012

Proceeds used to offset reductions and delays in state grant payments for Avenues residential, day and employment programs.

## Avenues to Independence

Attachment 3-What Fund raising efforts are planned for next year?

Avenues Dinner Dance(February-2019)

Projected Gross Revenues: \$190,000; Projected Costs: \$60,000; Projected Event Net \$130,000;  
Proceeds used to offset reductions and delays in state grant payments for Avenues residential, day  
and employment programs.

Avenues Golf Classic(July-2019)

Projected Gross Revenues: \$90,000; Projected Costs: \$45,000; Projected Net: \$45,000;  
Proceeds used to offset reductions and delays in state grant payments for Avenues residential, day  
and employment programs.

Avenues Fashion Show(September 2019)

Projected Gross Revenues \$15,000, Projected Costs: \$5,000, Projected Net: \$10,000, Proceeds  
used to fund day program operations at the Thrift shop.

Avenues Wine Event(October, 2019)

Projected Gross Revenues: \$45,000; Projected costs: \$10,000; Projected Net: \$35,000  
Proceeds used to offset reductions and delays in state grant payments for Avenues residential, day  
and employment programs.

Annual mailings(June and December)

Projected Gross Revenues: \$230,000; Projected Costs \$12,000; Projected Net: \$218,000  
Proceeds used to offset reductions and delays in state grant payments for Avenues residential, day  
and employment programs.

Budget for FY2020

Avenues to Independence

FY2020

Budget

Income

400000 Contributions	\$475,000.00	8.99%
403500 Avenues Foundation	\$1,071,563.00	20.28%
420000 Avenues Client Store	\$2,500.00	0.05%
430000 Recycling Avenues	\$500.00	0.01%
510000 State of IL Revenue	\$2,635,000.00	49.87%
550000 Maine Township	\$49,000.00	0.93%
Wheeling Township	\$24,500.00	0.46%
590000 Community Fund	\$14,500.00	0.27%
600000 Service Fees	\$720,000.00	13.63%
610000 Job Contracts	\$150,000.00	2.84%
612000 Total Thrift Shop Sales	\$140,000.00	2.65%
670000 Misc. Revenue	\$1,000.00	0.02%
Total Income	\$5,283,563.00	

Expense

700000 Salaries	\$3,259,563.00
710000 Employee Benefits	\$475,000.00
720000 Payroll Taxes	\$372,000.00
750000 Prof Fees & Contract Services	\$115,000.00
800000 Supplies	\$120,000.00
810000 Telephone Expense	\$40,000.00
820000 Postage & Shipping	\$4,500.00
840000 Occupancy Expense	\$325,000.00
850000 Outside Printing	\$2,500.00
870000 Transportation	\$205,000.00
880000 Conference, Convent, Mtgs	\$15,000.00
890000 Subscriptions & Reference Pub	\$2,000.00
900000 Client Wages	\$90,000.00
910000 Membership Dues & Support	\$17,000.00
930000 Insurance	\$57,000.00
950000 Equipment Rental, Repair, Main	\$23,000.00
960000 Equipment Purchases	\$6,000.00
970000 Depreciation Expense	\$145,000.00
980000 Misc. Expense	\$10,000.00
Total Expense	\$5,283,563.00
Total Net Income	\$0.00





August 29, 2019

Maine Township  
Attn: Kristina Christie  
1700 Ballard Road  
Park Ridge, IL 60068

Dear Maine Township Board;

Attached you will find our 2020 – 2021 Agency Funding Application, for your review and consideration. We appreciate the opportunity to pursue Township Funding, to support our Nourish Your Neighbor program, at our North & Northwest Regional Service Center.

Catholic Charities of the Archdiocese of Chicago is the social service arm of the Church, and we are called to help those most in need; inclusive of all faiths or no faith, all ethnicities, backgrounds, and genders, with a core focus and mission of helping the poorest among us. Toward this end, we strive to be a beacon of hope for those who come to us, and continually seek to strengthen our services and partnerships, in the community.

Last year alone, our North & Northwest Regional Service Center, in Des Plaines, welcomed 38,000 individuals, in varying states of need and despair. The programs we offer, in Des Plaines, are funded by our regional funding efforts, and have provided our Program Budget, along with our agency-wide budget to assist with your review and consideration of our application. Additionally, we've included a breakdown of unduplicated individual program users, highlighting Maine Township residents, as a supplement to the application.

Again, we appreciate the opportunity to apply for Maine Township funding, and thank you for your time and consideration with our application.

Best Regards,

A handwritten signature in black ink, appearing to read "Adriana Kelly".

Adriana Kelly  
North Regional Director  
Catholic Charities of the Archdiocese of Chicago  
847-376-2121

Catholic Charities of the Archdiocese of Chicago  
Adriana S. Kelly – North Regional Director  
1717 Rand Road  
Des Plaines, IL 60016 – Ph # 847-376-2121 Fax # 847-390-8214

**MAINE TOWNSHIP  
APPLICATION FOR FUNDING 2020-2021**



**Agency Name** Catholic Charities of the Archdiocese of Chicago

**Address** 1717 Rand Road, Des Plaines, IL 60016

**Phone** (847) 376-2121 **Fax** (847) 390-8214 **Email** akelly@catholiccharities.net

**Contact Person** Adriana S. Kelly **Title** North Regional Director

**Grant Contact Person** Adriana S. Kelly **Title** North Regional Director

**Phone** (847) 376-2121 **Email** akelly@catholiccharities.net

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**Brief Description of Agency:** For over 100 years, Catholic Charities of the Archdiocese of Chicago has fulfilled the Church's role in the mission of charity to anyone in need by providing compassionate, competent, and professional services that strengthen and support individuals, families, and communities based on the value and dignity of human life. In order to remain faithful to this mission, Catholic Charities is guided by four core values: Respect, Compassion, Competence, and Stewardship. The Agency's services are offered to anyone, regardless of race, gender, age, religious affiliation, national origin, disability, economic background, or any other discriminatory factor. Catholic Charities operates more than 150 programs at more than 170 locations.

**Agency Total Budget** \$200 million **North & Northwest Regional Service Center Total Budget:**  
\$134,388.00 **Amount requesting from Maine Township** \$10,000.00  
(Please provide a copy of your budget.)

**Agency Fiscal Year (e.g. March 2018-February 2019):** July 1, 2019 – June 30, 2020

**Total number of all unduplicated clients directly served during your last fiscal year** 12,772  
(North and Northwest Regional Service Center Programs)

**Total number of unduplicated Maine Township clients directly served during your last fiscal year** 7,727

**If your grant is restricted, what is the total number of unduplicated Maine Township clients directly served during your last fiscal year in the program(s) we fund?** 4,931 Maine Township Nourish Your Neighbor Program, restricted funding program

**What is the approximate number of Maine Township clients referred to other agencies during your last fiscal year?** 250

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**Annual salary and title of the five highest paid full-time (if applicable) employees. Salary ranges are not acceptable.**

1. John Ryan, Chief of Staff: \$218,518.32
2. Kathleen Donahue, Acting Administrator, President, and CEO: \$215,220.72
3. Michele Bianchi, Senior Vice President of HR & General Counsel: \$211,080.72
4. Elida Hernandez, Chief Financial Officer: \$196,881.60
5. Beth Seaman, Director of Finance: \$167,517.04

1. **Is your agency not for profit? (If so, attach Certificate of Good Standing).  Yes  No**
2. **Has your organization been in business for at least one year?  Yes  No**
3. **Are all your programs, services, activities and facilities provided by your organization available to the residents of Maine Township?  Yes  No**
4. **Describe how your organization's services are currently promoted to the residents of Maine Township.** Catholic Charities collaborates with religious and community organizations, schools and other social service organizations to provide outreach and promote the Agency's services to the residents of north and northwest suburban Cook County.
5. **Has your organization ever received funding from Maine Township?  Yes  No**  
**If yes, list all years and the allocation amount.**
  - 2019-20 Funding Year - \$1,600.00
6. **Describe how your organization used the funding received from Maine Township during the previous funding year (if applicable).** Catholic Charities' *Nourish Your Neighbor Program* is offered in the Agency's Des Plaines Service Center and includes a food pantry, a twice-weekly Supper Program, and special holiday meal distributions. The Maine Township Funding awarded for 2019-2020 supported four of the twice-weekly meals served throughout the year.
7. **Describe how your organization plans to use the requested funding from Maine Township during the upcoming funding year.** The requested funding will help to broaden the food selection provided through the *Nourish Your Neighbor Program* in the North and Northwest Suburban Regional Service Center. Specifically, the funding will allow for the accommodation of special or restricted diets, such as meals for diabetic and gluten intolerant clients. Additionally, the funding will enable the Agency to expand the Supper Program by adding two additional evenings for supper, which will be served at a Catholic Charities Parish Partner location in Maine Township, with heightened or emerging food insecure populations.

8. Which of the following best describes the services that your organization will be providing with the funds that you have requested? (Please check all that apply.)

- |  |   |
|--|---|
| <input type="checkbox"/> Public safety   | <input type="checkbox"/> Recreation                   |
| <input type="checkbox"/> Environmental protection                                      | <input type="checkbox"/> Library                      |
| <input type="checkbox"/> Public transportation   | <input type="checkbox"/> Social services for youth    |
| <input type="checkbox"/> Health  | <input type="checkbox"/> Social services for the aged |
| <input checked="" type="checkbox"/> Other (please explain): Addressing food insecurity |   |

9. Describe how your organization meets the eligibility requirements for the requested funding. Catholic Charities ensures the program meets the eligibility requirements of the requested funding by following the income eligibility guidelines established by State of Illinois agencies.

10. Describe any new programs, services, activities or facilities that are currently proposed or contemplated by your organization. Catholic Charities has served as a community safety net for over 100 years, helping to keep hope alive in families and individuals who are in need. Catholic Charities' wide range of programming ensures that clients are connected to needed resources including counseling, housing, financial assistance, and other supports that address social, economic, and environmental barriers to healthy functioning and full community participation.

As such, Catholic Charities is always seeking to enhance and expand programming to address emergency stabilization, food insecurity, homelessness prevention, violence, and behavioral health needs, for the communities, families and individuals we serve.

The *Nourish Your Neighbor Program* includes a food pantry, a twice-weekly Supper Program, and special holiday meal distributions, at the Agency's North and Northwest Regional office, located in Des Plaines, Illinois. These programs fed more than 26,000 people in FY19 (which ended June 30) and distributed more than 222,000 meals. Catholic Charities seeks to increase the number of residents served in FY2020. Our grant application request is specifically for our Nourish Your Neighbor Program, that ensures families and individuals who may be battling food insecurity have consistent access to nutritional food supplies and meals. This allows patrons to obtain healthy and nutritious food while saving money that can be used to pay rent, transportation costs, and other household expenses. Following are the key components of the Nourish Your Neighbor Program, provided at our North & Northwest Suburban Regional Service Center, and its impact on Maine Township residents:

*Nourish Your Neighbor Program Key Components:*

*Food Pantry:* The food pantry provides canned and dry goods, meat, fresh fruit and vegetables, bread, eggs, and dairy products to low-income households located in the north and northwest suburbs of Chicago. Each visitor chooses a four-day supply of food, valued at approximately \$100 for a family of four. In FY19: Nearly 5,000 unduplicated patrons utilized our food pantry, fifty-seven percent of *the Des Plaines food pantry patrons* (2,836) live within Maine Township.

The *Twice-weekly Supper Program* provides hot, nutritious dinners on Tuesday and Thursday evenings. In FY19: 7,000 guests were served. Many guests also received extra take-home meals and sack lunches; in total, over 12,000 meals were distributed during this past fiscal year. In FY19: 1,813 unduplicated patrons came for supper, Fifty-nine percent of our suppers patrons, (1,070) live in Maine Township.

The *Special Meal distributions* include meals served on holidays such as Thanksgiving and Christmas. Families receive a turkey on Thanksgiving and a ham on Christmas, along with potatoes, vegetables, and other side dishes to create a full meal. In FY19: 2,010 unduplicated clients were served holiday meals; fifty-one percent, (1,025) live in Maine Township.

Finally, the *Nourish Your Neighbor Program* serves, as a point of entry for clients who need to be connected to other Catholic Charities services, including counseling, healthcare referrals, senior services, immigration assistance, and housing assistance, which includes homeless services for families and veterans. Following are examples of program linkages made in FY19:

- 2,731 low-income citizens, including 2,076 Maine Township residents, supplemented their clothing needs with visits to Catholic Charities St. Julia's Clothing Closet.
- 398 low-income senior citizen clients, including 125 Maine Township residents, who use food pantry services received coupon books good for \$25 of free produce at local farmers' markets.
- 155 low-income seniors, including 124 Maine Township residents, received supplemental Food Packages; 80% of these seniors reside in one zip code in Maine Township.
- 338 individuals, including 226 Maine Township residents, received health screenings, health information, and nutrition education through the Chamberlain College of Nursing and the University of Illinois Extension.
- 351 children, including 235 Maine Township residents, received tutoring/mentoring sessions during the Tuesday night suppers.

The *Nourish Your Neighbor Program* is well-equipped to offer services to the wider community. Maine Township funding, will allow the *Nourish Your Neighbor Program* to enhance our food offerings, to accommodate special diet options, at our twice-weekly suppers, and an additional monthly meal, at an alternative "satellite" location in Maine Township.

11. Do you certify that the funds that you are requesting from Maine Township will be used for your organization's ordinary and necessary maintenance and operating expenses and not for any capital expenditures?  Yes  No
12. If your organization is providing services for the benefit of Maine Township residents who are persons with a developmental disability, do you certify that said services shall only be provided to such Maine Township residents who are not eligible to participate in any program conducted under Article XIV of the School Code? (Applies only to persons under 22 years of age.)  Yes  No
13. Do you certify that no person shall be excluded from participation in, denied benefits of, or be subjected to discrimination under, any service, facility or activity offered or provided by your organization on the grounds of race, color, national origin, sex, gender identity, age, religion, sexual preference, marital status or disability?  Yes  No
14. Do you certify that your organization will not expend any of the funds requested from Maine Township, either directly or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body?  Yes  No

15. **If requested, do you agree to provide the following to Maine Township?  
(Please note: You do NOT need to include these items with your application.)**
- A. **Quarterly statements or reports setting forth the services rendered and programs provided for Maine Township residents, along with the associated costs to provide such services and programs** Yes
  - B. **At such times and in such forms as Maine Township may require, any other statements, records, reports, data or information pertaining to matters covered by this application (Information relating to personal, medical and financial data will be treated as confidential.)** Yes
  - C. **A written report signed by your organization's executive director, or whomever else is deemed to be in charge of your organization's activities, programs, services and facilities, including the following:**
    - I. **A description of each program, service, activity or facility you provided or offered** Yes
    - II. **A statement that all such programs, services, activities and facilities are accessible to the disabled within the meaning of the Americans with Disabilities Act and the Rules and Regulations on disabled as promulgated thereunder** Yes, on request
    - III. **An identification of those programs, services, activities or facilities, which are not accessible to the disabled** Yes, on request
    - IV. **With respect to those programs, services, activities or facilities identified in response to item 15(C)(III) above, a detailed statement setting forth the specific steps and plans (including timetables for completion) to be taken to achieve accessibility and**
    - V. **If structural modifications will be required to achieve accessibility, a detailed statement setting forth the modifications required and a timetable for completion**  Yes  No On request
16. **If you receive any requested funds from Maine Township, do you certify that your organization will maintain general liability insurance coverage in an amount not less than \$1 million, naming Maine Township as a co-party insured, and do you further agree to provide Maine Township with a certified copy of said policy of insurance, along with the declaration sheet, binder and any exclusions related to said policy of insurance?**  
 Yes  No
17. **If you receive any requested funds from Maine Township, do you certify that your organization will indemnify and hold harmless, protect and defend, at its own cost and expense, Maine Township, its property, officers, agents, employees, assigns, successors, transferees, licensees, invitees and/or any other persons or property standing in the interest of Maine Township, from any and all risks, suits, damages, expenses, including without limitation reasonable attorneys' fees and court costs, or claims due to any acts or omissions of your organization?**  Yes  No

18. **What is the geographic service area of your organization?** Catholic Charities serves Cook and Lake County. This funding request will be used to serve the north and northwest suburban Cook County Regional Service Center.
19. **Does your organization charge for services?**  Yes  No The program seeking funding does not charge for services  
**If yes, does your organization offer a sliding fee scale?**  
 Yes. Attach 14 copies of the sliding fee scale.  
 No. Please explain how charges are determined.
20. **If your organization does charge fees, would you be willing to wave application, program and other fees on a case by case basis for Maine Township residents whom we refer directly to your organization for assistance?**  Yes  No N/A
21. **Are volunteers used within your organization?**  
 Yes. Please indicate how many volunteers you have and how they are utilized.  
In FY19 the *Nourish Your Neighbor Program* utilized the following volunteers:  
  - 26 volunteers logged 1,728 hours assisting clients and stocking the food pantry.
  - 163 volunteers logged 1,222 hours serving meals for the hot meal service. No. Please give specific reasons for not using volunteers.
22. **Does your organization provide any bilingual services?**  
 Yes. Please indicate languages. Services are provided in Spanish for the program seeking funding  
 No
23. **Does your organization request proof of U.S. citizenship from its clients?**  
 Yes. Please describe briefly.  
 No The program seeking funding does not request proof of U.S. citizenship
24. **Does your organization participate in cooperative programs with any other community agencies? (e.g. social service, not-for-profits, municipal agencies, etc.) Please explain.**  
 Yes  No Catholic Charities works collaboratively with agencies in the community, allowing for seamless service referral between agencies when needed.
25. **Does your organization participate in cooperative programs with any other service organizations? (e.g. Rotary, Kiwanis, Optimist, etc.) Please explain.**  Yes  No Catholic Charities partners with community organizations for drives (clothing, food, etc.) to benefit clients and reduce program costs. Community organizations also sponsor suppers, providing food and volunteers who help serve.
26. **Does your organization participate in cooperative programs with any community businesses? Please explain.**  Yes  No Catholic Charities partners with community businesses for drives (clothing, food, etc.) to benefit clients and reduce program cost. Community businesses also sponsor suppers, providing food and volunteers who help serve.

27. List all sources of funding or support that your organization currently receives, including the total amount, frequency, duration, and percentage of any such support.

Funding Source	Amount	Frequency & Duration	Percentage
Maine Township	\$1,600.00	Annual Application and Award	.01%
Foundations	\$50,000.00	Annual Application and Award	37%
Private Donors	\$15,000.00	Annual Application and Award	11%
Federal	0		
State	0		
Municipalities	\$6,000.00	Annual Application and Award	4%
Other Townships	0		
Other (list all)			
<b>Total</b>	<b>\$72,600.00</b>		<b>54%</b>

28. What type of fund-raising efforts has your organization had this year? Please list event names and specify the REVENUE and COSTS for fundraiser(s) and what program(s) the money was raised for.

The North and Northwest Regional Directors host three annual fundraising events: *Hearts for Hope*; *Diamonds are Forever*, and *Harvest of Hope*. Following are the net revenues of these events:

- *Hearts for Hope* (Spring FY19) Net Revenue \$96,000.00; 100% allocation to *New Hope Apartments* housing program.
- *Diamonds are Forever* (Summer FY19) Net Revenue \$18,000.00; 100% allocation *Emergency Stabilization Services*.
- *Harvest of Hope* (Fall FY19) Net Revenue \$63,0000.00; 60% allocation to food pantry; 40% *Emergency Stabilization Programs*

29. What fundraising efforts are planned for next year?

The North and Northwest Regional areas host three regional events annually, which are listed above. Catholic Charities is currently reviewing the cost effectiveness of each event, which may decrease the number of events held during the upcoming fiscal year.

30. Please explain any changes that have occurred in your organization in the past year (i.e. new program(s), expansion or deletion of program(s), personnel, administration, major purchases or facility, etc.).

It was recently announced that Rev. Monsignor Michael M. Boland, Administrator, President, and CEO, was stepping down from his position effective August 16, 2019. He will continue to serve as a consultant to the Agency until November 2019. Carrying on the mission of Catholic Charities is of paramount importance. Therefore, Kathy Donahue, Senior Vice President of Program Development and Evaluation, and 40-year veteran of the Agency, will assume the role of Acting Administrator, President, and CEO while a national search for Monsignor Boland's replacement is conducted.

31. Please provide numerical breakdown of all staff member positions.

**North & Northwest Regional Service Center**

- |   |   |
|---|---|
| <b>1. Administration &amp; Administrative Support</b> | Two (2) Regional Directors<br>One (1) Office Manager<br>One (1) paid Ignatian Volunteer<br>One (1) Facilities/Maintenance |
| <b>2. Management of Service Providers</b>             | Two (2) Housing Program staff<br>Two (2) Case Management and<br>Counseling Supervisors                                    |
| <b>3. Direct Service Providers</b>                    | Eight (8) Case Managers and<br>Counselors   |

32. Number of certified staff members Three (3) Food Service Certified Staff

33. What kinds of certifications are required for your service providers?  
Certifications vary depending on the service area and the services provided. *Nourish Your Neighbor Program* Managers and Lead Volunteer are state certified Food Handlers.

34. Number of licensed staff members Eight (8) Case Managers and Counselors

35. What kind of licensing is required for your service providers?  
Licensing varies depending on the service area and the services provided.

36. Please list all accreditations your organization has earned.  
Catholic Charities is accredited by the Council on Accreditation, the Joint Commission, and the National Association for the Education of Young Children.

37. How would your organization be affected if it received a reduction in Township funding or if there was a complete elimination of Township funding?  
Fiscal Year 2019 Maine Township funding allowed the *Nourish Your Neighbor Program, Suppers* to successfully sustain itself despite fluctuations in other funding sources. The increased funding request supports efforts to ensure the continued success of the Supper Program. The current food cost of the Supper Program is \$42,000.00, which is largely covered by private in-kind food donors, leaving a \$6,500 food cost for Catholic Charities to fund. In spite, of ever changing funding environments, Catholic Charities remains strongly committed to serving all that come to us for a warm meal, twice a week. In-kind donors, and Township funding empowers our Regional Service Center to sustain the *Nourish Your Neighbor Program, Supper Service* at current levels, with the capacity to expand, as we continue to identify and engage individuals and families who need and will benefit from the program's services. Elimination of Township funding would limit the Agency's ability to serve residents, and rising demand, from the north and northwest suburban community who are experiencing food insecurity and other challenges that threaten well-being and healthy functioning.

I hereby certify that I am authorized to execute this application on behalf of the organization listed below and that the statements contained herein are true and accurate.

Name of Applicant Organization Catholic Charities of the Archdiocese of Chicago

By Kathy Donahue LCSW  
Its Authorized Representative

Printed Name Kathy Donahue, LCSW

Title Acting Administrator, President, and CEO

Date August 26, 2019

SUBSCRIBED and SWORN to  
before me this 26<sup>th</sup> day of August, 2019.

Notary Shanice Davis





**NORTH AND NORTHWEST REGIONAL SERVICE CENTER  
- NOURISH YOUR NEIGHBOR PROGRAM BUDGET**

# Catholic Charities Nourish Your Neighbor FY20

North and Northwest Regional Service Center 1717 Rand Road, Des Plaines IL

	Food Pantry	Suppers	TOTALS	
Salaries/Benefits	\$ 11,168		\$ 11,168	
Liability	\$ 1,029	\$ 501	\$ 1,530	
Other supplies	\$ 510	\$ 13,211	\$ 13,721	
Printing	\$ 200		\$ 200	
Food	\$ 35,000	\$ 6,500	\$ 41,500	Represents Catholic Charities Out-of Pocket Food Costs
Seminars	\$ 600	\$ 250	\$ 850	
Equipment	\$ 5,410		\$ 5,410	
Admin/support	\$ 7,090	\$ 3,447	\$ 10,537	
IVC		\$ 6,000	\$ 6,000	
Security		\$ 7,600	\$ 7,600	
Postage and shipping		\$ 125	\$ 125	
Contributions		\$ 250	\$ 250	
Business Conference		\$ 600	\$ 600	
Membership dues		\$ 50	\$ 50	
Client assistance		\$ 5,500	\$ 5,500	
Transportation		\$ 100	\$ 100	
Shared occupancy	\$ 29,247	\$ -	\$ 29,247	
<b>TOTALS</b>	<b>\$ 90,254</b>	<b>\$ 44,134</b>	<b>\$ 134,388</b>	

## Supper Program Budget Notes

Supper Program **Total Food Cost FY2019** (July '18-June '19) = **\$42,000**

Private Supper Sponsorships FY19 = **\$35,500 can fluctuate**

Out of Pocket Costs Reflected in Budget = **\$6,500 difference between Meal Cost and In-Kind Donors**

Cost Projections based on Supper Nights per year (Twice Weekly x 52 Weeks Per Year - Holidays)

Average Supper Attendance 90 persons per evening

Current Average Meal Cost Per Evening \$450

# Catholic Charities of the Archdiocese of Chicago

Combined Financial Statements as of and  
for the Years Ended June 30, 2018 and 2017,  
Supplementary Information as of and for the  
Year Ended June 30, 2018, and  
Independent Auditors' Report

# CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO

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**CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO**

**COMBINED STATEMENTS OF FINANCIAL POSITION  
AS OF JUNE 30, 2018 AND 2017**

<b>ASSETS</b>	<b>2018</b>	<b>2017</b>
<b>CURRENT ASSETS:</b>		
Cash and cash equivalents	\$ 21,350,888	\$ 24,755,720
Program receivables—net of allowance for doubtful accounts—\$646,813 and \$546,896 in 2018 and 2017, respectively	25,050,133	29,569,573
Legacies and pledges receivable—net	1,108,403	2,737,175
United Way receivable	1,396,082	2,704,918
Prepaid and other assets	1,669,440	2,003,331
Due from affiliates—net	<u>1,507,758</u>	<u>879,392</u>
Total current assets	52,082,704	62,650,109
<b>INVESTMENTS</b>	95,546,245	82,679,298
<b>INVESTMENT IN AFFILIATES</b>	632,210	632,210
<b>LOANS RECEIVABLE</b>	5,434,850	5,434,850
<b>LONG-TERM LEGACIES AND PLEDGES RECEIVABLE—Net</b>	334,359	635,850
<b>SPLIT-INTEREST TRUST AGREEMENTS</b>	834,942	753,848
<b>ASSETS WHOSE USE IS LIMITED</b>	11,481,272	10,612,446
<b>LAND, BUILDINGS, AND EQUIPMENT—Net</b>	<u>177,648,471</u>	<u>180,388,984</u>
<b>TOTAL ASSETS</b>	<u>\$ 343,995,053</u>	<u>\$ 343,787,595</u>

(Continued)

# CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO

## COMBINED STATEMENTS OF FINANCIAL POSITION AS OF JUNE 30, 2018 AND 2017

<b>LIABILITIES AND NET ASSETS</b>	<b>2018</b>	<b>2017</b>
<b>CURRENT LIABILITIES:</b>		
Accounts payable and accrued compensation	\$ 12,225,275	\$ 10,625,605
Interest payable	102,137	89,735
Due to governmental agencies	4,664,719	6,596,781
Current portion of deferred revenue and other liabilities	1,111,148	1,043,123
Current portion of gift annuities payable	261,484	251,547
Current portion of postretirement benefits liability	1,437,208	1,412,301
Current portion of long-term debt	<u>377,616</u>	<u>360,226</u>
Total current liabilities	20,179,587	20,379,318
DEFERRED REVENUE	-	421,529
SECURITY DEPOSITS	701,992	694,472
GIFT ANNUITIES PAYABLE	1,482,534	1,209,381
OTHER LIABILITIES	722,749	847,739
PENSION LIABILITY	60,256,413	91,547,066
POSTRETIREMENT BENEFITS LIABILITY	20,515,008	21,637,582
REFUNDABLE GRANT ADVANCES	154,394,908	154,894,908
LONG-TERM DEBT—Net	<u>20,023,511</u>	<u>20,833,172</u>
Total liabilities	<u>278,276,702</u>	<u>312,465,167</u>
<b>NET ASSETS (DEFICIT):</b>		
Unrestricted:		
Undesignated	(22,001,993)	(48,737,444)
Designated by the Board for endowment	65,167,127	51,984,026
Temporarily restricted	15,214,262	20,906,282
Permanently restricted	<u>7,338,955</u>	<u>7,169,564</u>
Total net assets	<u>65,718,351</u>	<u>31,322,428</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 343,995,053</u></u>	<u><u>\$ 343,787,595</u></u>

See notes to combined financial statements.

(Concluded)

# CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO

## COMBINED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS FOR THE YEAR ENDED JUNE 30, 2018

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>REVENUE:</b>				
Fees and grants from governmental agencies	\$ 143,210,470	\$ -	\$ -	\$ 143,210,470
Program service fees	20,069,787	-	-	20,069,787
Program-related contributions	2,434,638	1,897,856	-	4,332,494
Program-related in-kind donations	1,265,520	-	-	1,265,520
United Way pledges	320,310	-	-	320,310
Net assets released from restrictions	3,235,088	(3,235,088)	-	-
<b>Total revenue</b>	<b>170,535,813</b>	<b>(1,337,232)</b>	<b>-</b>	<b>169,198,581</b>
<b>EXPENSES:</b>				
Education and training	10,014,421	-	-	10,014,421
Nutrition	56,729,557	-	-	56,729,557
Basic human needs	10,863,795	-	-	10,863,795
Housing	32,998,797	-	-	32,998,797
Counseling and case management	36,049,203	-	-	36,049,203
Senior care	27,335,826	-	-	27,335,826
Management and general	15,494,159	-	-	15,494,159
Fundraising	2,346,719	-	-	2,346,719
<b>Total expenses</b>	<b>191,832,477</b>	<b>-</b>	<b>-</b>	<b>191,832,477</b>
<b>LOSS FROM PROGRAM OPERATIONS</b>	<b>(21,296,664)</b>	<b>(1,337,232)</b>	<b>-</b>	<b>(22,633,896)</b>
<b>SUPPORT:</b>				
Contributions	6,234,045	2,106,331	88,297	8,428,673
Special events—net of special event expenses—\$1,850,526	4,748,867	-	-	4,748,867
In-kind donations	150,000	-	-	150,000
Bequests	4,683,287	2,385,974	-	7,069,261
Net assets released from restrictions	8,739,633	(8,739,633)	-	-
<b>Total support</b>	<b>24,555,832</b>	<b>(4,247,328)</b>	<b>88,297</b>	<b>20,396,801</b>
<b>OTHER REVENUE (EXPENSE):</b>				
Interest and dividends on investments	1,816,021	38,235	-	1,854,256
Net realized gain (loss) on investments	290,102	(44,832)	-	245,270
Net unrealized gain (loss) on investments	3,567,743	(11,397)	-	3,556,346
Net assets released from restrictions	89,466	(89,466)	-	-
Change in fair value of split-interest trusts	-	-	81,094	81,094
Loss on disposal of land, building and equipment	(10,061)	-	-	(10,061)
Other revenue	1,032,332	-	-	1,032,332
<b>Total other revenue (expense)</b>	<b>6,785,603</b>	<b>(107,460)</b>	<b>81,094</b>	<b>6,759,237</b>
<b>INCREASE (DECREASE) IN NET ASSETS BEFORE RETIREMENT BENEFIT CHANGES OTHER THAN NET PERIODIC COST</b>	<b>10,044,771</b>	<b>(5,692,020)</b>	<b>169,391</b>	<b>4,522,142</b>
<b>RETIREMENT BENEFIT CHANGES OTHER THAN NET PERIODIC COST</b>	<b>29,873,781</b>	<b>-</b>	<b>-</b>	<b>29,873,781</b>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	<b>39,918,552</b>	<b>(5,692,020)</b>	<b>169,391</b>	<b>34,395,923</b>
<b>NET ASSETS—Beginning of year</b>	<b>3,246,582</b>	<b>20,906,282</b>	<b>7,169,564</b>	<b>31,322,428</b>
<b>NET ASSETS—End of year</b>	<b>\$ 43,165,134</b>	<b>\$ 15,214,262</b>	<b>\$ 7,338,955</b>	<b>\$ 65,718,351</b>

See notes to combined financial statements.

# CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO

## COMBINED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS FOR THE YEAR ENDED JUNE 30, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>REVENUE:</b>				
Fees and grants from governmental agencies	\$ 147,748,068	\$ -	\$ -	\$ 147,748,068
Program service fees	20,145,675	-	-	20,145,675
Program-related contributions	3,240,717	1,622,587	-	4,863,304
Program-related in-kind donations	1,541,394	-	-	1,541,394
United Way pledges	335,179	2,674,081	-	3,009,260
Net assets released from restrictions	<u>3,734,711</u>	<u>(3,734,711)</u>	-	-
Total revenue	<u>176,745,744</u>	<u>561,957</u>	<u>-</u>	<u>177,307,701</u>
<b>EXPENSES:</b>				
Education and training	10,663,086	-	-	10,663,086
Nutrition	58,970,844	-	-	58,970,844
Basic human needs	12,058,687	-	-	12,058,687
Housing	34,978,267	-	-	34,978,267
Counseling and case management	39,375,293	-	-	39,375,293
Senior care	28,659,506	-	-	28,659,506
Management and general	16,154,020	-	-	16,154,020
Fundraising	<u>2,278,387</u>	<u>-</u>	<u>-</u>	<u>2,278,387</u>
Total expenses	<u>203,138,090</u>	<u>-</u>	<u>-</u>	<u>203,138,090</u>
(LOSS) GAIN FROM PROGRAM OPERATIONS	<u>(26,392,346)</u>	<u>561,957</u>	<u>-</u>	<u>(25,830,389)</u>
<b>SUPPORT:</b>				
Contributions	5,718,678	2,468,363	20,550	8,207,591
Special events—net of special event expenses—\$1,866,331	4,698,777	-	-	4,698,777
In-kind donations	1,290,000	-	-	1,290,000
Bequests	4,343,188	789,395	-	5,132,583
Net assets released from restrictions	<u>333,524</u>	<u>(333,524)</u>	<u>-</u>	<u>-</u>
Total support	<u>16,384,167</u>	<u>2,924,234</u>	<u>20,550</u>	<u>19,328,951</u>
<b>OTHER REVENUE (EXPENSE):</b>				
Interest and dividends on investments	1,669,174	20,196	-	1,689,370
Net realized gain (loss) on investments	1,156,778	(1,400)	-	1,155,378
Net unrealized gain (loss) on investments	4,585,389	(87,725)	-	4,497,664
Net assets released from restrictions	83,340	(83,340)	-	-
Change in fair value of split-interest trusts	-	-	(129,781)	(129,781)
Loss on disposal of land, building and equipment—net	(1,321,159)	-	-	(1,321,159)
Other revenue	<u>189,656</u>	<u>-</u>	<u>-</u>	<u>189,656</u>
Total other revenue (expense)	<u>6,363,178</u>	<u>(152,269)</u>	<u>(129,781)</u>	<u>6,081,128</u>
(DECREASE) INCREASE IN NET ASSETS (DEFICIT) BEFORE RETIREMENT BENEFIT CHANGES OTHER THAN NET PERIODIC COST	(3,645,001)	3,333,922	(109,231)	(420,310)
RETIREMENT BENEFIT CHANGES OTHER THAN NET PERIODIC COST	<u>40,919,698</u>	<u>-</u>	<u>-</u>	<u>40,919,698</u>
INCREASE (DECREASE) IN NET ASSETS (DEFICIT)	37,274,697	3,333,922	(109,231)	40,499,388
NET ASSETS (DEFICIT)—Beginning of year	<u>(34,028,115)</u>	<u>17,572,360</u>	<u>7,278,795</u>	<u>(9,176,960)</u>
NET ASSETS—End of year	<u>\$ 3,246,582</u>	<u>\$ 20,906,282</u>	<u>\$ 7,169,564</u>	<u>\$ 31,322,428</u>

See notes to combined financial statements.

# CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO

## COMBINED STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2018 (WITH COMPARATIVE TOTALS FOR 2017)

	2018										2017 Total	
	Programs					Supporting Services						
	Education & Training	Nutrition	Basic Human Needs	Housing	Counseling & Case Management	Senior Care	Management and General	Fund- Raising	Total	Total		
EXPENSES:												
Salaries	\$ 5,826,365	\$ 10,335,105	\$ 4,280,508	\$ 7,268,978	\$ 20,622,978	\$ 17,326,145	\$ 8,434,604	\$ 1,242,210	\$ 75,336,893	\$ 74,982,973		
Employee benefits and payroll taxes	<u>2,147,324</u>	<u>3,044,156</u>	<u>1,398,168</u>	<u>2,394,330</u>	<u>7,112,624</u>	<u>4,139,872</u>	<u>3,163,012</u>	<u>376,565</u>	<u>23,776,051</u>	<u>33,734,363</u>		
Total salaries and related expenses	7,973,689	13,379,261	5,678,676	9,663,308	27,735,602	21,466,017	11,597,616	1,618,775	99,112,944	108,717,336		
Food purchases	11,886	30,186,212	32,092	38,823	13,050	635,795	-	-	30,917,858	32,035,472		
Specific assistance to individuals	123,649	16,780	1,124,829	9,422,719	1,574,414	60,681	-	-	12,323,072	14,397,684		
Occupancy	633,312	5,208,223	635,449	3,610,776	1,710,552	275,709	1,050,817	135,690	13,260,528	12,702,072		
Supplies	164,852	877,078	169,313	1,266,183	1,154,386	1,340,295	811,389	83,291	5,866,787	4,923,757		
Professional fees and contract service payments	408,978	4,959,550	1,328,206	3,700,672	1,822,521	1,850,922	1,143,549	390,146	15,604,544	16,015,958		
Telephone	101,937	377,187	139,774	357,727	505,596	159,251	224,588	78,589	1,944,649	1,867,596		
Outside printing	10,236	43,400	20,649	36,750	103,602	31,079	89,376	272,210	607,302	470,755		
Local transportation	25,110	575,943	248,093	169,810	453,399	138,572	90,376	14,966	1,716,269	1,774,416		
Conferences, conventions, and meetings	15,962	84,085	35,102	71,265	103,777	44,837	286,810	1,471,972	2,113,810	1,919,414		
Membership dues and subscriptions	3,730	6,545	4,179	37,185	47,951	39,127	140,215	8,396	287,328	215,227		
Awards and grants	1,462	13,119	4,575	11,065	21,778	700	4,611	-	57,310	69,950		
Interest and financing costs	22,150	73,304	5,963	601,476	19,788	62,275	-	-	784,956	695,373		
Payments to affiliates	150	853	163	495	541	410	-	-	2,612	4,400		
Distribution of in-kind gifts	-	-	1,265,520	-	-	-	-	-	1,265,520	1,541,394		
Miscellaneous	<u>58,251</u>	<u>327,032</u>	<u>64,976</u>	<u>291,584</u>	<u>316,697</u>	<u>248,934</u>	<u>102</u>	<u>123,210</u>	<u>1,430,786</u>	<u>1,383,984</u>		
Total expenses before depreciation	9,555,354	56,128,572	10,757,559	29,279,838	35,583,654	26,354,604	15,439,449	4,197,245	187,296,275	198,734,788		
Depreciation	<u>459,067</u>	<u>600,985</u>	<u>106,236</u>	<u>3,718,959</u>	<u>465,549</u>	<u>981,222</u>	<u>54,710</u>	<u>-</u>	<u>6,386,728</u>	<u>6,269,633</u>		
Total functional expenses	10,014,421	56,729,557	10,863,795	32,998,797	36,049,203	27,335,826	15,494,159	4,197,245	193,683,003	205,004,421		
Less expenses related to special events	-	-	-	-	-	-	-	(1,850,526)	(1,850,526)	(1,866,331)		
TOTAL EXPENSES	<u>\$ 10,014,421</u>	<u>\$ 56,729,557</u>	<u>\$ 10,863,795</u>	<u>\$ 32,998,797</u>	<u>\$ 36,049,203</u>	<u>\$ 27,335,826</u>	<u>\$ 15,494,159</u>	<u>\$ 2,346,719</u>	<u>\$ 191,832,477</u>	<u>\$ 203,138,090</u>		

See notes to combined financial statements.

# CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO

## COMBINED STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2017

	2017									
	Programs					Supporting Services				
	Education & Training	Nutrition	Basic Human Needs	Housing	Counseling & Case Management	Senior Care	Management and General	Fund- Raising	Total	
EXPENSES:										
Salaries	\$ 5,846,914	\$ 9,807,217	\$ 4,390,004	\$ 7,374,668	\$ 21,050,049	\$ 16,729,878	\$ 8,672,167	\$ 1,112,076	\$ 74,982,973	
Employee benefits and payroll taxes	<u>2,804,494</u>	<u>4,977,838</u>	<u>2,039,528</u>	<u>3,673,604</u>	<u>10,113,067</u>	<u>5,757,210</u>	<u>3,911,047</u>	<u>457,575</u>	<u>33,734,363</u>	
Total salaries and related expenses	8,651,408	14,785,055	6,429,532	11,048,272	31,163,116	22,487,088	12,583,214	1,569,651	108,717,336	
Food purchases	1,112	31,316,806	14,967	41,579	8,418	652,590	-	-	32,035,472	
Specific assistance to individuals	115,726	22,407	1,589,840	10,508,330	2,127,678	33,703	-	-	14,397,684	
Occupancy	562,222	4,852,533	586,621	3,492,261	1,539,226	238,818	1,279,250	151,141	12,702,072	
Supplies	132,635	1,263,389	156,070	937,540	913,940	919,251	519,855	81,077	4,923,757	
Professional fees and contract service payments	490,503	4,890,178	1,112,069	3,602,249	1,704,089	2,599,091	1,077,848	539,931	16,015,958	
Telephone	111,637	360,204	126,518	341,650	485,986	162,076	222,092	57,433	1,867,596	
Outside printing	8,394	33,280	19,783	31,953	85,639	19,525	70,854	201,327	470,755	
Local transportation	21,649	524,567	276,836	182,348	475,725	205,449	65,148	22,694	1,774,416	
Conferences, conventions, and meetings	15,944	79,633	24,067	82,364	110,103	36,062	148,454	1,422,787	1,919,414	
Membership dues and subscriptions	7,213	4,162	3,038	26,756	43,674	23,103	98,513	8,768	215,227	
Awards and grants	1,282	17,186	4,968	12,490	20,609	-	13,415	-	69,950	
Interest and financing costs	29,459	41,781	6,744	545,651	22,022	49,716	-	-	695,373	
Payments to affiliates	253	1,405	287	834	938	683	-	-	4,400	
Distribution of in-kind gifts	-	-	1,541,394	-	-	-	-	-	1,541,394	
Miscellaneous	<u>49,484</u>	<u>275,576</u>	<u>65,213</u>	<u>349,558</u>	<u>296,512</u>	<u>262,847</u>	<u>30</u>	<u>84,764</u>	<u>1,383,984</u>	
Total expenses before depreciation	10,198,921	58,468,162	11,957,947	31,203,835	38,997,675	27,690,002	16,078,673	4,139,573	198,734,788	
Depreciation	<u>464,165</u>	<u>502,682</u>	<u>100,740</u>	<u>3,774,432</u>	<u>377,618</u>	<u>969,504</u>	<u>75,347</u>	<u>5,145</u>	<u>6,269,633</u>	
Total functional expenses	10,663,086	58,970,844	12,058,687	34,978,267	39,375,293	28,659,506	16,154,020	4,144,718	205,004,421	
Less expenses related to special events	-	-	-	-	-	-	-	(1,866,331)	(1,866,331)	
TOTAL EXPENSES	<u>\$ 10,663,086</u>	<u>\$ 58,970,844</u>	<u>\$ 12,058,687</u>	<u>\$ 34,978,267</u>	<u>\$ 39,375,293</u>	<u>\$ 28,659,506</u>	<u>\$ 16,154,020</u>	<u>\$ 2,278,387</u>	<u>\$ 203,138,090</u>	

See notes to combined financial statements.

# CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO

## COMBINED STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES:		
Increase in net assets	\$ 34,395,923	\$ 40,499,388
Adjustments to reconcile increase in net assets to net cash provided by operating activities:		
Retirement benefit changes other than net periodic cost	(29,873,781)	(40,919,698)
Bad debt expense	816,541	723,503
Loss on disposal of land, building and equipment	10,061	1,321,159
Depreciation	6,386,728	6,269,633
Forgiveness of refundable grant advance	(921,529)	-
Amortization of debt issuance costs	5,111	5,111
Net realized gain on investments	(245,270)	(1,155,378)
Net unrealized gain on investments	(3,556,346)	(4,497,664)
Loss on interest rate swap agreements	107,575	
Change in fair value of split-interest trusts	(81,094)	129,781
Gain in charitable gift annuities	(123,935)	(678,048)
Amortization of discount on note payable	73,684	77,053
Contributions restricted for permanent endowment	(88,297)	(20,550)
Contributed investments	(5,132,640)	(890,824)
Fair value of donated fixed assets	(150,000)	(1,290,000)
Changes in operating accounts:		
Receivables	7,349,448	(6,184,745)
Prepaid and other assets	333,891	(500,465)
Long-term receivable	301,491	243,551
Due from affiliates	(1,337,307)	116,766
Accounts payable and accrued compensation	1,360,648	(234,146)
Interest payable	12,402	4,054
Other liabilities	(2,514,539)	6,854,546
Due to governmental agencies	(1,932,062)	4,245,867
Deferred revenue and other liabilities	(118,011)	(517,535)
Security deposits	7,520	(24,589)
Gift annuities payable	407,025	69,375
	<u>5,493,237</u>	<u>3,646,145</u>
Net cash provided by operating activities		

(Continued)

# CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO

## COMBINED STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

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	2018	2017
CASH FLOWS FROM INVESTING ACTIVITIES:		
Land, buildings, and equipment purchased or constructed	\$ (2,978,075)	\$ (2,111,915)
Purchases of investments	(51,092,029)	(19,601,788)
Proceeds from sale of investments	47,159,339	21,041,506
Proceeds from sale of fixed assets	2,799	2,799
Change in assets whose use is limited	<u>(868,826)</u>	<u>(440,757)</u>
Net cash used in investing activities	<u>(7,779,591)</u>	<u>(1,110,155)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Repayments of long-term debt	(871,066)	(434,633)
Repayments of capital lease obligations	(335,709)	(287,578)
Contributions restricted for permanent endowment	<u>88,297</u>	<u>20,550</u>
Net cash used in financing activities	<u>(1,118,478)</u>	<u>(701,661)</u>
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	(3,404,832)	1,834,329
CASH AND CASH EQUIVALENTS—Beginning of year	<u>24,755,720</u>	<u>22,921,391</u>
CASH AND CASH EQUIVALENTS—End of year	<u>\$ 21,350,888</u>	<u>\$ 24,755,720</u>
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION:		
Cash paid for interest	<u>\$ 772,554</u>	<u>\$ 691,320</u>
Contributed investments	<u>\$ 5,132,640</u>	<u>\$ 890,824</u>
Accounts payable for fixed asset additions	<u>\$ 538,575</u>	<u>\$ 299,553</u>
Fair value of donated assets	<u>\$ 150,000</u>	<u>\$ 1,290,000</u>
Fixed assets acquired with capital lease obligations	<u>\$ 289,179</u>	<u>\$ 932,950</u>

See notes to combined financial statements.

(Concluded)

# CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO

## NOTES TO COMBINED FINANCIAL STATEMENTS AS OF AND FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

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### 1. NATURE OF OPERATIONS

Catholic Charities of the Archdiocese of Chicago ("Catholic Charities") provides assistance to people in need through six primary activities. Education and Training provides child development services, after school enrichment and addresses unemployment. Nutrition provides food and nutritional assistance to supplement the monthly food expenses of low income families. Basic Human Needs includes emergency shelter, food, clothing and transportation. Counseling and case management provides counseling services to families and individuals, removes barriers to living in a safe environment and seeks to maximize self-sufficiency and well being. Housing assists low income individuals or families with obtaining safe, permanent and affordable housing. Senior Care provides in-home or personal care, day care and skilled nursing facilities.

The combined financial statements include 21 senior housing facilities whose funding is provided primarily by the U.S. Department of Housing and Urban Development (HUD). These housing facilities include Roseland Manor, Hayes Manor, Matthew Manor, Tolton Manor, Frances Manor, Lawrence Manor, Bernardin Manor, St. Ailbe Faith Apartments, St. Sabina Elders Village, St. Ailbe Hope Apartments, Ozanam Village Apartments, St. Ailbe Love Apartments, St. Peter Claver Courts, St. Brendan Apartments, Bishop Goedert Residence, St. Vincent De Paul Residence, Donald W. Kent Residence, Pope John Paul II Residence, St. Francis of Assisi Residence, All Saints Residence and Porta Coeli Residence (collectively, the "Residences"). The combined financial statements also include six other legal tax-exempt entities: Options for Housing, Inc.; Holy Family Villa; Cooke's Manor LLC; Catholic Charities Housing Development Corporation (CCHDC); House of the Good Shepherd of Chicago ("House of the Good Shepherd"); and The Peace Corner, Incorporated ("Peace Corner"). In addition, included in the combined financial statements are two legal for profit entities: Veterans Independent Painting L3C and Crisp!Mobile Grocery L3C. All of the aforementioned organizations are operated under the auspices of Catholic Charities, whose sole member is the Catholic Bishop of Chicago, an Illinois corporation sole.

The financial information for Misericordia Home, Mission of Our Lady of Mercy, and Maryville Academy is combined with Catholic Charities and reported as "Charitable Activities" within the consolidated financial statements of the Archdiocese of Chicago. However, this information is not included within the combined financial statements of Catholic Charities herein.

### 2. SIGNIFICANT ACCOUNTING POLICIES

**Principles of Combination**—The accompanying combined financial statements are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). These combined financial statements reflect only the operations of the

organizations that are noted above. These combined financial statements do not reflect the operations of other agencies and organizations that also are a part of the Archdiocese of Chicago, a corporation sole. All interagency transactions and balances have been eliminated in the combined financial statements.

**Use of Estimates**—The preparation of combined financial statements in accordance with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the combined financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Cash and Cash Equivalents**—Catholic Charities considers all cash maintained on premises or at financial institutions for day-to-day operations as operating cash. Cash equivalents are defined as all liquid investments with purchased maturities of three months or less and stated at cost, which approximates fair value. Cash equivalents represent money market bank accounts and mutual funds available to be liquidated on a daily basis and used for operating purposes. Investments in mutual funds are categorized in Level 1 of the fair value hierarchy. Balances on bank and money market deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to specified limits. Balances in excess of FDIC limits are uninsured. Management does not expect losses on these balances to occur.

**Investments**—Investments in short-term investments, equity securities, fixed income securities, mutual funds, and alternative investments are measured at fair value. Investment income or loss (including realized and unrealized gains and losses on investments, interest, and dividends) is reported as an increase or decrease in unrestricted net assets, unless such income or loss is temporarily or permanently restricted by explicit donor stipulations or by law.

**Split-Interest Trust Agreements**—Catholic Charities is an income beneficiary of certain irrevocable trusts held by third parties. Catholic Charities has the irrevocable right to receive the income earned on the trust assets in perpetuity. Catholic Charities records an asset equal to the fair value of its beneficial interest in these trusts.

**Assets Whose Use is Limited**—Assets not available for operations include cash and cash equivalents set aside in accordance with the requirements of various governmental agencies and are stated at cost which approximates fair value.

**Land, Buildings, and Equipment**—Land, buildings, and equipment are stated at cost. Major renewals and improvements are charged to the property accounts, while replacement, maintenance, and repairs that do not improve or extend the life of the respective assets are charged directly to expense.

Depreciation is computed using the straight-line, half-year method based upon the following lives:

Land and building improvements	10–20 years
Buildings	30–60 years
Equipment, furniture, and fixtures	3–10 years

Title to certain properties of Catholic Charities rests with the Catholic Bishop of Chicago.

Gifts of long-lived assets, such as land, buildings, or equipment, recorded at fair value at the date of donation, are reported as unrestricted support unless explicit donor stipulations specify how the donated assets must be used.

**Due to Governmental Agencies**—Due to governmental agencies represents unexpended government funding received in advance for various programs, including the Women, Infants, and Children (WIC) program. These advances are offset by WIC inventory on hand at year-end, which primarily represents food at WIC food centers. WIC inventory was \$10,856,829 and \$13,086,124 as of June 30, 2018 and 2017, respectively.

**Deferred Revenue**—Special event-related contributions received in advance are deferred to the period of the event at which time they are earned.

**Classification of Net Assets**—Resources are classified into three classifications of net assets according to externally (donor) imposed restrictions:

**Unrestricted**—Net assets which are expendable for any purpose in performing the primary objectives of the organization. Included in unrestricted net assets are board-designated funds for endowment purposes. Donor-restricted contributions whose restrictions are met in the same reporting period are reported as unrestricted.

**Temporarily Restricted**—Net assets whose use is limited by donor-imposed restrictions that either expire with the passage of time or can be removed by fulfillment of the stipulated purpose for which the donation was restricted. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the combined statements of activities and changes in net assets as net assets released from restrictions. Included in temporarily restricted net assets are United Way pledges, bequests, and other contributions that have been classified as temporarily restricted. Temporarily restricted net assets as of June 30, 2018 and 2017, are restricted for the following purposes:

	<b>2018</b>	<b>2017</b>
Purchase of land, building, and equipment	\$ 3,134,005	\$ 7,030,718
Program operations and support	9,988,601	11,676,449
Time-restricted contributions	1,009,095	1,049,261
Program-restricted contributions from donor-restricted endowment funds	<u>1,082,561</u>	<u>1,149,854</u>
Total temporarily restricted net assets	<u>\$ 15,214,262</u>	<u>\$ 20,906,282</u>

**Permanently Restricted**—Net assets donated with stipulations that they be invested to provide a permanent source of income; such restrictions can neither expire with the passage of time nor be removed by fulfillment of a stipulated purpose. Included in permanently restricted net assets are contributions that have been classified as

permanently restricted. Permanently restricted net assets as of June 30, 2018 and 2017, are for the following purposes:

	<b>2018</b>	<b>2017</b>
Donor-restricted endowment funds primarily for program operations	\$ 6,504,013	\$ 6,415,716
Split-interest trust agreements	<u>834,942</u>	<u>753,848</u>
Total permanently restricted net assets	<u>\$ 7,338,955</u>	<u>\$ 7,169,564</u>

**Refundable Grant Advances**—Development and construction have been substantially funded under non-interest-bearing mortgage agreements with HUD for the Residences. The Residences are not required to make principal or interest payments on the mortgage notes, provided they maintain housing in accordance with the Capital Advance Program Use and Regulatory Agreements, as issued by HUD. If all requirements continue to be met, the grant advances will be considered earned in not less than 40 years or an earlier date if approved by HUD. The refundable grant advances are collateralized by the Residences' property and equipment associated with the advance.

**Interest Rate Swaps**—Catholic Charities cash flows are affected by changes in interest rate due to the impact that those changes have on interest expense from floating rate debt instruments. To reduce the exposure, Catholic Charities has entered into an interest rate swap agreement and designated this as a hedge of cash flows on certain variable debt. Changes in the fair value of the derivative instrument as included in other revenue.

**Gift Annuities Payable**—Gift annuities payable result from funds granted to Catholic Charities by individuals in return for annuities payable to those individuals during their lifetime. Annuities payable are actuarially determined using the discount rate at the time of the annuity agreement and are based upon the annuitant's age and life expectancy. Assets received under these arrangements are recorded as investments in the combined statements of financial position. The excess of the funds granted to Catholic Charities over the calculated annuity payable is recorded as a contribution in the year of the grant.

**Contributions**—Unconditional promises to give cash and other assets to Catholic Charities are reported at fair value at the date the promise is received. Conditional promises to give and indications of intentions to give are reported at fair value at the date the contribution is received. The contributions are reported as either temporarily or permanently restricted support if they are received with donor stipulations that limit the use of the donated assets. In the absence of donor stipulations, Catholic Charities classifies the contribution as unrestricted.

**Revenue Recognition**—The majority of funding for Catholic Charities' operations is provided by governmental agencies. Catholic Charities recognizes program revenues in the fiscal year that the services are rendered. Contribution revenues and other support are recognized in the fiscal year that they are received. Grant revenue is recognized when the related grant expenditure has been incurred.

**United Way Funding**—Catholic Charities recognizes United Way contributions when funding is confirmed by United Way.

**Management and General Expenses**—Management and general expenses represent the expenses incurred to provide overall management and direction to all entities.

**Acquisitions**—The identifiable assets and liabilities of an acquisition of a business or nonprofit activity are recorded at fair value. If the fair value of the net assets acquired is greater than the consideration transferred at the date of acquisition, an inherent contribution is recognized as a separate credit in the combined statement of activities and changes in net assets.

**Tax Status**—The agencies that comprise Catholic Charities are tax-exempt organizations under Section 501(a) as organizations described in Section 501(c)(3) of the Internal Revenue Code with the exception of Veterans Independent Painting L3C and Crisp!Mobile Grocery L3C which are social enterprise entities subject to corporate income taxes.

**Accounting Standards Updates**—In May 2014, the Financial Accounting Standards Board (“FASB”) issued Accounting Standards Update (“ASU”) 2014-09, *Revenue from Contracts with Customers* (“ASU 2014-09”). ASU 2014-09 creates Topic 606, *Revenue from Contracts with Customers*, and supersedes the revenue recognition requirements in Topic 605, Revenue Recognition. ASU 2014-09 requires an entity to recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The guidance also specifies the accounting for some costs to obtain or fulfill a contract with a customer, and indicates an entity should disclose sufficient information to enable users of financial statements to understand the nature, amount, timing, and uncertainty of revenue and cash flows arising from contracts with customers. ASU 2015-14 deferred the effective date of ASU 2014-09. ASU 2014-09 is effective for Catholic Charities beginning on July 1, 2019. Catholic Charities has not yet determined the impact adoption of this ASU will have on their combined financial statements.

In February 2016, the FASB issued ASU 2016-02, *Leases* (“ASU 2016-02”). ASU 2016-02 requires a lessee to recognize a liability to make lease payments and an asset representing its right to use the underlying asset for the lease term in the statement of financial position for both operating and capital leases. The guidance will be effective for fiscal years beginning after December 15, 2018, and early adoption is permitted. Catholic Charities has not yet determined the impact adoption of this ASU will have on their combined financial statements.

In August 2016, the FASB issued ASU 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities* (“ASU 2016-14”). ASU 2016-14 reexamines existing standards for financial statement presentation by not-for-profit entities (NFP), focusing on improving net asset classification requirements and information provided in financial statements and notes about liquidity, financial performance, and cash flows. The main provisions of this ASU include presenting on the face of the statement of financial position amounts for two classes of net assets at the end of the period, rather than for the currently required three classes. That is, an NFP will report amounts for net assets with donor restrictions and net assets without donor restrictions. Additionally, an NFP shall continue to present on the statement of cash flows the net amount for operating cash flows using either the direct or indirect method of reporting, but is no longer required to present or disclose the indirect method (reconciliation) if using the direct method. Furthermore, an NFP shall enhance disclosures about governing board imposed restrictions and liquidity. ASU 2016-14 is effective for Catholic Charities beginning on July 1, 2018. Catholic Charities has not yet determined the impact adoption of this ASU will have on their combined financial statements and disclosures.

In March 2017, the FASB issued ASU 2017-07, *Compensation—Retirement Benefits (Topic 715): Improving the Presentation of Net Periodic Pension Cost and Net Periodic Postretirement Benefit Cost* (“ASU 2017-07”). This standard requires reporting the service cost component of net periodic pension in operating expenses, while all other components of net periodic pension costs are reported as part of non-operating revenues and expenses. The provisions of this standard are effective for fiscal years beginning after December 15, 2018, and early adoption is permitted. Catholic Charities is currently evaluating the impact adopting this standard will have on their combined financial statements.

In June 2018, the FASB issued ASU No. 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (“ASU 2018-08”). This ASU clarifies and improves the scope of the accounting guidance for contributions received and contributions made. The clarifications and improved scope assist entities in 1) evaluating whether transactions should be accounted for as contributions (nonreciprocal) or as exchange (reciprocal) transactions, and 2) determining whether a contribution is conditional. ASU 2018-08 is effective for Catholic Charities beginning on July 1, 2019. Catholic Charities has not yet determined the impact on its financial statements.

In August 2018, the FASB issues ASU No. 2018-13, *Fair Value Measurement (Topic 820)—Disclosure Framework—Changes to the Disclosure Requirements for Fair Value Measurement* (“ASU 2018-13”). This guidance eliminates, modifies, and adds certain disclosures on fair value measurements. ASU 2018-13 is effective for Catholic Charities beginning on July 1, 2020. Catholic Charities has not yet determined the impact on its financial statements.

In August 2018, the FASB issued ASU No. 2018-14, *Compensation—Retirement Benefits—Defined Benefit Plans—General (Subtopic 715-20): Disclosure Framework—Changes to the Disclosure Requirements for Defined Benefit Plans*. This standard modifies the disclosure requirements for employers that sponsor defined benefit pension or other postretirement plans. Catholic Charities adopted ASU No. 2018-14 in fiscal year 2018, and there was no material impact on disclosures for pensions.

### **3. INVESTMENTS**

Catholic Charities’ investments are overseen by the Investment Committee of the Board of Directors. The Investment Committee administers the investment of the endowment, restricted assets, and certain working capital, collectively, the “investment portfolio.” These assets are managed by external investment managers and include various equity securities, fixed income securities, mutual funds, and alternative investments.

Catholic Charities has established a fund to meet future capital needs of its facilities. The fund is included in investments in the combined statements of financial position and is invested in domestic and international mutual funds and corporate and government-backed bonds with fair values of \$18,627,561 and \$18,298,403 at June 30, 2018 and 2017, respectively.

Investment securities, in general, are exposed to various risks, such as interest rate, credit, and overall market volatility risks. It is reasonably possible that changes in the values of investments could occur in the near term and that such changes could materially affect the investment amounts reported in the accompanying combined financial statements.

Fair value of investments as of June 30, 2018 and 2017, is as follows:

	<b>2018</b>	<b>2017</b>
Short-term investments	\$ 277,890	\$ 858,024
Equity securities	151,055	139,532
Mutual funds—equity strategy	23,075,578	21,667,622
Mutual funds—fixed-income strategy	29,328,198	9,868,628
Fixed income securities	2,078,138	18,516,218
Commingled fund	<u>28,559,673</u>	<u>19,950,742</u>
Subtotal	<u>83,470,532</u>	<u>71,000,766</u>
Alternative investments:		
Marketable alternative equity	4,637,690	5,015,324
Real estate	5,515,635	5,113,507
Private equity	<u>1,922,388</u>	<u>1,549,701</u>
Total alternative investments	<u>12,075,713</u>	<u>11,678,532</u>
Total	<u>\$ 95,546,245</u>	<u>\$ 82,679,298</u>

#### 4. LAND, BUILDINGS, AND EQUIPMENT

Major classes of property and equipment as of June 30, 2018 and 2017, are as follows:

	<b>2018</b>	<b>2017</b>
Land and land improvements	\$ 13,399,725	\$ 13,399,725
Buildings and building improvements	228,445,202	224,777,662
Equipment, furniture, and fixtures	13,206,862	12,993,219
Capital lease equipment	1,047,673	1,102,093
Construction in progress	<u>860,474</u>	<u>886,916</u>
Total land, buildings, and equipment	256,959,936	253,159,615
Less accumulated depreciation	<u>(79,311,465)</u>	<u>(72,770,631)</u>
Land, buildings, and equipment—net	<u>\$ 177,648,471</u>	<u>\$ 180,388,984</u>

Catholic Charities recorded depreciation expense of \$6,386,728 and \$6,269,633 for the years ended June 30, 2018 and 2017, respectively.

## 5. LONG-TERM DEBT

Long-term debt as of June 30, 2018 and 2017, consisted of the following:

	2018	2017
Illinois Finance Authority—revenue refunding bond: Series 2014, loan payable to Wintrust Bank, due January 1, 2028, variable interest rate adjusted monthly, weighted-average interest rate of 2.07% in 2018	\$ 10,070,000	\$ 10,070,000
St. Sabina note payable to City of Chicago, due in a lump sum on June 1, 2039; interest free	387,800	387,800
Porta Coeli note payable to City of Chicago, due in a lump sum on December 1, 2054; interest free	759,865	759,865
All Saints note payable to City of Chicago, due in a lump sum on December 2, 2052; interest free	892,678	892,678
Catholic Charities note payable to Illinois Facilities Fund, interest rate 4.30%, paid in full during fiscal year 2018	-	507,480
Catholic Charities note payable to Sisters of Saint Casimir, due in annual installments through December 1, 2034, interest free	3,400,000	3,600,000
Roseland Manor mortgage payable to HUD, due in monthly installments through 2032, interest rate 8.375%	2,249,671	2,333,435
Hayes Manor mortgage payable to HUD, due in monthly installments through 2033, interest rate 8.375%	2,412,382	2,489,805
Ozanam Village note payable to Illinois Housing Development Authority, due in equal monthly installments, with additional principal payments required based on residual receipts, interest free	259,326	260,526
Cooke's Manor LLC note payable to Illinois Housing Development Authority, due in equal monthly installments of \$100, with remaining principal due May 1, 2021, interest free	<u>735,400</u>	<u>736,600</u>
Total, before deferred debt issuance costs, net and discount of interest free note payable, net	21,167,122	22,038,189
Less deferred debt issuance costs, net of accumulated amortization	(48,554)	(53,665)
Less discount of interest free note payable, net of accumulated amortization	<u>(717,441)</u>	<u>(791,126)</u>
Total, net before contractual portion and current portion of discount of interest free note payable	<u>20,401,127</u>	<u>21,193,398</u>
Less contractual current portion of long-term debt	(447,839)	(437,279)
Current portion of discount of interest free note payable	<u>70,223</u>	<u>77,053</u>
Total current portion of long-term debt less current portion of discount of interest free note payable	<u>(377,616)</u>	<u>(360,226)</u>
Total long-term debt, net	<u>\$ 20,023,511</u>	<u>\$ 20,833,172</u>

Future maturities of long-term debt as of June 30, 2018, are as follows:

### Years Ending June 30

2019	\$ 377,616
2020	392,867
2021	409,445
2022	427,466
2023	447,056
Thereafter	<u>19,112,672</u>
Total	<u>\$ 21,167,122</u>

**Debt Covenants**—Catholic Charities was in compliance with all financial debt covenants at June 30, 2018.

**Deferred Debt Issuance Costs**—Expenses related to the procurement and underwriting of the direct obligation notes and revenue bonds have been deferred and are being amortized over the life of the bonds. The deferred debt issuance costs are shown net of accumulated amortization of \$20,586 and \$15,475 at June 30, 2018 and 2017, respectively. Net deferred debt issuance costs are classified as a deduction from long-term debt on the combined statements of financial position.

**Unsecured Lines of Credit**—Catholic Charities maintains unsecured lines of credit with two banks for its working capital requirements. The lines of credit permit a maximum amount of \$15,000,000 outstanding at one time, of which \$0 was outstanding at June 30, 2018 and 2017.

For one of the lines of credit, the interest rate is either the reference rate as defined by the bank or the London InterBank Offered Rate (LIBOR). This line of credit matures July 5, 2019.

For the other line of credit, the interest rate is the prime rate for borrowings that are held for less than one month (the prime rate was 5% at June 30, 2018 and 4.25% at June 30, 2017). For borrowings that will be held for more than one month, the interest rate is LIBOR, plus 1.0% (the LIBOR was 2.76% at June 30, 2018 and 1.74% at June 30, 2017) or the bank offered rate. This line of credit has no formal maturity; however, borrowings are due on demand if the bank requests repayment or cancellation.

## 6. LEASES

Catholic Charities leases office space under conditional operating leases that generally contain rent escalation provisions. Rent expense under the leases is recognized based on straight-line amortization of total rent over the term of the lease. Rent expense of \$5,726,640 and \$5,781,229 was incurred for the years ended June 30, 2018 and 2017, respectively. Rent expense is included in Occupancy in the Combined Statement of Functional Expenses. Future minimum lease payments as of June 30, 2018, are as follows:

<b>Years Ending June 30</b>	
2019	\$ 4,345,648
2020	1,970,296
2021	983,480
2022	250,840
2023	254,812
Thereafter	<u>6,235,179</u>
Total	<u>\$ 14,040,255</u>

Catholic Charities leases certain equipment under capital leases. The total obligation at June 30, 2018 and 2017 was \$707,330 and \$750,767, respectively. The current portion of \$342,339 and \$412,486 is classified as current portion of deferred revenue and other liabilities as of June 30, 2018, and 2017, respectively. The long-term obligation of \$364,991 and \$338,281 is classified as other liabilities as of June 30, 2018 and 2017,

respectively. The net book value of equipment leased under capital leases is \$688,169 and \$705,018 as of June 30, 2018 and 2017, respectively. Future lease payments as of June 30, 2018 are as follows:

**Years Ending  
June 30**

2019	\$ 442,159
2020	305,008
2021	113,778
2022	18,208
2023	<u>1,244</u>
Total	880,397
Less fees and interest	<u>(173,067)</u>
Capital lease obligation, net	<u>\$ 707,330</u>

**7. REFUNDABLE GRANT ADVANCES**

Under the terms of the federally funded program, Catholic Charities received certain HUD Supportive Housing for the Elderly (Section 202) grant advances and Affordable Housing Project Loans.

On September 29, 2017, Cooke's Manor was notified that the refundable grant advance of \$500,000 through Federal Home Loan Bank is no longer required to be repaid. This is included within Other Revenue in the Combined Statement of Activities for the year ended June 30, 2018.

Total advances as of June 30, 2018 and 2017, are as follows:

<b>Project</b>	<b>Advance 2018</b>	<b>Advance 2017</b>	<b>End of Commitment</b>
Matthew Manor	\$ 4,015,901	\$ 4,015,901	December 2035
Tolton Manor	5,514,800	5,514,800	July 2036
Frances Manor	4,822,997	4,822,997	April 2037
Lawrence Manor	8,215,354	8,215,354	October 2039
Bernardin Manor	13,990,100	13,990,100	June 2040
St. Ailbe Faith Apartments	6,836,400	6,836,400	July 2040
St. Sabina Elders Village	6,727,600	6,727,600	September 2040
St. Ailbe Hope Apartments	813,900	813,900	March 2041
Ozanam Village Apartments	5,151,900	5,151,900	May 2041
St. Ailbe Love Apartments	6,300,300	6,300,300	February 2042
St. Peter Claver Courts	7,748,942	7,748,942	March 2043
Bishop Goedert Residence	9,592,300	9,592,300	December 2044
St. Vincent De Paul Residence	10,891,000	10,891,000	November 2045
Donald W. Kent Residence	8,975,400	8,975,400	January 2046
Pope John Paul II Residence	2,253,000	2,253,000	September 2046
Roseland Manor	912,093	912,093	March 2047
St. Francis of Assisi Residence	11,319,300	11,319,300	November 2047
Hayes Manor	631,227	631,227	June 2048
St. Brendan Apartments	8,827,641	8,827,641	July 2060
All Saints Residence	7,017,100	7,017,100	November 2052
Porta Coeli Residence	<u>14,355,768</u>	<u>14,355,768</u>	November 2054
<b>Total HUD grant advances</b>	<b>144,913,023</b>	<b>144,913,023</b>	
<b>Affordable housing project loans</b>	<b><u>9,481,885</u></b>	<b><u>9,981,885</u></b>	Various through 2060
<b>Total refundable grant advances</b>	<b><u>\$154,394,908</u></b>	<b><u>\$154,894,908</u></b>	

## 8. RETIREMENT BENEFITS

**Pension Benefits**—Eligible employees of Catholic Charities and Holy Family Villa participate in a noncontributory pension plan administered by the Benefits Committee, a committee of the Board of Directors of Catholic Charities, the plan's sponsor, which covers substantially all lay employees.

The plan provides annual retirement benefits (over and above normal social security benefits) equal to 1.125% of average earnings within the last five years of service multiplied by the number of years of full-time service up to 15 years, plus 1.5% of average earnings, as defined above, multiplied by the number of years of service in excess of 15 years. Plan assets consist primarily of equity securities, mutual funds, commingled funds, fixed income securities, and alternative investments.

As of June 30, 2018, the assumptions used reflect mortality projections for the measurement of the pension benefits that reflect longevity improvements of plan participants, resulting in an increase to future pension expense and to the benefit obligation. In addition, the discount rate used reflects current market conditions.

Effective July 1, 2016, the plan was amended and no employees hired after June 30, 2016 will be eligible to participate in the plan. Effective May 2, 2017, the plan was additionally amended to remove the lump sum death benefit. This change resulted in a reduction of the pension obligation by \$1,285,906 as of June 30, 2017.

Effective July 1, 2019, employees with less than 20 years of credited service in the pension plan will not accrue any additional benefits after that date. Employees with more than 20 years of credited service will continue to accrue benefits under the pension plan. This amendment triggered a pension curtailment which required a re-measurement of the plan's obligation as of October 31, 2017. The re-measurement resulted in a decrease in the obligation by \$7,275,560 primarily due to the impact of the curtailment as of June 30, 2018. In addition, effective July 1, 2018, the plan was amended so that participants who are re-hired will no longer be eligible to continue to participate in the plan. The impact of this amendment on the pension obligation has not yet been determined.

**Postretirement Benefits**—Catholic Charities offers certain medical and dental benefits for retired employees. Catholic Charities amended this policy as of February 1, 2002. A cap was placed on the net employer contribution to the cost of medical coverage for employees retiring on or after July 1, 2002. The cap is equal to \$500 per month for retirees with single coverage and \$700 per month for retirees with family coverage. The amended policy stated that all new employees hired after July 1, 2002, would not be offered postretirement medical and dental benefits and employees must maintain coverage in the active employee medical plan to be eligible for medical coverage during retirement. Employees hired before July 1, 2002, had a choice of continuing their eligibility for postretirement medical and dental benefits or electing to participate in an employer sponsored 403(b) plan (see Retirement Savings Plan below) and permanently forgo any eligibility for future postretirement medical and dental benefits. Effective April 1, 2009, the plan was amended to remove the requirement that employees maintain continuous coverage in the active employee medical plan and replaced with elect medical coverage in the final year of employment. Effective January 1, 2017, the plan was amended to revise the cap to \$400 per month for retirees with single coverage and \$600 per month for retirees with family coverage.

The postretirement benefit liability of \$21,952,216 and \$23,049,883 at June 30, 2018 and 2017, respectively, includes an unrecognized prior-service gain of \$7,927,390 and \$8,916,026, respectively, due to the plan changes on January 1, 2017 and April 2, 2009. The plan changes reduced the monthly caps and modified the requirement that continuous coverage in the active employee medical plan is necessary to qualify for medical benefits in retirement.

For the years ended June 30, 2018 and 2017, plan measures of the benefit obligation and net periodic postretirement benefit cost are actuarially equivalent and include Medicare Part D subsidies. However, future obligations have not been reduced for anticipated subsidy collections because the amount is difficult to determine and management believes the effect is not material.

**Retirement Savings Plan**—Catholic Charities has a defined contribution plan under Internal Revenue Code Section 403(b) covering all new employees hired after July 1, 2002, as well as employees hired before July 1, 2002, who have opted out of the postretirement medical and dental benefit policy. For eligible employees, Catholic Charities contributes 1% of each individual participant's compensation, plus a matching contribution of up to 1.5% of the individual participant's compensation. For eligible employees hired after July 1, 2016, Catholic Charities contributes a percentage of each employee's individual

compensation plus a matching contribution up to 2% and 7%, respectively, based on the employee's age and years of credited service. Total employer contribution expense for the years ended June 30, 2018 and 2017, was \$958,871 and \$940,408, respectively.

Catholic Charities uses a June 30 measurement date for its pension and postretirement obligations. Summary information for pension and postretirement benefits as of June 30, 2018 and 2017, is as follows:

	<b>Pension Benefits</b>		<b>Postretirement Benefits</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
Change in benefit obligation:				
Benefit obligation—				
beginning of year	\$ 171,599,295	\$ 183,124,405	\$ 23,049,883	\$ 42,346,101
Service cost	5,378,851	7,529,045	272,794	446,420
Interest cost	6,241,190	6,515,450	853,173	1,100,640
Actuarial gains	(24,495,226)	(14,180,953)	(917,209)	(10,499,190)
Benefits paid	(10,254,129)	(10,102,746)	(1,954,633)	(2,130,428)
Medicare Part D subsidy	-	-	30,507	217,532
Participant contributions	-	-	617,701	448,329
Curtailments	(7,275,560)	-	-	-
Plan amendments	-	(1,285,906)	-	(8,879,521)
	<u>141,194,421</u>	<u>171,599,295</u>	<u>21,952,216</u>	<u>23,049,883</u>
Benefit obligation—				
end of year				
Change in plan assets:				
Fair value of plan assets—				
beginning of year	80,052,229	76,808,405	-	-
Actual return on plan assets	5,893,447	8,251,915	-	-
Employer contributions	5,246,461	5,094,655	1,306,425	1,464,567
Benefits paid	(10,254,129)	(10,102,746)	(1,954,633)	(2,130,428)
Participant contributions	-	-	617,701	448,329
Medicare Part D subsidy	-	-	30,507	217,532
	<u>80,938,008</u>	<u>80,052,229</u>	<u>-</u>	<u>-</u>
Fair value of plan				
assets—end of year				
Funded status—end				
of year	<u>(60,256,413)</u>	<u>(91,547,066)</u>	<u>(21,952,216)</u>	<u>(23,049,883)</u>
Net accrued benefit cost	<u>\$ (60,256,413)</u>	<u>\$ (91,547,066)</u>	<u>\$ (21,952,216)</u>	<u>\$ (23,049,883)</u>

The accumulated pension obligation as of June 30, 2018 and 2017 was \$133,399,688 and \$153,250,120, respectively.

The components of net periodic benefit cost for the years ended June 30, 2018 and 2017, are as follows:

	<u>Pension Benefits</u>		<u>Postretirement Benefits</u>	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Components of net periodic benefit cost:				
Service cost	\$ 5,378,851	\$ 7,529,045	\$ 272,794	\$ 446,420
Interest cost	6,241,190	6,515,450	853,173	1,100,640
Expected return on plan assets	(6,547,574)	(5,933,457)	-	-
Amortization of unrecognized net loss	1,649,079	4,441,256	-	-
Amortization of unrecognized prior service credit	(613,429)	(489,566)	(988,636)	(196,020)
Curtailments	<u>(2,207,101)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total net periodic benefit cost	<u>\$ 3,901,016</u>	<u>\$ 12,062,728</u>	<u>\$ 137,331</u>	<u>\$ 1,351,040</u>

The pension plan and postretirement benefit plan accumulated losses and prior-service credits not yet recognized as a component of periodic pension and postretirement expense, but accumulated in unrestricted net assets as of June 30, 2018 and 2017, are as follows:

	<u>Pension Benefits</u>		<u>Postretirement Benefits</u>	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Unrecognized actuarial loss (gain)	\$ 13,507,742	\$ 46,273,480	\$(1,945,910)	\$(1,028,701)
Unrecognized prior service credit	<u>(906,980)</u>	<u>(3,727,510)</u>	<u>(7,927,390)</u>	<u>(8,916,026)</u>
Total accumulated in unrestricted net assets	<u>\$ 12,600,762</u>	<u>\$ 42,545,970</u>	<u>\$(9,873,300)</u>	<u>\$(9,944,727)</u>

An estimated \$485,849 in prior service credit will be included as components of periodic pension expense in 2019. An estimated \$952,131 in prior service credit will be included as components of periodic postretirement expense in 2019.

The pension and postretirement benefit items not yet recognized as a component of periodic pension and postretirement expense, but included as a separate charge to net assets during 2018 and 2017, are as follows:

	<u>Pension Benefits</u>		<u>Postretirement Benefits</u>	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Actuarial gain arising during the period	\$(23,841,099)	\$(17,785,317)	\$(917,209)	\$(19,378,711)
Reclassification adjustment for recognition of prior service cost (credit)	<u>(6,104,109)</u>	<u>(3,951,690)</u>	<u>988,636</u>	<u>196,020</u>
Total recognized as a separate (increase) decrease to net assets	<u>\$ (29,945,208)</u>	<u>\$ (21,737,007)</u>	<u>\$ 71,427</u>	<u>\$ (19,182,691)</u>

Actuarial assumptions for the pension and postretirement benefits as of June 30, 2018 and 2017, are as follows:

	<b>Pension Benefits</b>		<b>Postretirement Benefits</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
Weighted-average assumptions:				
Discount rate—benefit obligation	4.16 %	3.87 %	4.10 %	3.70 %
Discount rate—benefit cost	3.87	3.53	3.70	3.18
Expected return on plan assets	8.00	8.00	-	-
Rate of compensation increase	3.50	3.50	-	-

For measurement purposes, a 8% gross health care trend rate was used for the 2018 disclosures. Trend rates were assumed to decrease gradually to 5% for the year ending June 30, 2022, and beyond.

For measurement purposes, a 8% gross health care trend rate was used for the 2017 disclosures. Trend rates were assumed to decrease gradually to 5% for the year ending June 30, 2021, and beyond.

For the year ending June 30, 2019, Catholic Charities expects to contribute \$3,901,806 to its pension plan and to pay \$1,437,208 for health care premiums on behalf of the retirees covered under its postretirement benefit policy.

The benefit payments, which reflect expected future services, as appropriate, are expected to be paid as of June 30, 2018, as follows:

<b>Years Ending June 30</b>	<b>Pension Benefits</b>	<b>Postretirement Benefits</b>
2019	\$ 6,184,584	\$ 1,437,208
2020	6,429,724	1,441,196
2021	6,779,397	1,446,360
2022	6,925,092	1,441,923
2023	7,203,060	1,429,296
Thereafter	<u>38,816,072</u>	<u>6,977,607</u>
Total	<u>\$ 72,337,929</u>	<u>\$ 14,173,590</u>

**Pension Plan Assets**—The primary return objectives of the plan are a) the preservation of principal, b) to earn a competitive total return consistent with prudent levels of risk, and c) to create a stream of investment returns to ensure the systematic and adequate funding of actuarially determined benefits through contributions from Catholic Charities and professional management of the pension plan assets.

This is accomplished through diversification of assets in accordance with the investment policy. Periodic rebalancing occurs after the end of each calendar quarter, as required by the policy.

The target allocations for plan assets are 33% domestic equity securities or mutual funds, 21.5% international equity mutual funds, 15% fixed income securities or mutual funds,

10.5% hedge fund of funds, 10% commercial real estate, 5% low volatility global core equity and 5% mezzanine private equity.

Short-term investments include invested cash, money market mutual funds, and certificates of deposit, and are generally categorized in Level 1 of the fair value hierarchy.

Domestic equity securities include investments in large-cap and mid-cap companies located in the United States. Equity securities are valued based on quoted prices from an exchange. To the extent these securities are actively traded and valuation adjustments are not applied, they are categorized in Level 1 of the fair value hierarchy.

Mutual funds are valued based on the net asset value (NAV) as computed once per day based on the quoted market prices of the securities in the fund's portfolio and are generally categorized in Level 1 of the fair value hierarchy.

Fixed income securities are comprised of U.S. Treasuries, U.S. government agency securities, and corporate bonds. U.S. Treasuries are valued using quoted market prices for similar securities and, accordingly, are categorized in Level 2 of the fair value hierarchy. U.S. government agency securities are comprised of noncallable agency-issued debt securities and are generally valued using quoted market prices. Actively traded noncallable agency-issued debt securities are categorized in Level 2 of the fair value hierarchy. The fair value of corporate bond securities is estimated using recently executed transactions, market price quotations (where observable), or bond spreads. If the spread data does not reference the issuer, then data that references a comparable issuer are used. These corporate bonds are generally categorized in Level 2 of the fair value hierarchy.

Marketable alternative equity investments are comprised of investments in a hedge fund of funds. These investments are valued utilizing the NAVs provided by the alternative investments' underlying investment funds as a practical expedient, without adjustments, when the NAVs of the investment funds are calculated in accordance with generally accepted accounting principles. The NAVs developed by external investment managers are accepted or adjusted through a valuation review performed by management. For the years ended June 30, 2018 and 2017, management made no such valuation adjustments.

Real estate alternative investments are comprised of investments in diversified real estate funds. These investments are valued utilizing the NAVs provided by the alternative investments' underlying investment funds as a practical expedient, without adjustments, when the NAVs of the investment funds are calculated in accordance with generally accepted accounting principles. The NAVs developed by external investment managers are accepted or adjusted through a valuation review performed by management. For the years ended June 30, 2018 and 2017, management made no such valuation adjustments.

Fair value of investments in certain commingled funds and private partnerships that utilize a net asset value (NAV) per share or that report capital account balances on an equivalent pro-rata basis is estimated, as a practical expedient, to equal the reported NAV for such shares or reported partner's capital balance, as applicable. These investments consist of funds holding primarily publicly traded equity and fixed income securities as well as private partnerships holding equity stakes in public and non-public companies where fund or partnership interests or shares/units are not publicly quoted or traded.

On May 1, 2015, the FASB issued ASU 2015-07, *Disclosures for Investments in Certain Entities that Calculate Net Asset Value per Share (or its Equivalent)* ("ASU 2015-07"). ASU 2015-07 addresses the diversity in practice related to how certain investments

measured at net asset value with future redemption dates are categorized. The amendments in this ASU remove the requirement to categorize investments for which fair values are measured using the net asset value per share practical expedient. It also limits disclosures to investments for which the entity has elected to measure the fair value using the practical expedient. ASU 2015-07 was adopted retrospectively effective July 1, 2017.

The following fair value hierarchy table presents information about Catholic Charities' pension plan investments measured at fair value as of June 30, 2018 and 2017:

	<b>2018</b>	<b>2017</b>
Level 1—quoted prices in active markets for identical securities:		
Short-term investments	\$ 1,502,248	\$ 1,505,795
Domestic equity securities	7,428,678	9,069,031
Mutual funds—domestic equity	5,557,019	5,023,036
Mutual funds—international strategy	12,192,404	12,074,154
Mutual funds—domestic fixed income strategy	<u>2,773,691</u>	<u>2,271,012</u>
Subtotal	<u>29,454,040</u>	<u>29,943,028</u>
Level 2—significant other observable inputs:		
Fixed income securities:		
U.S. treasuries	2,095,450	1,138,472
U.S. government agencies	863,733	4,298,156
Corporate	<u>3,654,311</u>	<u>3,062,438</u>
Subtotal	<u>6,613,494</u>	<u>8,499,066</u>
Investments measured at NAV:		
Commingled funds	26,379,782	22,366,682
Marketable alternative equity	8,675,283	9,152,165
Real estate	<u>9,815,409</u>	<u>10,091,288</u>
Subtotal	<u>44,870,474</u>	<u>41,610,135</u>
Total fair value of plan assets	<u>\$ 80,938,008</u>	<u>\$ 80,052,229</u>

## 9. ENDOWMENT NET ASSETS

Catholic Charities endowment net assets consist of approximately 43 individual funds established for a variety of purposes. Its endowment includes both donor-restricted endowment funds and funds designated by the Board to function as endowments. As required by GAAP, net assets associated with permanently restricted funds, including funds designated by the Board to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Catholic Charities has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift, as of the gift date of the donor permanently restricted funds, absent explicit donor stipulations to

the contrary. As a result of this interpretation, Catholic Charities classifies as permanently restricted net assets (a) the original value of gifts, (b) the original value of subsequent gifts, and (c) accumulations made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the organization in a manner consistent with the standard of prudence prescribed by UPMIFA.

In accordance with UPMIFA, the organization considers the following factors in making a determination to appropriate or accumulate donor-restricted funds:

1. The duration and preservation of the fund
2. The purposes of the organization and the donor-restricted fund
3. General economic conditions
4. The possible effect of inflation and deflation
5. The expected total return from income and the appreciation of investments
6. Other resources of the organization
7. The investment policies of the organization

Endowment net asset composition by type of fund as of June 30, 2018, are as follows:

	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Permanently Restricted</b>	<b>Total</b>
Donor-restricted endowment funds	\$ (161,539)	\$2,091,656	\$6,504,013	\$ 8,434,130
Split-interest trust agreements	-	-	834,942	834,942
Board-designated endowment funds	<u>65,328,666</u>	<u>-</u>	<u>-</u>	<u>65,328,666</u>
Total endowment funds	<u>\$65,167,127</u>	<u>\$2,091,656</u>	<u>\$7,338,955</u>	<u>\$74,597,738</u>

Endowment net asset composition by type of fund as of June 30, 2017, are as follows:

	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Permanently Restricted</b>	<b>Total</b>
Donor-restricted endowment funds	\$ (105,343)	\$2,199,116	\$6,415,716	\$ 8,509,489
Split-interest trust agreements	-	-	753,848	753,848
Board-designated endowment funds	<u>52,089,369</u>	<u>-</u>	<u>-</u>	<u>52,089,369</u>
Total endowment funds	<u>\$51,984,026</u>	<u>\$2,199,116</u>	<u>\$7,169,564</u>	<u>\$61,352,706</u>

Changes in endowment net assets for the year ended June 30, 2018, are as follows:

	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Permanently Restricted</b>	<b>Total</b>
Endowment net assets—beginning of year	<u>\$ 51,984,026</u>	<u>\$ 2,199,116</u>	<u>\$ 7,169,564</u>	<u>\$ 61,352,706</u>
Investment return:				
Dividend and interest income	1,110,668	38,235	81,094	1,229,997
Realized and unrealized gains (losses)—net	<u>3,447,487</u>	<u>(56,229)</u>	<u>-</u>	<u>3,391,258</u>
Total investment return	<u>4,558,155</u>	<u>(17,994)</u>	<u>81,094</u>	<u>4,621,255</u>
Contributions and other additions	<u>9,761,089</u>	<u>-</u>	<u>88,297</u>	<u>9,849,386</u>
Appropriation of endowment assets for expenditures	<u>(1,136,143)</u>	<u>(89,466)</u>	<u>-</u>	<u>(1,225,609)</u>
Endowment net assets—end of year	<u>\$ 65,167,127</u>	<u>\$ 2,091,656</u>	<u>\$ 7,338,955</u>	<u>\$ 74,597,738</u>

Changes in endowment net assets for the year ended June 30, 2017, are as follows:

	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Permanently Restricted</b>	<b>Total</b>
Endowment net assets—beginning of year	<u>\$ 46,658,330</u>	<u>\$ 2,290,288</u>	<u>\$ 7,278,795</u>	<u>\$ 56,227,413</u>
Investment return:				
Dividend and interest income	956,660	54,992	149,702	1,161,354
Realized and unrealized gains (losses)—net	<u>4,331,200</u>	<u>(106,642)</u>	<u>(138,604)</u>	<u>4,085,954</u>
Total investment return	<u>5,287,860</u>	<u>(51,650)</u>	<u>11,098</u>	<u>5,247,308</u>
Contributions and other additions	<u>2,205,132</u>	<u>61,096</u>	<u>20,550</u>	<u>2,286,778</u>
Appropriation of endowment assets for expenditures	<u>(2,167,296)</u>	<u>(100,618)</u>	<u>(140,879)</u>	<u>(2,408,793)</u>
Endowment net assets—end of year	<u>\$ 51,984,026</u>	<u>\$ 2,199,116</u>	<u>\$ 7,169,564</u>	<u>\$ 61,352,706</u>

**Funds with Deficiencies**—From time to time, the fair value of assets associated with individual donor permanently restricted funds may fall below the level that the donor or UPMIFA requires Catholic Charities to retain as a fund of perpetual duration. In accordance with GAAP, deficiencies of this nature are reported in unrestricted net assets and were \$161,539 and \$105,343 as of June 30, 2018 and 2017, respectively. These deficiencies resulted from unfavorable investment performance due to unfavorable market conditions for the investments supporting the permanently restricted net assets during fiscal year 2018 and 2017.

**Return Objectives and Risk Parameters**—Catholic Charities has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted endowments that Catholic Charities must hold in perpetuity or for a donor-specified period(s), as well as

Board-designated funds. Under this policy, the Board-designated endowment assets are invested in a manner that is intended to produce a return that exceeds the level of inflation as measured by the Consumer Price Index (CPI) by at least 5% on a rolling three-year basis. Catholic Charities expects its Board-designated endowment funds, over time, to provide an average rate of return of approximately 5% annually, plus CPI, which is in excess of inflation. Actual returns in any given year may vary from this amount. Donor-restricted endowments are invested in fixed-income securities and cash equivalents or as the donor specifically requests.

**Strategies Employed for Achieving Objectives**—To satisfy its long term rate-of-return objectives, Catholic Charities relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends).

**Spending Policy and How the Investment Objectives Relate to Spending Policy**—Catholic Charities has a policy of appropriating endowment distributions each year of up to 5% of a rolling three-year average of its Board-designated endowment fund's average fair value. In establishing this policy, Catholic Charities considered the long-term expected return on its Board-designated endowment. Accordingly, over the long term, Catholic Charities expects the current spending policy to allow its endowment to grow on average at a rate equal to or higher than CPI. This is consistent with the organization's objective to maintain the fair value of the endowment assets held in perpetuity or for a specified term, as well as to provide additional real growth through new gifts and investment return. Donor-restricted endowments are spent in accordance with the donors' wishes and distributions are made annually to the programs and activities of Catholic Charities for the purposes, which conform to the donors' stated intentions.

## 10. FAIR VALUE MEASUREMENT

Fair value is the price that would be received upon sale of an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The following fair value hierarchy is used in selecting inputs, with the highest priority given to Level 1, as these are the most transparent or reliable.

**Level 1**—Quoted prices for identical instruments in active markets.

**Level 2**—Quoted prices for similar instruments in active markets, quoted prices for identical or similar instruments in markets that are not active, and model-derived valuations in which all significant inputs are observable in active markets.

**Level 3**—Valuations derived from valuation techniques in which one or more significant inputs are not observable.

Catholic Charities attempts to establish fair value as an exit price in an orderly transaction consistent with normal settlement market conventions. Catholic Charities is responsible for the valuation process and seeks to obtain quoted market prices for all securities. When quoted market prices in active markets are not available, Catholic Charities uses independent pricing services to establish fair value.

On May 1, 2015, the FASB issued ASU 2015-07, *Disclosures for Investments in Certain Entities that Calculate Net Asset Value per Share (or its Equivalent)* ("ASU 2015-07"). ASU 2015-07 addresses the diversity in practice related to how certain investments measured at net asset value with future redemption dates are categorized. The

amendments in this ASU remove the requirement to categorize investments for which fair values are measured using the net asset value per share practical expedient. It also limits disclosures to investments for which the entity has elected to measure the fair value using the practical expedient. ASU 2015-07 was adopted retrospectively effective July 1, 2017.

**Assets Measured at Fair Value**—Assets measured at fair value on a recurring basis as of June 30, 2018, are as follows:

	Level 1	Level 2	Level 3	Investments Measured at NAV	Total
Short-term investments	\$ 277,890	\$ -	\$ -	\$ -	\$ 277,890
Equity securities	151,055	-	-	-	151,055
Mutual funds—equity strategy	23,075,578	-	-	-	23,075,578
Mutual funds—fixed income strategy	29,328,198	-	-	-	29,328,198
Fixed income securities:					
U.S. Treasuries	-	1,183,219	-	-	1,183,219
U.S. government agencies	-	844,841	-	-	844,841
Corporate	-	50,078	-	-	50,078
Commingled fund	-	-	-	28,559,673	28,559,673
Marketable alternative equity	-	-	-	4,637,690	4,637,690
Real estate	-	-	-	5,515,635	5,515,635
Private equity	-	-	-	1,922,388	1,922,388
Subtotal	52,832,721	2,078,138	-	40,635,386	95,546,245
Split-interest trust agreements	-	-	834,942	-	834,942
Total	<u>\$ 52,832,721</u>	<u>\$ 2,078,138</u>	<u>\$ 834,942</u>	<u>\$ 40,635,386</u>	<u>\$ 96,381,187</u>

Assets measured at fair value on a recurring basis as of June 30, 2017, are as follows:

	Level 1	Level 2	Level 3	Investments Measured at NAV	Total
Short-term investments	\$ 858,024	\$ -	\$ -	\$ -	\$ 858,024
Equity securities	139,532	-	-	-	139,532
Mutual funds—equity strategy	21,667,622	-	-	-	21,667,622
Mutual funds—fixed income strategy	9,868,628	-	-	-	9,868,628
Fixed income securities:					
U.S. Treasuries	-	4,110,832	-	-	4,110,832
U.S. government agencies	-	9,680,574	-	-	9,680,574
Corporate	-	4,724,812	-	-	4,724,812
Commingled fund	-	-	-	19,950,742	19,950,742
Marketable alternative equity	-	-	-	5,015,324	5,015,324
Real estate	-	-	-	5,113,507	5,113,507
Private equity	-	-	-	1,549,701	1,549,701
Subtotal	32,533,806	18,516,218	-	31,629,274	82,679,298
Split-interest trust agreements	-	-	753,848	-	753,848
Total	<u>\$ 32,533,806</u>	<u>\$ 18,516,218</u>	<u>\$ 753,848</u>	<u>\$ 31,629,274</u>	<u>\$ 83,433,146</u>

A reconciliation for all assets measured at fair value on a recurring basis using significant unobservable inputs (Level 3), and changes in unrealized gains or losses recorded in

change in net assets for the years ended June 30, 2018 and 2017, for Level 3 assets is as follows:

	<b>2018</b>	<b>2017</b>
Beginning of year	\$ 753,848	\$ 883,629
Realized and unrealized gain (loss)—net	<u>81,094</u>	<u>(129,781)</u>
End of year	<u>\$ 834,942</u>	<u>\$ 753,848</u>
The amount of total gains and losses for the year included in changes in net assets attributable to the change in unrealized gain (loss) relating to assets still held at June 30	<u>\$ 81,094</u>	<u>\$ (129,781)</u>

The following section describes the valuation methodologies used to measure different financial instruments at fair value, including an indication of the level in the fair value hierarchy in which the instrument is generally classified. Catholic Charities uses prices and inputs that are current as of the measurement date, obtained through a third-party custodian from independent pricing services.

Short-term investments include invested cash, money market mutual funds, and certificates of deposit, and are generally categorized in Level 1 of the fair value hierarchy.

Equity securities are valued based on quoted prices from an exchange. To the extent these securities are actively traded, valuation adjustments are not applied and they are categorized in Level 1 of the fair value hierarchy.

Mutual funds are valued based on the NAV as computed once per day based on the quoted market prices of the securities in the fund's portfolio and are generally categorized in Level 1 of the fair value hierarchy.

Fixed income securities are composed of U.S. Treasuries, U.S. government agency securities, and corporate bonds. U.S. Treasuries are valued using quoted market prices of similar securities and, accordingly, are categorized in Level 2 of the fair value hierarchy. U.S. government agency securities are composed of noncallable agency issued debt securities and are generally valued using quoted market prices. Actively traded noncallable agency issued debt securities are categorized in Level 2 of the fair value hierarchy. The fair value of corporate bond securities is estimated using recently executed transactions, market price quotations (where observable), or bond spreads. If the spread data does not reference the issuer, then data that reference a comparable issuer are used. Corporate bonds are generally categorized in Level 2 of the fair value hierarchy.

Fair value of investments in certain commingled funds, private partnerships and other alternative investments that utilize NAV per share or that report capital account balances on an equivalent pro-rata basis is estimated, as a practical expedient, to equal the reported NAV for such shares or reported partner's capital balance, as applicable. These investments consist of funds holding primarily publicly traded equity and fixed income securities as well as private partnerships holding equity stakes in public and non-public

companies where fund or partnership interests or shares/units are not publicly quoted or traded.

Marketable alternative equity investments are composed of investments in a fund of funds and hedge funds. These investments are valued utilizing the NAVs provided by the alternative investments' underlying investment funds as a practical expedient, without adjustments, when the NAVs of the investment funds are calculated in accordance with generally accepted accounting principles. The NAVs developed by external investment managers are accepted or adjusted through a valuation review performed by management. For the years ended June 30, 2018 and 2017, management made no such valuation adjustments.

Fixed income alternative investments are composed of hedge funds that invest in bonds. These investments are valued utilizing the NAVs provided by the alternative investments' underlying investment funds as a practical expedient, without adjustments, when the NAVs of the investment funds are calculated in accordance with generally accepted accounting principles. The NAVs developed by external investment managers are accepted or adjusted through a valuation review performed by management. For the years ended June 30, 2018 and 2017, management made no such valuation adjustments.

Real estate alternative investments are comprised of investments in diversified real estate funds. These investments are valued utilizing the NAVs provided by the alternative investments' underlying investment funds as a practical expedient, without adjustments, when the NAVs of the investment funds are calculated in accordance with generally accepted accounting principles. The NAVs developed by external investment managers are accepted or adjusted through a valuation review performed by management. For the years ended June 30, 2018 and 2017, management made no such valuation adjustments.

Private equity investments are comprised of investments in limited partnerships and private equity funds. These investments are valued utilizing the NAVs provided by the alternative investments' underlying investment funds as a practical expedient, without adjustments, when the NAVs of the investment funds are calculated in accordance with generally accepted accounting principles. The NAVs developed by external investment managers are accepted or adjusted through a valuation review performed by management. For the years ended June 30, 2018 and 2017, management made no such valuation adjustments.

Split-interest trust agreements are valued as an annuity in perpetuity and generally categorized in Level 3 of the fair value hierarchy.

The unfunded commitments, redemption frequency, and redemption notice period of investments held at NAV or its equivalent as of June 30, 2018 and 2017, are as follows:

<b>2018</b>					
	<b>Fair Value</b>	<b>Unfunded Commitments</b>	<b>Redemption Frequency</b>	<b>Redemption Notice Period</b>	<b>Lockup or Gate</b>
Commingled fund	\$ 28,559,673	\$ -	Daily	1 day	n/a
Alternative investments:					
Marketable alternative equity	4,637,690	-	Quarterly	>90 days	n/a
Real estate	5,515,635	-	Quarterly	>90 days	2-6 years
Private equity	<u>1,922,388</u>	<u>7,420,321</u>	Quarterly	>90 days	3-5 years
Total	<u>\$40,635,386</u>	<u>\$7,420,321</u>			
<b>2017</b>					
	<b>Fair Value</b>	<b>Unfunded Commitments</b>	<b>Redemption Frequency</b>	<b>Redemption Notice Period</b>	<b>Lockup or Gate</b>
Commingled fund	\$ 19,950,742	\$ -	Daily	1 day	n/a
Alternative investments:					
Marketable alternative equity	5,015,324	-	Quarterly	>90 days	n/a
Real estate	5,113,507	-	Quarterly	>90 days	2-6 years
Private equity	<u>1,549,701</u>	<u>3,450,299</u>	Quarterly	>90 days	3-5 years
Total	<u>\$31,629,274</u>	<u>\$3,450,299</u>			

## 11. FAIR VALUE OF FINANCIAL INSTRUMENTS

The carrying amounts of current assets, trustee funds and current liabilities approximate their fair value, as they are short term in nature. The carrying value of gift annuities payable approximates fair value as of June 30, 2018 and 2017.

## 12. NONCASH ASSISTANCE

During the years ended June 30, 2018 and 2017, Catholic Charities received certain food commodities with a value of \$2,884,640 and \$4,064,523, respectively, under the terms of the federally funded programs whereby Catholic Charities acts as a distributor. The receipt and subsequent distribution of these commodities are not shown as revenues or expenditures in the combined financial statements of Catholic Charities.

Catholic Charities recorded program-related in-kind donations of gifts in the amount of \$1,265,520 and \$1,541,394 during the years ended June 30, 2018 and 2017, respectively, which it distributed to the families it serves.

On June 19, 2017, Catholic Charities received a donation of a property, Augustus Tolton Peace Center. The fair value of this property of \$1,290,000 was recorded as an in-kind donation for the year ended June 30, 2017.

### 13. CONCENTRATION OF RISK

A significant portion of the funding for several of the programs is received from federal, state, or local governmental agencies. Fees and grants from these governmental agencies represent approximately 76% and 75% of total revenues and support for the years ended June 30, 2018 and 2017.

**Major Funder**—Catholic Charities' largest government funder is the State of Illinois, who accounted for approximately 69% of the fees and grants from government agencies for the years ended June 30, 2018 and 2017. The funds received from the State of Illinois originate both from the federal government and the State of Illinois. The funds originating with the State of Illinois represented approximately 31% and 26% of the total amount of fees and grants from government agencies for the years ended June 30, 2018 and 2017, respectively. The loss of, or significant adverse change in, the relationship between the Catholic Charities and the State of Illinois could have a material effect on Catholic Charities' programs and financial results.

The State of Illinois also accounted for 67% and 69% of Catholic Charities' program receivables at June 30, 2018 and 2017, respectively. Although Catholic Charities is directly affected by the financial condition of its funders, management does not believe significant credit risks exist at this time.

### 14. COMMITMENTS AND CONTINGENCIES

Catholic Charities participates in a self-insurance program managed by the Archdiocesan Pastoral Center—Catholic Bishop of Chicago. In the event that Catholic Charities withdraws from participation in the program, amounts may be payable to the Archdiocesan Pastoral Center for residual liabilities relating to historical claims experience or for claims incurred but not yet reported.

Catholic Charities is occasionally party to lawsuits and claims arising out of the conduct of its business. While the ultimate results of lawsuits or other proceedings against Catholic Charities cannot be predicted with certainty, management of Catholic Charities is of the opinion that the liabilities resulting from these contingencies are not material in relationship to the combined financial condition of Catholic Charities.

In September 2016, Cooke's Manor LLC ("Cooke's Manor") closed an inpatient substance abuse treatment program that primarily served veterans. As part of the closure of this program, management has accrued \$121,244 for closing costs as of June 30, 2018. Management has estimated that closure of the program will be completed by December 31, 2018. Cooke's Manor currently has a lease for the property which expires November 16, 2036. The maximum remaining payments under this lease total \$883,966. In addition, Cooke's Manor has a note payable to Illinois Housing Development Authority which has an outstanding balances of \$735,400 as of June 30, 2018. As of June 30, 2018, Cooke's Manor has \$188,098 in funds held by the Illinois Housing Development Authority.

## 15. TRANSACTIONS WITH RELATED PARTIES

Catholic Charities provides certain goods and services to various affiliated entities. A summary of the amounts due (to) from related parties, as of June 30, 2018 and 2017, is as follows:

	<b>2018</b>	<b>2017</b>
Maryville Academy	\$ (1,293)	\$ (2,222)
Little Sisters of the Poor	(1,319)	(2,169)
Misericordia Home	679,100	
St. Leo Residence LLC	831,270	883,783
Cortland Manor LLC	<u>3,806,193</u>	<u>3,097,244</u>
Total due from affiliates	5,313,951	3,976,636
Less allowance for doubtful accounts	<u>(3,806,193)</u>	<u>(3,097,244)</u>
Total due from affiliates—net	<u>\$ 1,507,758</u>	<u>\$ 879,392</u>

St. Leo Residence LLC was formed in April 2003 for the purpose of constructing and operating a 141-unit residential apartment building located at 7750 South Emerald, Chicago, Illinois. CCHDC is a controlling entity of the general partner of the limited partnership. As such, CCHDC has guaranteed to fund any operating deficits up to \$195,000 or reduced income tax benefits incurred by the limited partner during the duration of the partnership agreement. CCHDC has agreed to create and maintain required reserves totaling \$556,000, which was funded to the project at the conclusion of the development phase.

As of June 30, 2018 and 2017, CCHDC provided funding of \$526,476 in exchange for an equity ownership of .01% and a loan receivable of \$4,145,692, both of which are included in the combined statements of financial position. Future equity contributions of \$65,000 in total are expected to be made in subsequent periods. In addition, for the years ended June 30, 2018 and 2017, CCHDC and Catholic Charities collectively provided operating funding of \$799,081 and \$424,883, respectively, and received reimbursement of \$851,595 and \$541,058, respectively. As of June 30, 2018 and 2017, the net balance due from St Leo Residence LLC was \$831,271 and \$883,783, respectively. This amount is included in the combined statements of financial position as due from affiliates.

Cortland Manor LLC was formed in May 2001 for the purpose of rehabilitating and operating a 22-unit residential apartment building located at 1900 North Karlov Chicago, Illinois. CCHDC is a controlling entity of the managing member of the limited liability company. As such, CCHDC has guaranteed to cover any operating deficits up to \$150,000 or reduced income tax benefits incurred by the limited partner during the duration of the operating agreement. CCHDC has agreed to create and maintain required reserves totaling \$170,000, which was funded to the project at the conclusion of the development phase.

As of June 30, 2018 and 2017, CCHDC has provided funding to the Cortland Manor LLC of \$105,734 in exchange for an equity ownership of .01% and a loan receivable of \$1,289,158, both of which are included in the combined statements of financial position. In addition, for the years ended June 30, 2018 and 2017, Catholic Charities provided

operating funding of \$934,994 and \$856,239, respectively, and received reimbursement of \$226,053 and \$286,280, respectively. As of June 30, 2018 and 2017, the net balance due from Cortland Manor LLC was \$3,806,193 and \$3,097,244, respectively. As of June 30, 2018 and 2017, this receivable includes a reserve for doubtful accounts of \$3,806,193 and \$3,097,244, respectively. The net amount is included in the combined statements of financial position as due from affiliates.

**16. RESIDUAL RECEIPT RECAPTURE**

Residual receipts are generated through the operation of senior and disabled residences which are funded by HUD. At the end of the fiscal year, surplus cash is determined by subtracting certain liabilities from available unrestricted cash. The funds may be released from the reserve only with the written approval from HUD. Any residual receipts generated which are in excess of \$250 per unit are required to be repaid to HUD. The amount expected to be repaid to HUD is \$370,589 and \$518,918 as of June 30, 2018 and 2017, respectively. Residual receipts recapture expense of \$15,138 and \$28,820 generated during fiscal year 2018 and 2017, respectively, is reflected as an adjustment to fees and grants from governmental agencies.

Residual receipts are included within other liabilities and the current portion of deferred revenue and other liabilities in the combined statements of financial position and are expected to be repaid to HUD as follows:

<b>Years Ending June 30</b>	
2019	\$ 12,828
2020	-
2021	309,535
2022	4,475
2023	-
Thereafter	<u>43,751</u>
<b>Total</b>	<b><u>\$370,589</u></b>

**17. CHANGES IN PRESENTATION**

Subsequent to the issuance of the Catholic Charities 2017 financial statements, management changed the presentation within the Statement of Activities by presenting the operating expenses incurred within different financial line items in the current year to better reflect the mission and operations of the Catholic Charities. Management has updated the presentation in the 2017 Statement of Activities to conform to the 2018 presentation. There was no effect on total net assets or the total change in net assets. The

effects of the changes in presentation on the line items within the 2017 Statement of Activities were as follows:

	<b>Revised—2017 Unrestricted</b>	<b>Reported—2017 Unrestricted</b>
Expenses:		
Education and training	\$ 10,663,086	\$ -
Nutrition	58,970,844	-
Basic human needs	12,058,687	-
Housing	34,978,267	-
Counseling and case management	39,375,293	-
Senior care	28,659,506	-
Seniors	-	68,836,446
Children	-	19,740,335
Basic human needs	-	30,480,467
Families and individuals	-	65,648,435
Management and general	16,154,020	16,154,020
Fundraising	<u>2,278,387</u>	<u>2,278,387</u>
Total expenses	<u>\$ 203,138,090</u>	<u>\$ 203,138,090</u>

#### **18. SUBSEQUENT EVENTS**

Management has evaluated all subsequent events through December 14, 2018, which is the date the combined financial statements were available to be issued, and concluded no additional subsequent events have occurred that would require recognition that have not already been recognized or that require disclosure that have not already been disclosed.

\* \* \* \* \*

**SUPPLEMENTAL INFORMATION**

**CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO**

**COMBINING STATEMENT OF FINANCIAL POSITION  
AS OF JUNE 30, 2018**

	Catholic Charities of the Archdiocese of Chicago	Catholic Charities Housing Development Corporation	Federally Assisted Residences	Options for Housing			Social Enterprise Initiatives	Holy Family Villa	House of the Good Shepherd	Peace Corner	Eliminating Entries	Total
				Homelessness Prevention Call Center	Cooke's Manor, LLC	Other						
<b>ASSETS</b>												
CURRENT ASSETS:												
Cash and cash equivalents	\$ 19,579,331	\$ 20,615	\$ 1,109,503	\$ 72,101	\$ 5,543	\$ (38,138)	\$ 5,567	\$ 96,940	\$ 196,924	\$ -	\$ -	\$ 21,350,888
Receivables—net	22,507,968	-	2,706,343	371,940	-	-	2,774	1,834,239	25,534	-	-	27,554,618
Prepaid and other assets	1,456,929	82,622	67,280	16,229	69	716	-	26,320	92	-	-	1,669,440
Due from affiliates—net	5,141,785	17,797,683	-	-	-	-	-	1,046,006	-	(22,477,716)	-	1,507,758
Total current assets	48,686,013	17,900,920	3,883,126	460,270	5,612	(37,422)	8,341	1,957,499	222,550	(22,477,716)	-	52,082,704
INVESTMENTS	95,358,355	632,210	-	-	-	-	-	187,890	-	-	-	96,178,455
LONG-TERM RECEIVABLES	284,359	8,029,028	-	-	-	-	-	-	-	(2,594,178)	-	5,769,209
OTHER NONCURRENT ASSETS	883,137	-	11,034,493	-	188,098	-	-	210,486	-	-	-	12,316,214
LAND, BUILDINGS, AND EQUIPMENT—Net	23,911,348	287,312	134,777,626	3,765	-	65,438	-	16,853,284	159,188	-	-	177,648,471
TOTAL	\$169,123,212	\$26,849,470	\$149,695,245	\$ 464,035	\$ 193,710	\$ 28,016	\$ 8,341	\$19,209,159	\$1,682,699	\$(25,071,894)	\$(25,071,894)	\$343,995,053

**LIABILITIES AND NET ASSETS (DEFICIT)**

CURRENT LIABILITIES:												
Accounts payable and accrued compensation	\$ 9,713,839	\$ 6,964	\$ 1,404,743	\$ 19,608	\$ 121,244	\$ 8,073	\$ -	\$ 865,945	\$ 69,766	\$ 15,093	\$ -	\$ 12,225,275
Interest payable	42,936	26,664	32,537	-	-	-	-	-	-	102,137	-	102,137
Due to governmental agencies	4,663,839	-	7,183,479	2,158,755	1,281,073	41,398	441,849	13,631,364	254,112	880	(25,071,894)	4,664,719
Due to affiliates—net	1,231,468	107,575	12,829	-	-	-	-	9,650	114,648	-	-	1,372,632
Current portion of long-term debt	200,000	-	176,416	-	1,200	-	-	-	11,110	-	-	377,616
Total current liabilities	15,852,082	141,203	8,810,004	2,178,363	1,403,517	49,471	441,849	14,506,959	334,988	(25,071,894)	(25,071,894)	18,742,379
OTHER NONCURRENT LIABILITIES	1,861,318	-	789,846	-	-	1,580	-	253,597	934	-	-	2,907,275
RETIREMENT BENEFITS LIABILITIES (Current and noncurrent)	82,208,629	-	-	-	-	-	-	-	-	-	-	82,208,629
REFUNDABLE GRANT ADVANCES	-	934,630	153,460,278	-	-	-	-	-	-	-	-	154,394,908
LONG-TERM DEBT—Less current portion	2,482,559	10,021,446	6,785,306	-	734,200	-	-	-	-	-	-	20,023,511
Total liabilities	102,404,568	11,097,279	169,845,434	2,178,363	2,137,717	51,051	441,849	14,760,556	335,922	(25,071,894)	(25,071,894)	278,276,702
NET ASSETS (DEFICIT)	66,718,624	15,752,191	(20,150,189)	(1,714,328)	(1,944,007)	(23,035)	(433,508)	4,448,603	1,346,777	-	-	65,718,351
TOTAL	\$169,123,212	\$26,849,470	\$149,695,245	\$ 464,035	\$ 193,710	\$ 28,016	\$ 8,341	\$19,209,159	\$1,682,699	\$(25,071,894)	\$(25,071,894)	\$343,995,053

See accompanying independent auditors' report.

**CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO**

**COMBINING STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS (DEFICIT) FOR THE YEAR ENDED JUNE 30, 2018**

	Catholic Charities of the Archdiocese of Chicago	Catholic Charities Housing Development Corporation	Federally Assisted Residences	Homelessness Prevention Call Center	Options for Housing Manor, LLC	Other	St. Joseph Carondelet	Social Enterprise Initiatives	Holy Family Villa	House of the Good Shepherd	Peace Corner	Eliminating Entries	Total
<b>REVENUE:</b>													
Fees and grants from governmental agencies	\$ 122,011,548	\$ -	\$ 13,077,663	\$ 715,561	\$ -	\$ 19,500	\$ -	\$ -	\$ 7,290,025	\$ -	\$ 109,673	\$ -	\$ 143,210,470
Program service fees	11,039,257	66,599	5,468,056	411	-	-	-	2,910	5,125,116	8,827	733	(1,661,622)	20,069,787
Contributions	26,263,221	1,017	2,489	72,913	(259)	-	-	-	236,075	1,158,946	269,283	(158,344)	27,845,341
United Way	317,362	-	-	-	-	-	-	-	-	2,948	-	-	320,310
Other revenue	532,332	-	-	-	500,000	-	-	-	-	-	-	-	1,032,332
Investment income	5,401,065	240,234	-	-	-	-	-	-	14,920	80,747	-	-	5,736,966
<b>Total revenue</b>	<b>165,564,785</b>	<b>307,850</b>	<b>18,548,208</b>	<b>788,885</b>	<b>499,741</b>	<b>19,500</b>	<b>-</b>	<b>2,910</b>	<b>12,672,136</b>	<b>1,251,468</b>	<b>379,689</b>	<b>(1,819,966)</b>	<b>198,215,206</b>
<b>EXPENSES:</b>													
Salaries	64,288,334	21,404	3,191,733	453,495	-	-	-	1,226	6,803,410	384,508	192,783	-	75,336,893
Employee benefits/payroll taxes	20,349,735	13,655	1,412,557	180,584	-	-	-	(187)	1,660,598	115,038	44,071	-	23,776,051
Total salaries and related expenses	84,638,069	35,059	4,604,290	634,079	-	-	-	1,039	8,464,008	499,546	236,854	-	99,112,944
Food purchases	30,548,951	-	-	2,818	-	-	-	-	365,670	3,237	6,348	-	30,917,858
Specific assistance to individuals	12,306,667	7,734	3,814,003	66,089	-	13,438	-	1,311	(1,383)	8,622	29,035	(2,774)	12,323,072
Occupancy	8,833,173	-	1,077,477	31,541	-	-	-	-	429,920	68,599	10,913	-	13,260,528
Supplies	3,534,936	28	3,342,781	109,163	-	-	-	(212)	1,165,897	45,995	82,577	-	5,866,787
Professional fees and contract service payments	11,033,588	50,046	187,054	37,571	-	291	-	3	1,165,219	149,295	15,787	(328,204)	15,604,544
Telephone	1,651,795	8,354	800	2,357	-	-	-	-	38,917	15,787	5,168	-	1,944,649
Outside printing	586,577	50	75,282	2,357	-	-	-	-	4,362	14,029	1,484	-	607,302
Local transportation	1,620,441	1,728	10,027	274	-	-	-	-	8,366	6,901	1,194	-	1,716,269
Conferences, conventions, and meetings	2,063,577	422	1,356,680	949	-	-	-	-	19,443	932	3,126	-	2,113,810
Membership dues and subscriptions	226,370	5	28,698	10,027	-	-	-	-	30,763	108	435	-	287,328
Awards and grants	46,747	-	-	-	-	-	-	-	-	-	536	-	536
Interest and financing costs	154,324	186,640	396,723	-	-	-	-	-	47,269	-	-	-	784,956
Loss on disposal of land, building and equipment	10,061	-	-	-	-	-	-	-	-	-	-	-	10,061
Payments to affiliates	2,612	-	-	-	-	-	-	-	-	-	-	-	2,612
Distribution of in-kind gifts	1,265,520	-	-	-	-	-	-	-	-	158,344	-	(158,344)	1,265,520
Retirement benefit-related changes other than net periodic cost	(29,873,781)	-	-	-	-	-	-	-	99,663	-	-	-	(29,873,781)
Miscellaneous	1,214,500	25,702	37,142	451	38,946	-	-	441	-	13,599	542	-	1,430,786
Total expenses before depreciation and allocation of management and general expenses	129,863,927	315,768	14,930,957	885,292	38,946	13,729	-	2,582	11,838,114	981,757	381,449	(1,819,966)	157,432,555
Depreciation	2,357,530	8,298	3,200,584	1,051	-	6,537	-	-	720,726	45,258	46,744	-	6,386,728
Allocation of management and general expenses	(2,884,452)	28,029	1,565,893	76,416	-	1,753	-	230	1,086,413	88,835	36,883	-	-
Total expenses	129,337,005	352,095	19,697,434	962,759	38,946	22,019	-	2,812	13,645,253	1,115,850	465,076	(1,819,966)	163,819,283
CHANGE IN NET ASSETS (DEFICIT)	36,227,780	(44,245)	(1,149,226)	(173,874)	460,795	(2,519)	-	98	(973,117)	135,618	(85,387)	-	34,395,923
NET ASSETS (DEFICIT)—Beginning of year	30,490,844	15,786,436	(18,990,963)	(1,540,454)	(2,404,802)	(20,516)	34,784	(433,606)	5,421,720	1,211,159	1,767,826	-	31,332,428
REQUIRED DISTRIBUTION	-	10,000	(10,000)	-	-	-	-	-	-	-	-	-	-
NET ASSETS (DEFICIT)—End of year	\$ 66,718,624	\$ 15,752,191	\$ (20,150,189)	\$ (1,714,328)	\$ (1,944,007)	\$ (23,035)	\$ 34,784	\$ (433,508)	\$ 4,448,603	\$ 1,346,777	\$ 1,682,439	\$ -	\$ 65,718,351

See accompanying independent auditors' report.

**CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO**

**COMBINING STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2018**

	Catholic Charities of the Archdiocese of Chicago	Catholic Charities Housing Development Corporation	Federally Assisted Residences	Homelessness Prevention Call Center	Options for Housing Cooke's Manor, LLC	Other	St. Joseph Carondelet	Social Enterprise Initiatives	Holy Family Villa	House of the Good Shepherd	Peace Corner	Eliminating Entries	Total
CASH FLOWS FROM OPERATING ACTIVITIES:													
Increases (decreases) in net assets (deficit)	\$ 36,227,780	\$ (44,245)	\$ (1,149,226)	\$ (1,73,874)	\$ 460,795	\$ (2,519)	\$ -	\$ 98	\$ (973,117)	\$ 135,618	\$ (85,387)	\$ -	\$ 34,395,923
Adjustments to reconcile increases (decreases) in net assets (deficit) to net cash provided by (used in) operating activities:													
Retirement benefit changes other than net periodic cost	(29,873,781)	-	-	-	-	-	-	-	-	-	-	-	(29,873,781)
Bad debt expense	816,541	-	-	-	-	-	-	-	-	-	-	-	816,541
Loss on the disposal of land, building and equipment	10,061	-	-	-	-	-	-	-	-	-	-	-	10,061
Depreciation	2,357,550	8,298	3,200,584	1,051	-	6,537	-	-	720,726	45,258	46,744	-	6,386,728
Amortization of deferred debt issuance costs	-	5,111	-	-	-	-	-	-	-	-	-	-	5,111
Net unrealized gain on investments	(245,270)	-	-	-	-	-	-	-	-	-	-	-	(245,270)
Net realized gain on investments	(3,546,158)	-	-	-	-	-	-	-	(10,188)	-	-	-	(3,556,346)
Change in fair value of split-interest trust agreements	(81,094)	-	-	-	-	-	-	-	-	-	-	-	(81,094)
Contributions restricted for permanent endowment	(88,297)	-	-	-	-	-	-	-	-	-	-	-	(88,297)
Contributions restricted for permanent endowment	(5,132,640)	-	-	-	-	-	-	-	-	-	-	-	(5,132,640)
Contributed investments	(150,000)	-	-	-	-	-	-	-	-	-	-	-	(150,000)
Fair value of donated fixed assets	(123,935)	-	-	-	-	-	-	-	-	-	-	-	(123,935)
Actuarial gain on charitable gift annuities	73,684	-	-	-	-	-	-	-	-	-	-	-	73,684
Amortization of discount on note payable	(421,529)	-	-	-	(500,000)	-	-	-	-	-	-	-	(921,529)
Forgiveness of government advance	-	107,575	-	-	-	-	-	-	-	-	-	-	107,575
Loss on interest rate swap	-	-	-	-	-	-	-	-	-	-	-	-	-
Changes in operating accounts:													
Receivables	10,462,730	-	(2,603,799)	(92,798)	-	-	-	(2,774)	(20,860)	(120,720)	29,160	-	7,650,939
Prepaid and other assets	322,677	4,892	827	(13,911)	(19)	(41)	-	-	24,625	(5,264)	105	-	333,891
Due (to) from affiliates	(4,204,014)	(111,392)	2,198,903	236,683	55,173	(17,430)	-	(33,409)	303,053	82,163	152,963	-	(1,337,307)
Accounts payable and accrued compensation	999,473	5,439	87,161	14,584	5,751	7,058	-	(500)	246,957	6,112	(11,387)	-	1,360,648
Pension and postretirement benefits	(2,514,539)	-	-	-	-	-	-	-	-	-	-	-	(2,514,539)
Security deposits	407,025	-	4,930	-	-	-	-	-	2,880	(290)	-	-	7,520
Gift annuities payable	(1,880,122)	12,124	(149,450)	-	-	-	-	-	(11,551)	(2,767)	(5,905)	-	407,025
Other liabilities	-	-	-	-	-	-	-	-	-	-	-	-	(2,037,671)
Net cash provided by (used in) operating activities	3,416,122	(12,198)	1,589,930	(28,265)	21,700	(6,395)	-	(36,585)	282,525	140,110	126,293	-	5,493,237
CASH FLOWS FROM INVESTING ACTIVITIES:													
Land, buildings, and equipment purchased or constructed	(2,364,363)	(10,599)	(458,195)	-	-	-	-	-	(90,250)	-	(54,668)	-	(2,978,075)
Net purchases/sales of investments	(3,927,958)	-	-	-	-	-	-	-	(4,732)	-	-	-	(3,932,690)
Required minimum distribution from affiliate	-	10,000	(753,953)	-	(17,068)	-	-	-	(95,751)	-	-	(10,000)	(868,826)
Changes in assets whose use is limited	1,946	-	-	-	-	-	-	-	-	-	-	-	-
Net cash (used in) provided by investing activities	(6,290,375)	(599)	(1,212,148)	-	(17,068)	-	-	-	(194,733)	-	(54,668)	(10,000)	(7,779,591)

(Continued)

**CATHOLIC CHARITIES OF THE ARCHDIOCESE OF CHICAGO**

**COMBINING STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2018**

	Catholic Charities of the Archdiocese of Chicago	Catholic Charities Housing Development Corporation	Federally Assisted Residences	Options for Housing			St. Joseph Carondelet	Social Enterprise Initiatives	Holy Family Villa	House of the Good Shepherd	Peace Corner	Eliminating Entries	Total
				Homelessness Prevention Call Center	Cooke's Manor, LLC	Other							
CASH FLOWS FROM FINANCING ACTIVITIES:													
Repayments of long-term debt	\$ (707,479)	\$ -	\$ (162,387)	\$ -	\$ (1,200)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (871,066)
Repayments of capital lease obligations	(335,709)	-	-	-	-	-	-	-	-	-	-	-	(335,709)
Required minimum distribution to affiliate	-	-	(10,000)	-	-	-	-	-	-	-	10,000	-	-
Contributions restricted for permanent endowment	88,297	-	-	-	-	-	-	-	-	-	-	-	88,297
Net cash used in financing activities	(954,891)	-	(172,387)	-	(1,200)	-	-	-	-	-	10,000	-	(1,118,478)
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	(3,829,144)	(12,797)	205,395	(28,265)	3,432	(6,395)	-	(36,585)	87,792	140,110	71,625	-	(3,404,832)
CASH AND CASH EQUIVALENTS—Beginning of year	23,408,475	33,412	904,108	100,366	2,111	(31,743)	-	42,152	9,148	162,982	125,299	-	24,755,720
CASH AND CASH EQUIVALENTS—End of year	\$ 19,579,331	\$ 20,615	\$ 1,109,503	\$ 72,101	\$ 5,543	\$ (38,138)	\$ -	\$ 5,567	\$ 96,940	\$ 302,502	\$ 196,924	\$ -	\$ 21,350,888
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION:													
Cash paid for interest	\$ 152,920	\$ 174,517	\$ 397,848	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,269	\$ -	\$ -	\$ -	\$ 772,554
Contributed investments	\$ 5,132,640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,132,640
Accounts payable for fixed asset additions	\$ 313,503	\$ 158	\$ 202,424	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,490	\$ -	\$ -	\$ -	\$ 538,575
Fair value of donated fixed assets	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Fixed assets acquired with capital lease obligations	\$ 289,179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 289,179

See accompanying independent auditors' report.

(Concluded)



**SUPPLEMENTAL PROGRAM STATISTICS**

**- MAINE TOWNSHIP**



**Maine Township Resident Participation – Funding Application 2020-21**  
**Catholic Charities Des Plaines Regional Services Center Programs**  
**Fiscal Year 2019**

**NOURISH YOUR NEIGHBOR**

**Food Pantry:** Distribution of four-day supply of food based on household size. Clients allowed one visit per month.

- 4,976 Unduplicated Individual Patrons
- 2,836 Unduplicated Maine Township Residents Patrons (57%)
  1. 17,176 individual attendees- Duplicated
  2. 206,112 meals distributed

**Tuesday/Thursday Night Suppers:** Free meals provided every Tuesday and Thursday. Unlimited Visits

- 1,813 Unduplicated Individual Patrons
- 1,070 Unduplicated Maine Township Residents Patrons (59%)
  1. 7,000 individual attendees - Duplicated
  2. 3,158 sack lunches distributed
  3. 12,068 meals served/distributed

**Holiday Meals:** Full meals with turkeys at Thanksgiving and hams at Christmas.

- 2,010 Unduplicated Individuals Served
- 1,025 Unduplicated Maine Township Residents Served (51%)
  1. 1,730 Meals Distributed

**Senior Nutrition**

- 398 Unduplicated Senior's received voucher books for free produce at Farmers' Markets.
- 135 Senior Maine Township Residents received farmers' Market voucher books (34%)
- 155 low income seniors received supplemental food packages
- 124 low income Maine Township seniors received supplemental food packages (80%)

**STABILIZATION SERVICES**

**Clothing Room:** Clean, gently used clothing, outerwear, toiletries and small household items. One visit per month.

- 2,731 Unduplicated Patrons
- 2,076 Unduplicated Maine Township Resident Patrons (76%)
  1. 12,619 individuals served
  2. 10,734 bags of clothing distributed

**Health and Nutrition Enrichment:** Health screenings, flu shots, nutrition education.

- 338 Unduplicated Patrons
- 226 Unduplicated Maine Township Resident Patrons (67%)

**Tutoring:** Weekly tutoring sessions, for schoolchildren.

- 351 Unduplicated Patrons
- 235 Unduplicated Maine Township Patrons (67%)



**MAINE TOWNSHIP  
APPLICATION FOR FUNDING 2020-2021**



**Agency Name** Orchard Village

**Address** 7660 Gross Point Road Skokie, IL 60077

**Phone** (847) 967-1800 **Fax** (847) 967-1801 **Email** ov@orchardvillage.org

**Contact Person** Allison Stark **Title** President & CEO

**Grant Contact Person** Allison Stark **Title** President & CEO

**Phone** (847) 967-1800 ext. 114 **Email** allison\_stark@orchardvillage.org

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**Brief Description of Agency**

**Mission:** *Orchard Village partners with families and communities to optimize personal outcomes for individuals with developmental disabilities through a community-integrated approach.* A 501(c)3 organization located in Skokie, Illinois, Orchard Village is committed to enhancing the quality of life for people with disabilities by protecting and nurturing their right to control their own destiny.

**Clients Served:** Orchard Village currently serves 300 individuals (children through mature adults) in a variety of community-based settings: family residence, small group homes, vocational job sites and classrooms (Orchard Academy), primarily in north and northwest suburban Chicagoland. The individuals we support have a range of developmental challenges that includes diagnosed intellectual and developmental disabilities, autism, Down syndrome, mental and emotional disorders, dual diagnosis (developmental disability combined with mental illness) and physical disabilities such as cerebral palsy, spina bifida, low vision and verbal and hearing impairment.

**Services Provided:** Since its founding in 1972, Orchard Village has provided community-based residential options that include 24-hour supervised group (7-8 persons) homes; transitional (toward independence) living options and intermittently supported independent living arrangements. In 1977, Orchard Village began providing competitive vocational & job placement supports to persons with a wide variety of developmental challenges. Since the mid-1980's, Orchard Village has provided respite services to families who care for a loved one with a developmental disability living in their home (unfortunately, this program was de-funded by the Illinois Dept. of Human Services in 2015). In 2007, Orchard Village began providing, via its home-based support services, a broader array of case management for individuals with developmental disabilities in their place of residence. Also in 2007, Orchard Village established Orchard Academy, an Illinois State Board of Education (ISBE) approved special education high school focused on successfully transitioning uniquely challenged students from secondary to post-secondary employment, college-level coursework options, community integration and independent living.

**Agency Total Budget** \$7,389,000 **Amount requesting from Maine Township** \$10,000  
(Please provide a copy of your budget.)

**Agency Fiscal Year (e.g. March 2018-February 2019)** July 1<sup>st</sup>, 2019-June 30<sup>th</sup>, 2020

**Total number of all unduplicated clients directly served during your last fiscal year** 267

**Total number of unduplicated Maine Township clients directly served during your last fiscal year** 80

If your grant is restricted, what is the total number of unduplicated Maine Township clients directly served during your last fiscal year in the program(s) we fund? \_N/A\_\_\_\_\_

What is the approximate number of Maine Township clients referred to other agencies during your last fiscal year? \_1-2\_\_\_\_\_

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**Annual salary and title of the five highest paid full-time (if applicable) employees. Salary ranges are not acceptable.**

1. Allison Stark President & CEO, \$140,000
2. Marlene Hodges, Executive VP & CFO, \$110,415
3. Jennifer Gentile, Vice President of Programs, \$84,357
4. Olga Childers, Director of Human Resources, \$81,841
5. Michelle Fegert, Registered Nurse Trainer, \$71,575

1. **Is your agency not for profit? (If so, attach Certificate of Good Standing).**  Yes  No
2. **Has your organization been in business for at least one year?**  Yes  No
3. **Are all your programs, services, activities and facilities provided by your organization available to the residents of Maine Township?**  Yes  No
4. **Describe how your organization's services are currently promoted to the residents of Maine Township.**

We regularly attend transition fairs and local school conferences in Maine Township. We have a strong partnership with Advocate Lutheran General Hospital and the Adult Down Syndrome Clinic. We regularly send information to referral sources in the Maine Township area such as Community Alternatives Unlimited. We also work with MNSSR, local libraries and local establishments to spread the word.

5. **Has your organization ever received funding from Maine Township?**  Yes  No  
**If yes, list all years and the allocation amount.**  
2018/19, \$240
6. **Describe how your organization used the funding received from Maine Township during the previous funding year (if applicable).**  
The funding was used for new windows for Orchard Village's 418 Hazelwood Ln Community Integrated Living Arrangement (CILA, or group home), located in Maine Township serving individuals with developmental disabilities.
7. **Describe how your organization plans to use the requested funding from Maine Township during the upcoming funding year.**

Our *Abilities in Motion* Therapeutic Recreation program provides for 1:1 support by a Certified Therapeutic Recreation Specialist (CTRS) to help develop individuals' goals and programming.

Our Group Activities Coordinator, in conjunction with the CTRS, provides evening and weekend activities, to include group exercise, yoga, sports (e.g. basketball, bocce ball etc.), artistic expression, social skills groups and fun activities like movie nights and parties. The Abilities in Motion program impacts approximately 250 individuals. These services are free to Orchard Village clients and help them live more fulfilling and independent lives.

Like therapeutic recreation, special recreation offers many athletic or relaxing activities for people of all abilities, but therapeutic recreation is different in that it is specifically tailored to individuals' personal goals and each individual meets and/or works 1:1 with a Certified Therapeutic Recreation Specialist. Therapeutic Recreation is especially effective for people with intellectual and developmental disabilities because it uses fun, leisure activities for skill building, social development and personal growth and change. For instance, one of the individuals we support had significant social anxiety and isolating behaviors. He worked one on one with our certified Recreation Therapist playing ping pong once a week and talking through his social anxiety. After six months, he was able to transition independently to group activities. Another non-verbal individual had significant behavioral challenges that were difficult to understand or solve. Three times per week our Recreation Therapist walked the Activity Center gym for 20 minutes with her. This small amount of exercise resulted in a significant reduction in her outbursts and better integration with her roommates.

Individual expectations and goals are established for each participant (with input from the individual) and progress is evaluated weekly by staff. In all cases, the individual is consulted in all decisions. The overall goals of the program are to use various forms of therapeutic art, theatre and movement therapy to help participants a) reach a new level of personal expression; and b) experience rich opportunities for personal growth, improved self-reliance and enhanced self-esteem through a creative process; and c) increase emotional, social, cognitive and physical integration.

Funding from Maine Township would have *significant* impact on individuals with developmental disabilities, providing structured recreational opportunities in order to improve their quality of life, self-confidence, and social support. The requested funds would cover part of the salary, supplies and activities for our Certified Therapeutic Recreation Specialist who works individually with all participants, and plans/runs all group Therapeutic Recreation activities.

8. Which of the following best describes the services that your organization will be providing with the funds that you have requested? (Please check all that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Public safety            | <input checked="" type="checkbox"/> Recreation        |
| <input type="checkbox"/> Environmental protection | <input type="checkbox"/> Library                      |
| <input type="checkbox"/> Public transportation    | <input type="checkbox"/> Social services for youth    |
| <input checked="" type="checkbox"/> Health        | <input type="checkbox"/> Social services for the aged |
| <input type="checkbox"/> Other (please explain):  |   |

9. Describe how your organization meets the eligibility requirements for the requested funding.

Orchard Village serves 80 Maine Township residents every year and all of our clients have developmental disabilities (one of the Maine Township's stated funding priorities).

10. Describe any new programs, services, activities or facilities that are currently proposed or contemplated by your organization.

Orchard Village is working on putting together a Self-Advocacy Group for the individuals we support. We are working with the Illinois Self-Advocacy Alliance (see [selfadvocacyalliance.org](http://selfadvocacyalliance.org) for more information) to host a presentation for the individuals we support on what it means to be a self-advocate. The Alliance supports local and smaller groups to “speak together with one loud voice about our services, transportation, jobs, community housing choices, and other issues that affect our lives.” This programming directly aligns with our vision of supporting individuals with disabilities with the individual themselves in mind.

11. Do you certify that the funds that you are requesting from Maine Township will be used for your organization’s ordinary and necessary maintenance and operating expenses and not for any capital expenditures?  Yes  No
12. If your organization is providing services for the benefit of Maine Township residents who are persons with a developmental disability, do you certify that said services shall only be provided to such Maine Township residents who are not eligible to participate in any program conducted under Article XIV of the School Code? (Applies only to persons under 22 years of age.)  Yes  No
13. Do you certify that no person shall be excluded from participation in, denied benefits of, or be subjected to discrimination under, any service, facility or activity offered or provided by your organization on the grounds of race, color, national origin, sex, gender identity, age, religion, sexual preference, marital status or disability?  Yes  No
14. Do you certify that your organization will not expend any of the funds requested from Maine Township, either directly or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body?  Yes  No
15. If requested, do you agree to provide the following to Maine Township?  
(Please note: You do NOT need to include these items with your application.)
  - A. Quarterly statements or reports setting forth the services rendered and programs provided for Maine Township residents, along with the associated costs to provide such services and programs  
Yes
  - B. At such times and in such forms as Maine Township may require, any other statements, records, reports, data or information pertaining to matters covered by this application (Information relating to personal, medical and financial data will be treated as confidential.)  
Yes
  - C. A written report signed by your organization’s executive director, or whomever else is deemed to be in charge of your organization’s activities, programs, services and facilities, including the following:
    - I. A description of each program, service, activity or facility you provided or offered

- II. A statement that all such programs, services, activities and facilities are accessible to the disabled within the meaning of the Americans with Disabilities Act and the Rules and Regulations on disabled as promulgated thereunder
- III. An identification of those programs, services, activities or facilities, which are not accessible to the disabled
- IV. With respect to those programs, services, activities or facilities identified in response to item 15(C)(III) above, a detailed statement setting forth the specific steps and plans (including timetables for completion) to be taken to achieve accessibility and
- V. If structural modifications will be required to achieve accessibility, a detailed statement setting forth the modifications required and a timetable for completion

Yes    No

16. If you receive any requested funds from Maine Township, do you certify that your organization will maintain general liability insurance coverage in an amount not less than \$1 million, naming Maine Township as a co-party insured, and do you further agree to provide Maine Township with a certified copy of said policy of insurance, along with the declaration sheet, binder and any exclusions related to said policy of insurance?  
 Yes    No

17. If you receive any requested funds from Maine Township, do you certify that your organization will indemnify and hold harmless, protect and defend, at its own cost and expense, Maine Township, its property, officers, agents, employees, assigns, successors, transferees, licensees, invitees and/or any other persons or property standing in the interest of Maine Township, from any and all risks, suits, damages, expenses, including without limitation reasonable attorneys' fees and court costs, or claims due to any acts or omissions of your organization?  Yes    No

18. What is the geographic service area of your organization?

We serve parts of metropolitan Chicago and North/ Northwest Chicago suburbs including Skokie, Niles, Evanston, Des Plaines, Maine Township, Glenview, Morton Grove, Park Ridge, Wilmette and others.

19. Does your organization charge for services?  Yes    No

If yes, does your organization offer a sliding fee scale?

Yes. Attach 14 copies of the sliding fee scale.

No. Please explain how charges are determined.

We accept private pay, but such arrangements are quite rare. Most of our clients are funded by the Illinois Department of Human Services, the Illinois Department of Rehabilitative Services and the Illinois State Board of Education.

20. **If your organization does charge fees, would you be willing to wave application, program and other fees on a case by case basis for Maine Township residents whom we refer directly to your organization for assistance?**  Yes  No
21. **Are volunteers used within your organization?**  
 **Yes. Please indicate how many volunteers you have and how they are utilized.**  
 We have approximately 150 volunteers at any given time. Our volunteers help organize our events. At the events they help in any way they can including set up and clean up, assisting with decoration, food, photo printing, etc.  
 **No. Please give specific reasons for not using volunteers.**
22. **Does your organization provide any bilingual services?**  
 **Yes. Please indicate languages.**  
 **No**
23. **Does your organization request proof of U.S. citizenship from its clients?**  
 **Yes. Please describe briefly.**  
 **No**  
 Our standard client intake process requires submission of copies of the individual's birth certificate, social security card and other current identity cards.
24. **Does your organization participate in cooperative programs with any other community agencies? (e.g. social service, not-for-profits, municipal agencies, etc.) Please explain.**  
 **Yes**  **No**  
 Many of our residential clients residing in Maine Township and Niles Township make use of the developmental training day programs run by qualified local service organizations. Specifically, our clients benefit from our strong and cooperative partnerships with such municipal, social service and recreation organizations as MNNSR, PACE, Shore Training Center, Douglas Center, Avenues for Independence, Center for Enriched Living, North Shore Special Education District, area YMCAs (Leaning Tower, McGraw), Weber Leisure Center and other facilities.
25. **Does your organization participate in cooperative programs with any other service organizations? (e.g. Rotary, Kiwanis, Optimist, etc.) Please explain.**  **Yes**  **No**  
 Orchard Village works frequently in partnership with the Chambers of Commerce for Niles, Skokie, Morton Grove and other nearby communities. We partner with local Rotary Clubs and on Knights of Columbus Tag Days each September. We engage with United Way, Rebuilding Together, local Park Districts and other entities to both expand our awareness and give back to the community.
26. **Does your organization participate in cooperative programs with any community businesses? Please explain.**  **Yes**  **No**

In addition to the volunteer and service relationships mentioned above, we work with dozens of local businesses to find vocational opportunities for our clients who participate in our supported and competitive job program. Among these are Jewel, Dominick's, Petco, Century Theatres, Skokie Park District, Georgia Nut Company, James Dades & Co., Great Lakes Naval Training Base, Costco, Old Navy, Sam's Club, Target, Walmart, Panera, Des Plaines Park District, Noodles & Co., McDonald's, Mod Pizza, Portillo's, Cicis and many others. Orchard Village works closely with staff and our clients on an ongoing basis to ensure a win/win employment arrangement. We have partnered with Chase Bank to provide low-cost bank accounts and financial literacy education for our students at Orchard Academy. Students also receive internship opportunities from Skokie Public Library and Northwestern University.

27. List all sources of funding or support that your organization currently receives, including the total amount, frequency, duration, and percentage of any such support.

<b>Funding Source</b>	<b>Amount</b>	<b>Frequency &amp; Duration</b>	<b>Percentage</b>
Maine Township	\$240	Once, in FY 19	0.00%
<b>Foundations</b>	<b>110,000</b>		<b>1.49%</b>
Sueske	1,500	Annually, per year	0.02%
Mark Morton	55,500	twice over 4 yrs	0.75%
Pajeau Children's	3,500	Annually, per year	0.05%
Brunner	10,000	Annually, per year	0.14%
Ceres	2,000	Annually, per year	0.03%
George Eisenberg	2,000	Annually, per year	0.03%
Rice	10,000	Annually, per year	0.14%
Woodward	5,000	Annually, per year	0.07%
Dr. Scholl	5,000	Annually, per year	0.07%
Coleman	10,000	Annually, per year	0.14%
Morton Grove	3,000	Annually, per year	0.04%
First Presbyterian	2,500	Annually, per year	0.03%
<b>Corporations</b>	<b>15,000</b>	<b>Annually, per year</b>	<b>0.20%</b>
<b>Private Donors</b>	<b>318,593</b>	<b>Annually, per year</b>	<b>4.31%</b>
<b>Federal</b>			
<b>State</b>	<b>5,846,000</b>	<b>Annually, per</b>	<b>79.12%</b>

		year	
<b>Municipalities</b>	27,175	Annually, per year	0.37%
<b>Other Townships</b>			
Niles	30,000	Annually, per year	0.41%
<b>Other (list all)</b>			
<b>client fees</b>	961,000	Annually, per year	13.01%
<b>Interest income</b>	35,000	Annually, per year	0.47%
<b>Investment income</b>	30,000	Annually, per year	0.41%
<b>All other</b>	16,000	Annually, per year	0.22%
<b>Total</b>	<b>7,389,008</b>		<b>100%</b>

28. **What type of fund-raising efforts has your organization had this year? Please list event names and specify the REVENUE and COSTS for fundraiser(s) and what program(s) the money was raised for.**

Orchard Village's strategic efforts to raise private funds were focused on two key areas: 1) grants from public, private and civic foundations/trusts; and 2) proceeds from an aggressive calendar of special fundraising events powered by our volunteers.

In the previous fiscal year (July 1, 2018 – June 30, 2019), we applied for 54 grants from foundations/charities, corporations and local government. We received 19 of them, with 7 still outstanding (no answer yet). Total grant amount received for this past fiscal year was \$180,165. All grants we receive only last 1 year and we are required to reapply each year we request funding.

We also have individual giving and major gifts, which include all of the individual fundraising we do during the year outside of major events, including Giving Tuesday, Knights of Columbus Tag Days, our annual holiday appeal, family gifts, and capital campaign fundraising we did for our Activity Center.

We also host a number of official fundraising events each year. Proceeds from each of these events supported general operating expenses for Orchard Village, with a portion of our Gala proceeds directed specifically to capital projects in support of our 24-hour group homes in Maine Township and Niles Township and to raise money for three new dedicated vehicles to transport clients A.) to and from appointments and B.) to transport clients to and from their community-based jobs.

This year's events included

<u>EVENT</u>	<u>GROSS REVENUE</u>	<u>EVENT COST</u>
Blossom Gala	\$ 184,539	\$ 60,231
Golf Classic	83,805	6,459

**29. What fundraising efforts are planned for next year?**

We will continue to apply for grants and hold the same events next year, attempting to reduce costs and gain more revenue. We are also developing our individual giving plan with donors.

**30. Please explain any changes that have occurred in your organization in the past year (i.e. new program(s), expansion or deletion of program(s), personnel, administration, major purchases or facility, etc.).**

We are continuing to grow our two new (as of 2017) programs, InnOVations, a non-traditional and vocationally focused day program for adults with developmental disabilities that prepares them for employment; and Abilities in Motion, our therapeutic recreation program which provides group and individual activities for skill building, social development and personal growth and change.

**31. Please provide numerical breakdown of all staff member positions.**

- 1. Administration & Administrative Support      \_13\_\_\_\_\_
- 2. Management of Service Providers            \_13\_\_\_\_\_
- 3. Direct Service Providers                     \_97\_\_\_\_\_

**32. Number of certified staff members \_101\_\_\_\_**

**33. What kinds of certifications are required for your service providers?**

Staff members who spend 20% or more of their time interacting directly with our clients must be certified as a Direct Support Professional. This certification submits the applicant to an extensive criminal background check and requires the completion of 120 hours of training, including 80 hours on-the-job. We also employ case managers, who are required to be certified as Quality Intellectual Disability Professionals after completing 40 hours of training.

All Orchard Village staff must undergo CPR and First Aid Training (unless they are already certified) and keep a valid certification at all times.

**34. Number of licensed staff members \_9\_\_\_\_\_**

**35. What kind of licensing is required for your service providers?**

Our licensed staff includes:

- 3 Certified Rehabilitative Counselors
- 3 Licensed Clinical Social Workers
- 1 Licensed Professional Counselor
- 1 Speech Pathologist
- 1 Registered Nurse

**36. Please list all accreditations your organization has earned.**

The agency is licensed, certified and/or accredited as required by:

Illinois Department of Human Services (DHS) Division of Developmental Disabilities (DDD)  
DHS Bureau of Quality Management (BQM)  
DHS Bureau of Accreditation, Licensure and Certification (BALC)  
DHS Department of Rehabilitation Services (DRS)  
Illinois State Board of Education (ISBE)  
Illinois Department of Labor  
Commission on Accreditation of Rehabilitation Facilities (CARF)

37. **How would your organization be affected if it received a reduction in Township funding or if there was a complete elimination of Township funding?**

Township support enables us to bring service to people who wouldn't have it otherwise, and allows us to bring higher quality services to the people who do have it. Orchard Village is committed to seeking out every opportunity for success for the individuals we support. We are a resilient and carefully managed organization, and strive to make the most of every dollar spent, but a loss in funding would be tangible to the organization and to the individuals who count on our skills and expertise each day.

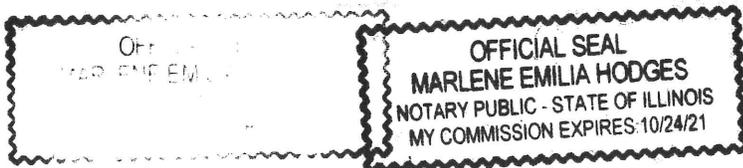
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I hereby certify that I am authorized to execute this application on behalf of the organization listed below and that the statements contained herein are true and accurate.

Name of Applicant Organization ORCHARD VILLAGE  
By *AM*  
Its Authorized Representative  
Printed Name ALLISON STARK  
Title PRESIDENT & CEO  
Date 8/30/19

SUBSCRIBED and SWORN to  
before me this 30<sup>th</sup> day of August, 2019.

Notary *Marlene Emilia Hodges*



## Orchard Village 2020 Budget Summary (\$ 000)

2020 Budget
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### REVENUE

#### State of Illinois

DHS CILA <i>Community Interactive Living Arrangement</i>	3,808
DHS / Training reimbursement	20
Home Based Supportive Services	118
Other DHS programs	235
ISBE <i>Illinois State Board of Education</i>	880
DHS Grants <i>Rehab vocational services, InnOVations</i>	839
State of Illinois subtotal	5,898

#### Public Support

Special Events - Gross	280
Grants	150
Individual Giving	70
Fund Raising	500

#### Earned Revenues / Other

Client Fees (SSI, SSA, food stamps)	940
Interest, investment income	30
Miscellaneous	10
Earned / Other Revenue subtotal	980

<b>REVENUE</b>	<b>7,379</b>
<b>TOTAL REVENUE</b>	<b>7,379</b>

### EXPENSE

Salaries & wages, Fringe, Workers Comp	5,703
Occupancy	505
Food, transportation, cost of events, other	727
<b>Expense before Depreciation</b>	<b>6,935</b>

<b>NET before Interest, Depreciation</b>	<b>444</b>
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Interest expense	110
Depreciation (incl. new building full year)	260
<b>Interest &amp; Depreciation</b>	<b>370</b>

Total Expense	7,305
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<b>NET SURPLUS/(DEFICIT)</b>	<b>74</b>
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Contingency, Surplus % of Revenue	1.0%
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<b>Cost of Events - included above</b>	<b>(100)</b>
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**MAINE TOWNSHIP  
APPLICATION FOR FUNDING 2020-2021**



Agency Name Resources for Community Living

Address 4300 Lincoln Ave., Suite K, Rolling Meadows, IL 60008

Phone 847-701-1554 Fax 847-701-1560 Email info@rescoliv.org

Contact Person Frederick Stupen Title Executive Director

Grant Contact Person Frederick Stupen Title Executive Director

Phone 847-701-1555 Email fstupen@rescoliv.org

**Brief Description of Agency** RCL assists adults with developmental and/or physical disabilities to live independently in their own homes/apartments. We provide support services, housing options, social group activities, family support group, vocational services, transportation, individualized skill training, and referral/partnership with other agency resources/programs. RCL offers disabled Maine Township adult's opportunities to achieve greater self-esteem, dignity and participation in all aspects of community life.

**Agency Total Budget** \$372,716. Amount requesting from Maine Township \$5,000  
(Please provide a copy of your budget.)

**Agency Fiscal Year** (e.g. March 2018-February 2019) July 2019 – June 2020

**Total number of all unduplicated clients directly served during your last fiscal year** 179

**Total number of unduplicated Maine Township clients directly served during your last fiscal year** 6

**If your grant is restricted, what is the total number of unduplicated Maine Township clients directly served during your last fiscal year in the program(s) we fund?** N/A

**What is the approximate number of Maine Township clients referred to other agencies during your last fiscal year?** 2

**Annual salary and title of the five highest paid full-time (if applicable) employees. Salary ranges are not acceptable.**

1. Executive Director \$60,000
2. Support Services Coordinator QIDP \$49,400
3. Administrative Assistant \$30,900
4. \_\_\_\_\_
5. \_\_\_\_\_

1. Is your agency not for profit? (If so, attach Certificate of Good Standing).  Yes  No
2. Has your organization been in business for at least one year?  Yes  No
3. Are all your programs, services, activities and facilities provided by your organization available to the residents of Maine Township?  Yes  No

4. Describe how your organization's services are currently promoted to the residents of Maine Township. RCL's services are promoted currently from referrals of partner agencies, families and faith-based organizations.

5. Has your organization ever received funding from Maine Township?  Yes  No  
If yes, list all years and the allocation amount.

Funding Cycle	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11	FY10	FY09	FY08	FY07	FY06	FY05	FY04	FY03
	\$4080															
		\$4,000														
			\$4,000													
				\$3500												
					\$3500						\$5000					
						\$3000						\$5000				
							\$3000						\$0			
								\$3000						\$6000		
									\$3000						\$6000	
										\$5000						\$5000

6. Describe how your organization used the funding received from Maine Township during the previous funding year (if applicable). N/A

7. Describe how your organization plans to use the requested funding from Maine Township during the upcoming funding year. Maine Township funding will be used to augment services provided to residents of the Township including housing counseling, assessment, marketing, community education, vocational assistance, job coaching, support services, case management, etc.

8. Which of the following best describes the services that your organization will be providing with the funds that you have requested? (Please check all that apply.)

- |  |   |
|--|---|
| <input type="checkbox"/> Public safety   | <input type="checkbox"/> Recreation                   |
| <input type="checkbox"/> Environmental protection  | <input type="checkbox"/> Library                      |
| <input type="checkbox"/> Public transportation   | <input type="checkbox"/> Social services for youth    |
| <input type="checkbox"/> Health  | <input type="checkbox"/> Social services for the aged |
| <input checked="" type="checkbox"/> Other (please explain): Support services to adults with disabilities See Attachment #1 |   |

9. Describe how your organization meets the eligibility requirements for the requested funding. RCL is a non-profit 501(c)3 social service organization serving individuals with developmental disabilities living in Maine Township.

10. **Describe any new programs, services, activities or facilities that are currently proposed or contemplated by your organization.** RCL has purchased a 6-flat building in Palatine to provide affordable housing for our client population. We are providing financial coaching services to all our clients including residents of Maine Township.
11. **Do you certify that the funds that you are requesting from Maine Township will be used for your organization's ordinary and necessary maintenance and operating expenses and not for any capital expenditures?**  Yes  No
12. **If your organization is providing services for the benefit of Maine Township residents who are persons with a developmental disability, do you certify that said services shall only be provided to such Maine Township residents who are not eligible to participate in any program conducted under Article XIV of the School Code? (Applies only to persons under 22 years of age.)**  Yes  No
13. **Do you certify that no person shall be excluded from participation in, denied benefits of, or be subjected to discrimination under, any service, facility or activity offered or provided by your organization on the grounds of race, color, national origin, sex, gender identity, age, religion, sexual preference, marital status or disability?**  Yes  No
14. **Do you certify that your organization will not expend any of the funds requested from Maine Township, either directly or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body?**  Yes  No
15. **If requested, do you agree to provide the following to Maine Township?**  
(Please note: You do NOT need to include these items with your application.)
- A. **Quarterly statements or reports setting forth the services rendered and programs provided for Maine Township residents, along with the associated costs to provide such services and programs**
  - B. **At such times and in such forms as Maine Township may require, any other statements, records, reports, data or information pertaining to matters covered by this application (Information relating to personal, medical and financial data will be treated as confidential.)**
  - C. **A written report signed by your organization's executive director, or whomever else is deemed to be in charge of your organization's activities, programs, services and facilities, including the following:**
    - I. **A description of each program, service, activity or facility you provided or offered**
    - II. **A statement that all such programs, services, activities and facilities are accessible to the disabled within the meaning of the Americans with Disabilities Act and the Rules and Regulations on disabled as promulgated thereunder**

**III. An identification of those programs, services, activities or facilities, which are not accessible to the disabled**

**IV. With respect to those programs, services, activities or facilities identified in response to item 15(C)(III) above, a detailed statement setting forth the specific steps and plans (including timetables for completion) to be taken to achieve accessibility and**

**V. If structural modifications will be required to achieve accessibility, a detailed statement setting forth the modifications required and a timetable for completion**

Yes  No

**16. If you receive any requested funds from Maine Township, do you certify that your organization will maintain general liability insurance coverage in an amount not less than \$1 million, naming Maine Township as a co-party insured, and do you further agree to provide Maine Township with a certified copy of said policy of insurance, along with the declaration sheet, binder and any exclusions related to said policy of insurance?**

Yes  No

**17. If you receive any requested funds from Maine Township, do you certify that your organization will indemnify and hold harmless, protect and defend, at its own cost and expense, Maine Township, its property, officers, agents, employees, assigns, successors, transferees, licensees, invitees and/or any other persons or property standing in the interest of Maine Township, from any and all risks, suits, damages, expenses, including without limitation reasonable attorneys' fees and court costs, or claims due to any acts or omissions of your organization?**  Yes  No

**18. What is the geographic service area of your organization?** North/Northwest Cook County

**19. Does your organization charge for services?**  Yes  No

**If yes, does your organization offer a sliding fee scale?**

Yes. Attach 14 copies of the sliding fee scale.

No. Please explain how charges are determined.

**20. If your organization does charge fees, would you be willing to wave application, program and other fees on a case by case basis for Maine Township residents whom we refer directly to your organization for assistance?**  Yes  No N/A

**21. Are volunteers used within your organization?**

Yes. Please indicate how many volunteers you have and how they are utilized.

Social Events, Fundraising, Transportation, Office Support, Board of Directors, Total =  
25-35

No. Please give specific reasons for not using volunteers.

**22. Does your organization provide any bilingual services?**

**Yes. Please indicate languages.** Polish, Ukrainian, Russian and RCL utilizes interpreter services when needed.

**No**

**23. Does your organization request proof of U.S. citizenship from its clients?**

**Yes. Please describe briefly.**

**No**

**24. Does your organization participate in cooperative programs with any other community agencies? (e.g. social service, not-for-profits, municipal agencies, etc.) Please explain.**

**Yes**  **No** RCL networks and works closely with numerous disability services/agencies and housing organizations as an ongoing practice. RCL is often involved with municipal agencies in support and advocacy roles.

**25. Does your organization participate in cooperative programs with any other service organizations? (e.g. Rotary, Kiwanis, Optimist, etc.) Please explain.**  **Yes**  **No** - ARC, Northwest Compass, ORS, NSSEO, NWSRA, Rolling Meadows Chamber of Commerce, Kiwanis, Knights of Columbus, Hands on Suburban Chicago, Clearbrook, and Community Churches and organizations

**26. Does your organization participate in cooperative programs with any community businesses? Please explain.**  **Yes**  **No** RCL sponsors special needs trust seminars with the assistance of local attorneys. Northwest Community Hospital has also been of assistance with health and wellness training. Screws Industries has donated ongoing volunteer support, printing and tech support.

**27. List all sources of funding or support that your organization currently receives, including the total amount, frequency, duration, and percentage of any such support.**

<b>Funding Source</b>	<b>Amount</b>	<b>Frequency &amp; Duration</b>	<b>Percentage</b>
<b>Maine Township</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>
<b>Foundations</b>	<b>6,500</b>	<b>Annually</b>	<b>2%</b>
<b>Private Donors</b>	<b>154,774</b>	<b>Ongoing</b>	<b>59%</b>
<b>Federal</b>	<b>28,000</b>	<b>Quarterly billings</b>	<b>10%</b>
<b>State</b>	<b>5,676</b>	<b>Monthly billings</b>	<b>2%</b>
<b>Municipalities</b>	<b>9,181</b>	<b>Quarterly billings</b>	<b>3%</b>
<b>Other Townships</b>	<b>12,250</b>	<b>Quarterly billings</b>	<b>5%</b>
<b>Other (list all)</b>	<b>46,934</b>	<b>Annual Gala</b>	<b>19%</b>
<b>Total</b>	<b>263,315</b>		<b>100%</b>

**28. What type of fund-raising efforts has your organization had this year? Please list event names and specify the REVENUE and COSTS for fundraiser(s) and what program(s) the money was raised for.** Our major fundraising activities include our 21st Annual Gala which grossed \$107,949 & net \$66,866.05 and our Fall Giving Tuesday which grossed \$23,000. RCL was also successful in securing donations from Illinois Tool Works and the Coldwell Banker Foundation and other area Townships. Several smaller fundraising activities include

participation in Kiwanis and Knights of Columbus. All fundraising events help to support RCL's primary program and agency mission

**29. What fundraising efforts are planned for next year?** Our fundraising efforts will include the events listed in the above with new emphasis on garnering support over social media. We are putting together an appeal for our housing program with GoFundMe and Giving Tuesday. We are putting together proposals for support in our housing program with grants from The Coleman Foundation, Illinois State Treasurer's Charitable Trust and two new fundraising events.

**30. Please explain any changes that have occurred in your organization in the past year (i.e. new program(s), expansion or deletion of program(s), personnel, administration, major purchases or facility, etc.).**

**31. Please provide numerical breakdown of all staff member positions.**

1. Administration & Administrative Support	<u>1</u>
2. Management of Service Providers	<u>1</u>
3. Direct Service Providers	<u>2</u>

**32. Number of certified staff members** 2

**33. What kinds of certifications are required for your service providers?**

Qualified Intellectual Disabilities Professionals or QIDP's

**34. Number of licensed staff members** 0

**35. What kind of licensing is required for your service providers?** Licensing is not required by the State of Illinois, all staff receive a background check from the Illinois State Police and DCFS.

**36. Please list all accreditations your organization has earned.** N/A Because RCL receives less than \$25,000 from the State of Illinois no Accreditation is necessary

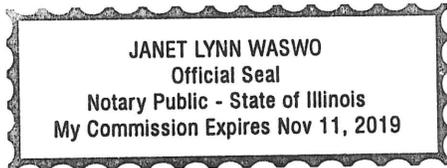
**37. How would your organization be affected if it received a reduction in Township funding or if there was a complete elimination of Township funding?** RCL would hope to make up a reduction through increased private donation drives or additional fundraising activities, however with the State budget cuts we are already facing, reduction of services would be likely.

I hereby certify that I am authorized to execute this application on behalf of the organization listed below and that the statements contained herein are true and accurate.

Name of Applicant Organization Resource for Community Living  
By Frederick Stupen  
Its Authorized Representative  
Printed Name Frederick Stupen  
Title Executive Director  
Date 8-8-19

SUBSCRIBED and SWORN to  
before me this 8 day of August, 2019.

Notary Janet Lynn Waswo



## Attachment #1



# RESOURCES FOR COMMUNITY LIVING

## Mission Statement-Program Description

***To offer adults with developmental and/or physical disabilities opportunities to achieve greater self-esteem, dignity and participation in all aspects of community life through affordable housing options, individualized skill instruction and necessary support services.***

In keeping with the above Mission Statement, Resources for Community Living (RCL) utilizes Maine Township funds to offer innovative services targeted at increasing the independence as well as the quality of life of persons with developmental disabilities. These services may include:

**Affordable Housing** – Using both the shared housing approach and independent apartments, RCL helps people with mental retardation to locate and lease homes and apartments within the community. Because these housing arrangements are not owned by RCL (each participant signs his/her own lease), participants have greater control over their own lives. Housing arrangements through RCL are not group-oriented; therefore, the stigma that is often associated with group homes and other congregate living arrangements is non-existent. In fact, the individual's new neighbors may not even know that the RCL participant has a disability.

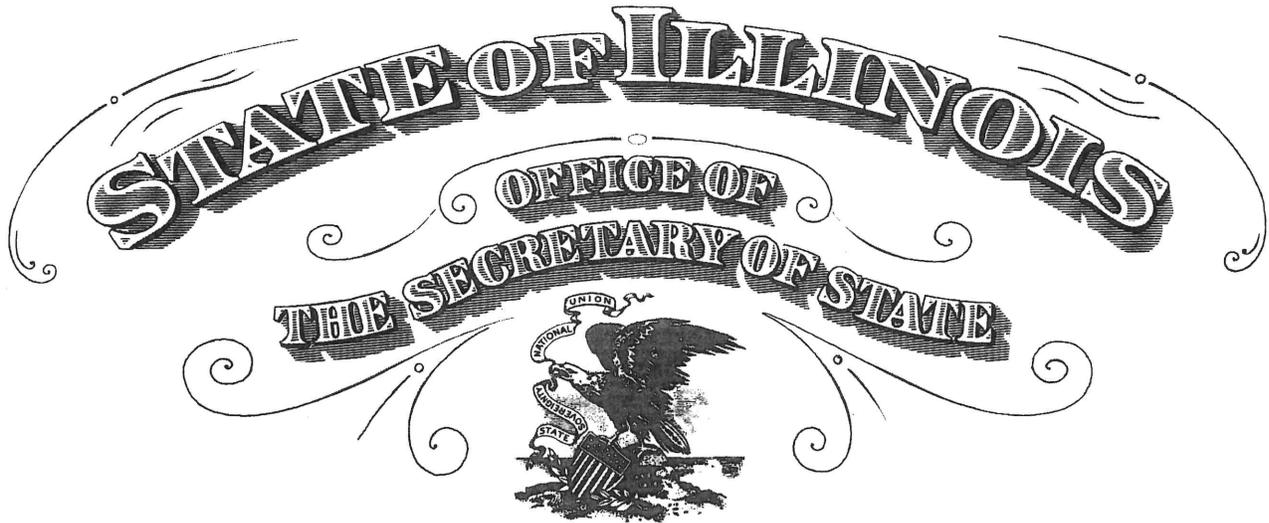
**Financial Independence Center FIC** – FIC is a financial coaching program based on Annie E. Casey Foundation's Center for Working Families model. RCL provides financial coaching services to people with disabilities in Maine Township and in partnership with other similar organizations. A RCL qualified financial coach conducts a Combined Financial Assessment for clients establishing baseline indicators such as: individual budget income/expenses, balance sheet identifying net worth and a credit report with score. Financial coach with collaborative partner track changes in these areas suggesting to the client where appropriate financial strategies and products that could help increase and build credit, income and net worth. Every 6 months' clients are reassessed by updating their financials together with a subsequent credit report analysis. Differences in numbers are recorded in the tracking system and reports drawn and outcomes measured. In PY 2017 RCL is offering matched savings accounts to people with disabilities in partnership with the Assets for Independence program at the US Department of Human Services

**Individualized Support Services** – Trained staff members provide individualized skill instruction and support services that are designed to increase independence, allowing participants to remain in their community. These support services may include money management, using public transportation, cooking, nutrition, safety, case management and other necessary skills. RCL also aids in linking participants with other community members, resources and activities to help them to become active and contributing members of their communities.

**Vocational Services** – Provide participants with career direction and focus through individualized career assessment, job development job placement, employment support, and advocacy. Continued support for participant's in achieving and maintaining a positive work environment.

**Social Group** – Loneliness and isolation remain a significant problem for people with mental retardation, despite their physical presence in the community. Because of this, RCL also coordinates a monthly social group that provides an opportunity for RCL participants to meet others and make new friends. These groups also provide an opportunity for staff members to observe the individual's social interaction skills, so that skill training (e.g. communication, trust building, assertiveness, interpersonal skills etc.) can be tailored to individual needs.

4300 Lincoln Avenue, Suite K • Rolling Meadows, IL 60008  
Voice (847) 701-1554 • TDD (847) 701-1556 • Fax (847) 701-1560  
E-mail address: [info@rescoliv.org](mailto:info@rescoliv.org) • Web site: [www.rescoliv.org](http://www.rescoliv.org)



**To all to whom these Presents Shall Come, Greeting:**

*I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that*

RESOURCES FOR COMMUNITY LIVING, A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON OCTOBER 26, 1993, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



**In Testimony Whereof, I hereto set**  
*my hand and cause to be affixed the Great Seal of*  
*the State of Illinois, this 22ND*  
*day of MARCH A.D. 2019 .*

*Jesse White*

SECRETARY OF STATE

**RESOURCES FOR COMMUNITY LIVING**

**Budget - Approved**

Ordinary Income/Expense

FY 19-20

<b>Income</b>	
4002 - Knights of Columbus	\$2,000
4005 - Grants	\$50,000
4006 - FPP	\$20,000
4009 - Arlington Heights	\$4,000
4010 - Schaumburg Township	\$1,000
4011 - DMHDD	\$0
4013 - Village of Mt. Prospect	\$3,000
4014 - CDBG	\$28,000
Wheeling Township	\$1,000
Elk Grove Township	\$1,500
4015 - DORS	\$0
4016 - Niles Township	\$2,000
4017 - Palatine Township	\$10,000
4018 - Maine Township	\$4,000
4019 - DHS - DFI	\$6,076
4008 - Special Events	\$20,000
4028 - Annual Gala	\$100,000
4030 - Donations - Cash	\$60,000
Building Rents	\$35,140
Building Sale	\$25,000
<b>Total Income</b>	<b>\$372,716</b>

<b>Expense</b>	
6000 - Salaries	\$175,000
6203 - Consulting Expense	
6100 - Accounting & Audit	\$8,000
6110 - Accreditation	\$0
6115 - ADP Payroll Processing Fees	\$1,500
6120 - Bank Charges	\$25
6130 - Books & Training Materials	\$350
6135 - Business Meals	\$345
6140 - Copier & Fax Expense	\$1,250
6200 - Equip. Repairs & Svc. Contracts	\$1,700
6205 - Employee Search	\$50
6230 - Insurance - Health	\$6,511
6240 - Insurance - D/O, L, P, W/C	\$16,500
6250 - Insurance - Life & Disability	\$950
6270 - Legal Fees	\$2,000
6272 - Licenses, Fees & Agency	\$723
6275 - Marketing & Advertising	\$123
6300 - Office Supplies	\$1,482
6310 - Other Expenses	\$750

6335 - Police Background Checks	\$160
6340 - Postage	\$1,500
6350 - Printing	\$2,500
6360 - Rent/Mortgage (RCL Offices)	\$11,721
6362 - Association Fees	\$5,942
6365 - Rent Subsidies	\$0
6400 - Volunteer Training	\$338
6446 - Special Events - All	\$50,000
6440 - Social Group Expense	\$1,425
6450 - Staff Development	\$136
6490 - Taxes - Payroll	\$11,000
6510 - Technology - Internet	\$204
6520 - Telephone	\$4,800
6545 - Travel Reimbursements (P/R)	\$4,429
6550 - Utilities	\$3,202
Building Expense (Our own Place)	\$55,000
<b>Total Expenses</b>	<b>\$369,616</b>
<b>Net Ordinary Income</b>	<b>\$3,100</b>

Other Income/Expense

<b>Other Income</b>	
7000 - Interest Income	\$2,000
<b>Total Other Income</b>	<b>\$2,000</b>
<b>Other Expense</b>	
7050 - Depreciation Expense	\$9,744
9999 - Suspense	\$0
<b>Total Other Expense</b>	<b>\$9,744</b>
<b>Net Other Income</b>	<b>-\$7,744</b>
<b>Net Income</b>	<b>-\$4,644</b>



# MAINE TOWNSHIP APPLICATION FOR FUNDING 2020-2021



**Agency Name** Kenneth Young Center

**Address** 1001 Rohlwing Rd., Elk Grove Village, IL 60007

**Phone** 874-524-8800      **Fax** 874-524-8824      **Email** sherrinep@kennethyoung.org

**Contact Person** Sherrine Peyton      **Title** CCPRD Division Director

**Grant Contact Person** Linda Springer      **Title** Senior Division Director

**Phone** 847-524-8800 x 116      **Email** lindas@kennethyoung.org

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## **Brief Description of Agency**

Kenneth Young Center (KYC) is a 501(c)(3) nonprofit provider of comprehensive behavioral health and support services across the age lifespan of residents in northwest suburban Cook County. The chronology of the Center begins in 1970, when the agency was established out of the high need for mental health services by residents of Elk Grove Township. By 1972, KYC (under the name of Elk Grove-Schaumburg Townships Mental Health Center) was designated as a Community Mental Health Center and contracted services with the Illinois Department of Mental Health for Adults living with Mental Illness. The initial \$52,000 contract provided part-time psychiatric services, and staffing for two social workers, an outreach worker, and an administrative staff person. Older Adult Services were added through funding with the Department on Aging in 1975; Positive Youth Development substance use prevention programming in 1986, Department of Rehabilitation Services employment programming began in 1989 and Mobile Crisis Response (formerly SASS) in 1990. The organization has been built around serving the unmet needs of its community; and these establishing state grants contracts provided the root funding to build the comprehensive programming offered by the Center today.

Today, KYC's teams serve more than 14,000 clients between the ages of 3 and 105 in the community each year, of whom the majority are living below the line of national poverty standard. The staff of 185 offer direct services in 20 townships throughout Cook, Lake, Dupage and Kane counties. KYC offers services in hospitals, schools, long term care facilities, private residences as well as out of

six offices across the northwest suburbs. KYC maintains a budget of \$11,030,000, over half of which come from partnerships through local, state and federal government funding.

Newer additions to programming include 24hr mental health support for chronically ill adults, a regional Drop-In Center in 2015, and community-based recovery programming in schools and through a cross-sector community coalition. KYC has most recently been certified with the Illinois Department of Human Services Division of Substance Use Prevention & Recovery to begin offering substance use prevention and recovery services. As in its initial years, programming decisions are based on the needs of current clients as identified by community members and their leaders.

**Agency Total Budget \$11,030,000**  
**Amount requesting from Maine Township \$20,000**  
**(Please provide a copy of your budget.)**

**Agency Fiscal Year (e.g. March 2018-February 2019) July 1, 2019 - June 30, 2020.**

**Total number of all unduplicated clients directly served during your last fiscal year:**  
4,180.

**Total number of unduplicated Maine Township clients directly served during your last fiscal year** 672.

**If your grant is restricted, what is the total number of unduplicated Maine Township clients directly served during your last fiscal year in the program(s) we fund?** 214

**What is the approximate number of Maine Township clients referred to other agencies during your last fiscal year?** Approximately 168 clients from Maine Township were referred to other agencies during the last fiscal year. This number is an approximation, since this data is not currently tracked within the organization's electronic health record.

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**Annual salary and title of the five highest paid full-time (if applicable) employees. Salary ranges are not acceptable.**

1. \$226,440.00 - Child Psychiatrist
2. \$177,787.92 - Adult Psychiatrist
3. \$168,300.00 - President & CEO
4. \$110,000.00 - Senior Clinical Director
5. \$102,000.00 - Senior Director of Talent & Facilities

1. **Is your agency not for profit? (If so, attach Certificate of Good Standing).  Yes  No**
2. **Has your organization been in business for at least one year?  Yes  No**
3. **Are all your programs, services, activities and facilities provided by your organization available to the residents of Maine Township?  Yes  No**

4. **Describe how your organization's services are currently promoted to the residents of Maine Township.**

There are two types of collaborative relationships that result in a referral to KYC: individuals referring clients to Screening Assessment and Supportive Services (SASS) during crisis, and agencies referring clients to KYC and/or SASS for discharge planning, psychiatry, or outpatient therapy. Any social service agency can be a referral source to SASS, but the most common are emergency departments, residential facilities/group homes, police departments, schools, and outpatient/counseling agencies. The SASS team conducted 273 crisis assessments in the Emergency Department at Lutheran General Hospital last fiscal year, and a collaborative relationship between agency staff has developed in making treatment recommendations to KYC as a result of these assessments. Additionally, the majority of schools within the district utilize SASS and KYC programs, and school social workers regularly make referrals for their students. For years KYC SASS has supported Maine Township schools in their Signs of Suicide Program (SOS) by being present on the program day and remaining available for consultation with school social workers.

5. **Has your organization ever received funding from Maine Township?  Yes  No  
If yes, list all years and the allocation amount.**
6. **Describe how your organization used the funding received from Maine Township during the previous funding year (if applicable). N/A**

7. **Describe how your organization plans to use the requested funding from Maine Township during the upcoming funding year.**

The SASS Team's ongoing challenge is the active engagement of clients and families in aftercare services. Lack of motivation and education about mental health issues, the stigma of mental illness and mental health treatment, and cultural factors create significant barriers to treatment. Additionally, lack of access to treatment, transportation, financial distress, and family discord disrupt young people's ability to engage in services. Aftercare services to these most in-need clients/families need to be intensive, flexible, and responsive to the specific individual/family stressors and dynamics that resulted in the crisis situation. To meet the specific needs of individuals, the SASS program runs 24/7 365 days per year, and provides in-home and school-based services to the most difficult to reach clients. However, without the funding needed to provide quality aftercare, staff resources are limited to engage these clients. The program would benefit from an increase in the number of clinicians and mentors available to Maine Township clients in order to meet community demands, and also offer group therapy in a convenient location for Maine Township clients.

8. Which of the following best describes the services that your organization will be providing with the funds that you have requested? (Please check all that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Public safety            | <input type="checkbox"/> Recreation                           |
| <input type="checkbox"/> Environmental protection | <input type="checkbox"/> Library                              |
| <input type="checkbox"/> Public transportation    | <input checked="" type="checkbox"/> Social services for youth |
| <input type="checkbox"/> Health                   | <input type="checkbox"/> Social services for the aged         |

Other (please explain):

Mental Health Services including outpatient individual, family, and group therapy, psychiatry, crisis intervention, assessment and stabilization.

9. Describe how your organization meets the eligibility requirements for the requested funding.

KYC meets the eligibility requirements for the requested funds based on the following criteria:

- We are a 501(c)(3) non-profit organization that has been in operation for more than one fiscal year (established in 1970)
- We currently provide direct services to Maine Township residents
- We have appropriate non-profit infrastructure in place that ensures accountability and performance to its clients and funders
- Our requested funds will meet the following Maine Township's identified funding priorities: mental health, substance abuse, youth, and economically challenged families.

10. Describe any new programs, services, activities or facilities that are currently proposed or contemplated by your organization.

KYC is currently developing an IOP substance abuse program for clients 18 years and over which will be available to Maine Township clients. Following implementation of the adult program, the goal is to develop substance abuse programming for adolescents as well. These substance abuse services will be particularly helpful to those clients who have been seen in the emergency department. Another current project at KYC is the construction of an in-house pharmacy for clients seeing KYC psychiatrists.

11. Do you certify that the funds that you are requesting from Maine Township will be used for your organization's ordinary and necessary maintenance and operating expenses and not for any capital expenditures?  Yes  No

12. If your organization is providing services for the benefit of Maine Township residents who are persons with a developmental disability, do you certify that said services shall only be provided to such Maine Township residents who are not eligible to participate in any program conducted under Article XIV of the School Code? (Applies only to persons under 22 years of age.)  Yes  No

13. Do you certify that no person shall be excluded from participation in, denied benefits of, or be subjected to discrimination under, any service, facility or activity offered or provided by your organization on the grounds of race, color, national origin, sex, gender identity, age, religion, sexual preference, marital status or disability?  Yes  No

14. Do you certify that your organization will not expend any of the funds requested from

Maine Township, either directly or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body?  Yes  No

15. If requested, do you agree to provide the following to Maine Township?  
(Please note: You do NOT need to include these items with your application.)

- A. Quarterly statements or reports setting forth the services rendered and programs provided for Maine Township residents, along with the associated costs to provide such services and programs
- B. At such times and in such forms as Maine Township may require, any other statements, records, reports, data or information pertaining to matters covered by this application (Information relating to personal, medical and financial data will be treated as confidential.)
- C. A written report signed by your organization's executive director, or whomever else is deemed to be in charge of your organization's activities, programs, services and facilities, including the following:
  - I. A description of each program, service, activity or facility you provided or offered
  - II. A statement that all such programs, services, activities and facilities are accessible to the disabled within the meaning of the Americans with Disabilities Act and the Rules and Regulations on disabled as promulgated thereunder
  - III. An identification of those programs, services, activities or facilities, which are not accessible to the disabled
  - IV. With respect to those programs, services, activities or facilities identified in response to item 15(C)(III) above, a detailed statement setting forth the specific steps and plans (including timetables for completion) to be taken to achieve accessibility and
  - V. If structural modifications will be required to achieve accessibility, a detailed statement setting forth the modifications required and a timetable for completion

Yes  No

16. If you receive any requested funds from Maine Township, do you certify that your organization will maintain general liability insurance coverage in an amount not less than \$1 million, naming Maine Township as a co-party insured, and do you further agree to provide Maine Township with a certified copy of said policy of insurance, along with the declaration sheet, binder and any exclusions related to said policy of insurance?  
 Yes  No

17. If you receive any requested funds from Maine Township, do you certify that your organization will indemnify and hold harmless, protect and defend, at its own cost and expense, Maine Township, its property, officers, agents, employees, assigns, successors, transferees, licensees, invitees and/or any other persons or property standing in the interest of Maine Township, from any and all risks, suits, damages, expenses, including without limitation reasonable attorneys' fees and court costs, or claims due to any acts or omissions of your organization?  Yes  No
18. What is the geographic service area of your organization?  
Please see service area map, in attachment A.
19. Does your organization charge for services?  Yes  No  
If yes, does your organization offer a sliding fee scale?  
 Yes. Attach 14 copies of the sliding fee scale.  
 No. Please explain how charges are determined.
20. If your organization does charge fees, would you be willing to wave application, program and other fees on a case by case basis for Maine Township residents whom we refer directly to your organization for assistance?  Yes  No
21. Are volunteers used within your organization?  
 Yes. Please indicate how many volunteers you have and how they are utilized.  
Kenneth Young Center benefits from more than 200 volunteers each year. In addition to it's volunteer Board of Directors, volunteers fulfill a number of essential roles at KYC including home-delivered meals drivers, buildings and grounds support, money management for older adults, clerical support, community-based advocacy and much more. KYC also hosts one of the top clinical internship programs from the state, where approximately 15 interns receive supervision and training as they launch their behavioral health careers.  
 No. Please give specific reasons for not using volunteers.
22. Does your organization provide any bilingual services?  
 Yes. Please indicate languages. Spanish, Russian, Polish, Gujarati, Mandarin  
 No
23. Does your organization request proof of U.S. citizenship from its clients?  
 Yes. Please describe briefly.  
 No
24. Does your organization participate in cooperative programs with any other community agencies? (e.g. social service, not-for-profits, municipal agencies, etc.) Please explain.  
 Yes  No  
KYC has cooperative programs with local schools, clinics, and hospitals in order to connect clients and members of the community with necessary resources for healthy living. The agreements include referrals to services that are not provided or at maximum capacity.

25. Does your organization participate in cooperative programs with any other service organizations? (e.g. Rotary, Kiwanis, Optimist, etc.) Please explain.  Yes  No  
 Kenneth Young Center receives small fundraising support from our local Rotarians, Knights of Columbus, and Lions Club, but does not have memberships in any of these organizations.

26. Does your organization participate in cooperative programs with any community businesses? Please explain.  Yes  No  
 KYC is the convener of the Communities for Positive Youth Development coalition, a substance use, teen pregnancy, and recovery support collaboration of local partners. The group meets quarterly and share resources and oversight for community-driven public health promotion and strategies. KYC partners with local businesses that are seeking for engagement and community service projects. These businesses send staff to assist with various service projects and annual maintenance of our facilities (e.g. painting projects, landscaping, etc.).

27. List all sources of funding or support that your organization currently receives, including the total amount, frequency, duration, and percentage of any such support.

Funding Source	Amount	Frequency & Duration	Percentage
Maine Township	\$0.00	N/A	N/A
Foundations	\$ 228,254	Annually	2.1%
Private Donors	\$ 149,028	Annually	1.4%
Federal	\$396,319	Annually	4.0%
State	\$7,435,485	Annually (including Medicaid/MCO)	69.3%
Municipalities	N/A	N/A	
Other Townships	\$986,221	Annually	9.2%
Other (list all)	\$463,115 \$99,813 \$785,479 174,349	Program Service Fees Investment In-house EHR Fees	4.3% <.9% 7.3% 1.5%
<b>Total</b>	<b>\$10,718,063</b>		<b>100%</b>

28. What type of fund-raising efforts has your organization had this year? Please list event names and specify the REVENUE and COSTS for fundraiser(s) and what program(s) the money was raised for.

Event	Funds were raised for	Cost	Revenue
Beer and Grilled Cheese	General operations – outreach event	\$2,839	\$4,165.05
Annual 5K	General operations	\$6,500	\$95,764

Walk			
Individual & Corporate/Foundation	Unrestricted	*individual contributions & grants	\$121,126
Individual & Corporate Solicitations	Youth Services	*individual contributions & grants	\$18,572
Individual & Corporate Solicitations	Adult Services	*individual contributions & grants	\$6,951
Individual & Corporate Solicitations	Senior Services	*individual contributions & grants	\$25,507.33

29. **What fundraising efforts are planned for next year?** KYC's fundraising for FY20 intends to host one major fundraising event (Annual 5K Walk) and two small outreach fundraisers: Namaste Rose (yoga & wine) and Perfect Pair (grilled cheese & beer). In addition, KYC works closely with individuals, corporations, and foundations to raise unrestricted support and program-based funding as outlined.

30. **Please explain any changes that have occurred in your organization in the past year (i.e. new program(s), expansion or deletion of program(s), personnel, administration, major purchases or facility, etc.).**

31. **Please provide numerical breakdown of all staff member positions.**

- 1. Administration & Administrative Support 32
- 2. Management of Service Providers 28
- 3. Direct Service Providers 135

32. **Number of certified staff members** 5

33. **What kinds of certifications are required for your service providers?**

Certifications vary based on role. KYC employs staff with the following program certifications:

CADC, CRSS (Alcohol and Recovery Certifications)

34. **Number of licensed staff members** 36

34. Number of licensed staff members 85

35. What kind of licensing is required for your service providers?

Licensure varies based on specialization. KYC employs direct service staff with the following program licensure: LCPC, LCSW.

36. Please list all accreditations your organization has earned.

Joint Commission on Accreditation of Healthcare Organizations. JCAHO

37. How would your organization be affected if it received a reduction in Township funding or if there was a complete elimination of Township funding?

I hereby certify that I am authorized to execute this application on behalf of the organization listed below and that the statements contained herein are true and accurate.

Name of Applicant Organization Kenneth Young Center

By *Sherrine Peyton*  
Its Authorized Representative

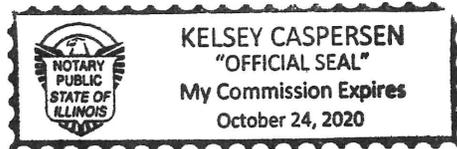
Printed Name Sherrine Peyton

Title Community Collaboration & Public Resource Development, Division Director

Date 8/27/19

SUBSCRIBED and SWORN to  
before me this 27 day of August, 20 19.

Notary *Kelsey Caspersen*



**Proposed Budget FY20**

**FY2020**

**REVENUES**

PROGRAM INCOME

CLIENT FEES, INSURANCE, MEDICARE	\$	617,984
MCO - MANAGED CARE ORGANIZATIONS	\$	4,089,577
HFS - SASS & PHYS SERVICES	\$	618,818
DHS DMH MRO (MEDICAID)	\$	1,139,862
DHS/DMH STATE/FEDERAL	\$	2,139,272
DORS VOCATIONAL (VOC)	\$	161,016
SENIORS FEES/INCOME	\$	24,444
AGE-OPTIONS	\$	482,706
DEPARTMENT ON AGING (DOA)	\$	1,199,355
LOCAL GRANTS & FUNDING	\$	949,852
OTHER MISCELLANEOUS INCOME	\$	22,260
<b>TOTAL PROGRAM INCOME</b>	<b>\$</b>	<b>11,445,147</b>
CIS PROGRAM	\$	902,000

DEVELOPMENT & COMMUNICATIONS

CONTRIBUTIONS/DONATIONS	\$	261,742
SPECIAL EVENTS	\$	80,000
<b>DEVELOPMENT &amp; COMMUNICATIONS</b>	<b>\$</b>	<b>341,742</b>

**TOTAL REVENUES**

**\$ 12,688,889**

**EXPENSES**

SALARIES & BENEFITS

SALARIES	\$	7,678,171
INCENTIVE/RAISE POOL	\$	264,523
FRINGE BENEFITS	\$	1,248,464
TAXES	\$	604,625
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$</b>	<b>9,795,783</b>

OPERATING EXPENSES

PROFESSIONAL/CONSULTANTS FEES	\$	962,858
STATE/FEDERAL CAPACITY GRANTS	\$	72,240
PROGRAM SUPPORT/SUPPLIES	\$	494,564
MEMBERSHIP DUES/FEES	\$	36,001
TRAINING	\$	41,610
INSURANCE	\$	29,100
FOOD & BEVERAGES	\$	26,195
TRANSPORTATION	\$	184,090
CELLPHONES & PAGERS	\$	31,817
OCCUPANCY	\$	312,828
IT EQUIPMENT & MAINTENANCE	\$	161,804
OFFICE EQUIPMENT & SUPPLIES	\$	23,462
POSTAGE & SHIPPING	\$	10,854
OTHER OPERATING EXPENSES	\$	92,934
CIS PROGRAM	\$	12,000
SPECIAL EVENTS	\$	10,000
<b>TOTAL OPERATING EXPENSES</b>	<b>\$</b>	<b>2,502,356</b>

DEPRECIATION & AMORTIZATION

DEPRECIATION & AMORTIZATION		\$148,000
<b>TOTAL DEPRECIATION &amp; AMORTIZATION</b>	<b>\$</b>	<b>148,000</b>

**TOTAL EXPENSES**

**\$ 12,446,139**

**CHANGE IN NET ASSETS**

**\$ 242,749**

INVESTMENT/INTEREST INCOME

INVESTMENT INCOME	\$	-
INTEREST INCOME	\$	2,400
<b>TOTAL INVESTMENT/INTEREST INCOME</b>	<b>\$</b>	<b>2,400</b>

# Our Service Area



## Our Sites

- Algonquin Rd.**  
650 E Algonquin Rd,  
Schaumburg, IL 60173
- Elk Grove Village**  
1001 Rohlwing Road  
Elk Grove Village IL 60007
- Hanover Township**  
1535 Burgundy Parkway  
Streamwood, IL 60107
- Mount Prospect**  
1585 W. Dempster St. Suite 110  
Mount Prospect, IL 60056
- Schaumburg**  
1 Illinois Blvd. Suite 107  
Hoffman Estates, IL 60169
- Wheeling**  
2418 E. Hintz Rd.  
Wheeling, IL 60004

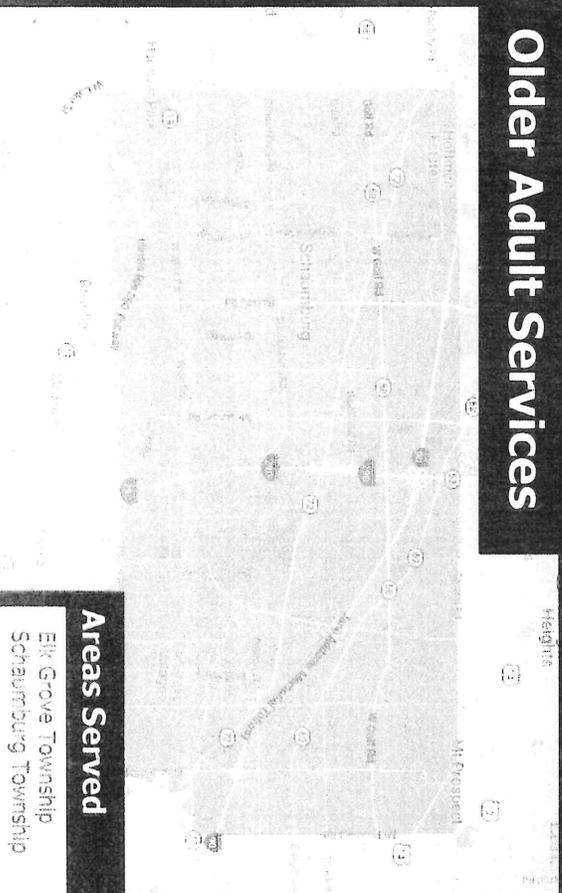
## By Township

- Cook County**
- Barrington Township
- Elk Grove Township
- Hanover Township
- Maine Township
- Palatine Township
- Schaumburg Township
- Wheeling Township

### Others

*Grant-based programming is offered within hospitals and schools outside of our service area*

## Older Adult Services



### Areas Served

- Elk Grove Township
- Schaumburg Township

## Affiliated Hospitals

- Advocate Good Samaritan Hospital
- AMITA Alexian Brothers Medical Center
- AMITA Alexian Brothers Behavioral Health
- AMITA St. Alexius Medical Center
- AMITA Adventist Medical Center GlenOaks
- Chicago Behavioral Hospital
- Elgin Mental Health Center
- Linden Oaks Behavioral Health
- Lutheran General Hospital
- Northwest Community Hospital
- Streamwood Behavioral Health
- Vista Medical Center



**Kenneth  
Young  
Center**

## Affiliated School Dist.

- |        |        |
|--------|--------|
| D. 54  | D. 211 |
| D. 59  | D. 214 |
| D. 15  | D. U46 |
| D. 207 |        |

KYC's service area stretches more than **360 square miles** of Northwest Suburban Cook County and the surrounding communities.

# KYC Sliding Scale Worksheet

# Attachment A

**Step 1 Use Family size and income guidelines (A-E) to determine sliding fee scale level.** If income is greater than values in column E use Fee Share column F which offers full fees for individual services and a discount for group services

Family Size	A monthly		B		C		D		E	
1	0	- 1,804	1,805	- 2,255	2,256	- 2,707	2,708	- 3,158	3,159	- 3,609
2	0	- 2,427	2,428	- 3,034	3,035	- 3,642	3,643	- 4,249	4,250	- 4,856
3	0	- 3,051	3,052	- 3,814	3,815	- 4,576	4,577	- 5,339	5,340	- 6,102
4	0	- 3,674	3,675	- 4,593	4,594	- 5,512	5,513	- 6,430	6,431	- 7,349
5	0	- 4,297	4,298	- 5,372	5,373	- 6,447	6,448	- 7,521	7,522	- 8,596
6	0	- 4,921	4,922	- 6,151	6,152	- 7,381	7,382	- 8,612	8,613	- 9,842

<b>Step 2 Determine Fee Share – highlight column</b>	Full Cost	F = Grp Discount	E=10%	D=20%	C=30%	B=40%	A=50%
Treatment Planning, Individual, Couple, Family Therapy	130	130	117	104	91	78	65
Group Therapy / Community Support Group	40	20	18	16	14	12	10
Psychiatric Evaluation 1hr	240	240	216	192	168	144	120
Psychiatric Follow-up 30 min	120	120	108	96	84	72	60
Psychiatric Monitoring 15 min	60	60	54	48	42	36	30
Case Management /Community Support Psychosocial Rehabilitation - Individual	65	65	59	52	46	39	33
Daily Psychosocial Rehabilitation /SEA Group Intensive Adolescent Program Group (per day)	40	20	18	16	14	12	10

**Step 3. Complete Insurance/Private/Community Pay, HFS/Medicaid fee agreement** Remember to attach copies of proof of income or benefits. Clinicians submit fee agreements for CIS registration entry. Staff will forward to business office for CIS Billing entry



**MAINE TOWNSHIP  
APPLICATION FOR FUNDING 2020-2021**



Agency Name Life Span

Address 701 Lee Street, Suite 700, Des Plaines, IL 60016

Phone 847-824-0382 Fax 847-824-5311 Email life-span@life-span.org

Contact Person Denice Wolf Markham Title Executive Director

Grant Contact Person Amy Fox Title Deputy Executive Director

Phone 847-824-0382 Email afox@life-span.org

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**Brief Description of Agency**

Founded in 1978 by a coalition of concerned women in the north and northwest suburbs of Cook County, our mission is to empower survivors of domestic and sexual violence to demand safety as a human right. We ensure responsive and appropriate treatment and delivery of services to survivors of abuse. Life Span is a client-centered organization whose aim is to change social attitudes toward domestic violence through accountability, community engagement, and systemic advocacy.

Life Span has a history of success. After 41 years of service, we have a proven track record of bringing holistic transformation to the lives of abused women and children through counseling, legal representation, advocacy, education and crisis intervention. We use what we have learned in assisting our clients to improve the systems that impact domestic violence in our society.

Agency Total Budget \$3,434,874 Amount requesting from Maine Township \$10,000  
(Please provide a copy of your budget.)

Agency Fiscal Year (e.g. March 2018-February 2019) July 2019 – June 2020

Total number of all unduplicated clients directly served during your last fiscal year 5,423

Total number of unduplicated Maine Township clients directly served during your last fiscal year     

210 unduplicated Maine Township clients were served directly last fiscal year. Those clients had 247 children who benefited from our services through the services provided to their parents. That benefit included, child support, restricted visitation, Orders of Protection naming them as protected parties, custody issues and other financial support. Life Span also conducted 9 community outreach programs and educational events, including the Maine Township Student Government Day and the Mainestay Program that benefited an additional 366 Maine Township residents.

If your grant is restricted, what is the total number of unduplicated Maine Township clients directly served during your last fiscal year in the program(s) we fund? N/A

What is the approximate number of Maine Township clients referred to other agencies during your last fiscal year? 172. Note: These clients are referred to other agencies for services that we do not provide after a thorough assessment of their needs.

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**Annual salary and title of the five highest paid full-time (if applicable) employees. Salary ranges are not acceptable.**

1. Denice Wolf Markham, Executive Director – 126,451
2. Amy Fox, Deputy Executive Director – 96,130
3. Jennifer Greene, Policy Director – 92,000
4. Keri McGuire, Director of Legal Services – 84,250
5. Laura Valiukenas, Director of Counseling – 70,000

1. **Is your agency not for profit? (If so, attach Certificate of Good Standing).  Yes  No**
2. **Has your organization been in business for at least one year?  Yes  No**
3. **Are all your programs, services, activities and facilities provided by your organization available to the residents of Maine Township?  Yes  No**
4. **Describe how your organization's services are currently promoted to the residents of Maine Township.**

Life Span distributes agency brochures, printed in English, Spanish and Polish, at hospital emergency rooms, police stations, courthouses and other social services agencies. Life Span has a website and a Facebook page that are maintained and updated regularly. We attend local health fairs and conduct community outreach programs.

5. **Has your organization ever received funding from Maine Township?  Yes  No**  
**If yes, list all years and the allocation amount.**

FY19 \$7,900; FY18 \$7,520; FY17 \$7,200; FY16 \$6,000; FY15 \$5,500; FY14 \$5,000; FY13 \$5,000; FY12 \$5,000; FY11 \$5,000; FY10 \$7,000; FY09 \$10,000; FY08 \$10,000; FY07 \$10,000; FY06 \$11,000; FY05 \$12,000; FY04 \$12,000; FY03 \$12,000; FY02 \$12,000; FY 01 \$12,000; FY00 \$13,000; FY99 \$13,000; FY 98 \$13,000; FY 97 \$13,000; FY 96 \$12,500; FY 95 \$12,500; FY 94 \$12,500; FY 93 \$10,000; FY 92 \$10,000; FY 91 \$ 9,500; FY 90 \$8,000; FY 88 \$7,500; FY 87 \$7,500; FY 86 \$7,500; FY 85 \$5,000; FY 84 \$1,000.

6. **Describe how your organization used the funding received from Maine Township during the previous funding year (if applicable).**

Life Span used Maine Township funds to provide counseling, advocacy and legal services to Maine Township residents who were victims of domestic and sexual violence.

7. **Describe how your organization plans to use the requested funding from Maine Township during the upcoming funding year.**

Life Span will use Maine Township funds to provide counseling, advocacy and legal services to Maine Township residents who are victims of domestic and sexual violence.

8. **Which of the following best describes the services that your organization will be providing with the funds that you have requested? (Please check all that apply.)**

**Public safety**

**Recreation**

- Environmental protection
- Public transportation
- Health
- Other (please explain): Services for victims of domestic violence and their children
- Library
- Social services for youth
- Social services for the aged

**9. Describe how your organization meets the eligibility requirements for the requested funding.**

Life Span does not charge fees for its services. We accept cases of victims of domestic and/or sexual violence whose case can be litigated in Cook County. Clients must be unable to afford an attorney. The majority of our cases (about 97%), are just above 125% of the federal legal services guidelines. Although we represent clients of low income, we do not have income guidelines.

**10. Describe any new programs, services, activities or facilities that are currently proposed or contemplated by your organization.**

Because Life Span has recently received funding to implement an expansion of programs and services, we are focusing on those activities at this time. Please refer to our answer regarding **Question #30** for further elaboration.

**11. Do you certify that the funds that you are requesting from Maine Township will be used for your organization's ordinary and necessary maintenance and operating expenses and not for any capital expenditures?  Yes  No**

**12. If your organization is providing services for the benefit of Maine Township residents who are persons with a developmental disability, do you certify that said services shall only be provided to such Maine Township residents who are not eligible to participate in any program conducted under Article XIV of the School Code? (Applies only to persons under 22 years of age.)  Yes  No  N/A**

**13. Do you certify that no person shall be excluded from participation in, denied benefits of, or be subjected to discrimination under, any service, facility or activity offered or provided by your organization on the grounds of race, color, national origin, sex, gender identity, age, religion, sexual preference, marital status or disability?  Yes  No**

**14. Do you certify that your organization will not expend any of the funds requested from Maine Township, either directly or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body?  Yes  No**

**15. If requested, do you agree to provide the following to Maine Township?  
(Please note: You do NOT need to include these items with your application.)**

- A. Quarterly statements or reports setting forth the services rendered and programs provided for Maine Township residents, along with the associated costs to provide such services and programs**
- B. At such times and in such forms as Maine Township may require, any other statements, records, reports, data or information pertaining to matters covered by this application (Information relating to personal, medical and financial data will be treated as confidential.)**

C. A written report signed by your organization's executive director, or whomever else is deemed to be in charge of your organization's activities, programs, services and facilities, including the following:

I. A description of each program, service, activity or facility you provided or offered

II. A statement that all such programs, services, activities and facilities are accessible to the disabled within the meaning of the Americans with Disabilities Act and the Rules and Regulations on disabled as promulgated thereunder

III. An identification of those programs, services, activities or facilities, which are not accessible to the disabled

IV. With respect to those programs, services, activities or facilities identified in response to item 15(C)(III) above, a detailed statement setting forth the specific steps and plans (including timetables for completion) to be taken to achieve accessibility and

V. If structural modifications will be required to achieve accessibility, a detailed statement setting forth the modifications required and a timetable for completion

Yes  No

16. If you receive any requested funds from Maine Township, do you certify that your organization will maintain general liability insurance coverage in an amount not less than \$1 million, naming Maine Township as a co-party insured, and do you further agree to provide Maine Township with a certified copy of said policy of insurance, along with the declaration sheet, binder and any exclusions related to said policy of insurance?

Yes  No

17. If you receive any requested funds from Maine Township, do you certify that your organization will indemnify and hold harmless, protect and defend, at its own cost and expense, Maine Township, its property, officers, agents, employees, assigns, successors, transferees, licensees, invitees and/or any other persons or property standing in the interest of Maine Township, from any and all risks, suits, damages, expenses, including without limitation reasonable attorneys' fees and court costs, or claims due to any acts or omissions of your organization?  Yes  No

18. What is the geographic service area of your organization?

Life Span serves all residents of Cook County with an emphasis on the north and northwest suburbs.

19. Does your organization charge for services?  Yes  No

If yes, does your organization offer a sliding fee scale?

**Yes. Attach 14 copies of the sliding fee scale.**

**No. Please explain how charges are determined.**

Life Span does not charge a fee for any service. We have developed a per diem rate for funding purposes\*

Individual counseling: \$65/hour

Advocacy: \$65/hour

Group counseling: \$45/hour

Legal representation \$125/hour

\*Please note: these rates are below market value

**20. If your organization does charge fees, would you be willing to wave application, program and other fees on a case by case basis for Maine Township residents whom we refer directly to your organization for assistance?  Yes  No**

**21. Are volunteers used within your organization?**

**Yes. Please indicate how many volunteers you have and how they are utilized.**

Life Span's Law Student Coordinator, Senior Attorney Jean Bax, chooses our agency's interns. This selection is based on their interest in public interest law, their experience, whether they have taken trial advocacy courses, and their language skills and cultural competencies. Jean coordinates their work and ensures that each student has the best possible experience at our agency working with clients and learning new skills. Our lawyers rely on students for the immediacy of their research abilities, but that is far from their only focus at our agency. Life Span uses anywhere from four to eight law students a year in all aspects of our practice. Law students learn to interview clients, prepare pleadings, file documents at the courthouse, negotiate with opposing counsel, and, if 711 licensed, may participate in a court hearing. All law student work is conducted under the close supervision of the attorney who represents the client.

This year Life Span is hosting two Masters of Social Work student interns at our Des Plaines' office. They are 40-hour trained and able to work directly with clients under the supervision of our Director of Counseling, Laura Valiukenas.

We also have student development interns who assist our Director of Development with fundraising, individual donor tracking and stewardship.

Life Span's Board of Directors and Associate Board of Directors is comprised of twenty-two volunteer members. Their objective is to support the overall mission and activities of Life Span by acting as ambassadors for the agency. Life Span encourages our board members to share resources, time, and talent to provide leadership and raise funds to support our agency and its mission. Our board members will play a critical role in growing Life Span's national presence and engaging the community through fundraising, networking, and outreach.

**No. Please give specific reasons for not using volunteers.**

**22. Does your organization provide any bilingual services?**

**Yes. Please indicate languages.**

We have a diverse staff, and it is our goal to serve clients in their own language by a staff person who shares elements of the client's culture and/or religion. Life Span offers services in Spanish, Polish, Russian, Arabic, Korean, Hindi, and Urdu. We use a telephone relay system to communicate with deaf and hard of hearing clients as well as in-person interpreters. If necessary, we use the Language Line for interpretation services if a staff member does not speak the client's language.

No

23. Does your organization request proof of U.S. citizenship from its clients?

Yes. Please describe briefly.

No

24. Does your organization participate in cooperative programs with any other community agencies? (e.g. social service, not-for-profits, municipal agencies, etc.) Please explain.

Yes  No

Our agency has well-established collaborative relationships with many organizations which provide collateral services to those of our agency. We network with these agencies, attend meetings about issues, practice, and systemic problems in our subject matter areas, and work together to advocate for systems change. As these relationships are long standing, we ensure that they remain on-going by communicating with our colleagues, seeking advice and being available to help with cases, and maintaining reciprocal referral relationships. Some of the agencies with which we work in this way include Heartland Alliance, Apna Ghar, KAN-WIN, Family Rescue, Chicago Metropolitan Battered Women's Network, Resilience, (formerly known as Rape Victim Advocates), Illinois Attorney General, Cook County State's Attorney, Domestic Violence and Mental Health Policy Initiative, The Bridge, Between Friends, Evanston YWCA, Neapolitan Lighthouse, WINGS, Jewish Vocational Services, Sarah's Inn, Illinois Coalition Against Domestic Violence, and many others.

To help clients access child care, we work with the Day Care Action Council and the Illinois Network of Child Care Resource and Referral Agencies to obtain referrals to daycare providers. If appropriate, we will refer project clients to Life Span's legal services to secure child support and daycare expenses from the abuser. Housing is a difficult issue for DV victims. If an abuser is in the home, we will refer the client to Life Span's legal services for an order of protection excluding the abuser from the home. Short-term housing needs can be met by DV shelters: WINGS, Greenhouse, the House of the Good Shepherd, Family Rescue, Neapolitan Lighthouse, and Southwest Women Working Together. For transitional and permanent housing, we refer clients to Housing Opportunities for Women and the Chicago Housing Authority. We rely on a number of referrals for housing, particularly Catholic Charities and Lutheran Social Services. Kenneth Young Center is a common referral source to and from for mental health issues including substance abuse, as is Lutheran General Hospital.

Life Span staff also provides training to those helping professionals who work with victims of domestic violence in an effort to ensure responsive and appropriate delivery of services. Some of our efforts have been in the areas of training police, State's Attorneys, judges, emergency room personnel, social workers and clergy. We also provide advocacy and consultation regarding public and institutional policies that will impact victims of domestic violence. We partner and provide referral services in collaboration with the following agencies: WINGS, Lutheran General Hospital, Circuit Court of Cook County, CEDA Northwest, and Harper College.

With a Victim of Crime's Act grant in FY18 Life Span created a collaboration with KAN-WIN in Park Ridge. KAN-WIN provides bilingual, bicultural services to victims of Korean descent. Life Span is expanding our legal services to this population with the assistance of the cultural expertise and interpretation services of Kan-Win.

25. Does your organization participate in cooperative programs with any other service organizations? (e.g. Rotary, Kiwanis, Optimist, etc.) Please explain.  Yes  No

Life Span has received funding for a number of years from the Park Ridge Community Fund. We attend their annual committee meetings and give presentations to their members about our services.

26. **Does your organization participate in cooperative programs with any community businesses? Please explain.**  Yes  No

Life Span collaborates with Dress for Success to obtain interview and work clothing for our clients. We work with the Women's Program at Harper College which offers a special program for domestic violence victims: Women at College in Community as well as a Women's Program that provides Educational Planning, Job Preparation and Personal Support for low-income single parent, limited English or non-traditional career seekers.

27. **List all sources of funding or support that your organization currently receives, including the total amount, frequency, duration, and percentage of any such support.**

Funding Source	Amount	Frequency & Duration	Percentage
Maine Township		Annual/12 months	.2%
Foundations	295,000	Annual/12 months	8%
Private Donors	126,900	Varies	4%
Federal	1,856,774	Annual/12 months	54%
State	626,450	Annual/12 months	18%
Municipalities	78,000	Annual/12 months	2.7%
Other Townships	27,300	Annual/12 months	.1%
Other (list all) Lawyers Trust Fund United Way	375,700 26,350	Annual/12 months Annual/12 months	13%
<b>Total</b>	<b>3,420,374</b>		<b>100%</b>

28. **What type of fund-raising efforts has your organization had this year? Please list event names and specify the REVENUE and COSTS for fundraiser(s) and what program(s) the money was raised for.**

Life Span held our 40<sup>th</sup> Anniversary Celebration with a revenue of \$39,707 and expenses of \$24,076. During the event, we honored outgoing Illinois Attorney General Lisa Madigan at the event. During AG Madigan's tenure, her office has been a stalwart provider of funding toward the eradication of domestic and sexual violence.

The Development Department focused on other infrastructure developments, including the completion of a new website with the assistance of a Board member and professional web designer, on a volunteer basis. The new website, which launched as planned, is state-of-the-art and meets the needs of an individual giving platform. Additionally, it will be responsive to victims of domestic and sexual violence seeking help.

29. **What fundraising efforts are planned for next year?**

After the success of our 40<sup>th</sup> Anniversary Celebration at Galleria Marchetti, Life Span decided to hold this event annually. Called "Light to Life," this year we will honor author and host of Sound Opinions on WBEZ, Jim DeRogatis wrote "Soulless: The Case Against R. Kelly" after 19 years of investigating singer Robert Kelly's crimes against girls and young women. His work—believing victims, and seeking to hold perpetrators accountable, mirrors our efforts here at Life Span. We anticipate over 150 guests in attendance this year.

Our Associate Board was reconstituted this year as well, earning a record net revenue of \$2,000 at their Arcade fundraising event at Emporium Wicker Park.

Outside of events, we are doing more digital fundraising, utilizing e-appeals, a better path to donating on our website, and driving social media traffic to our newly revamped web site. Finally, we are adding Google analytics this year, enabling us to see how visitors are navigating our site, so that we may better focus on both acquiring donors and clients.

**30. Please explain any changes that have occurred in your organization in the past year (i.e. new program(s), expansion or deletion of program(s), personnel, administration, major purchases or facility, etc.).**

We are in the second year of our (Victims of Crimes Act) VOCA expansion. As such, we are pleased to announce that we are completely staffed and fully implementing the projects benefiting clients in the north and northwest suburbs. This improvement in assistance to battered women, immigrants and children whose parents are clients of Life Span means that the addition of two family law and one immigration attorney to our Des Plaines office brings the total number of attorneys there to four. We now have a paralegal on staff and one more Life Span criminal court advocate at the Skokie courthouse. We now have two more counselors to our Des Plaines office, totaling six. We hope to finish the physical expansion of our Des Plaines office that includes more square footage and a renovated space.

**31. Please provide numerical breakdown of all staff member positions.**

<b>1. Administration &amp; Administrative Support</b>	<u>2</u>
<b>2. Management of Service Providers</b>	<u>4</u>
<b>3. Direct Service Providers</b>	<u>32</u>

**32. Number of certified staff members All**

**33. What kinds of certifications are required for your service providers?**

Illinois law requires that individuals providing direct services to victims of domestic violence receive 40-hours of training from a domestic violence agency. All staff are certified. In addition, 4 staff have received the highest domestic violence certification in Illinois—that of, Certified Domestic Violence Professional (ICDVP).

**34. Number of licensed staff members 15**

**35. What kind of licensing is required for your service providers?**

All attorneys are required to be licensed to practice law in the state of Illinois. We require that all counselors have a bachelor or master's degree in psychology, social work or a related field, as well as experience working with domestic violence victims.

**36. Please list all accreditations your organization has earned.**

Life Span staff and the agency maintain two optional certifications and accreditations. Four Life Span staff have Illinois Domestic Violence Professionals Certifications and Life Span is an accredited ICDVP training facility.

**37. How would your organization be affected if it received a reduction in Township funding or if there was a complete elimination of Township funding?**

Township has contributed on average at least \$7,000 to Life Span for the last ten years. While we are extremely grateful for Maine Township's continued support, we believe it is notable that Life Span provides more hours of service to Maine Township residents than any of the other 4 townships that fund our agency.

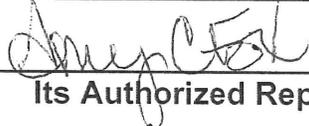
Our relationship with Maine Township is strongest in that Life Span is located in the Township. More of our clients live in Maine Township than any other township, and we perform more outreach and trainings and technical assistance to individuals and organizations in the Township than any of the other four townships from whom we receive funds. A reduction in funding would compromise the direct services we are able to provide to Township residents.

A complete elimination of Township funding would be detrimental to Life Span and families we serve. We rely on Township funds to support the salaries of counselors, advocates and attorneys who provide direct services to Township residents. Without Maine Township support, we could lose the substantial federal, state and private grants we have been able to secure using Township funds to meet match requirements. Finally, Life Span's tremendous growth in size and scope of services within the Des Plaines community since our inception 41 years ago, has been possible because of the support and concern of local residents, community groups and government.

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I hereby certify that I am authorized to execute this application on behalf of the organization listed below and that the statements contained herein are true and accurate.

Name of Applicant Organization Life Span

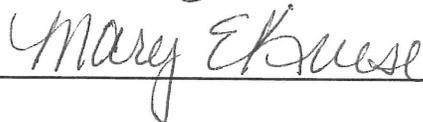
By   
Its Authorized Representative

Printed Name Amy Fox

Title Deputy Executive Director

Date 8/30/19

SUBSCRIBED and SWORN to  
before me this 30<sup>th</sup> day of August, 2019.

Notary 



<b>Life Span</b>	<b>FY20</b>
	<b>Agency Budget</b>
<b>EXPENSES</b>	
Salaries	\$2,273,547
Fringe	\$509,439
Consultants	\$45,000
Accounting and Audit	\$25,000
Payroll Processing Fees	\$6,500
Occupancy	\$240,788
Utilities	\$4,000
Insurance	\$30,000
Supplies	\$12,000
Program Supplies	\$2,000
Client Litigation costs	\$15,000
Travel	\$32,000
Direct Client Assistance	\$56,900
Furn. & Equip. Maint. & Purch.	\$35,000
Communications	\$14,000
Postage	\$8,000
Printing	\$7,000
Depreciation	\$6,200
Staff Development & Meetings	\$15,000
Subscriptions & Dues	\$30,000
Special Events	\$16,000
Moving Costs DT	\$12,000
Misc.	\$1,500
Reserve (Evelyne Greene Trust)	\$38,000
<b>EXPENSE TOTAL</b>	<b>\$3,434,874</b>
<b>REVENUE</b>	<b>FY20 Budget</b>
Government Funding	
Chic. Dept. Family & Sup Servs./CDBG	\$66,000
City of Des Plaines	\$3,750
Illinois Attorney General	\$23,000
Illinois Attorney General-Immigration	\$23,000
Illinois Attorney General--Married Families	\$80,450
ICADV Underserved	\$66,747
ICADV/VOCA Adult	\$567,886
ICJIA/VOCA Civil Legal Services	\$920,000
ICJIA MDT SA	\$34,396
ICJIA MDT DV	\$50,506
IDHS	\$500,000
Office of Violence Against Women-LAV	\$200,000
OVW City Colleges	\$17,239
Townships:	
Elk Grove	\$20,000





**MAINE TOWNSHIP  
APPLICATION FOR FUNDING 2020-2021**



**Agency Name** Clearbrook

**Address** 1835 W. Central Road, Arlington Heights, IL 60005

**Phone** 847-870-7711 **Fax** 847-385-7741 **Email** info@clearbrook.org

**Contact Person** Bev Saiz **Title** Director of Grants

**Grant Contact Person** Bev Saiz **Title** Director of Grants

**Phone** 847-385-5006 **Email** bsaiz@clearbrook.org

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**Brief Description of Agency**

Our mission: Clearbrook is dedicated to being a leader in creating innovative opportunities, services and supports for people with disabilities.

Founded in 1955, our goal is to make tomorrow better than today. We do so by offering a comprehensive programming portfolio that includes: vocational training and employment placement, home-based family support, respite care, health and wellness, recreation and therapeutic activities, disability awareness and community education. Our Home-Based Services are tailored to provide eligible individuals and their families, services and supports in the comfort and familiarity of their home and community with a goal of achieving as much independence as possible. Child and Family Connections (CFC) is the 'front door' to the State of Illinois' early intervention system. CHIL (Clearbrook Helps Infants Learn and Develop) Therapy Services partners with CFC and is a family-focused, interdisciplinary program that serves and supports families with young children ages birth to five (0-5), who have developmental delays, by providing a team of experienced therapists and early intervention specialists. Depending on need, services may include: Nursing Consultation; Speech and Language, Occupational, Physical and Developmental Therapies and transportation. Additional services and support for our adults and seniors are provided through the following programs: 1) Supported Housing; 2) Clinical and Day Services; 3) Residential Services (CILA and Intermittent Care Facilities); 4) Senior Programming (ACES); 5) Autism Day Services; 6) a Family and Community Autism Resource Room; 7) the CHOICE Program; and 8) Partners in Adult Learning (PAL). Each focuses on the specific individuals' needs, interests and ability to function independently. Our programs and services are the key to our success and are designed to equip our residents and participants with skills that will enable them to lead safe, productive and dignified lives. In order to best serve our clients, Clearbrook owns and operates 60 facilities located in more than 160 communities (15 counties), throughout the Metropolitan Chicago area.

**Agency Total Budget** \$49,149,213 **Amount requesting from Maine Township** \$5,000  
(Please provide a copy of your budget.)

**Agency Fiscal Year (e.g. March 2018-February 2019)** July 2019-June 2020

**Total number of all unduplicated clients directly served during your last fiscal year** As a whole, Clearbrook serves approximately 6,000 individuals. The agency also provides programming and services to the clients' families, guardians, responds to inquiries and provides resources for families who wish to have their loved ones, who have disabilities, remain in their home with them.

**Total number of unduplicated Maine Township clients directly served during your last fiscal year.** In FY'19, Clearbrook served 280 youth and 31 adults who are Maine Township residents/clients. They participated in the following programs: Take a Break (Respite), CHILD (Early Intervention services), Child and Family Connections (a provider of family resources), Home Based services, Supported Employment, Developmental Training, STAR (after school care), Clinical services, CILA (community based residential care) and PURSUIT (recreation-a partnership with NWSRA).

**If your grant is restricted, what is the total number of unduplicated Maine Township clients directly served during your last fiscal year in the program(s) we fund?** Not applicable-first year requesting financial support.

**What is the approximate number of Maine Township clients referred to other agencies during your last fiscal year?** 0

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**Annual salary and title of the five highest paid full-time (if applicable) employees. Salary ranges are not acceptable.**

<u>Di Vittorio, Anthony G.</u>	<u>PRESIDENT</u>	<u>\$198,000</u>
<u>Lullo, Sheila</u>	<u>VP OF PROGRAM SERVICES</u>	<u>\$122,650</u>
<u>Hershey, Emma M.</u>	<u>VP FINANCE</u>	<u>\$121,000</u>
<u>Frick, Donald L.</u>	<u>VP INFORMATION TECH</u>	<u>\$110,000</u>
<u>Baez-Lopez, Rosa</u>	<u>VP HUMAN RESOURCES</u>	<u>\$ 99,200</u>

- 1. Is your agency not for profit? (If so, attach Certificate of Good Standing).**  Yes  No
- 2. Has your organization been in business for at least one year?**  Yes  No
- 3. Are all your programs, services, activities and facilities provided by your organization available to the residents of Maine Township?**  Yes  No

**Describe how your organization's services are currently promoted to the residents of Maine Township.** Clearbrook provides continuous publication of its services and programs for persons with I/DD and their family members through the agency's website, its newsletter, "Channel", social media activities and fund raising events. Additionally, the program staff participate in job fairs, high school transition workshops, regional and statewide task forces as well as Intersect for Ability and IARF – organizations that focus and advocate for the well-being of individuals with Intellectual and Developmental Disabilities. Through all of these venues and mediums, Clearbrook provides township residents with education of available services offered through the organization.

- 4. Has your organization ever received funding from Maine Township?**  Yes  No  
**If yes, list all years and the allocation amount.**
- 5. Describe how your organization used the funding received from Maine Township during the previous funding year (if applicable).** Not applicable.
- 6. Describe how your organization plans to use the requested funding from Maine Township during the upcoming funding year.** At the Clearbrook's facility in Park Ridge (444 N. Northwest Highway, Suite 145), two programs are offered to adults served by

Clearbrook: CHOICE and the Clearbrook Autism Program (CAP). CAP was created in 2009 to address the needs of adults who are on the autism spectrum. The program provides a highly structured schedule with opportunities for community-based employment experiences and recreational activities. Clinical services are offered to participants of CAP including occupational, speech and behavioral therapies. Each staff member has received specialized training in order to work with individuals on the autism spectrum. Program participants are welcome to use the computer and video learning centers as both are equipped with assistive and adaptive technology so that the engagement will be as beneficial as possible. A variety of programs are offered within CAP, including art (which uses art as a medium for self-expression), recycling, gardening and fitness.

The CHOICE Program is about empowering program participants to select what they are interested in doing and providing the resources so that they have the opportunities to do them. As with individuals in "the mainstream of life", each of our clients has the right to make decisions and have choices about how they live their life. Additionally, each person has different ideas about what is important and what makes them feel best. Making their own choices speaks to the quality of their life as it gives their life meaning. The CHOICE program allows clients to choose their own areas of interest while utilizing community-based opportunities for employment, volunteering, socializing and leisure activities. By empowering clients to become more involved in their local communities, they flourish as individuals, learn how to be contributing members of their community and good neighbors. Through Clearbrook's partnerships with social service and other non-profit organizations as well as local employers, program participants are encouraged on a daily basis to select which activity they wish to pursue. The CHOICE Program utilizes a personal exploration process that is person-centered, focusing on the specific wants and needs of each individual. Offered through the program are opportunities to actively participate in community-based employment, volunteering with community programs (e.g., Meals on Wheels or animal welfare organizations), and/or enjoying recreational activities. Clearbrook provides the necessary round trip transportation so that each individuals can take advantage of the many resources the program has to offer. Clearbrook is requesting financial support from Maine Township in order to provide round trip transportation to the township residents in our programs so they may participate in activities and opportunities in their communities and neighborhoods.

All served by Clearbrook are individuals with Intellectual and Developmental Disabilities. Our Transportation Program is at the center of all programs and services offered by the organization. It is comprehensive in its design and delivery, providing 377,913 trips in FY'19. Through the provision of transportation, Clearbrook is able to ensure that attendance to medical appointments, employment, participation in job training programs, family visits and community-based activities are included in the care provided to the adults we serve. Round trip transportation to community-based employment is the missing link to obtaining successful employment. Unemployment is at a crisis in the community of people with developmental disabilities. The 2017 Adult Consumer Survey found that only 14.7% of adults with intellectual and developmental disabilities were employed. The lack of transportation options for these individuals is a major barrier to equal access to jobs. While the goal is for those in community employment to establish personal transportation routines to work, the initial transportation provided by Clearbrook is vital to establishing the routine and punctuality needed in a new job. Clearbrook is unable to meet the transportation demands of all our job seekers and those who would benefit from volunteer experience to help build employable skills.

**7. Which of the following best describes the services that your organization will be**

providing with the funds that you have requested? (Please check all that apply.)

- |   |  |
|---|--|
| <input type="checkbox"/> Public safety  | <input checked="" type="checkbox"/> Recreation                   |
| <input type="checkbox"/> Environmental protection   | <input type="checkbox"/> Library                                 |
| <input type="checkbox"/> Public transportation  | <input checked="" type="checkbox"/> Social services for youth    |
| <input checked="" type="checkbox"/> Health  | <input checked="" type="checkbox"/> Social services for the aged |
| <input checked="" type="checkbox"/> <b>Other (please explain):</b> <u>Transporting those with intellectual, physical and developmental disabilities to community-based activities and appointments.</u> |  |

**Describe how your organization meets the eligibility requirements for the requested funding.** Due to state and federal mandates regarding agency staff accompaniment of persons with disabilities, many public transportation systems are unable to provide the necessary services for our individuals. Services and programs essential for their personal care, as well as community integration, are often not available during “peak” hours when public transportation alternatives are most readily accessible. Clearbrook’s Transportation Program provides our program participants with the maximum amount of independence possible by providing transportation that is adapted, fulfills their needs and provides the meaning for them to lead full lives. The need for safe and reliable transportation to transport the organization’s residents and day program participants is critical to their well-being. Highlights from FY’19 include participation in outings to: Seasons Hospice, where clients assisted with office work and visited with the residents; participation in Meals on Wheels (three times/week); volunteering at Evanston Animal Shelter and Bernie’s Book Bank; fishing at Montrose Harbor, attending the Taste of Park Ridge, a field trip to the Bahá’í Temple and Skokie Northshore Sculpture Park.

8. **Describe any new programs, services, activities or facilities that are currently proposed or contemplated by your organization.** Clearbrook is expecting to purchase an additional (CILA) home in McHenry County in FY’20 and to increase its capital budget in order to upgrade and make repairs to its current facilities. This will allow for a safer and more secure environment for the youth and adults served by the organization.
9. **Do you certify that the funds that you are requesting from Maine Township will be used for your organization’s ordinary and necessary maintenance and operating expenses and not for any capital expenditures?**  Yes  No
10. **If your organization is providing services for the benefit of Maine Township residents who are persons with a developmental disability, do you certify that said services shall only be provided to such Maine Township residents who are not eligible to participate in any program conducted under Article XIV of the School Code? (Applies only to persons under 22 years of age.)**  Yes  No Not applicable to this application – financial support for only adult residents is being requested.
11. **Do you certify that no person shall be excluded from participation in, denied benefits of, or be subjected to discrimination under, any service, facility or activity offered or provided by your organization on the grounds of race, color, national origin, sex, gender identity, age, religion, sexual preference, marital status or disability?**  Yes  No
12. **Do you certify that your organization will not expend any of the funds requested from Maine Township, either directly or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or**

proposed, before any governmental body?  Yes  No

13. If requested, do you agree to provide the following to Maine Township?  
(Please note: You do NOT need to include these items with your application.)
- A. Quarterly statements or reports setting forth the services rendered and programs provided for Maine Township residents, along with the associated costs to provide such services and programs
  - B. At such times and in such forms as Maine Township may require, any other statements, records, reports, data or information pertaining to matters covered by this application (Information relating to personal, medical and financial data will be treated as confidential.)
  - C. A written report signed by your organization's executive director, or whomever else is deemed to be in charge of your organization's activities, programs, services and facilities, including the following:
    - I. A description of each program, service, activity or facility you provided or offered
    - II. A statement that all such programs, services, activities and facilities are accessible to the disabled within the meaning of the Americans with Disabilities Act and the Rules and Regulations on disabled as promulgated thereunder
    - III. An identification of those programs, services, activities or facilities, which are not accessible to the disabled
    - IV. With respect to those programs, services, activities or facilities identified in response to item 15(C)(III) above, a detailed statement setting forth the specific steps and plans (including timetables for completion) to be taken to achieve accessibility and
    - V. If structural modifications will be required to achieve accessibility, a detailed statement setting forth the modifications required and a timetable for completion
- Yes  No
14. If you receive any requested funds from Maine Township, do you certify that your organization will maintain general liability insurance coverage in an amount not less than \$1 million, naming Maine Township as a co-party insured, and do you further agree to provide Maine Township with a certified copy of said policy of insurance, along with the declaration sheet, binder and any exclusions related to said policy of insurance?  
 Yes  No
15. If you receive any requested funds from Maine Township, do you certify that your organization will indemnify and hold harmless, protect and defend, at its own cost and expense, Maine Township, its property, officers, agents, employees, assigns, successors, transferees, licensees, invitees and/or any other persons or property standing in the interest of Maine Township, from any and all risks, suits, damages,

expenses, including without limitation reasonable attorneys' fees and court costs, or claims due to any acts or omissions of your organization?  Yes  No

16. **What is the geographic service area of your organization?** In order to best serve our clients, Clearbrook owns and operates over 60 facilities located in more than 160 communities (15 counties), throughout the Metropolitan Chicago area.

17. **Does your organization charge for services?**  Yes  No

**If yes, does your organization offer a sliding fee scale?**

Yes. Attach 14 copies of the sliding fee scale.

No. Please explain how charges are determined. Both the CHOICE and CAP programs receive the majority of their funding from the Department of Human Services (DHS) Home and Community Waiver Program for operation of the programs (CAP-\$323,352; CHOICE - \$541,359).

18. **If your organization does charge fees, would you be willing to wave application, program and other fees on a case by case basis for Maine Township residents whom we refer directly to your organization for assistance?**  Yes  No Not applicable.

19. **Are volunteers used within your organization?**

Yes. Please indicate how many volunteers you have and how they are utilized. In FY'19, 1,963 individuals volunteered their time with individuals served by Clearbrook and at special events and provided 11,950 hours of service.

No. Please give specific reasons for not using volunteers.

20. **Does your organization provide any bilingual services?**

Yes. Please indicate languages: Spanish, Polish.

No

21. **Does your organization request proof of U.S. citizenship from its clients?**

Yes. Please describe briefly.

No

24. **Does your organization participate in cooperative programs with any other community agencies? (e.g. social service, not-for-profits, municipal agencies, etc.) Please explain.**

Yes  No The township residents and others served by Clearbrook partner with NWSRA and many other local agencies. Additionally, the programs receive support from the Park Ridge Community Fund annually to assist with costs associated with participation in community-integration activities and transportation.

25. **Does your organization participate in cooperative programs with any other service organizations? (e.g. Rotary, Kiwanis, Optimist, etc.) Please explain.**  Yes  No

Clearbrook is actively supported by local Kiwanis, Rotary and Knights of Columbus organizations/groups.

26. **Does your organization participate in cooperative programs with any community businesses? Please explain.**  Yes  No

Local banks, corporations and small businesses provide sponsorships for Clearbrook special events, their employees participate in events and volunteer their time and skills in a variety of activities. As stated previously, in FY'19 approximately 1,963 individuals volunteered at Clearbrook for 11,950 hours of service. A majority of the volunteers were from community businesses.

27. **List all sources of funding or support that your organization currently receives, including the total amount, frequency, duration, and percentage of any such support. Below are totals for FY'19:**

Funding Source	Amount	Frequency & Duration	Percentage
Maine Township	\$0		0%
Foundations	\$0		0%
Private Donors	\$2,863,643	Annual	6%
Federal	\$280,929	Annual	1%
State	\$34,450,933	Annual	72%
Municipalities	\$0		0%
Other Townships	\$227,592	Annual	1%
Other (Client fees, Investments, Rent, Grants, etc.)	\$10,211,294	Annual	20%
<b>Total</b>	<b>\$48,034,391</b>		<b>100%</b>

28. **What type of fund-raising efforts has your organization had this year? Please list event names and specify the REVENUE and COSTS for fundraiser(s) and what program(s) the money was raised for. Funds raised from special events support the general operations of Clearbrook. On occasion, a "Fund a Need" or paddle raise at a special event will be targeted for a specific need (e.g., transportation, employment, furniture, etc.)**

Event	FY19 gross	FY19 exp	FY19 net	FY20 Budget Gross	FY20 Budget Expenses	FY20 Budget Net
Clearbrook Challenge	\$78,001	\$48,837	\$29,164	\$85,000	\$35,000	\$50
Step it Up			\$0	\$50,000	\$20,000	\$30
Around the Block	\$17,160	\$5,115	\$12,045	\$17,000	\$5,000	\$12
Associate Board	\$61,575	\$35,211	\$26,364	\$60,000	\$11,000	\$49
Auto Show	\$109,501	\$29,868	\$79,633	\$125,000	\$18,000	\$107
Wine Tasting	\$85,746	\$33,681	\$52,065	\$85,000	\$30,000	\$55
Guardians Casino Night	\$35,628	\$11,935	\$23,693	\$28,000	\$10,000	\$18
Shining Star Ball	\$1,196,945	\$172,931	\$1,024,014	\$1,100,000	\$150,000	\$950
Jelly Belly Days	\$53,607	\$4,716	\$48,891	\$80,000	\$5,000	\$75
Womens Golf	\$31,565	\$13,528	\$18,037	\$38,000	\$20,000	\$18
Guardians Golf	\$15,290	\$13,391	\$1,899	\$25,000	\$15,000	\$10
<b>TOTALS</b>	<b>\$1,685,018</b>	<b>\$369,213</b>	<b>\$1,315,805</b>	<b>\$1,693,000</b>	<b>\$319,000</b>	<b>\$1,374</b>

29. **What fundraising efforts are planned for next year? Please see table above.**

30. Please explain any changes that have occurred in your organization in the past year (i.e. new program(s), expansion or deletion of program(s), personnel, administration, major purchases or facility, etc.). Within the organization, a number of departments have restructured in order to be more efficient and effective. A few of the special events held previously will no longer be held and two new events were developed.

31. Please provide numerical breakdown of all staff member positions.

1. Administration & Administrative Support	<u>56</u>
2. Management of Service Providers	<u>84</u>
3. Direct Service Providers	<u>628</u>

32. Number of certified staff members 628

33. What kinds of certifications are required for your service providers? Direct Support Professional (DSP) Certification which includes CPR/First Aid.

34. Number of licensed staff members 62

35. What kind of licensing is required for your service providers?

Clearbrook's clinical staff members hold the following licenses: Physical Therapist, Physical Therapist Assistant, Occupational Therapist, Certified Occupational Therapy Assistant, Speech/Language Pathologist, Registered Nurse, Licensed Clinical Professional Counselor, Licensed Professional Counselor, Board Certified Behavior Analyst, Developmental Therapist (a Bachelor of Science degree in Early Childhood or a Masters in Early Childhood Education is required).

36. Please list all accreditations your organization has earned.

Clearbrook is accredited by CARF (Commission on Accreditation of Rehabilitation Facilities).

37. How would your organization be affected if it received a reduction in Township funding or if there was a complete elimination of Township funding?

Offered through Clearbrook's day programs are opportunities to actively participate in community-based employment, volunteering with community programs (e.g., Meals on Wheels or animal welfare organizations), and/or enjoying recreational activities. Clearbrook provides the necessary round trip transportation so that each individual can take advantage of the many resources the programs have to offer. Clearbrook is requesting funding in support of the operations of the Transportation Program. If the township funding is totally eliminated it would make it more difficult for agencies like Clearbrook to provide our job seekers and those who would benefit from volunteer experience to more fully integrate with those in their communities.

I hereby certify that I am authorized to execute this application on behalf of the organization listed below and that the statements contained herein are true and accurate.

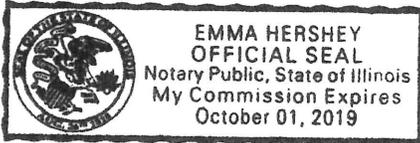
Name of Applicant Organization Clearbrook

By [Signature]  
Its Authorized Representative

Printed Name Anthony Di Vittorio

Title President

Date August 22, 2019



SUBSCRIBED and SWORN to  
before me this 22<sup>nd</sup> day of August, 2019.

Notary [Signature]

# Clearbrook YTD SUMMARY BUDGET BY PROGRAM

## FY20 Preliminary Budget

REVENUES

	FY19 BUDGET	FY19 PROJ	FY20 BUDGET	YR TO VARIANCE
CHILDREN'S SERVICES	4,488,980	4,511,748	4,995,511	483,763
DEVELOPMENTAL TRAINING	5,886,694	5,787,509	4,674,295	(1,113,215)
EMPLOYMENT TRAINING	4,305,142	4,614,821	4,767,834	153,013
CLINIC	813,231	921,956	968,055	46,099
WRIGHT HOME	1,125,143	1,159,709	1,167,730	8,020
CLEARBROOK WEST FAIRFAX	925,295	1,033,160	1,039,363	6,203
CLEARBROOK EAST WILKE	4,924,519	993,720	1,034,598	40,879
CLEARBROOK COMMONS	15,832,498	4,812,648	5,025,448	212,800
COMMUNITY INTEGRATED LIVING (CILIA)	5,900,174	15,846,499	16,493,700	647,201
IN HOME RESIDENTIAL (LIPE)	4,000	5,953,707	6,113,580	159,874
CREATING OPPORTUNITIES	711,838	21,655	4,000	(17,655)
SUPPORT SERVICES	2,362,890	644,149	550,838	(93,311)
DEVELOPMENT	48,235,665	2,369,546	2,295,500	(74,046)
<b>Total REVENUES</b>		<b>48,670,830</b>	<b>49,130,453</b>	<b>459,624</b>

EXPENSES

CHILDREN'S SERVICES	4,736,559	4,674,325	5,213,061	538,736
DEVELOPMENTAL TRAINING	5,730,323	5,342,122	4,580,903	(761,219)
EMPLOYMENT TRAINING	4,178,829	4,346,580	4,589,112	242,532
CLINIC	1,580,604	1,626,038	1,715,288	89,250
WRIGHT HOME	1,230,190	1,280,264	1,193,249	(87,015)
CLEARBROOK WEST FAIRFAX	1,031,237	1,094,488	1,110,963	16,475
CLEARBROOK EAST WILKE	1,058,690	1,053,227	1,077,428	24,201
CLEARBROOK COMMONS	5,742,640	5,871,875	5,850,627	(21,248)
COMMUNITY INTEGRATED LIVING (CILIA)	16,020,094	16,213,335	16,526,129	312,794
IN HOME RESIDENTIAL (LIPE)	5,445,756	5,566,738	5,617,662	50,924
CREATING OPPORTUNITIES	4,000	15,901	4,000	(11,901)
SUPPORT SERVICES	530,150	722,758	581,022	(141,736)
DEVELOPMENT	946,593	866,434	1,071,008	204,575
<b>Total EXPENSES</b>	<b>48,236,475</b>	<b>48,674,124</b>	<b>49,149,213</b>	<b>456,368</b>

NET SURPLUS (DEFICIT)

	FY19 BUDGET	FY19 PROJ	FY20 BUDGET	YR TO VARIANCE	Depreciation	Allocations	Net	Net	Net	Variance
CHILDREN'S SERVICES	(247,579)	(162,577)	(217,550)	30,029	5,700	405,161	193,311	140,844	52,467	
DEVELOPMENTAL TRAINING	156,371	445,387	93,392	(62,979)	86,251	220,860	400,503	563,032	(162,529)	
EMPLOYMENT TRAINING	126,313	268,241	178,722	52,409	63,169	210,200	452,091	400,781	51,310	
CLINIC	(767,373)	(704,081)	(747,233)	20,140	-	105,044	(642,189)	(653,326)	11,137	
WRIGHT HOME	(105,047)	(120,555)	(25,519)	79,528	33,538	54,500	62,519	(11,156)	73,675	
CLEARBROOK WEST FAIRFAX	(73,976)	(61,328)	(71,600)	4,377	51,281	53,510	33,191	25,168	8,024	
CLEARBROOK EAST WILKE	(133,395)	(59,507)	(42,830)	90,565	44,228	52,094	53,492	(33,116)	86,608	
CLEARBROOK COMMONS	(818,121)	(1,059,227)	(825,179)	(7,058)	249,664	295,889	(279,626)	(245,477)	(34,149)	
COMMUNITY INTEGRATED LIVING (CILIA)	(187,596)	(366,836)	(32,429)	155,167	412,452	843,855	1,223,878	1,106,793	117,084	
IN HOME RESIDENTIAL (LIPE)	454,418	386,968	495,918	41,500	2,200	403,839	901,957	946,434	(44,477)	
CREATING OPPORTUNITIES	0	5,754	0	-	-	-	0	0	-	
SUPPORT SERVICES	181,688	(78,609)	(30,184)	(211,871)	156,734	(2,692,752)	(2,566,202)	(2,569,055)	2,854	
DEVELOPMENT	1,416,297	1,503,113	1,224,492	(191,805)	900	47,800	1,273,192	1,464,997	(191,805)	
	(0)	(3,255)	0	0	1,106,117	-	1,106,117	1,135,920	(29,802)	

	Bond Payments	Capital needs	Net Cash
	(319,376)	(500,000)	286,741
	(386,216)	(500,000)	249,704
	66,840	-	37,038





# MAINE TOWNSHIP APPLICATION FOR FUNDING 2020-2021

**Agency Name:** Maine Community Youth Assistance Foundation

**Address:** 1131 South Dee Road Park Ridge, Illinois 60068

**Phone:** 847-858-7090      **Fax:** 847-682-8210      **Email:** tcollins@mcyaf.com

**Contact Person:** Dr. Theresa A. Collins      **Title:** Executive Director

**Grant Contact Person:** Dr. Theresa A. Collins **Title:** Executive Director

**Phone:** 847-858-7090      **Email:** tcollins@mcyaf.com

**Brief Description of Agency:** MCYAF is a local 501c3 non-profit organization dedicated to the prevention of adolescent drug and alcohol use and the promotion of positive mental health for all teens in Maine Township.

**Agency Total Budget:** \$65,712      **Amount requesting from Maine Township:** \$6,570  
(Please provide a copy of your budget.)

**Agency Fiscal Year (e.g. March 2018-February 2019)** \_\_\_\_ July 2019-June 2020.

**Total number of all unduplicated clients directly served during your last fiscal year :** We serve all Maine 207 High Schools – East, West and South and all junior high feeder schools in Districts 62, 63, and 64 which is about 19,000 students and then their families which equals about 35,000 to 38,000 people through our programming and social marketing.

**Total number of unduplicated Maine Township clients directly served during your last fiscal year** \_\_35,000\_\_

**If your grant is restricted, what is the total number of unduplicated Maine Township clients directly served during your last fiscal year in the program(s) we fund? \_? same**

**What is the approximate number of Maine Township clients referred to other agencies during your last fiscal year?** \_\_\_\_>50\_\_

**Annual salary and title of the five highest paid full-time (if applicable) employees. Salary ranges are not acceptable.**

1. 1. Dr. Teri Collins \$50,000 (\$28.00/hr.)- No other paid employees
2. none

1. **Is your agency not for profit? (If so, attach Certificate of Good Standing).**  Yes  No
2. **Has your organization been in business for at least one year?**  Yes  No
3. **Are all your programs, services, activities and facilities provided by your organization available to the residents of Maine Township?**  Yes  No
4. **Describe how your organization's services are currently promoted to the residents of Maine Township.** We promote services and activities through District 207 and District 62, 63 and 64 communications office as well as other local publications such as The Journal Topics,
5. **Has your organization ever received funding from Maine Township?**  Yes  No  
If yes, list all years and the allocation amount.

2014: \$1000

2016: \$2000

2017: \$3700

2018: \$3700

6. **Describe how your organization used the funding received from Maine Township during the previous funding year (if applicable).** We used the funding to pay for project costs such as marijuana and vaping brochures that we handed out at community functions, provided funding for some individuals and families who could not afford the normal vaping course at \$125.
7. **Describe how your organization plans to use the requested funding from Maine Township during the upcoming funding year.** We plan to expand the prescription drug information and the vaping program.
8. **Which of the following best describes the services that your organization will be providing with the funds that you have requested? (Please check all that apply.)**

<input type="checkbox"/> Public safety	<input type="checkbox"/> Recreation
<input checked="" type="checkbox"/> Environmental protection	<input type="checkbox"/> Library
<input type="checkbox"/> Public transportation	<input checked="" type="checkbox"/> Social services for youth
<input checked="" type="checkbox"/> Health	<input type="checkbox"/> Social services for the aged
<input type="checkbox"/> Other (please explain):	
9. **Describe how your organization meets the eligibility requirements for the requested funding.** MCYAF is a 501c3 non-profit corporation which works for the prevention of adolescent drug and alcohol use and the promotion of positive mental health for all teens in Maine Township.
10. **Describe any new programs, services, activities or facilities that are currently proposed or contemplated by your organization.** We are thinking about launching an anti-vaping program using kazoos as a replacement device. We also be doing extra lecture series in the evening so that working parents can more easily attend.

11. Do you certify that the funds that you are requesting from Maine Township will be used for your organization's ordinary and necessary maintenance and operating expenses and not for any capital expenditures?  Yes  No
12. If your organization is providing services for the benefit of Maine Township residents who are persons with a developmental disability, do you certify that said services shall only be provided to such Maine Township residents who are not eligible to participate in any program conducted under Article XIV of the School Code? (Applies only to persons under 22 years of age.)  Yes  No
13. Do you certify that no person shall be excluded from participation in, denied benefits of, or be subjected to discrimination under, any service, facility or activity offered or provided by your organization on the grounds of race, color, national origin, sex, gender identity, age, religion, sexual preference, marital status or disability?  Yes  No
14. Do you certify that your organization will not expend any of the funds requested from Maine Township, either directly or indirectly, for any partisan political activity, or to further the election or defeat of any candidate for any office, or for lobbying or propaganda purposes designed to support or defeat any legislation, either pending or proposed, before any governmental body?  Yes  No
15. If requested, do you agree to provide the following to Maine Township?  
(Please note: You do NOT need to include these items with your application.)
- A. Quarterly statements or reports setting forth the services rendered and programs provided for Maine Township residents, along with the associated costs to provide such services and programs
  - B. At such times and in such forms as Maine Township may require, any other statements, records, reports, data or information pertaining to matters covered by this application (Information relating to personal, medical and financial data will be treated as confidential.)
  - C. A written report signed by your organization's executive director, or whomever else is deemed to be in charge of your organization's activities, programs, services and facilities, including the following:
    - I. A description of each program, service, activity or facility you provided or offered
    - II. A statement that all such programs, services, activities and facilities are accessible to the disabled within the meaning of the Americans with Disabilities Act and the Rules and Regulations on disabled as promulgated thereunder
    - III. An identification of those programs, services, activities or facilities, which are not accessible to the disabled
    - IV. With respect to those programs, services, activities or facilities identified in response to item 15(C)(III) above, a detailed statement setting forth the specific

steps and plans (including timetables for completion) to be taken to achieve accessibility and

V. If structural modifications will be required to achieve accessibility, a detailed statement setting forth the modifications required and a timetable for completion

Yes  No

16. If you receive any requested funds from Maine Township, do you certify that your organization will maintain general liability insurance coverage in an amount not less than \$1 million, naming Maine Township as a co-party insured, and do you further agree to provide Maine Township with a certified copy of said policy of insurance, along with the declaration sheet, binder and any exclusions related to said policy of insurance?

Yes  No

17. If you receive any requested funds from Maine Township, do you certify that your organization will indemnify and hold harmless, protect and defend, at its own cost and expense, Maine Township, its property, officers, agents, employees, assigns, successors, transferees, licensees, invitees and/or any other persons or property standing in the interest of Maine Township, from any and all risks, suits, damages, expenses, including without limitation reasonable attorneys' fees and court costs, or claims due to any acts or omissions of your organization?  Yes  No

18. What is the geographic service area of your organization? Maine Township

19. Does your organization charge for services?  Yes  No

We only charge for classes (\$125 for vaping classes and \$250 for drugs and alcohol classes). We also offer a highly reduced fee (\$25 or free)) to free and reduced lunch students and families who cannot afford to pay for the class. All our other services are free.

If yes, does your organization offer a sliding fee scale?

Yes. Attach 14 copies of the sliding fee scale.

No. Please explain how charges are determined. See above

20. If your organization does charge fees, would you be willing to wave application, program and other fees on a case by case basis for Maine Township residents whom we refer directly to your organization for assistance?  Yes  No

21. Are volunteers used within your organization?

Yes. Please indicate how many volunteers you have and how they are utilized.

We have used over 100 volunteers over the past year. We use volunteers in many ways. One way is to use volunteers at community events where we want to be in multiple places at once. For example, at National Night Out, we used 9 volunteers to be at Maine Township, Niles, Des Plaines and Park Ridge. We also used teen volunteers

at our most recent activities Taste of Park Ridge, National Night Out and back to school night. We also use volunteers for fundraising events and community projects like the backpacks for the homeless collection in December. We also have a volunteer Quick Books accountant and Board. We offer opportunities for teens to get service hours by volunteering to do projects with MCYAF. We also have interns from Loyola University School of Nursing and Northeastern Illinois University Social Justice program where they work on projects on drug prevention with the Executive Director.

**No. Please give specific reasons for not using volunteers.**

**22. Does your organization provide any bilingual services?**

**Yes. Please indicate languages.**

**No** (We do have access through the schools)

**23. Does your organization request proof of U.S. citizenship from its clients?**

**Yes. Please describe briefly.**

**No**

**24. Does your organization participate in cooperative programs with any other community agencies? (e.g. social service, not-for-profits, municipal agencies, etc.) Please explain.**

**Yes**  **No**

We work with service organizations like the Des Plaines Salvation Army with our MCYAF Youth Group. Last year, our youth group did a collection of toiletries and socks and backpacks for the homeless. We provided 50 backpacks to the Salvation Army which were distributed. We also participated in Blanket of Dreams, an effort that makes 500 + blankets for the homeless at Mary Seat of Wisdom parish in Park Ridge. We also worked with the Park Ridge Police to establish the new vaping ordinance for teens in Park Ridge and Des Plaines. We also are working with Niles to pass the same ordinance there. (All in Maine Township)  
We will be working with the Des Plaines Youth Commission on events for teens and families like the Halloween Party and Youth Empowerment Seminar.

**25. Does your organization participate in cooperative programs with any other service organizations? (e.g. Rotary, Kiwanis, Optimist, etc.) Please explain.  Yes  No**

Dr. Collins routinely gives lectures to Kiwanis (Des Plaines and Park Ridge) and Rotary (Des Plaines) and other service organizations like Park Ridge CERT within Maine Township on drug and alcohol abuse in the community.

**26. Does your organization participate in cooperative programs with any community businesses? Please explain.  Yes  No** MCYAF is on the Presence Health Community

Needs Assessment Team and works with Amita Holy Family and Amita Resurrection on all of its community events and mental health action team. Dr. Collins is also on the Amita Health

Community Leaders Board.

7. List all sources of funding or support that your organization currently receives, including the total amount, frequency, duration, and percentage of any such support.

Funding Source	Amount	Frequency & Duration	Percentage
Maine Township	\$3700	1x year 2018-19	14%
Foundations	\$10000	1x 2018	37%
Private Donors	\$7,150	1x 2018	27%
Federal	\$0		0%
State	\$0		0%
Municipalities	\$1000	City of Des Plaines 2018	4%
Other Townships	\$0		
Other (list all)	Kiwanis: \$1500  Park Ridge Community Fund: \$750  Des Plaines Ministry Association: \$300  MSW Council of Catholic Women: \$2000  St. Paul of the Cross CCW: \$500		18%
<b>Total</b>	<b>\$26,900</b>		<b>100%</b>

28. What type of fund-raising efforts has your organization had this year? Please list event names and specify the REVENUE and COSTS for fundraiser(s) and what program(s) the money was raised for.

Annual MCYAF Community Heroes Benefit Fundraiser: Revenue: \$\$36,000.00 Cost: \$4,000  
 Pashminas for Prevention: Revenue: \$2000 2018 Cost: \$0  
 Holiday Boutique: Revenue: \$1500 Cost: \$0  
 March Madness Pool \$1500 Cost: \$0  
 Restaurant Days: \$310

29. What fundraising efforts are planned for next year?

Annual Community Heroes Dinner  
 Holiday Boutique  
 March Madness Pool

Pashminas for Prevention

Family Comedy Night

30. Please explain any changes that have occurred in your organization in the past year (i.e. new program(s), expansion or deletion of program(s), personnel, administration, major purchases or facility, etc.). None
31. Please provide numerical breakdown of all staff member positions.
- |  |                |
|--|----------------|
| 1. Administration & Administrative Support | _____ .1 _____ |
| 2. Management of Service Providers         | _____ 0 _____  |
| 3. Direct Service Providers                | _____ .9 _____ |
32. Number of certified staff members \_\_\_\_\_ 0 \_\_\_\_\_
33. What kinds of certifications are required for your service providers? None
34. Number of licensed staff members \_\_\_\_\_ 0 \_\_\_\_\_
35. What kind of licensing is required for your service providers? None
36. Please list all accreditations your organization has earned. None
37. How would your organization be affected if it received a reduction in Township funding or if there was a complete elimination of Township funding?  
We would not be able to carry out a significant part of our work.
- 

I hereby certify that I am authorized to execute this application on behalf of the organization listed below and that the statements contained herein are true and accurate.

Name of Applicant Organization: Maine Community Youth Assistance Foundation  
By Its Authorized Representative: *Theresa A. Collins*

Printed Name: Theresa A. Collins, Ph.D.

Title *Executive Director*

Date *August 28, 2019*

SUBSCRIBED and SWORN to  
before me this 28<sup>th</sup> day of August, 2019.

Notary Virginia M. Edwards



# MCYAF 2019-20 Budget

Ordinary Income/Expense	Budget				Total Budget
	Federal	Genl Fund	State	Budget	
4030 - Contributions Income		56,500			56,500
4170 - Program Fees Social Norms					
Grant Income		0		0	0
Total Income		56,500		0	56,500
Gross Profit					
Expense					
6010 - Advertising & Marketing		668			668
6085 - Bank Service Charges					
6090 - Board Development					
6135 - Contract Labor					
6140 - Contributions					
6160 - Dues and Subscriptions					
6240 - Fundraising Expense		1000			1000
6250 - Pay Pal Service Fee		100			100
6360 - Insurance Expense		2544			2544
6480 - Licenses and Permits		100			100
6510 - Meeting Supplies		100			100
6520 - Miscellaneous		1000			1000
6560 - Payroll Expenses		50,000			50,000
6640 - Postage and Delivery		500			500
6650 - Printing and Reproduction		500			500
6660 - Professional Fees		2000			2000
6670 - Program Expense		4000			4000
6680 - Program Supplies		1000			1000
6720 - Rent		0			0
6770 - Supplies		1000			1000
6800 - Telephone		1200			1200
6810 - Training & Technical Assistance					
6820 - Travel		0			0
Total Expense		65712		0	65712
		-9212			-9212

**Revenue:**

Community Heroes Dinner \$40,000

MCYAF Holiday Boutique - \$850

Municipal Donations: \$1000 ( City of Des Plaines)

PR Community Fund \$750 ( 2016-7 FY)

Personal Donations: \$16,500

Revenue is estimated.

This budget reflects that we are currently running at a deficit but are working to secure more funding by writing grants and doing more fundraising. This deficit is \$35,000 less than last year if we make our revenue targets.