

EXECUTIVE

COMMITTEE

RESOLUTIONS



**Executive Committee
Resolution #09-224**

**RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS**

**REPLACEMENT HIRES FOR
SUNNY HILL NURSING HOME**

WHEREAS, in accordance with 55 ILCS 5/2-5009, the County Executive shall "appoint, with the advice and consent of the Board, such subordinate deputies, employees, and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected county officer", and

WHEREAS, the Will County Executive has presented the attached list for the Sunny Hill replacement hires to the Executive Committee of the County Board, and

WHEREAS, that list has been approved by the Will County Executive Committee in the appropriate manner and now the committee recommends the list to the full Will County Board for approval.

NOW, THEREFORE, BE IT RESOLVED, that the Will County Board, in accordance with 55 ILCS 5/2-5009, does hereby concur with the action of its Executive Committee and the County Executive and gives its consent to the list of names attached to this resolution for the Sunny Hill Nursing Home.

BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set forth herein. This Resolution shall be in full force and effect upon its passage and approval as provided by law.

Adopted by the Will County Board this 16th day of July, 2009.

Vote: Yes _____ No _____ Pass _____ (SEAL)

Nancy Schultz Voots
Will County Clerk

Approved this _____ day of _____, 2009.

Lawrence M. Walsh
Will County Executive



OFFICE OF THE COUNTY EXECUTIVE
COUNTY OF WILL
Human Resources Department

WILL COUNTY OFFICE BUILDING • 302 N. CHICAGO STREET • JOLIET, ILLINOIS 60432

Bruce Tidwell, SPHR
Director

Direct Dial: (815) 740-4634
Fax: (815) 774-6355
Email: btidwell@willcountyillinois.com

THE COUNTY OF WILL

PERSONNEL REQUEST
July, 2009

NAME OF EMPLOYEE	PERSONNEL REQUEST	EFFECTIVE DATE	BUDGET CODE	EMPLOYEE POSITION
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Sunny Hill Nursing Home of Will County

Hamilton, Dottie	Replacement	June 29, 2009	101-41-289-1020	P.T. LPN
McNeil, Ricky	Replacement	June 15, 2009	101-41-289-1020	P.T. LPN
Brieschke, Janice	Replacement	June 22, 2009	101-41-279-1020	P.T. Clerical/Recept.
Comacho, Anne	Replacement	June 22, 2009	101-41-279-1020	P.T. Clerical/Recept.
Wendholt, Patricia	Replacement	June 22, 2009	101-41-279-1010	Clerical Receptionist

Recommended:

Bruce L. Tidwell
Bruce L. Tidwell, SPHR
Director, Human Resources

Date

Approved:

Lawrence M. Walsh
Lawrence M. Walsh
Will County Executive

Date

June 30, 2009



**Executive Committee
Resolution #09-225**

**RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS**

**AUTHORIZING TEMPORARY HIRES FOR THE
DEPARTMENT OF EMERGENCY MANAGEMENT**

WHEREAS, in accordance with 55 ILCS 5/2-5009, the County Executive shall "appoint, with the advice and consent of the Board, such subordinate deputies, employees, and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected county officer", and

WHEREAS, the Will County Executive has presented the names of Arthur Vidmar to fill the temporary position of Interoperable Emergency Planning Specialist; and Robert Mierop to fill the temporary position of Interoperable Emergency Planning Coordinator for the Department of Emergency Management. Copies of the Vacancy Notices, Personnel Advice & Consent Requests, and Job Descriptions are attached hereto, and

WHEREAS, Arthur Vidmar and Robert Mierop have been approved by the Will County Public Health & Safety and Executive Committees in the appropriate manner and now these committees recommend these temporary positions to the full Will County Board for approval.

NOW, THEREFORE, BE IT RESOLVED, that the Will County Board, in accordance with 55 ILCS 5/2-5009, does hereby concur with the action of its Public Health & Safety and Executive Committees and the Will County Executive and gives their consent to hire Arthur Vidmar and Robert Mierop to fill temporary positions for the Department of Emergency Management.

BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set forth herein. This Resolution shall be in full force and effect upon its passage and approval as provided by law.

Adopted by the Will County Board this 16th day of July, 2009.

Vote: Yes ___ No ___ Pass _____ (SEAL)

Nancy Schultz Voots
Will County Clerk

Approved this _____ day of _____, 2009.

Lawrence M. Walsh
Will County Executive



**OFFICE OF THE COUNTY EXECUTIVE
COUNTY OF WILL
Human Resources Department**

Executive Committee
Resolution #09-225
Attachment 1 of 12

WILL COUNTY OFFICE BUILDING • 302 N. CHICAGO STREET • JOLIET, ILLINOIS 60432

Bruce Tidwell, SPHR
Director

Direct Dial: (815) 740-4634
Fax: (815) 774-6355
Email: btidwell@willcountyillinois.com

**THE COUNTY OF WILL
PERSONNEL REQUEST**

July, 2009

NAME OF EMPLOYEE	PERSONNEL REQUEST	EFFECTIVE DATE	BUDGET CODE	EMPLOYEE POSITION
<u>EMA</u>				
Vidmar, Arthur	New	July 20, 2009	271-41-178-1030	Emerg. Planner Temp PT
Mierop, Robert	New	July 29, 2009	271-41-178-1030	Emerg. Planner Temp PT

Recommended:

Bruce L. Tidwell
Bruce L. Tidwell, SPHR
Director, Human Resources

Date

Approved:

Lawrence M. Walsh
Lawrence M. Walsh
Will County Executive

Date

COUNTY OF WILL
OFFICE OF THE COUNTY EXECUTIVE
PERSONNEL ADVICE AND CONSENT REQUEST

Candidate Name: Arthur Vidmar

Internal Candidate

External Candidate

Job Title/Board Name: Emergency Planner - Temp/P.T.

Department Name: EMA

Budget Code

Hiring Manager's Name: Harold Damron

271-41-178-1030

Union Position?: Yes No New Position Replacement Hire

If replacement, did predecessor: Terminate County employment Transfer to another position

Is this position critical to departmental operations?: Yes No If Yes, why:

These positions are required to properly address an emergency communications planning requirement. The funding to provide for these positions is being provided to cover all salary and associated expenses.

Is this position included in the current budget? Yes No If no, where will the funds come from to fund this position? Grant Funded position

Was this position publicly posted? Yes No If no, why?

Projected Start Date: July 20, 2009

Projected Annual Salary: \$22,000 Is this a grant-funded position? Yes No

Is this candidate the best qualified for the job? Yes No

Number of Applicants 4 Internal 0 External 4

Number of Applicants Interviewed 1

Lawrence M. Walsh signature and name

June 30, 2009 signature and date

Please attach a copy of the following, if applicable:

- Job Description
Job Posting
Incumbent Resume
Review by County Board

Will County Emergency Management Agency Job Description

JOB TITLE: Interoperable Emergency Planning Specialist

EMPLOYEE NAME:

SUPERVISOR: Interoperable Emergency Planning Coordinator

REVISED: 10-JUN-09

SUMMARY: Assists in the development of a countywide interoperable emergency communications plan. Assists with the development and delivery of associated training for emergency officials, as well as the development and execution of an exercise to test the effectiveness of the plan.

Work is performed under the general supervision of the Interoperable Emergency Planning Coordinator (IEPC). Assignments are typically received in the form of general instructions, and the incumbent is expected to organize the details of assignments and carry them through to completion. The incumbent is expected to perform job assignments with varying degrees of direct supervision. Work is periodically reviewed through conferences, inspections, and reports for results obtained.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists with the development, acceptance, and delivery of a countywide Tactical Interoperable Communications Plan (TICP) together with associated training and exercising in accordance with the County's disaster communications needs and with all requirements set forth by the FY 2008 Interoperable Emergency Communications Grant Program (IECGP), CFDA #97.001, as executed between Illinois Emergency Management Agency and the County of Will.

Serves as the principal staff assistant to the IEPC, performing various general assignments and specific tasks as directed

Researches relevant information for the TICP development process, including, but not limited to radio frequency information, radio systems configuration, pertinent guidance and procedures, and other existing information. In certain cases, modifies and updates certain information to align with TICP and other current communications planning initiatives.

Participates in the development and organization of the delivery of training for emergency officials to instruct them in the implementation of the TICP during emergency situations.

Assists with the development and conduct of an exercise that sufficiently tests the effectiveness of the TICP, ensuring that lessons learned are incorporated into the final TICP.

Assists in the preparation and submission of reports and other documents necessary for administration of the grant.

Performs data entry, manages access privileges, generates reports, and otherwise facilitates the effective use of the Communications Assets Survey and Mapping (CASM) tool as part of the overall TICP development for the County.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree (A.A, A.S.); four to six years related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to respond to common inquiries or complaints. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information and respond to questions from groups of managers, heads of agencies, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to analyze situations quickly and objectively, and to take proper courses of action.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid Illinois Drivers License with a minimum class of "D".

Licensure or certification from organizations such as the Federal Communications Commission, Association of Public Safety Communications Officers, or other similar bodies strongly desired.

OTHER SKILLS and ABILITIES: Extensive knowledge of and experience with major emergency and disaster response operations conducted at the local government level, including general knowledge of public safety and public service functions.

Extensive knowledge of public safety and amateur radio communications concepts and systems.

Ability to establish and maintain effective working relationships with others.

Ability to use a personal computer with standard software applications.

Ability to operate a motor vehicle with standard equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will frequently work in a typical office environment. The employee will occasional attend meetings in different settings.

The noise level in the work environment is usually moderate.



**OFFICE OF THE COUNTY EXECUTIVE
COUNTY OF WILL
Human Resources Department**

Executive Committee
Resolution #09-225
Attachment 6 of 12

WILL COUNTY OFFICE BUILDING • 302 N. CHICAGO STREET • JOLIET, ILLINOIS 60432

Bruce Tidwell, SPHR
Director

Direct Dial: (815) 740-4634
Fax: (815) 774-6355
Email: btidwell@willcountyillinois.com

VACANCY NOTICE

DATE: June 12, 2009

JOB TITLE: Emergency Planner – Temporary/Part Time
Non-Benefited Position

DUTIES AND REQUIREMENTS: Under the general supervision of the Interoperable Emergency Planning Coordinator, the incumbent provides technical and administrative assistance for activities associated with the development of a countywide Tactical Interoperable Communications Plan for use in the response to major emergencies and disasters. Work also involves developing and delivering associated training and exercise activities.

The qualified individual will possess an Associate's degree (A.A., A.S.); four to six years related experience; or equivalent combination of education and experience. Possession of a valid Illinois Drivers License with a minimum class of "D". Licensure or certification from organizations such as the Federal Communications Commission, Association of Public Safety Communications Officers, or other similar bodies strongly desired. Must have extensive knowledge of and experience with major emergency and disaster response operations conducted at the local government level, including general knowledge of public safety and public service functions. Extensive knowledge of public safety and amateur radio communications concepts and systems; Microsoft Office skills required.

DEPARTMENT: Will County Emergency Management Agency

SALARY RANGE: \$22,000 (11 month grant funded position)
July 20, 2009 – June 30, 2010

APPLY TO: Will County Human Resources Department
302 N. Chicago Street - 2nd Floor
Joliet, IL 60432
Fax: (815) 774-6355
Email: jobs@willcountyillinois.com

APPLY BY: June 22, 2009

*Completed Will County Employment Application or Resume may be submitted by mail, fax or hand delivered. Only interviewed applicants will be notified of the selection process.
Equal Opportunity Employer website: www.willcountyillinois.com

COUNTY OF WILL
OFFICE OF THE COUNTY EXECUTIVE
PERSONNEL ADVICE AND CONSENT REQUEST

Candidate Name: Robert Mierop Internal Candidate
 External Candidate

Job Title/Board Name: Emergency Planner - Temp/P.T.

Department Name: EMA

Budget Code
271-41-178-1030

Hiring Manager's Name: Harold Damron

Union Position?: Yes No New Position Replacement Hire

If replacement, did predecessor: Terminate County employment Transfer to another position

Is this position critical to departmental operations?: Yes No If Yes, why: _____

These positions are required to properly address an emergency communications planning requirement. The funding to provide for these positions is being provided to cover all salary and associated expenses.

Is this position included in the current budget? Yes No If no, where will the funds come from to fund this position? Grant Funded position

Was this position publicly posted? Yes No If no, why? _____

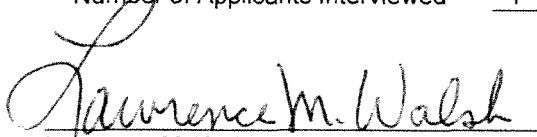
Projected Start Date: July 29, 2009

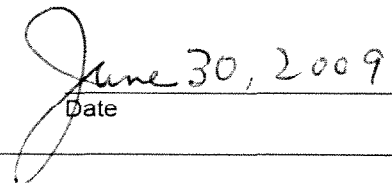
Projected Annual Salary: \$44,000 Is this a grant-funded position? Yes No

Is this candidate the best qualified for the job? Yes No

Number of Applicants 4 Internal 0 External 4

Number of Applicants Interviewed 1


Lawrence M. Walsh


Date

Please attach a copy of the following, if applicable:

- Job Description Review by County Board _____
- Job Posting
- Incumbent Resume

ATTACHMENT FOR EMPLOYEE REQUISITION

INTEROPERABLE EMERGENCY PLANNING COORDINATOR

Responsible for coordinating, managing, and performing activities associated with the development of a countywide Tactical Interoperable Communications Plan for use in the response to major emergencies and disasters. Work also involves developing and delivering associated training and exercise activities.

- Temporary position commencing on or about July 20, 2009 and terminating on June 30, 2010, subject to the continued receipt of grant funds.
- Salary \$44,000.00. No other compensation benefits.
- See job description for additional information.

Will County Emergency Management Agency Job Description

JOB TITLE: Interoperable Emergency Planning Coordinator

EMPLOYEE NAME:

SUPERVISOR: E.M.A. Director

REVISED: 10-JUN-09

SUMMARY: Responsible for the development of a countywide interoperable emergency communications plan. Responsible for the development and delivery of associated training for emergency officials, as well as the development and execution of an exercise to test the effectiveness of the plan.

Work is performed under the general supervision of the E.M.A. Director or his designee. Assignments are typically received in the form of general instructions, and the incumbent is expected to organize the details of assignments and carry them through to completion. The incumbent is expected to perform job assignments with a limited degree of direct supervision. Work is periodically reviewed through conferences, inspections, and reports for results obtained.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manages the development, acceptance, and delivery of a countywide Tactical Interoperable Communications Plan (TICP) together with associated training and exercising in accordance with the County's disaster communications needs and with all requirements set forth by the FY 2008 Interoperable Emergency Communications Grant Program (IECGP), CFDA #97.001, as executed between Illinois Emergency Management Agency and the County of Will.

Coordinates the activities of and works with the Emergency Management Disaster Communications Planning Committee, which serves as a governance body for the TICP development process.

Develops and organizes the delivery of training for emergency officials to instruct them in the implementation of the TICP during emergency situations.

Incorporates the Emergency Management Technical Communications Team, Interoperable Tactical Emergency Communications System (ITECS), County and local communications systems, and other existing resources into the TICP framework.

Ensures that the TICP adequately interfaces to the extent possible with similar plans of adjacent counties and the State of Illinois.

Develops and organizes the conduct of an exercise that sufficiently tests the effectiveness of the TICP, ensuring that lessons learned are incorporated into the final TICP.

Ensures that reports and submissions necessary for administration of the grant are developed and submitted.

Incorporates the use of the Communications Assets Survey and Mapping (CASM) tool as part of the overall TICP development for the County.

Directs the routine activities of the Interoperable Emergency Planning Specialist, who will be providing assistance with all aspects of the planning, training, and exercising activities.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B.A, B.S.); four to six years related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to respond to common inquiries or complaints. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information and respond to questions from groups of managers, heads of agencies, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to analyze situations quickly and objectively, and to take proper courses of action.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid Illinois Drivers License with a minimum class of "D".

Licensure or certification from organizations such as the Federal Communications Commission, Association of Public Safety Communications Officers, or other similar bodies strongly desired.

OTHER SKILLS and ABILITIES: Extensive knowledge of and experience with major emergency and disaster response operations conducted at the local government level, including general knowledge of public safety and public service functions.

Extensive knowledge of public safety and amateur radio communications concepts and systems.

Ability to establish and maintain effective working relationships with others.

Ability to use a personal computer with standard software applications.

Ability to operate a motor vehicle with standard equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will frequently work in a typical office environment. The employee will occasional attend meetings in different settings.

The noise level in the work environment is usually moderate.



OFFICE OF THE COUNTY EXECUTIVE
COUNTY OF WILL
Human Resources Department

Executive Committee
Resolution #09-225
Attachment 12 of 12

WILL COUNTY OFFICE BUILDING • 302 N. CHICAGO STREET • JOLIET, ILLINOIS 60432

Bruce Tidwell, SPHR
Director

Direct Dial: (815) 740-4634
Fax: (815) 774-6355
Email: btidwell@willcountyillinois.com

VACANCY NOTICE

DATE:	June 12, 2009
JOB TITLE:	Emergency Planner – Temporary/Part Time Non-Benefited Position
DUTIES AND REQUIREMENTS:	<p>Under the general supervision of the E.M.A. Director or his designee, the incumbent is responsible for the development of a countywide Tactical Interoperable Communications Plan for use in the response to major emergencies and disasters. Responsible for the development and delivery of associated training for emergency officials, as well as the development and execution of an exercise to test the effectiveness of the plan, associated training and exercise activities.</p> <p>The qualified individual will possess a B.A. or B.S. degree; four to six years related experience; or equivalent combination of education and experience. Possession of a valid Illinois Drivers License with a minimum class of "D". Licensure or certification from organizations such as the Federal Communications Commission, Association of Public Safety Communications Officers, or other similar bodies strongly desired. Must have extensive knowledge of and experience with major emergency and disaster response operations conducted at the local government level, including general knowledge of public safety and public service functions. Extensive knowledge of public safety and amateur radio communications concepts and systems; Microsoft Office skills required.</p>
DEPARTMENT:	Will County Emergency Management Agency
SALARY RANGE:	\$44,000 (11 month grant funded position) July 20, 2009 – June 30, 2010
APPLY TO:	Will County Human Resources Department 302 N. Chicago Street - 2nd Floor Joliet, IL 60432 Fax: (815) 774-6355 Email: jobs@willcountyillinois.com
APPLY BY:	June 22, 2009

*Completed Will County Employment Application or Resume may be submitted by mail, fax or hand delivered. Only interviewed applicants will be notified of the selection process.

Equal Opportunity Employer

website: www.willcountyillinois.com



**RESOLUTION OF THE WILL COUNTY BOARD
WILL COUNTY, ILLINOIS**

**Directing the Will County Public Building Commission
to Bid Out the Remainder of the Renovation Project at Sunny Hill**

WHEREAS, well ahead of schedule, the Will County Public Building Commission is in the final days of completing the 3rd Avenue renovations; and

WHEREAS, in order to continue the flow of renovations and to only close one avenue down at a time to minimize the disruption of the facility's daily operations to our residents, it is appropriate to direct the Public Building Commission to bid out the renovations, as recommended in the recently completed Sunny Hill Operational Audit; and

WHEREAS, the remainder of the renovations necessary at Sunny Hill would include:

- 1st Phase** - 4th Avenue and related renovations;
- 2nd Phase** - 5th Avenue and related renovations;
- 3rd Phase** - 6th Avenue and related renovations;
- 4th Phase** - the Adult Day Care, kitchen, roof repair, and related renovations; and

WHEREAS, both the Public Health & Safety Committee and Executive Committee, at their July 9, 2009 Committee meetings, discussed and agreed to recommend to the full County Board that the Will County Public Building Commission be directed to bid out the remainder of the facility renovation project and bring back concrete numbers to the Finance Committee to allow for the staging of the renovation phases based and contingent upon funding.

NOW, THEREFORE, BE IT RESOLVED, that the Will County Board hereby agrees with the recommendations of the Public Health & Safety Committee and Executive Committee, and hereby directs the Will County Public Building Commission, to the extent legally permissible, to bid out the remainder of the facility renovation project.

BE IT FURTHER RESOLVED, that once the Public Building Commission has completed the bidding process it shall present the renovation costs to the County Board to coordinate staging the final project based and contingent upon funding.

Adopted by the Will County Board this 16th day of July, 2009.

Vote: Yes ___ No ___ Pass _____ (SEAL)

Nancy Schultz Voots
Will County Clerk

Approved this _____ day of _____, 2009.

Lawrence M. Walsh
Will County Executive

Sunny Hill Nursing Home of Will County
Planned Renovation Phasing
July 1, 2009

1st Phase: 12 months Cost: \$4.6 million

- 4th Avenue (46 resident beds) – includes stubbing up plumbing, electrical, etc., to unit (5th Avenue) above - \$3.5 million
- Exterior façade (includes remainder of building exterior re-freshening, new facility signage, asphalt stamping of entrance driveway and replacement of sidewalks) - \$1 million
- Upper level entrance corridor, replacement of stairwell railings (per IDPH requirements) and public washrooms - \$50,000
- Contingency -

2nd Phase: 12 months Cost: \$3.2 million

- 5th Avenue (46 resident beds) - \$3 million
- Resident Common Area (houses resident computer lab) - \$100,000
- Business/nursing office area replacement windows - \$100,000
- Contingency -

3rd Phase: 12 months Cost: \$3,675,000

- 6th Avenue (46 resident beds) - \$3.5 million
- Resident Common Area (houses Sweet Shoppe) – will include Family Dining Room - \$75,000
- Window replacements - \$100,000
- Contingency -

4th Phase: 12 months Cost: \$3.9 million

- Kitchen - \$2 million
- Roof repair - \$300,000
- Window replacements - \$100,000
- Adult Day Care – includes moving and creating Activity Room, Classroom and food storage room into other areas - \$1.5 million
- Contingency -

Total Cost: \$17 million



RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS

**Authorizing the County Executive to Execute a Co-operation Agreement with the
Will County Center for Community Concerns for
Award of Homeless Prevention and Rapid Re-Housing Grant Funds (HPRP)
Under Title XII of The American Recovery and Reinvestment Act (AARA)**

WHEREAS, the U.S. Department of HUD has previously announced the anticipated allocation of funds under the Homeless Prevention and Rapid Re-Housing grant program (HPRP) to Will County in the amount of \$602,271; and

WHEREAS, the Will County Board has enacted prior resolutions to amend the Will County Action Plan for Program Year 2008 to incorporate the HPRP funds of \$602,271 at it's April 2009 meeting; and

WHEREAS, the Community Development Division of the Will County Land Use Department solicited Requests for Proposals from all eligible applicants for the above HPRP funds in accordance with established application and eligibility guidelines as established under AARA; and

WHEREAS, the Ranking Committee of the Will County Continuum of Care Network reviewed all applications for said funding on July 8, 2009 and recommends to the Will County Executive Committee that Will County's HPRP Entitlement Grant be awarded to the Will County Center for Community Concerns.

NOW THEREFORE, BE IT RESOLVED BY THE WILL COUNTY BOARD:

SECTION 1: That the Will County Board authorize the County Executive to execute a co-operation agreement, to be developed in accordance with the HPRP program regulations, with the Will County Center for Community Concerns in the amount of \$602,271 for the implementation of the Will County HPRP program in accordance with the application attached hereto and made a part of this resolution.

SECTION 2: This Resolution and every provision thereof shall be separable and the invalidity of any portion shall not affect the validity of the remainder.

SECTION 3: All Resolutions or parts thereof, in conflict herewith, are hereby repealed.

SECTION 4: This Resolution shall take effect following its passage, approval, adoption, recording, inspection and publication, as may be required by law.

BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set herein.

Adopted by the Will County Board this 16th day of July, 2009.

VOTE: Yes _____ No: _____ Pass: _____ (SEAL)

Nancy Schultz Voots
Will County Clerk

Approved this _____ day of _____, 2009.

Lawrence M. Walsh
Will County Executive

**HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)
APPLICATION FOR 2009 FUNDING**

LEAD AGENCY APPLICATION

Legal Name of Applicant **Will County Center for Community Concerns**

Legal Address of Applicant **304 N. Scott Street**

City **Joliet** State **IL** Zip Code **60432**

Contact Person **Kris White** Title **Executive Director**

Telephone Number **(815) 722-0722 ext. 201** Fax Number **(815) 722-6344**

E-mail Address **kwhite>wcccc.net**

Federal Tax I.D.# **36-3473739**

DUNS # **196609424** CCR # **37NZ4**

- To obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number go to (www.hud.gov/offices/adm/grants/duns.cfm)
- To obtain a CCR number, you must first have a DUNS number, and then register in the Central Contractor Registration (CCR) (www.ccr.gov/startregistration.aspx)

Does your agency have a 501© (3) IRS non-profit status? Yes No
If so, please attach a copy.

Please submit one (1) copy of your most recent audit or financial statement.

Amount of HPRP funds requested \$ **602,271**

Projected Number of clients to be served:

Category	#
Homeless Prevention	60
Rapid Re-housing	20
TOTAL	80

Part I - Program Description:

1. Organizational Summary (If your application is a joint-application, please clearly list the roles and responsibilities of each organization and provide a brief summary for each organization's involvement with HPRP). Word Limit: 500 words.

WCCCC intends to carry out responsibilities as a Lead Agency for HPRP (as described in section I-2) and to partner with local service providers (as described in section I-5 and 6) to successfully deliver a comprehensive set of services to the target populations of the program. WCCCC will provide financial assistance and housing relocation and stabilization services for individuals and families that meet the eligibility requirements for both Homeless Prevention and Rapid Rehousing activities. WCCCC also intends to provide Data Collection and Evaluation Services for the HPRP Program. As the Lead HMIS Agency, WCCCC will implement an upgrade to our current HMIS database (ServicePoint) by purchasing and administering the HousingPoint software application. This application will provide an essential web-based, publicly accessible housing locator for low-income individuals and service agencies to locate affordable housing. It will also provide landlords with a convenient and cost-free resource to publicly list their available properties and keep them up-to-date in real time. This database of housing information will be easily utilized by a diverse community of end users. Outreach to landlords and other end users along with data management activities will be carried out utilizing the already existing partnerships between WCCCC, Crisis Line of Will County, and the Will County Continuum of Care.

2. Provide a detailed description of how your agency will carry out the responsibilities of a HPRP Lead Agency, as you understand them. Word Limit: 250 words.

As an HPRP Lead Agency, the WCCCC plans to provide the full spectrum of services that are eligible activities under the HPRP on an as-needed basis and provide supportive services through the agency's other various programs. It is the intention of the WCCCC to expend the full portion of its allocation within a two-year time frame and extend into the third year only if that time frame cannot be met or would not best serve the clients. Partnership and coordination of services with other service providers has been initiated. Existing and new partnerships will continue to be pursued and/or developed throughout the implementation process of this new program. The WCCCC, as a Lead Agency, will strive to ensure that not only are all requirements of this program met, but that the full intent of this funding opportunity is adhered to on behalf of the target population that the services were intended for. The staff members involved in this program will provide comprehensive assurance that there are no other local resources that are better suited to serve households that are being considered for this program and will directly provide services only when no other partner/entity is more qualified to do so. The WCCCC will exhibit its utmost experience and discretion in all reporting and fiscal activities.

3. Describe your Case Management Experience and methods. Word Limit: 250 words

Since the inception of the WCCCC, it has provided case management services directed at assisting and enabling low and moderate income individuals to obtain the opportunities needed to prepare themselves for self-sufficiency. Desirable outcomes are the intention of the case management process and are achieved through comprehensive need assessments, service and goal planning, coordination among staff and other providers, monitoring progress, implementation of services, thorough documentation and record keeping, and regular evaluation of the entire case management process. It is important that clients are attentively involved with the case manager and participate in all of the appropriate management steps for their case. Success is always more probable when there is a high

level of self-determination. The main focus of a case manager should be to help clients to case manage themselves.

4. On average, how many hours would your organization expect to spend with clients undertaking the following activities:

Activity	Projected average number of hours per client
Initial Client Intake & Screening for HPRP eligibility	2.0
Client Housing Counseling & Financial Analysis	10
Client Goal planning and establishing individualized client-work plan to assure client's self-sufficiency per HPRP guidelines	3.0
Client Housing & Utility needs analysis	1.0
Client Housing Placement (including moving) & Utility Arrangements	3.0
Monthly Client follow-up (required for the first 6 months)	12.0
Three-month client re-certification of eligibility review	1.5
Other necessary client interactions (please indicate activities below as possible)	5.0
TOTAL	37.5

Description of "Other necessary client interactions":

It will be necessary to schedule inspections for habitability standards and lead hazards by qualified staff, though these inspections may not necessarily be required by HUD's standards for this program. Clients will also likely be served through other programs at our agency and at partner agencies and there may need to be arrangements for credit repair or legal service provision. It is also estimated that incidental interactions over the course of the case management process will occur as the case manager maintains close contact with participants to help ensure success in the program.

Special Needs Populations Assistance Survey:

Population	Able to Serve (Y/N)	Have Experience Serving Directly (Y/N)	Have partnership/MOU established with another organization to serve (Y/N)
Disabled (physical & mental)	Y	Y	N
Youth	Y	Y	N
Seniors	Y	Y	N
HIV/AIDS	Y	Y	N
Veterans	Y	Y	N
Individuals exiting from an institution <ul style="list-style-type: none"> • Jail • Hospital • Rehabilitation 	Y	Y	N
Victims of Domestic Violence	Y	Y	N
Refugees/Immigrants	Y	N	N

5. Please describe your answers to the above-chart. Briefly describe your organizations history/ability to provide direct services. Briefly describe the partnerships and MOU's that you have arranged with other organizations. Please specific if the partnership is a new partnership or an existing partnership, and if it is an existing partnership, the number of years the partnership has been in place. Please include copies of any and all MOU's as well as partnership letters (Partnership letters should clearly state organizational roles and responsibilities) from those agencies who you intend to partner with. Word Limit: 350 Words

WCCCC is primarily a direct service organization and is Will County's Community Action Agency. It has been the designated provider of LIHEAP, CSBG, Weatherization, Housing Counseling, and Financial Literacy Programs and has over the last year provided direct services to the homeless population as an initiative of the Will County Continuum of Care, for which the WCCCC is the Lead Agency. All special needs populations can and will receive services through the WCCCC as long as they meet the eligibility requirements for the individual programs. WCCCC has long-standing partnerships, service agreements, and/or working relationships with most (if not all) of the service provider agencies in Will County and will continue to pursue and develop these positive collaborations. WCCCC, Catholic Charities-Diocese of Joliet, and the Lamb's Fold Center for Women and Children have entered into a collaborative partnership specific to the HPRP. That partnership is further described in I-6 and a MOU is attached to this application.

PLEASE NOTE: The Lead Agency must be able to provide a significant portion of the services in-house. Lead Agencies may not be solely conduits of funding to subgrantees.

6. Please list any other HPRP partners, and specify the nature of the partnership (i.e. MOU, referral agency, etc.). Please include copies of any and all MOU's as well as partnership letters (Partnership letters should clearly state organizational roles and responsibilities) from those agencies who you intend to partner with. Please specific if the partnership is a new partnership or an existing partnership, and if it is an existing partnership, the number of years the partnership has been in place. Providing this information in a chart-format is encouraged. Word Limit: 500 Words

Together with the Catholic Charities, Diocese of Joliet and Lambs Fold Center for Women and Children, WCCCC has entered into a collaborative partnership that will ensure that HPRP funding allocated to Will County will be distributed in an efficient and effective manner that ensures access to all targeted populations. While all of us have worked collaboratively together with mutual service agreements in place for years, we will be creating a Homeless Prevention Providers Group which will provide an ongoing forum for the identification of unmet needs, development of consistent implementation procedures, and on-going communication to ensure that services to any given household are not duplicated. This group will share best practice strategies, share resources and establish reasonable and measureable outcomes for those participating. Each agency plays a distinctive roll in this proposed service network. Both Catholic Charities and Will County Center for Community Concerns will function as Lead Agencies. Catholic Charities, Diocese of Joliet will provide homeless prevention and rapid re-housing services as defined by HUD. Will County Center for Community Concerns will do the same but also provide the Lead-Based Paint Inspections for all properties where a child under the age of 6 resides in the household. Lamb's Fold will provide the primary case management services to those who enter their DV services or exit their TH program. Catholic Charities and Lamb's Fold will establish interagency controls to ensure that families are successful and that the on-going housing stabilization services required. To ensure consistency in the Habitability standards, all staff from each agency who have any work with the HPRP clients will attend a jointly coordinated training provided by Will County Center for Community Concerns, building inspectors. A single joint MOU for the collaborating agencies is attached.

7. HPRP funds are to be used to help persons who have a high probability of achieving self-sufficiency and will be able to sustain housing after their HPRP assistance is gone. Therefore, the HPRP Program is not a one-size-fits-all program. Please describe what screening tools and methods your organization will put in place to assure maximum program success. Word Limit: 300 Words

WCCCC will use a screening tool that will be developed in collaboration with other Homeless Prevention and HPRP Providers. It is the goal of WCCCC to assist in the immediate development of this tool so that all of the HPRP provider agencies in Will County will use the same or very similar screening tools and that there will be consistency for the program within our community. The case management methods, linkage to other services, partnerships, and eligibility re-assessments, etc. that will be in place to assure maximum program success are described in this application in sections I-3, 4, 5; II-14; and Additional Questions 3 and 4.

Part II – Organizational Capacity and Experience:

1. List the location of facility and days and hours of operation where you will be serving HPRP participants

The WCCCC currently has one facility where clients will be served. It is located at 304 N. Scott Street in Downtown Joliet. The operating business hours of this facility are 8:00 a.m. to 4:00 p.m., Monday through Friday, but arrangements can be for agency clients that are unable to access services during these times.

2. List the Geographic area served by your organization and how long has the organization been serving the area. If there are areas that your organization is prohibited from serving, please include that information as well.

The WCCCC serves every community within the boundaries of Will County, Illinois. This includes the entitlement communities that are Will County, the City of Joliet, and the Village of Bolingbrook. WCCCC has served this geographic area for more than 20 years.

3. What is the maximum number of unduplicated HPRP participants that you organization will be able to serve during the following timeframes:

Time Period	Homeless Prevention # of clients	Rapid Re-housing # of clients
October 1, 2009-September 30, 2010	30	10
October 1, 2010- September 30, 2011	30	10

4. List your organizations HPRP single Point-of-Contact (Name, title, years with organization)

Kris White, Executive Director of WCCCC, has provided leadership to the agency for 15 years, 8 of which were under her current title.

5. HPRP Staffing. Please fill out the Staffing Chart (attached). Job descriptions for each position must be attached to your application.

6. Organizational hiring policies: Please describe your organizational hiring policies and practices. Relevant information includes recruitment/advertising methods and length of time it takes to hire a new staff position into your organization. Word Limit: 300 Words.

Open positions are published in the local newspaper (Herald News) and on monster.com for a 7-day period. Applications are accepted via mail, fax or email. Openings are also posted in the staff break room. A deadline for submitting applications is included in each advertisement.

All applications are reviewed upon close of the application period. Interview appointments are offered to eligible applicants. Initial interviews are conducted by selected members of the management staff and final candidates are invited back for a second interview with the Executive Director. An offer of employment is made to the successful candidate and date of hire is negotiated at that time.

WCCCC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, ancestry, marital status, political belief, disability or veteran status.

7. How many jobs will be created by your organization if your organization were to be selected as a HPRP Lead Agency? 1. (These positions should be listed as "new" on the HPRP Staffing Chart).
8. How many jobs will be retained (please provide evidence of imminent lay-off's) by your organization if your organization were to be selected as a HPRP Lead Agency? 0.

PROJECT MANAGEMENT/FINANCIAL CONTROLS/OVERSIGHT

9. Describe internal administrative controls to be used, including financial record keeping procedures and management control. Include copy of financial policies. Word Limit: 300 Words.

All accounts payable are required to have supporting documentation attached and be approved and signed by both the Program Manager assigned to the HPRP and the Executive Director. The Fiscal Officer will then process payment when necessary documentation is completed. For all checks/transactions, two signatures are required: one by the Executive Director or Deputy Director, and another by a Program Manager other than of the program that generated the expenditure. Please see the attached "Financial Policies, Procurement, and Procedures Manual" for more information.

In addition, the WCCCC plans to hire an additional Fiscal Employee whose main duty will be to provide fiscal support for all of the programs of the agency that will be receiving ARRA funds. That employee will provide fiscal/administrative support to the HPRP as part of their duties.

10. Describe the record keeping system to be used to maintain program data and program financial systems. Word Limit: 250 Words.

The HMIS System that is currently administered by WCCCC and will be used for HPRP to record client and program level data is ServicePoint by Bowman Systems, L.L.C. This vendor/software is approved and funded by HUD. WCCCC uses the MIP Fund Accounting System for all agency transactions. A separate ledger is maintained on all grants and a new and separate ledger would be created for all HPRP accounting activities.

11. Describe the mechanism to be used to fulfill responsibilities regarding non-discrimination, equal employment opportunities and other relevant local, State and Federal requirements. Word Limit: 250 Words

WCCCC has formal administrative and compliance policies and procedures to ensure that no staff member or client receives discriminatory treatment. The laws that protect employees from discrimination on the basis of age, race, gender, nationality, ethnicity, or disability (EEO, ADA, etc.) are strictly adhered to. Any reports regarding potential non-compliance with these policies or laws should be forwarded immediately to the Executive Director. In order to assure proper attention, all such notification should be in writing to the Executive Director within 10 days of the offense. All reports will be investigated promptly and appropriate action taken. Results of the investigation shall remain confidential to the extent practicable. The decision of the Executive Director is final. Anyone who submits such a report shall not be subjected to any unjust treatment.

12. HPRP sub-recipients are required to collect and enter unduplicated client data in the Homeless Management Information System (HMIS). Is your agency already entering data into HMIS?

Yes No

13. Describe how your organization will ensure that the required data is entered into HMIS. Word Limit: 250 Words

The dedicated HPRP Case Manager will be primarily responsible for entering client, service, and program level data into HMIS under close supervision, guidance, and technical support from the Homeless Services Coordinator and the HMIS Systems Administrator. After program entry and upon submission for financial disbursement for eligible activities, the Client Service Record recorded in ServicePoint (HMIS) will be reviewed by a Program Manager of the WCCCC to ensure that all universal data elements, minimum data requirements, and program-specific data is fully completed before forwarding accounts payable to the Executive Director for approval and the Fiscal Officer for approval and payment.

14. How will your organization assure that the American Recovery and Reinvestment Act of 2009 (ARRA) goals of assuring that opportunities to connect agencies and clients to other ARRA-funded resources are met? Word Limit: 250 Words

The WCCCC will always refer clients, whether eligible for internal services or not to other mainstream and ARRA funded programs when appropriate. The HPRP Case Manager will thoroughly assess clients to ensure they would not be better served for their needs through programs other than HPRP and will also assist enrolled HPRP clients with application processes for those benefits when appropriate. The WCCCC will assure that staff is aware of services and eligibility requirements for community programs available through CDBG funding, FEMA, Training and Employment Services for Adults and Youth, Unemployment, Food Pantries, Food Stamps, WIC, TANF, Child Care, Head Start, Department of Education, Child Support Enforcement, as well as programs within the agency including Weatherization, HOME, CSBG and Homeless Service programs.

Part III – Project Budget

1. Complete the following chart:

Activity	Funds Requested		Proposed Number Served	
	Homeless Prevention	Rapid Re-housing	Homeless Prevention	Rapid Re-housing
Case Management	\$60,000	\$20,000	60	20
Rent Payments	\$282,219.70	\$120,951.30	60	20
Moving Expenses				
Hotel				
Utilities				
HMIS & other data management/record keeping/reporting	\$21,250	\$21,250	60	20
Administration	\$22,575	\$7,525	60	20
Other (please describe)	\$28,550	\$17,950	60	20
TOTAL	\$414,594.70	\$187,676.30	60	20

"Other" Description:

Other activities are Housing Relocation and Stabilization Services including: Housing Search and Placement, Outreach and Engagement activities, Legal Services, Credit Repair, and Habitability Standard and Lead Hazard inspections.

2. Please describe your organizations history in:

- Coordinating and making 3rd party rent and utility payments

Our Agency has been successfully been coordinating and making 3rd party rent and utility payments for years though our energy assistance and rental assistance programs. This activity of HPRP will not be unfamiliar to our program management staff.

- Landlord negotiations/relationships

WCCCC has longstanding relationships with Landlords and even receives service referrals from local landlords/housing providers. WCCCC has successfully been able to mediate many mutually beneficial arrangements between landlords and tenants.

- Coordinating and making 3rd party moving & hotel expense payments

The agency has not extensively provided moving expenses in the past, but is confident in staff ability to do so. WCCCC has successfully coordinated and paid hotel/motel vouchers for clients through its emergency assistance program and over the last year through the 4th Week Phenomenon Program, which was implemented as an initiative of the Will County Continuum of Care.

- Other services that are relevant to HPRP.

Our Weatherization and Housing Program Staff are trained and/or certified in Habitability Standard and Lead Hazard inspections. The agency has (staff is certified to use) lead testing

equipment which can verify levels of lead in hazards. The agency also receives grant funding for Lead Hazard reduction and related services.

ADDITIONAL QUESTIONS:

1. List any training requirements your agency has for the implementation of the HPRP program. Word Limit: 250 Words

The WCCCC will expect that all of its employees will be trained/oriented to the services provided by the HPRP program so that appropriate pre-screenings and referrals can be made for potentially eligible participants. The dedicated HPRP Case Manager will need training on HPRP data input and management in ServicePoint (HMIS), HPRP/ARRA reporting requirements, HPRP program eligibility and screening/assessment, HPRP eligible activities, and all other HPRP requirements.

2. HPRP contracts will be reimbursement-based contracts. Please describe how your agency will handle the implicit cash-flow issues. Word Limit: 250 Words

WCCCC has several grant funded programs and has determined that the HPRP expenses and voucher requests for those expenditures will not affect or limit the overall cash-flow of the agency in any significant way. WCCCC is well-funded, managed, and equipped to initiate this program immediately.

3. Despite your organization's best efforts, some clients will become ineligible for HPRP at their required 3-month eligibility re-certifications. The reasons for a change in eligibility could be many, and could include incidents such as the client's failure to make adequate progress on their goal-plan, the client gaining employment such that they would become income ineligible, and other reasons. Please describe how you will handle rendering a client ineligible, which will stop their HPRP assistance. Word Limit: 350 Words

All clients participating in HPRP services will be fully informed of their continued eligibility requirements and will be provided with and asked to sign an individualized service agreement that details both the client's and the provider agency's roles and responsibilities. No reasons for ineligibility should come unexpectedly by a client. If a client is determined to be ineligible for continued HPRP assistance, the Case Manager will inform the client immediately of the reason for their ineligibility and proceed with exiting the client from the program. If the client is still in need of supportive services to help them reach self-sufficiency, the WCCCC staff will make every good effort to link that client with other appropriate (non-HPRP) services within the agency or through other providers in the community.

4. How will your organization prepare clients for their increasing financial obligations and ultimate self-sufficiency. Please differentiate strategies for clients who arrearages will be paid for (and as such have a shorter timeframe to achieve self-sufficiency) and clients for whom no arrearages will be paid. Word Limit: 500 words.

WCCCC does not estimate that any clients entering into the HPRP, if properly assessed and entered into the program, are likely to need services for longer than 12 months if they do not have arrearages. If they do have arrearages at the HPRP maximum of 6 months, then the time frame will be retroactive and they will only qualify for 12 more months of services. Every case will be considered individually utilizing screening tools, but it is not likely that someone with many risk-factors and deep arrearages that will need assistance for more than

one-year will be best served through HPRP. Therefore, the case management methods, strategies, and time frames will be consistent for all clients; however, the service plans will be individualized according to particular client needs.

5. The HPRP will require lead agencies to assist two distinct populations, through both the homelessness prevention and rapid re-housing aspects of the HPRP. Please describe your organizations familiarity and experience with working with each of these populations. If you are less experienced with one of the populations, please describe how your organization will make the necessary adjustments to serving the population that you are less familiar working with. Word Limit: 250 Words

The WCCCC has well-established experience working with low-income individuals that are at-risk and are potential candidates for homeless prevention services through all of its current programs, including the LIHEAP and the CSBG program. WCCCC is also the Lead Agency for Will County Continuum of Care which assists the community in the planning and delivery of services to the homeless and at-risk population of Will County. Furthermore, the addition of the Homeless Services Program and the 4th Week Program in 2008 has enabled the WCCCC to provide more services directed to the homeless.

6. Describe how your organization, if selected to be a Lead Agency, will recruit HPRP participants. Please specifically describe recruitment methods for both the homelessness prevention and the rapid re-housing aspects of the program. Word Limit: 250 Words

Amongst other services, WCCCC provides LIHEAP assistance, HUD Certified Housing Counseling and Mortgage Assistance, Emergency Rent Assistance, and Employment Support to low-income families and individuals. WCCCC has a centralized intake system for all those services to ensure that clients are informed of all services that apply to their needs. The intake staff will also be trained to pre-screen homeless and at-risk individuals for HPRP services. WCCCC also will network with the Will County Continuum of Care partner agencies who are likely to have contact with eligible households (especially MorningStar Mission, Guardian Angel Community Services, Crisis Line of Will County, Salvation Army, Joliet Township, etc.) to make sure they are informed and able to appropriately refer potential candidates to the program. WCCCC will utilize all outreach efforts of the agency and utilize all of the communication mediums, forums, and outreach efforts of the Will County CoC to educate all service provider staff and clients of service opportunities of the HPRP program available through the WCCCC and partner agencies.

7. Please describe your organizations experience conducting HUD-income eligibility reviews using the Section 8 method. Word Limit: 150 Words

WCCCC is required to conduct income eligibility assessments for all of its programs, including Weatherization, CSBG, CDBG, HOME and LIHEAP. The WCCCC staff members are well-trained and experienced on how to access HUD's guidelines for very low-income and extremely low-income families that were most recently update in March, 2009, based on household size and the financial resources of household members and how to include complete documentation of those income sources or the lack thereof in client files.

HPRP STAFFING CHART – LEAD AGENCY

Staff Position/ Title	Existing Staff or New Staff position?	Organizational Affiliation*	HPRP Responsibilities	# of hours per week devoted to HPRP	Hourly Rate	Fringe Benefit Rate	Total Rate
HPRP Case Manager	New	LEAD	Screening/Assessment, Goal Planning, Housing Placement, Case Management, Direct Financial Assistance, Reporting	35	\$16.00	\$10,880/yr.	\$40,000/yr.
Data Resource Specialist	Existing (part-time to full-time)	PARTNER (Crisis Line)	Outreach and Engagement, Pre-screening, Housing Search and Placement	20	\$15.14	NA	\$15,750/yr.
Homeless Services Coordinator	Existing	LEAD	Project/Budget Management, Supervision of Case Manager and Data Resource Specialist, Technical Support, HMIS Technical Assistance, Reporting	Variable	NA	NA	NA
HMIS Administrator	Existing	LEAD	HMIS Technical Assistance, Data Management, Reporting	Variable	NA	NA	NA
Homeless Services Liaison	Existing	LEAD	Program Support, Clerical, Coordination	Variable	NA	NA	NA
Housing Counselor/CSR	Existing	LEAD	Family & Community Development Counseling, Housing Counseling, Certified Renters Program, Employment Support, Credit Counseling	Variable	NA	NA	NA
Housing Programs Coordinator	Existing	LEAD	Lead Hazard Inspection Coordination, Technical Support	Variable	NA	NA	NA
Weatherization Manager	Existing	LEAD	Habitability Standard Inspections, Technical Support	Variable	NA	NA	NA
Client Services Representative	Existing	LEAD	Outreach, Pre-screening	Variable	NA	NA	NA

* Is this person a staff member of the Lead Agency, or of a partnership Agency, if Partnership Agency, specific Agency name.

PROPOSAL CERTIFICATION

THIS SECTION MUST BE SIGNED BY AN AUTHORIZED OFFICIAL

Project Name: Will County HPRP

Amount Requested: \$602,271

Applicant Agency's Legal Name: Will County Center for Community Concerns

If applicable

Collaborative Agency Legal Name: Crisis Line of Will County

I certify that the statements and application requirements in this official proposal are correct and that this proposal contains no misrepresentation or falsification, omission or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief, and that no bids have been awarded, contracts executed on the proposed project.

Lead Agency or Sole Applicant

The undersigned hereby certifies that the above-named agency is authorized to submit an HPRP application for the above named project. This organization is a lead or sole applicant agency. The application is complete and accurate to the best of my knowledge.

Kris White / EXECUTIVE DIRECTOR Kris White 7/6/09
Name/Title Signature Date
Representative must be Executive Director, CEO, or Board Chairperson

Or

Collaborating Agency

The undersigned hereby certifies that the above-named agency is authorized to participate in the HPRP application for the above-named project. This organization is a collaborating agency. The application is complete and accurate to the best of my knowledge.

CHARLENE LOCKOWITZ / EXECUTIVE DIRECTOR Charlene Lockowitz 7/6/09
Name/Title Signature Date
Representative must be Executive Director, CEO, or Board Chairperson

Memorandum of Understanding Homeless Prevention Provider Group

This agreement sets forth terms between Catholic Charities, Diocese of Joliet; Lamb's Fold Center for Women and Children; the Will County Center for Community Concerns; Joliet Township; The Salvation Army; Crisis Line of Will County and The Community Services Council of Northern Will County; all whom are agreed participants in The Homeless Prevention Provider Group.

The Homeless Prevention Provider Group will assemble in order to ensure that Homeless Prevention/ Rapid Re-housing dollars which come into Will County are distributed in an efficient and effective manner, while also ensuring access to all targeted populations. The responsibilities of the Homeless Prevention Provider Group include:

- 1.) to provide an ongoing forum for the identification of unmet needs,
- 2.) to develop consistent implementation procedures,
- 3.) to provide a forum for ongoing communication to ensure that services provided to any given household are not duplicated,
- 4.) to share best practice strategies,
- 5.) to share resources, and
- 6.) to establish reasonable and measureable outcomes for participants.

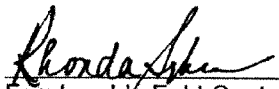
The Homeless Prevention Provider Group will begin to meet on a monthly basis in August 2009 and will identify how to address the responsibilities above.

By signing below, each agency acknowledges their partnership and commitment to the Homeless Prevention Provider Group.



For: Catholic Charities, Diocese of Joliet

7-6-09
Date

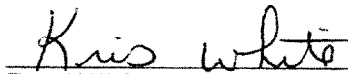


For: Lamb's Fold Center for Women and Children

7-2-09
Date


For: Salvation Army

Date



For: Will County Center for Community Concerns

7-6-09
Date



For: Community Services Council of N. Will County

7/6/09

Date

For: Joliet Township

Date

For: Crisis Line of Will County

Date



Executive Committee
Resolution Number #09-228

**RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS**

Adopting the Will County Action Plan
For the Community Development Block Grant and
Home Investment Partnership Grant Programs
For the 2009 Program Year
October 1, 2009 through September 30, 2010

WHEREAS, the Will County Board enacted prior resolutions agreeing to participate in and administer the Will County CDBG and HOME programs, in accordance with Federal regulatory requirements; and

WHEREAS, the Will County Executive has appointed a CDBG/HOME Advisory Board to recommend program policies and the funding of projects based on the HUD approved five-year Consolidated Plan; and

WHEREAS, pursuant to statute and regulations, the CDBG/HOME Advisory Board, did upon proper public notice, accept applications from eligible local governments, and did conduct a public hearing on the County's Year 2009 Action Plan, in accordance with the County's HUD approved Citizen Participation Plan. Such hearing being held on May 27, 2009; and

WHEREAS, pursuant to statute and regulations, and upon proper public notice, the CDBG/HOME Advisory Board, has placed for public display, the draft Year 2009 Action Plan. The plan was on display for the minimum required time of 30 days, that began on June 1, 2009, and ended on July 6, 2009; and

WHEREAS, the Advisory Board did convene on June 11, 2009 to evaluate the public hearing and the contents of the draft Action Plan, and does hereby recommend the adoption of the attached Program Year 2009 Action Plan by the County Board of Will County, Illinois; and

WHEREAS, the Will County Executive Committee has reviewed these recommendations, and subject to comments from the public during the 30 day display period of the Year 2009 Action Plan, to consider and review, places this resolution before the Will County Board for its approval.

NOW, THEREFORE, BE IT RESOLVED BY THE WILL COUNTY BOARD:

SECTION 1: That the Year 2009 Action Plan attached hereto, allocating \$1,471,057.00 CDBG Entitlement funds and \$56,189.00 in CDBG program income generating by the LDC Revolving Loan fund, be approved.

SECTION 2: That the Year 2009 Action Plan attached hereto, allocating \$505,490.00 in Home Investment Partnership Entitlement funds, and \$578,803.51 in other Home reallocated funds for a total recommended funding of \$1,084,293.51.

SECTION 3: That the Year 2009 Action Plan attached hereto, be amended to include all comments received by the public during the 30 day public display period, and should such comments require further amendment of the attached 2009 Action Plan, that a special meeting of the County Board be held, prior to the August 15, 2009 submittal of the Plan to HUD, to consider those comments from the public.

SECTION 4: That a special Statement of Conditions, which will be administratively developed prior to final award of any subgrant project, shall become a provision of the local grant award to which each relates, consistent with the requirements of HUD and the County's Policy Manual.

SECTION 5: That the Will County Executive is authorized and directed to execute all HUD Grant Agreements, and all Cooperation Agreements with all subgrantees, subject to compliance with the general and special Statements of Condition and upon the review and approval of the Will County State's Attorney.

SECTION 6: This Resolution and every provision thereof shall be separable and the invalidity of any portion shall not affect the validity of the remainder.

SECTION 7: All Resolutions or parts thereof, in conflict herewith, are hereby repealed.

SECTION 8: This Resolution shall take effect following its passage, approval, adoption, recording, inspection and publication, as may be required by law.

FURTHER BE IT RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set herein.

Adopted by the County Board of Will County, Illinois this 16th day of July, 2009.

Vote: Yes___ No___ Pass_____(SEAL)

Nancy Schultz Voots
Will County Clerk

Approved this ___ day of _____, 2009.

Lawrence M. Walsh
Will County Executive



**Executive Committee
Resolution #09-229**

**RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS**

**AUTHORIZING THE COUNTY EXECUTIVE TO EXECUTE DOCUMENTS NECESSARY TO
TRANSFER THE CALUMET GARDENS PROPERTY TO AQUA ILLINOIS**

WHEREAS, the County of Will previously obtained possession of the property formerly controlled by Charles Petreikis d/b/a Utilities Unlimited, Inc., legally described in Attachment 1 (the property), and

WHEREAS, a tax deed dated October 14, 1997, was recorded on June 3, 1998, evidencing ownership of the property to be that of the County of Will, and

WHEREAS, a Facilities Agreement was entered into between the County of Will and Consumers Illinois Water Company, now known as Aqua Illinois, on October 15, 1998 for the transfer of the said property, legally described in Attachment 1 and related fixtures, and subject to the County providing good title to the property, and

WHEREAS, an action to quiet title was instituted by Will County against Charles Petreikis and Utilities Unlimited, Inc. and that case has been concluded so Will County can convey good title to the property, and

WHEREAS, said closing is scheduled for July 28, 2009, and the State's Attorney's Office has requested the County Executive be authorized to execute any and all documents necessary to transfer the Calumet Gardens property and related fixtures as contemplated in the Facilities Agreement to Aqua Illinois.

NOW, THEREFORE, BE IT RESOLVED, that the Will County Board hereby authorizes the County Executive to execute any and all documents necessary to transfer the Calumet Gardens property and related fixtures as contemplated in the Facilities Agreement to Aqua Illinois.

BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set forth herein. This Resolution shall be in full force and effect upon its passage and approval as provided by law.

Adopted by the Will County Board this 16th day of July, 2009.

Vote: Yes___ No___ Pass_____ (SEAL)

Nancy Schultz Voots
Will County Clerk

Approved this _____ day of _____, 2009.

Lawrence M. Walsh
Will County Executive

CALUMET GARDENS PROPERTY

Legal Description

Part of the Northwest Quarter of the Southeast Quarter of SEction 22, Township 34 North, Range 14 East of the Third Principal Meridian, Further described as follows: Beginning at a point on the North line of said Northwest Quarter of the Southeast Quarter, said point being 360 feet West 200 feet; thence South a distance of 450 feet; thence East a distance of 200 feet; thence North a distance of 450 feet to the point of beginning, TOWNSHIP OF CRETE, County of Will, State of Illinois. PIN 23-15-22-400-002-0000, commonly known as: OFF OLD MONEE ROAD.