



Waukegan Township

Patricia Jones, Supervisor

Trustees:

Katherine
Rothwell-Francis

Percy L. Johnson

Jeff McBride

Charles "Chuck" Willms

Clerk:

Rose Staben

April 4, 2016

Ms. Jodi Gingiss
Lake County CDBG
500 W. Winchester Road, Unit 101
Libertyville, IL 60048

Supervisor's Office

149 South Genesee Street
Waukegan, IL 60085
P. 847-244-4900
F. 847-244-5185

**Eddie Washington
Center for Men**

424 South Avenue
Waukegan, IL 60085
P. 847-244-0805
F. 847-244-2048

Staben House

3000 Grand Avenue
Waukegan, IL 60085
P. 847-244-9944
F. 847-625-0437

Park Place

414 South Lewis Ave
Waukegan, IL 60085
P. 847-244-9242
F. 847-244-9258

Home Sweet Home

149 South Genesee Street.
Waukegan, IL 60085
P. 847-599-2932
F. 847-244-5185

Re: 2015 Lake County CDBG Award

Dear Ms. Gingiss:

On May 6, 2015, Waukegan Township applied for the 2015 Lake County CDBG Public Infrastructure Grant that was dedicated to reinvesting in vacant property in areas of need. At that time we were seeking 100,000.00 and the scope of work was as follows: *Purchase and renovate previously vacant building at 1324 Golf Rd. in Waukegan for purpose of relocating the Township Supervisor's Office, the Township General Assistance Office, the Township Assessor's Office and some Senior Services. Larger multi-use rooms would be used for Job Fairs, employment training, job skills and senior services. Waukegan Township would be providing services to Low/Moderate income individuals as well as seniors (presumed low/moderate income) throughout Waukegan Township.*

However, Since that time, through no fault of Waukegan Township's, communication halted with the seller of record for 1324 Golf Rd., Waukegan and the building was never purchased.

At this time Waukegan Township is respectfully requesting to change the scope of work for the grant as not to end the process and forfeit the 2015 grant award.

Scope of work to include: In accordance to HUD §570.202 Eligible rehabilitation eligibility, Waukegan Township intends to provide much needed energy efficient improvements to 3 facilities that are for public use. 1) Staben House transitional housing for homeless women with children 2) Eddie Washington Center – transitional housing for homeless men and 3) Park Place Senior Center, a recreational facility for those 55 or older. Needed Improvements include: Replacing old doors and windows at both Staben House and Eddie Washington Center, HVAC upgrades at all three locations and replacement roofing with insulation at Staben House and Eddie Washington Center.

However we have selected Window replace at both Staben House and Eddie Washington and one of the HVAC units at Park Place as our priorities.

Staben House is located at 3000 Grand Ave., Waukegan
Eddie Washington Center is located at 424 South Ave., Waukegan
Park Place Senior Center is located at 414 S. Lewis Ave., Waukegan

A Waukegan Township Board Resolution will be presented for approval at our next meeting on Tuesday, April 12th, 2016. The resolution will acknowledge the change in the scope of work for the previously approved Lake County CDBG Grant award and will be forwarded to you immediately after signing.

Also attached to this request is:

- New street level map and satellite view map of project locations
- New cover page of the Grant with new activity listed
- Client information for all three projects
- Photos of Building Exteriors for three buildings
- Construction Estimates for three projects
- Resolution approving scope of work change

Thank you for your time and consideration in this matter and for any problems this unforeseen circumstance has caused.

Sincerely,

A handwritten signature in black ink, appearing to be 'Patricia Jones', written over a circular stamp or seal.

Patricia Jones
Waukegan Township Supervisor



500 West Winchester Road, Unit 101
Libertyville, Illinois 60048-1371
Phone 847- 377- 2150
Fax 847- 984 - 5745

October 26, 2015

Ms. Patricia Jones
Supervisor
Waukegan Township

RE: 2015 CDBG Public Infrastructure Improvements Recommendations

Dear Ms. Jones,

Thank you for submitting an application for Lake County CDBG Public Infrastructure Improvements funding. **Congratulations!** The Lake County Housing & Community Development Commission (HCDC) is pleased to inform you that your application has been approved for funding in the amount of **\$100,000**.

With this grant, we will cover the cost of any further environmental review or mitigation work that is required at your chosen site. We estimate the grant amount remaining after these expenses to be approximately \$98,000.

This grant is contingent on a completed environmental review record and release by HUD of an Authority to Use Grant Funds (AUGF) notice.

Sincerely,

A handwritten signature in cursive script that reads "Jodi Gingiss".

Jodi Gingiss
Community Development Administrator

Type of Project & Type of Applicant

All applicants must attach a list of their governing board members and proof of System for Award Management (SAM) registration.

A. Contact Information

Contact Information of Applicant (Responsible Entity)	Contact Information of Person who Prepared Application
Name: <u>Waukegan Township</u>	Name: <u>Nancy Netherton</u>
Street Address: <u>149 S. Genesee Street</u>	Street Address: <u>149 S. Genesee Street</u>
City/State/Zip: <u>Waukegan, IL 60085</u>	City/State/Zip: <u>Waukegan, IL 60085</u>
Phone: <u>847-244-4900</u>	Phone: <u>847-244-4900 x 121</u>
Email: <u>Pjones724@waukegantownship.com</u>	Email: <u>nnetherton@waukegantownship.com</u>
DUN and Bradstreet #: <u>363823311</u>	

A1. Provide the name, address, email address and phone number of the designated lead person/project manager on this project or activity:

Name: Nancy Netherton (Agency)
 Company/Org. Waukegan Township
 Street Address: 149 S. Genesee Street
 City/State/Zip: Waukegan, IL 60085
 Phone: (847) 244-4900
 Email: Above

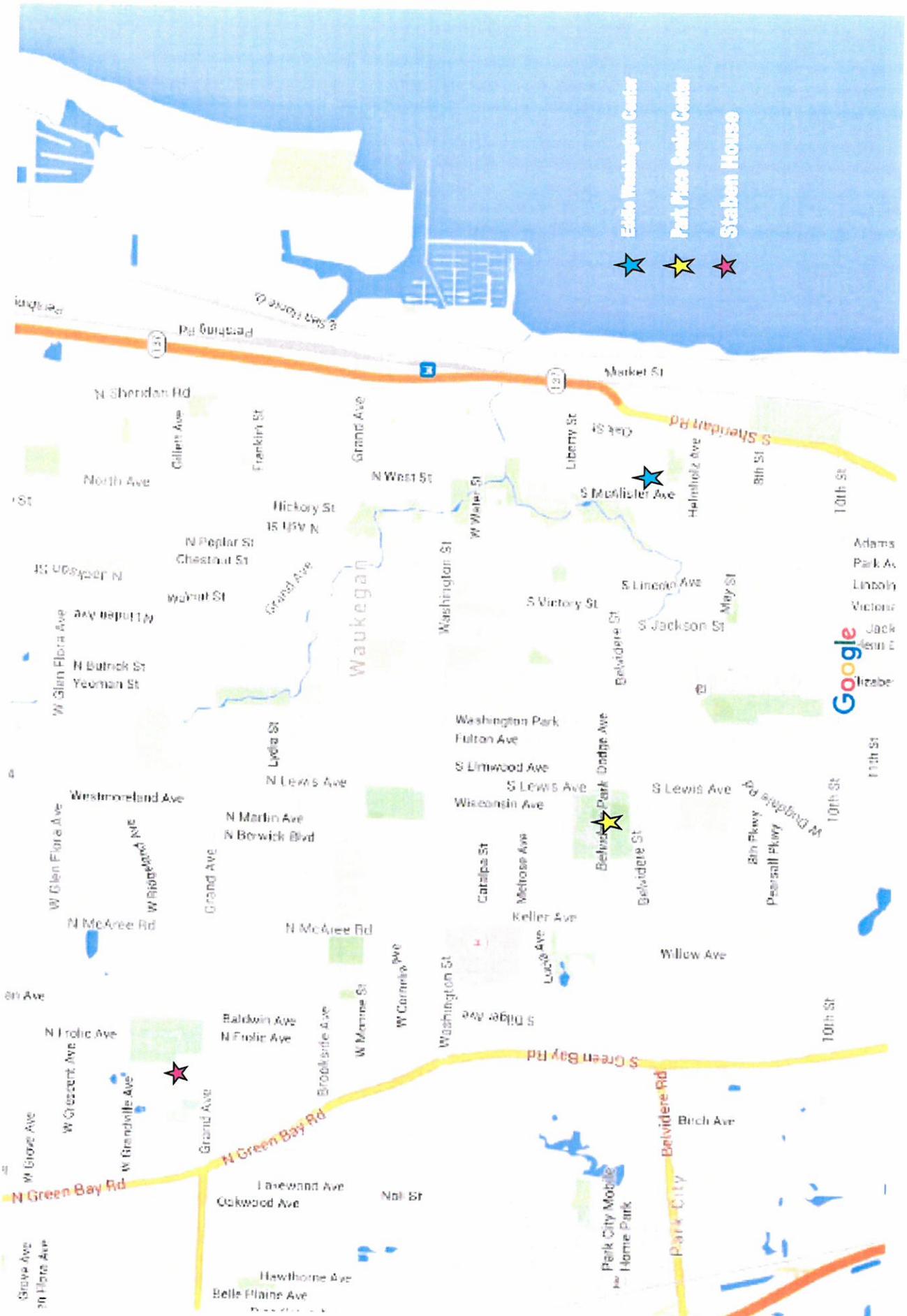
B. Activity to be funded

B1. Describe in detail the activity for which you are requesting funds. Please include detailed location information, where available, and photos and maps where applicable.

Scope of work: In accordance to HUD §570.202 **Eligible rehabilitation** eligibility, Waukegan Township intends to provide much needed energy efficient improvements to 3 facilities that are for public use. 1) Staben House transitional housing for homeless women with children 2) Eddie Washington Center – transitional housing for homeless men and 3) Park Place Senior Center, a recreational facility for those 55 or older. Improvements to include: Replacing old windows at both Staben House and Eddie Washington Center, HVAC upgrades at all three locations and replacement roofing with insulation at Staben House and Eddie Washington Center.

Staben House is located at 3000 Grand Ave., Waukegan
 Eddie Washington Center is located at 424 South Ave., Waukegan
 Park Place Senior Center is located at 414 S. Lewis Ave., Waukegan

B2. Which Lake County Consolidated Plan goal and CBDG national objective does the project primarily address?



- ★ Eddie Washington Center
- ★ Park Place Senior Center
- ★ Staben House



- ★ Eddie Washington Center
- ★ Park Place Senior Center
- ★ Staben House



Staben House
3000 Grand Ave
Waukegan, IL



Eddie Washington Center
424 South Ave.
Waukegan, IL 60085



Park Place Senior Center
414 S. Lewis Ave.
Waukegan, IL

Client Information Sheet – Previous & Current Year

Waukegan Township

Client Numbers

- Include only unduplicated numbers of clients who receive direct services from the program, as identified in the program description.
- If this program offers more than one distinct type of service, complete a client information sheet ***for each service***. (Example: counseling and information/referral)
- In “Average amount of time spent per client” be very specific (e.g. 24 hours/year or 1 hour/week for 6 weeks)
- Do the number of clients/ time per client refer to each time service is provided or only once for the duration of the program? Please be clear.
- You may use either the calendar year or your fiscal year, but please specify the dates in the column headings.

Numbers below represent (check one)

Individual Clients

Households

Staben House

	Previous Year				Current Year			
	3/1/15	to	2/29/16	3/1/16	to	2/28/16		
Total Number of Primary Clients	23				23			
Average amount of time spent per client	2	Hours per...			2	Hours per...		
	Day	x	Week	Month	Day	x	Week	Month
	Year	Total program			Year	Total program		
Number of low/moderate income clients	23				23			

Numbers below represent (check one)

Individual Clients

Households

Eddie Washington Center

	Previous Year				Current Year			
	3/1/15	to	2/29/16	3/1/16	to	2/28/16		
Total Number of Primary Clients	38				52			
Average amount of time spent per client	5	Hours per...			5	Hours per...		
	Day	X	Week	Month	Day	X	Week	Month
	Year	Total program			Year	Total program		
Number of low/moderate income clients	38				52			

Numbers below represent (check one)

Individual Clients

Households

Park Place Senior Center

	Previous Year				Current Year				
	3/1/15	to	2/29/16	3/1/16	to	2/28/16			
Total Number of Primary Clients	4160				4160				
Average amount of time spent per client	varies	Hours per...			varies	Hours per...			
	Day		Week	Month	Day		Week	Month	
	Year	X	Total program			Year	X	Total program	
Number of low/moderate income clients	All seniors are presumed low/mod income per HUD guidelines				All seniors are presumed low/mod income per HUD guidelines				

Park Place client hours vary. We offer numerous programs where some involve hours of participation in workshops, health screenings and event participation on a daily, weekly or monthly basis and others might involve one phone call per month.

Estimate of Probable Cost

OWNER WAUKEGAN TOWNSHIP
PROJECT TITLE **Facilities Renovation**
PROJECT NUMBER BD 16-0083
DATE 5-Apr-16

ITEM NO.	WORK ITEM DESCRIPTION	ESTIMATE		TOTAL HARD COSTS	TOTAL COST	COMMENTS
		QTY	UNITS			
STABEN HOUSE - WAUKEGAN, IL						
1.	Window Replacement	1	ls	\$49,000.00	\$58,800.00	→ 3
2.	Exterior Door Replacement	5	ea	\$2,500.00	\$15,000.00	
3.	Roof Replacement - Architectural Grade Shingle*	2500	sf	\$20.00	\$60,000.00	
3.	Roof Replacement - Synthetic Shingles*	2500	sf	\$29.00	\$72,500.00	
4.	Masonry Repointing - Not recommended at this time (NR)			\$0.00		
5.	Air Conditioning Duct System Relocation - NR			\$0.00		
6.	Radiator Boiler System Unit Replacement - NR			\$0.00		
7.	Electrical Upgrades	1	ls	\$6,000.00	\$7,200.00	
Sub-Total: (Amount of Construction Contract)				\$140,000.00	\$168,000.00	
PARK PLACE - WAUKEGAN, IL						
1.	Patching of Roof Area(s) with soft insulation - NR		sf	\$0.00		
2.	Exterior Aluminum Window Base Repair/Replace - Allowance	1	ls	\$4,000.00	\$4,800.00	
3.	Regrade around Northwest Corner - Allowance	1	ls	\$10,000.00	\$12,000.00	
4.	Mechanical Upgrades					
	Priority #1 - RTU -2 (20 ton unit above community room)	1	ls	\$31,100.00	\$37,320.00	→ 1
	Priority #2 - RTU -3 (12.5 ton unit above kitchen)	1	ls	\$23,200.00	\$27,840.00	
	Priority #3 - RTU -4 (15 ton unit above kitchen)	1	ls	\$26,700.00	\$32,040.00	
	Priority #4 - RTU -1 (6 ton unit above community room)	1	ls	\$12,500.00	\$15,000.00	
	Priority #5 - Kitchen exhaust	1	ls	\$3,400.00	\$4,080.00	
	Priority #6 - Toilet exhaust	3	ls	\$2,100.00	\$7,560.00	
Sub-Total: (Amount of Construction Contract)				\$117,200.00	\$140,640.00	
WASHINGTON CENTER - WAUKEGAN, IL						
1.	Window Replacement	1	ls	\$33,000.00	\$39,600.00	→ 2
2.	Exterior Door Replacement	3	ea	\$2,500.00	\$9,000.00	
3.	Roof Replacement	2530	sf	\$20.00	\$60,720.00	
Sub-Total: (Amount of Construction Contract)				\$91,100.00	\$109,320.00	

TOTAL ESTIMATE OF PROBABLE COST: \$417,960.00

WAUKEGAN TOWNSHIP
RESOLUTION NO.
APPROVING CHANGE TO SCOPE OF WORK FOR PREVIOUSLY AWARDED
2015 LAKE COUNTY CDBG PUBLIC INFRASTRUCTURE GRANT AWARD

WHEREAS, On May 6, 2015, WAUKEGAN TOWNSHIP applied for the LAKE COUNTY CDBG Public Infrastructure Grant that was dedicated to reinvesting in vacant property in areas of low/moderate income areas;

WHEREAS, WAUKEGAN TOWNSHIP applied for \$100,000.00 to LAKE COUNTY with the original scope of work as follows:

Purchase and renovate previously vacant building at 1324 Golf Rd. in Waukegan for purpose of relocating the Township Supervisor's Office, the Township General Assistance Office, the Township Assessor's Office and some Senior Services. Larger multi-use rooms would be used for Job Fairs, employment training, job skills and senior services. Waukegan Township would be providing services to Low/Moderate income individuals as well as seniors (presumed low/moderate income) throughout Waukegan Township.

WHEREAS, Said project was approved by the LAKE COUNTY Board and the Award notice in the amount of \$100,000.00 was issued October 26, 2015.

WHEREAS, Since that time, through no fault of WAUKEGAN TOWNSHIP'S, communication halted with the seller of record at 1324 Golf Rd, Waukegan and the building was never purchased by WAUKEGAN TOWNSHIP.

WHEREAS, WAUKEGAN TOWNSHIP SUPERVISOR AND THE BOARD OF TRUSTEES are respectfully requesting to change the scope of work for the grant as not to end the process and forfeit the grant award.

WHEREAS, WAUKEGAN TOWNSHIP is requesting to change the Scope of Work for the previously awarded 2015 LAKE COUNTY CDBG Public Infrastructure Grant as follows:

Scope of work to include: In accordance to HUD §570.202 Eligible rehabilitation eligibility, Waukegan Township intends to provide much needed energy efficient improvements to 3 facilities that are for public use. 1) Staben House transitional housing for homeless women with children 2) Eddie Washington Center – transitional housing for homeless men and 3) Park Place Senior Center, a recreational facility for those 55 or older. Improvements to include: Replacing old windows at both Staben House and Eddie Washington Center, HVAC upgrades at all three locations and replacement roofing with insulation at Staben House and Eddie Washington Center.

*Staben House is located at 3000 Grand Ave., Waukegan
Eddie Washington Center is located at 424 South Ave., Waukegan
Park Place Senior Center is located at 414 S. Lewis Ave., Waukegan*

THEREFORE BE IT RESOLVED, that the WAUKEGAN TOWNSHIP SUPERVISOR AND THE BOARD OF TRUSTEES, by roll call vote, approve the change to the Scope of Work to the original 2015 LAKE COUNTY CDBG Public Infrastructure Grant awarded to WAUKEGAN TOWNSHIP in the amount of \$100,000.00.

Dated this Twelfth Day of April, Two Thousand Sixteen

Waukegan Township Supervisor, Patricia Jones

Waukegan Township Clerk, Rose Staben

Vote:

____ Ayes

____ Nays

____ Absent