

# AGENCY/PROGRAM APPLICATION FOR FUNDING

## Fiscal Year 2022-2023 – Center for Enriched Living (CEL)

<b>Cover Page</b>			
NAME OF AGENCY Center for Enriched Living (CEL)			
CONTACT PERSON Harriet Levy, CEO			
ADDRESS 280 Saunders Road			
CITY Riverwoods		STATE IL	ZIP 60015
PHONE 847-948-7001		FAX 847-948-7621	
E-MAIL Karen@CenterForEnrichedLiving.org			
WEB www.centerforenrichedliving.org			
NO. OF YEARS IN EXISTENCE 54 Years		TOTAL AGENCY FUNDING REQUEST FOR PROPOSED YEAR \$ 25,000	
PROGRAMS REQUESTING FUNDING  LAST YEAR	AMOUNT RECEIVED	\$ AMOUNT FOR PROPOSED YEAR	FUNDED BY TOWNSHIP SINCE? (Estimate of Year OK)
1. CEL's Social, Recreational & Employment Programming	\$25,000	\$ 25,000	1992
2. _____	\$ _____	\$ _____	_____
3. _____	\$ _____	\$ _____	_____
4. _____	\$ _____	\$ _____	_____



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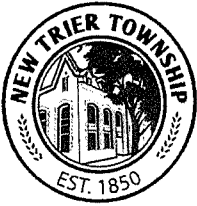
#### **Eligibility Criteria For Funding**

New Trier Township General Statement of Policy:

- **Each agency/program requesting funding from the Township will be referred to either the Agency Oversight Committee, the Mental Health Committee, or the Money Follows the Person Committee of the Township. Those committees will make funding and agency/program recommendations to the New Trier Township Board of Trustees. You will be notified of their final decisions sometime in the spring.**
- Agencies considered for funding should have been in existence for one year after receiving their not-for profit status from the State of Illinois and have been providing services to the community during that time.
- No agency with the ability to tax or conduct referendums will receive Township funding.

In order to be eligible for funding an agency must meet the following minimum requirements:

- **Area Served** - While an agency may serve areas other than New Trier Township, its programs must serve residents of New Trier Township.
- **Proportion of Township Residents Served**- For agencies serving more than New Trier Township, the amount of funding requested shall take into consideration the proportion of the agency's service rendered to residents of New Trier Township.
- **Non-Profit** - Funded agencies must be 501 (c) (3) not-for-profits.
- **Needs**- The need for the service must be demonstrated.
- **Standards** - An agency requesting funding must have at least one full-time paid staff person, or its equivalent; the credentials of the applicant's staff shall meet professional standards, commensurate with the responsibilities involved.
- **Employment Practices** - The agency must be an equal opportunity employer.
- **Articles of Incorporation** - Submit a copy, as amended, if changed in the last 12 months.
- **Bylaws** - Submit a copy, as amended, if changed in the last 12 months.
- **Use of Funds** - Funds must be used as specified in the grant application and as approved by the Township. Changes must be cleared with the Township.
- **Accessibility** - *All services must be available to clients with disabilities and the agency must be able to deliver services from a site that is ADA accessible. If not, please explain.*
- **Accountability** - The agency shall maintain communication with the assigned advisory committee liaison, who must be allowed to attend board meetings upon request. The agency may dismiss the person from a board meeting if they convene into Executive Session. The agency shall provide meeting minutes to the liaison upon request



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- **Financial** - All agencies with budgets of greater than \$300,000 must have an annual audit performed by an independent CPA. Those agencies with a budget of \$300,000 or less must submit to the Township a copy of form AG990 that is sent to the Attorney General's Office. The Township reserves the right to request an audit be performed for agencies with budgets of \$300,000 or less.
- **Absence of Conflicts of Interest** – The agency certifies, to the best of its knowledge, information, and belief, that it has no current relationship or involvement with any New Trier Township Trustee, Employee, or Committee Member which the Agency reasonably believes could either favorably or unfavorably influence the Township's possible grant of the Agency's funding request.

YES  \_\_\_\_\_

NO \_\_\_\_\_ - If no, please explain.

*The Mission of New Trier Township is to provide leadership, advocacy and resources to benefit the physical, mental, and social well-being of Township residents.*

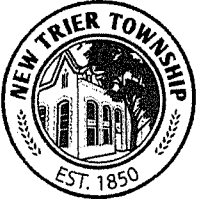
#### Guiding Principles of New Trier Township

The following principles guide the Board and Staff's action as we work together to fulfill our mission:

- The Township's primary role is to identify and address the needs of our community.
- Our efforts are to create new energetic ideas and programs while maintaining existing programs which are relevant and effective.
- Our intent is to primarily support, given due diligence and fiscal accountability, programs providing services to our neighbors; including youth programs; senior citizen supports; aid to persons with disabilities, food, shelter and financial and emotional emergency relief for people in need.
- We seek opportunities to meet community needs by providing assistance directly to individuals as well as indirectly, through third-party sources/providers.
- The Township will pursue coalition-building with other community entities and advocate on behalf of Township residents.
- We believe that people have the freedom to choose where they receive services and assistance, including those the Township provides and supports.

#### Financial Support Issues

1. The Township prefers to support organizations that have a demonstrated need for financial support and funding. While we do not intend to penalize those organizations that are highly successful fundraisers, we do have to recognize need as a legitimate funding criteria. Therefore organizations that have a reserve level in excess of one year's budget will be a reduced priority for funding (excluding a true endowment). This will be ascertained by a review of the agency audit. Reserve levels are usually calculated by subtracting current liabilities from current assets and comparing it to the total agency budget. However, the Township may examine other financial criteria, including long-term debt, endowment, and other funds.
2. The Township does not fund capital or infrastructure projects such as land or building acquisition and development, or the creation or support of capital or reserve or endowment funds.
3. The Township does not support programs that are primarily arts/education, recreation or environmental related services, though they may be a component of a broader service designed to meet more basic human and social service needs consistent with our priorities listed above.
4. A Township funded program must serve all of New Trier Township, or be part of a group of similar agencies designed to serve the entire Township.



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5. The Township prefers to support community-based agencies; meaning those that are located in our community or nearby and exist primarily to serve people in those communities. National and international organizations, even those located in New Trier Township, are not necessarily disqualified, but must demonstrate a substantial impact on our communities.
6. Agencies requesting funding from New Trier Township should serve a significant number of Township residents, or generate substantial costs in serving our residents.
7. Township funding is program specific, but there are no restrictions in how those funds are used within the program. They are meant to support and provide access to services for New Trier Township clients

#### Other Certification Issues

Please mark yes, no, or other as appropriate next to each statement. If no, or other, please explain. Supporting documents may be requested at a future date and must be supplied upon request.

YES NO OTHER (PLEASE EXPLAIN)

- |                                     |                          |                          |                                                                                                                                                                                       |
|-------------------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agency maintains a personnel policy manual                                                                                                                                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agency has a non-discrimination policy                                                                                                                                                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agency has a sexual harassment policy                                                                                                                                                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agency has a grievance procedure                                                                                                                                                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agency has a Strategic Plan<br>Covers years <u>July 1, 2018 – June 30, 2023</u>                                                                                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agency produces an Annual Report<br>Most recent report covers period <u>FY19 &amp; FY20</u>                                                                                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agency has an effective fiscal management system in place                                                                                                                             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Audit or AG990 completed and copy provided for most recent fiscal year                                                                                                                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agency maintains liability insurance coverage<br>Amount of coverage <u>\$5,000,000</u><br>Name of insurer <u>West Bend</u><br>Effective dates of coverage <u>7/1/2021 – 6/30/2023</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agency pays all state and federal payroll taxes                                                                                                                                       |



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YES NO OTHER (PLEASE EXPLAIN)

- Agency has by-laws in place  
Date last amended/accepted August 2014
- Agency is accredited by recognized accreditation organization (where appropriate)  
Date of most recent accreditation April 2022  
Accreditation Organization Council on Quality and Leadership
- Agency's board serves without compensation  
Number of board members 20  
Number of Board vacancies 4  
List board sub-committees Executive, Governance/Board, Finance&Ops, Golf Outing, Chef's Night, and Major Gifts/Gift Planning.  
Schedule of board meetings October 24, 2022, February 6, 2023, April 15, 2023 (Saturday Board Retreat), June 26, 2023
- Agency has Auxiliary or other Advisory/Governing Board. If so, please explain:  
\_\_\_\_\_
- Agency provides staff with opportunities for training and personal development
- Agency has filed its annual report with the Illinois Attorney General  
# 01016023
- Agency has filed its annual report with the Illinois Secretary of State  
# 4359-142-6  
Federal Tax ID # 36-3339009

*We certify that we meet all the eligibility criteria for funding and that the information contained in this application is true and correct to the best of our knowledge and agree to comply with all requirements of the program and funder if we are awarded and accept funding. Furthermore, our Board has been advised of the Eligibility Criteria and approved our signing of this document.*

Agency Director Name Harriet Levy

Signature Harriet Levy, CEO (e-signature)

Date: 8/31/2022

Board President Name Joan Cannon

Signature Joan Cannon, Board President (e-signature)

Date: 8/31/2022



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#### **Organizational Profile**

(A) The Organizational Profile is part of the New Trier Township Application For Funding; and (B) It is the Agency's responsibility to keep the Organizational Profile information current each year and provide New Trier Township with further information on an ongoing basis if there are any significant changes, such as to the mission, organization, board requirements, and/or other changes.

(1) Briefly summarize the agency's mission, history, services, and organizational structure. Have these changed significantly over the lifespan of the organization? (Please attach a current organizational chart, if available.)

#### **Mission Statement**

This fiscal year, we will be introducing the Center for Enriched Living's (CEL) new mission and vision statements. New Mission Statement: Enriching the lives of individuals with intellectual and developmental disabilities by maximizing their opportunities for personal success, friendship, fun, employment, and community involvement. New Vision Statement: People with intellectual and developmental disabilities are empowered to realize their greatest potential, thrive within the community and achieve their hopes and dreams.

#### **CEL's History**

CEL was founded in 1968 as a subset of a youth service organization in Chicago. Two mothers of children with developmental disabilities asked that their children be included in its social, community-based programs. Although begun specifically for children, young adults and adults with developmental disabilities soon began requesting their own programs. CEL grew in size and scope, becoming an independent 501(c)(3) in 1984, and we built our current building in Riverwoods in 2000. In 2016 CEL updated this building to Universal Designs and started its Employment Opportunities Program. And, in 2022, CEL became re-accredited by the Council on Quality and Leadership.

#### **Services/Programs**

For more than 50 years, CEL has provided enrichment, connection, and opportunities to lead a meaningful life for youth and adults with IDD across the Chicagoland area. CEL's programming is designed to eliminate the social isolation and depression faced by people with developmental disabilities. As the parent of one of our members explains, CEL "opens up the world" to people with disabilities, helping them reach their full potential so they can contribute their joy, their passions and talents to those around them

Annually, our programs support 450 individuals ("members"), who come from 50 different Chicagoland communities. Our members exhibit a wide range of physical, cognitive, behavioral, and communication abilities. While all of our members have a developmental disability, many also have physical issues as part of their disability or resulting from it.

CEL programs are offered 7 days/week—online, out in the community, and at our Universal Design building, which has been retrofitted with our members' needs and abilities in mind, including responsive lighting, automatic doorways, and adaptive equipment.

Our Social & Recreational Programs meet a wide range of interests and goals and include members as young as 13 years to over 80 years old. Activities include bowling, art classes, guy's or girl's night out, cooking, friendship club, tune troop, karaoke night, teen only programming, and summer camp (for 22 and younger). We even host many social events, dances, excursions, and vacations.



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Our REACH Day Program is for individuals ages 22 and older and provides opportunities for CEL members to explore new interests and build life-long friendships, while spending up to 70% of their time in the community developing skills, learning, and volunteering.

Our Employment Opportunities Program provides hands-on skill labs and classes and partners with local businesses to find paid part-time and full-time employment for members.

#### ***Organizational Structure***

Our staffing is focused in the areas of Program, Development, Marketing/Outreach and Administration. Each area is headed by a director who reports to the Chief Executive Officer. The Program Department has the largest staff. CEL also benefited from 400 individuals who volunteered with CEL. Our 20-member board of directors is responsible for the oversight of CEL's finances and operations.

**(2) Briefly summarize the role of the board and the requirements for serving on it. What role does the board play in the administration and operation of your organization and what is the desired size of a full and active board?**

Board members carry these responsibilities: to determine CEL's mission and purpose, to provide proper financial oversight, to ensure adequate resources through fundraising, to ensure legal and ethical integrity, to maintain accountability, to ensure effective organizational planning, to recruit and orient new board members, to assess board performance, to enhance CEL's public standing, to determine, monitor and strengthen CEL's programs, to support the Chief Executive Officer and evaluate her performance.

Requirements for serving on the Board of Directors include: committing to a three-year term; committing to the mission, expectations and responsibilities of CEL's Board of Directors; actively participate on at least one committee; actively participate at 50% or more of board meetings; make a personal annual financial contribution to CEL; personally solicit monetary contributions and product donations for CEL; actively participate in CEL events and fundraisers; pay annual dues (cover board-related expenses for meetings); raise a minimum of \$5,000 annually; and volunteer at a CEL program or event.

The Board of Directors meets approximately five times per year (one meeting is a full-day retreat), plus our Annual Meeting each June. We currently have 20 board members and have a few board prospects in the pipeline (24 total board members). Our goal is to continue have board members with a diverse background.



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#### Agency/Program Funding Request Information

#### PROGRAM DESCRIPTION

- (1) Describe the services provided by this program, eligibility requirements, and the target population.

Programs: Members, as young as 13 years to over 80 years old, can participate in weekly classes 7-days a week that meet a wide range of interests and goals. Classes include bowling, art classes, guy's or girl's night out, cooking at the center, friendship club, tune troop, karaoke night, teen only programming, and summer camp (for 22 and younger). We even host many social events, dances, excursions, and vacations. Our REACH Day Program is for individuals 22 and older and provides opportunities for CEL members to develop new skills, while spending up to 70% of their time in the community learning new skills, exploring, and volunteering. Our employment program provides hands-on skill labs and classes, and partners with local businesses to find paid part-time and full-time employment for members.

Eligibility and Target Population: We have no eligibility requirements, beyond that the member has an intellectual or developmental disability. This is an umbrella term that describes individuals with physical, intellectual, or sensory difficulties (in isolation or in any combination) that present before age 22. Examples of the developmental disabilities we serve include Autism, Cerebral Palsy, Prader-Willi, Fragile X, Down Syndrome, Rett Syndrome, and visual/hearing impairments. Our members exhibit a wide range of physical, cognitive, behavioral, and communication abilities. While all of our members have a developmental disability, many also have physical issues as part of their disability or resulting from it. On average, people with developmental disabilities age more quickly than the general public, experiencing effects of the aging process in their 40s that most people don't experience until they are in their 70s.

- (2) How does this program fit in with one or more of the priorities identified by New Trier Township in its strategic plan? Please explain.

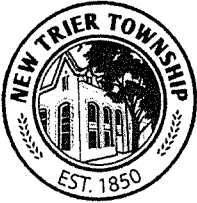
CEL programs relate to New Trier Township's priority of serving those who are economically challenged and individuals with disabilities. As an organization serving people with intellectual and developmental disabilities, CEL has a unique perspective on a population with truly great needs. CEL has been witnessing personal milestones of individuals with intellectual and developmental disabilities on a daily basis through our programming. CEL enhances and enriches the lives of people with IDD – from youth through adulthood. CEL provides a space for our members to grow and learn new social, educational and independent living skills as well as have equal opportunities to fulfill their dreams and become vital participants within their communities.

Please check each priority you feel the program addresses. (Most programs will address only one or two priorities.)

See our website at [www.newtriertownship.com](http://www.newtriertownship.com) for more information.

- |                                         |                                                               |
|-----------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Aging in Place | <input checked="" type="checkbox"/> Low Income Families       |
| <input type="checkbox"/> Youth Services | <input checked="" type="checkbox"/> Persons with Disabilities |
| <input type="checkbox"/> Other _____    |                                                               |





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#### NEED

- (3) Describe the need and demand for this program in the community and justify that it deserves investment of Township funding. You may include both data and examples of individual clients.

CEL's evidence-based, 'person-centered' approach empowers individuals to define and achieve the kind of life they want to live. Programs are designed to address the three greatest areas of hardship faced by individuals with an intellectual or developmental disability – post high school transition, employment opportunities, and social isolation.

The first set of challenges arises on their 22nd birthday, when they "age out" of the state's special education system. At an age when most young people are embracing newfound freedoms and independence, young people with IDD and their families are plunged into a system that narrows their choices and fills their days with worry and stress. There are currently more than 19,500 people with IDD on the waiting list in Illinois for home- and community-based services. The average wait time for services can be many years. Without access to community-based services they need or want, people with IDD face setbacks in many of the skills acquired in school that are designed to help them in life. Parents who can't afford private home care and supports often quit their jobs to care full-time for their son or daughter, placing a strain on the entire family.

The second challenge facing this population is the exclusion of people with intellectual and developmental disabilities from the workforce — from jobs where they can develop new skills and build a truly independent life. The unemployment rate among people with IDD is 85% (close to 98% during COVID), largely due to lack of access to job training programs and willing employment partners. Today, fewer than 1 in 10 adults in Illinois with a developmental disability are receiving a service to find or keep a job in the community.

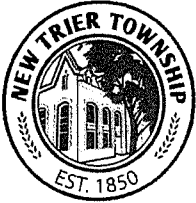
The final, overarching set of challenges facing this population are social isolation, loneliness, and depression. The COVID pandemic has made the challenges our members face dramatically worse. Social isolation isn't a new experience for people with intellectual and developmental disabilities, nor is the pain that comes with living like this every day of their lives: The pain of being disconnected from their community. The pain of not getting to participate in activities that most of us take for granted (going to college, living with roommates, enjoying time with friends, finding a job, having their own apartment). The pain of feeling left out. The pain of not feeling in control.

- (4) Are you able to meet the full demand for this service or is there a waiting list? What new or unmet needs do you see in the community or for the clients served in this program?

CEL has a wait list for the REACH Day Program, for the Employment Opportunities Program, and some of the evening/weekend programs. This is due to the shortage of hiring new staff to help build the numbers in each program. We have strict staff to member rations. There are no waitlists for the virtual programs.

#### New Programming Starting Fall 2022:

1. Life Strategies was developed in consultation with our community to help create more clearly defined learning and development pathways for members at every stage of their lives. The Life Strategies team will encompass our existing REACH Day Program and our Employment Opportunities Program, as well as a brand-new program, called "Catalyst." The Catalyst Program compliments our day programming and employment programs by helping our members build skills for greater independence, whether transitioning to employment, attending college, or moving into an apartment with roommates or into a small group home. Regardless of members' personal goals, the Catalyst team will work with them to create a plan, track their progress, and give the tools they need to be truly successful. Catalyst will



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- provide 1:1 support both to members and their families, as needed, to ensure each person's individual needs are being met and they are surrounded by a network of people equally invested in their success.
2. The new Robert Vihon Family Resource Center was developed following years of feedback from our members' families and will make CEL a regional destination for those seeking reliable resources and information, mental health counseling, therapeutic and behavioral services, peer support groups, and more. The program will be operated by a new team of staff, who are trained and licensed to work with the IDD community: Social Workers, Board Certified Behavior Analysts (BCBA), and clinical therapists (physical, occupational, etc.). Housed at CEL's Universal Designed building in Riverwoods, the program will focus on two key areas:

**Family & Member Services:** The Family Services team will work with members and families (one-on-one and in groups) to assist them in sharing resources to help navigate options; help in dealing with changes in life circumstances, such as the death of a parent or loved one; offering guidance in learning about guardianship options; and much more.

**Interventions & Treatment:** When the needs of our members and their families goes beyond coaching and support groups, CEL will offer more intensive intervention. Services will vary depending on the needs of each member, but may include mental health services, occupational therapy, behavior support plans, and personalized coaching for families and caregivers.

#### CAPACITY

- (5) Demonstrate that the program has the vision, personnel, and skills to successfully carry out the program and achieve its goals, objectives and performance measures.

In light of the challenges our members and community have faced during these past two years, we have recently updated our five-year Strategic Plan to refine our organizational priorities. These goals and objectives, which will guide our work through 2023, include:

1. Expanding CEL's Employment Program to reduce unemployment among individuals with intellectual and developmental disabilities and provide individualized training for people with developmental disabilities to help them achieve their employment dreams.
2. Growing membership through outreach to new communities, with a particular focus on under-served communities lacking access to high-quality programs and services for youth and adults with developmental disabilities.
3. Launching the new Robert Vihon Family Resource Center to address the mental health needs of our members, while providing additional support services to families and guardians.
4. Harnessing technology to facilitate outreach to current and lapsed members, while supporting efforts to identify and connect with new and underserved communities across the Chicagoland area.

In addition to our extensive in-person programming, CEL offers more than 50 virtual programs that evolved out of the lockdowns in Spring 2020. We believe these programs can help us reach new communities who previously were unable to access CEL programs.

#### Program Personnel:

**Chief Executive Officer** (Harriet Levy): B.S. in Special Education and Elementary Education; 25+ years in resource development and public relations; at CEL since 1987; Organizational leader at CEL since 2004.

**Director of Program Services** (Melissa Juarez-Ehlers): B.A. in Training and Development; 20+ years at organizations serving people with developmental disabilities; at CEL since 2007.

**Senior Manager of Life Strategies Program** (Nick Baird): B.S. in Kinesiology and Commercial Recreation from Illinois State University; 15 years of professional experience; Employed at CEL since 2020.

**Program Manager** (Anna Longo): M.A. Human Services, B.S. Business; 20 years of direct service /coordination with people with IDD; at CEL since 2015.



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### SERVICE STATISTICS/DEMOGRAPHICS

(6) Who is being served by this program? Please provide a statistical breakdown of the number of clients served, the total units of service delivered, and costs per unit of service by filling in the chart below. Please state and define your unit of service for this program. To calculate cost per unit of service, divide the total number of units of service into the total budget for the program. (Suggestions for the appropriate unit of service are included in the proposal in the directions. For some programs you may wish to calculate cost per unit of service in more than one manner.)

Unit of service definition – one hour of service

SERVICE STATISTICS – Please indicate fiscal year dates for each column

PLEASE INDICATE FISCAL YEAR/DATES IN EACH COLUMN	Prior Year – FY22	Present Year – FY23	Proposed Year – FY24
Number of persons served (unduplicated count)	233	275	325
Number of units of service	50,000	65,000	85,000
Cost per unit of service	\$64	\$64	\$51

(7) What are the demographics of New Trier clients served in the prior year? (breakdown by community).

NTT Demographics	
Winnetka	2
Wilmette	5
Northfield	1
Kenilworth	1
Glenview	2
Glencoe	5
	16

(8) Total from New Trier Township (unduplicated).

16

(9) New Trier Township clients are what % of total?

7%



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(10) Units of Service to New Trier clients.

3,500

(11) Units of Service to NTT clients are what % of total

7%

(12) New Trier clients age breakdown

Age Range: 22 years – 55 years

### OUTCOMES/EVALUATION

(13) What outcomes did you achieve for your clients in the prior year? Results should be client-outcome based, specify a target level of achievement, the measurement tool that was used, the rationale for setting the target at a certain level, and a timeframe for accomplishment. Detail any changes made in the program as a result of these outcome results.

1. Outcome - REACH Adult Day Program members experience personal success and fulfillment by completing their goals in their REACH for Success Plan.

Measurement - 70% of REACH members will achieve at least one of their goals.

Results – 89% of the members achieved at least one of their REACH for Success Plan goals.

2. Outcome – Employment Opportunities Program members become more independent, integrate into society, and contribute to society as a result of being employed.

Measurement - To assist 30 members in the program with 20 finding and maintaining competitive employment in their local communities.

Results - CEL assisted 28 members in the program with 17 members employed.

3. Outcome - Increase social interaction while taking part in CEL programs.

Measurement - What % of members increased their socialization with peers from the start of program to the end of program? This will be measured through staff observation and giving examples that reiterate socialization. Goal is 65% of members.

Results – 88% of CEL members contributed to the development of CEL programs/classes.

4. Outcome - Increase independence by encouraging members to make personal choices in programming at CEL to achieve personal interest or desire.

Measurement - This will be measured by staff asking members the following question at the beginning of each session: "When I come to program, I want to-..." Goal is to have 80% of CEL members will take part in a program based on their specific interest.



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Results – 100% of CEL members took part in a program based on their specific interest.

5. Outcome – Determine if members enjoy coming to CEL and if they enjoy the programs.

Measurement - This will be measured by staff asking members the following question at the end of each session: How do you feel when you come to \_\_\_ program (insert specific program)? Goal is to have 80% of CEL members will state that they enjoyed the program in which they were enrolled.

Results – 100% of CEL members shared they enjoy the program in which they were enroll.

- (14) What results are you committed to achieving in the present year? (If outcomes are the same as above, simply state that we hope to improve upon the past year's results)

We are in the process of updating our program organizational goals. These will be updated and approved by November/December 2022.

- (15) Are there any other program effectiveness/evaluation measures you think are important, such as customer/client satisfaction surveys, quality of service measures, or other indicators? Please describe.

CEL Re-Accredited by the Council on Quality and Leadership - In 2019, CEL received its first accreditation from the Council on Quality and Leadership (CQL), an organization that works with human service providers and governmental agencies around the world to continuously define, measure, and improve the quality of services for people with intellectual and developmental disabilities.

CEL went through the re-accreditation process in April 2022. CQL accreditation is an extremely rigorous process requiring ongoing demonstration of certain organizational best practices — called “Basic Assurances” — that evaluate successful operations involving the health, safety, and human security of the people we serve. There are only 360 organizations, world-wide, that have been accredited by CQL.

CQL’s Basic Assurances include 10 difference factors that help CEL collect data to analyze systems and practices throughout our organization. These factors include: 1) Rights Protection and Promotion; 2) Dignity and Respect; 3) Natural Support Networks; 4) Protection from Abuse, Neglect, Mistreatment and Exploitation; 5) Best Possible Health; 6) Safe Environments; 7) Staff Resources and Supports; 8) Positive Services and Supports; 9) Continuity and Personal Security; and 10) Basic Assurance System.

The final factor — “Basic Assurances System” — reflects how CEL monitors and evaluates the presence of these best practices at both the organizational and individual level. To facilitate this work, CEL has created an ongoing Basic Assurance Review Committee, led by CEL’s new Quality Assurance Manager, and comprised of senior management from across the organization. The committee’s roles include:

- Overseeing the developmental and implementation of each Basic Factor and how they relate to CEL.
- Overseeing the outcomes/data of each factor and providing suggestions for improvement and growth.
- Establishing a communications plan for ensuring pertinent information about these practices is being shared with stakeholders.

Human Rights Committee at CEL -

As a result of our 2019 accreditation, CEL implemented a Human Rights Committee. The Human Rights Committee (HRC), under the direction of the CEO, monitors and reviews the activities of these agencies to ensure the rights of members are upheld. The purpose is to provide guidelines for the HRC in reviewing,



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approving or rejecting rights restrictions, behavior management programs, grievances, and cases of abuse, neglect, mistreatment, and exploitation.

#### **CHANGES/CHALLENGES**

- (16) What changes or challenges (legal, socio-economic, demographic, financial, political or other) did the agency, program, and clients face in the prior year? How did you respond? What challenges or changes do you anticipate in the present year? (If changes/challenges were the same for all programs, do not repeat).

Transportation A key challenge CEL members face is transportation. Transportation challenges continue to be one of the greatest obstacles in serving people with intellectual and developmental disabilities, many of whom are unable to drive. They are very few reliable options and those that are reliable (i.e., private cabs) are not cost effective.

We have a fleet of ten vehicles to provide internal transportation for programming in the community. To support this internal program, we secure donations from various funders to help bridge this transportation funding gap, ensuring members are able to attend programs at CEL or out in the community. Recently, we received a new grant to help coordinate private cab transportation for members in CEL's Employment Opportunities Program. This new program has had many challenges. Even with funds available, we are having trouble finding safe, reliable private transportation options.

Outreach for New Members - As of June 2021, Illinois House Bill 40 allows special education students to continue attending school through the end of the school year in which they turn 22, rather than leave school the day they turn 22. Under the prior law, special education students aged out of eligibility on the day they turned 22, losing access to vital support services, and often unable to complete a full, final year of schooling.

While this new law has been beneficial for individuals with intellectual and developmental disabilities, it has also introduced challenges in allowing CEL to accommodate the large influx of new program participants in the spring and summer when the school year is complete. CEL's day program, in particular, maintains strict staff-to-member ratios and finding new qualified staff continues to present a challenge.

#### Staffing shortages

Despite CEL's outstanding staff retention rate, like many organizations we are having challenges finding new hires for part-time and full-time positions. We are ready to grow program numbers and offer additional weekly programs, but we are limited due to lack of available staff. To accommodate some of this, our REACH day program staff are working overtime to keep our Saturday program fully staffed. Currently, our day program has a wait list for new members, particularly those requiring 1:1 support from trained staff.



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#### **RECOMMENDATION RESPONSES**

- (17) How did you respond to the recommendations made by New Trier Township, if any? Please describe in detail. (These are contained in the funding letter you received last April).

#### **Drop in NTT Numbers:**

Prior to the pandemic, CEL served over 450 individuals. Last fiscal year, we served 230 individuals. Part of our strategic plan is to get CEL numbers back to pre-pandemic. About 50% of CEL members live at local residential agencies who, prior to the pandemic, would attend CEL programs on a weekly or monthly basis. During the pandemic, these agencies followed strict guidelines that prohibited these members from attending in-person programming at CEL. Throughout the past two years, we have maintained good communication and relationships with these agencies. As health conditions continue to improve, and due to the safety protocols implemented by our COVID Response Team, we are seeing more of these individuals from local agencies returning to participate in our weekly programs.

For NTT members, the drop in numbers is a result of a few different factors – 1) some individuals left due to COVID, and 2) some individuals have moved out of the NTT area. The comfort level of returning to in-person has varied and those interested in attending zoom programming has varied too.

Our outreach team and senior manager of marketing continues to work with New Trier High School and other NTT entities to help share about CEL programs (virtual and in-person) and through these conversations we hope to increase member numbers this fiscal year.

#### **RESOURCES/BUDGET**



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- (18) What non-financial resources are required to deliver this service? Specify staffing/volunteer requirements, budgetary needs and other resources or inputs that are needed for this program. If the Township is unable to fund this program at the desired level, what will the impact be on services? Describe how your program will or will not continue without investment by the Township. Complete the attached budget forms. Were any cost reduction measures implemented in the prior year? If there is a sliding fee scale for this program, please attach it and indicate how many clients paid each fee level.

Our budget information is attached. Program fees are estimated at about \$5-\$15 per hour. For those members who need it, we have an extensive scholarship program. We don't offer a traditional sliding scale option, but our scholarship program serves a similar purpose. We base our giving on demonstrated need. In FY22 we distributed \$40,000 in scholarship financial assistance. CEL Volunteers are key to helping the success of programs. We use volunteers extensively at CEL and have a strong history of volunteerism. In a non-pandemic year, we have over 400 individuals volunteer, including over 200 volunteers directly helping with programming. And recently, we have been seeing much more interest in volunteering.

In order to raise the funds needed to sustain the annual budget, CEL has maintained its' diversified fundraising strategy comprised of the annual fund (which involves individual and direct mail solicitation); foundation and corporate grants; townships; major gifts; and special events.

- Golf Outing in August 2021 - Raised: \$408,759
- In-Person Chefs' Night in May 2022 - Raised: \$415,000
- Car Raffle June 2022 - Raised: \$96,153

We request the support of New Trier Township, because, due to changing guidelines and/or geographic priorities, people with intellectual and developmental disabilities are not a priority for many funders. Only 30% of our \$4 million FY23 annual budget is earned from program fees and we depend on financial support from the community for the remainder of our budget. Should New Trier Township be unable to fund us this year, we would be forced to draw more heavily from the general pool, which in turn puts a greater strain on our ability to award scholarships. Increasing cost-cutting measures may force us to cancel less-attended programs, reduce staff, raise program fees, and lessen scholarship commitments—all of which threaten the quality and accessibility we provide for our members. For several of our members, their weekly CEL program is their only form of enrichment and social interaction; we want to do everything we can to maintain our commitment to them.

- (19) If your program or agency budget request represents an increase from last year, please explain the reason for the change and what the increase will be used for. N/A

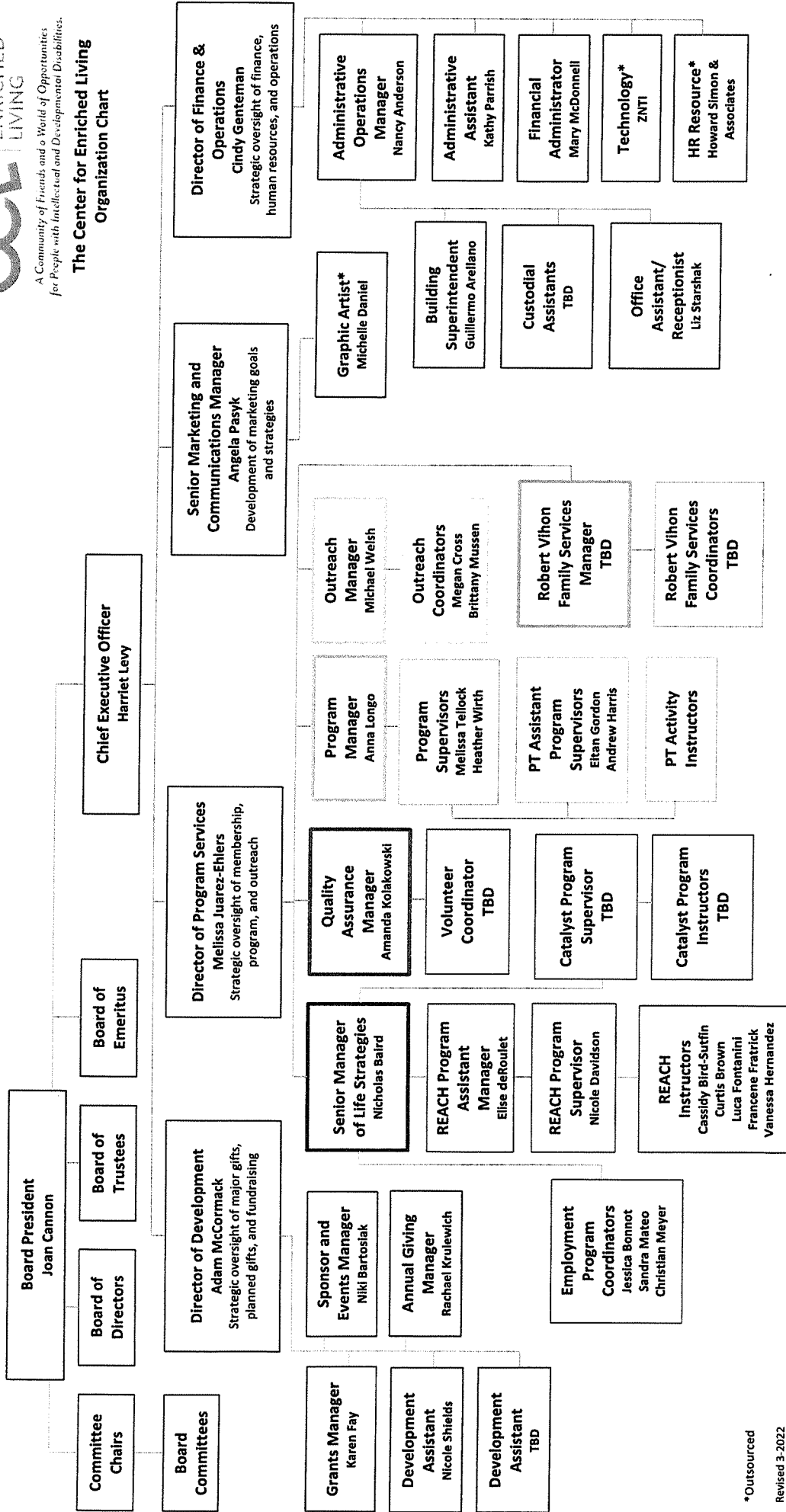






CENTER FOR ENRICHED LIVING  
 A Community of Friends and a World of Opportunities  
 for People with Intellectual and Developmental Disabilities.

**The Center for Enriched Living  
 Organization Chart**



\*Outsourced  
 Revised 3-2022