



AGENCY/PROGRAM APPLICATION FOR FUNDING

Fiscal Year 2022-2023

| | | | |
|-------------------------------------|------------------------------|--|---|
| NAME OF AGENCY | | | |
| Lambs Farm | | | |
| CONTACT PERSON AND TITLE | | | |
| Dianne Yaconetti, President and CEO | | | |
| ADDRESS | | | |
| 14245 W. Rockland Road | | | |
| CITY | | STATE | ZIP |
| Libertyville | | IL | 60048 |
| PHONE | | FAX | |
| 847-362-4636 | | 847-362-0742 | |
| E-MAIL | | | |
| dmy@lambsfarm.org | | | |
| WEB | | | |
| www.lambsfarm.org | | | |
| NO. OF YEARS IN EXISTENCE | | TOTAL AGENCY FUNDING REQUEST FOR PROPOSED YEAR | |
| 60 | | \$ 18,000 | |
| PROGRAMS REQUESTING FUNDING | AMOUNT RECEIVED LAST YEAR | \$ AMOUNT FOR PROPOSED YEAR | FUNDED BY TOWNSHIP SINCE? (Estimate of Year OK) |
| 1. Employment Services | \$18,000 | \$ 18,000 | 1997 (est.) |
| 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.*



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- **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
- **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.**

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)

Agency maintains a personnel policy manual

Agency has a non-discrimination policy

Agency has a sexual harassment policy

Agency has a grievance procedure

Agency has a Strategic Plan

Covers years FY2022-2024



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- Agency produces an Annual Report
Most recent report covers period July 1, 2020-June 30, 2021
- Agency has an effective fiscal management system in place and has disclosed any and all Conflicts of Interest as described in the Eligibility Criteria for Funding.
- Audit or AG990 completed and copy provided to the Township for most recent fiscal year
- Agency maintains general liability insurance coverage and names New Trier Township as additional insurer
Amount of coverage General: \$3,000,000, Umbrella: \$10,000,000
Name of insurer Philadelphia Insurance Co.
Effective dates of coverage October 13, 2020-October 12, 2021
- Agency pays all state and federal payroll taxes
- Agency has a conflict of interest policy.

YES NO OTHER (PLEASE EXPLAIN)

- Agency has by-laws in place
Date last amended/accepted September 25, 2000
- Agency is accredited by recognized accreditation organization (where appropriate)
Date of most recent accreditation April 10-12, 2019
Accreditation Organization CARF
- Agency's board serves without compensation
Number of board members 16
Number of Board vacancies 2
List board sub-committees Annual Event, Audit & Finance, Board Affairs/Nominating, Capital Campaign, Executive, Golf Day
Schedule of board meetings Full Board meets quarterly. Next meeting is scheduled for October 12, 2021
- Agency has Auxiliary or other Advisory/Governing Board. If so, please explain:



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- Agency provides staff with opportunities for training and personal development
- Agency has filed its annual report with the Illinois Attorney General
CO#1-003598
- Agency has filed its annual report with the Illinois Secretary of State
N 4054-830-1
Federal Tax ID # 36-2474251

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 CEO Name Dianne Yaconetti

Signature

Date: 9/9/2021

Board President Name Robert Nieman

Signature

Date: 9/9/2021



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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:

Helping people with developmental disabilities lead productive, happy lives and connecting with the human spirit in us all.

History:

Bob Terese and Corinne Owen, the Co-Founders of Lambs Farm, met while working at a school for children with developmental disabilities. Bob and Corinne saw how students flourished when given the opportunity to learn and try new things. Yet, they worried that there would be few opportunities for the students to continue to develop their skills once they left school; at the time, options for adults with developmental disabilities were generally limited to sheltered workshops that offered mindless, repetitive tasks rather than meaningful work. As Bob and Corinne considered this issue, an idea began to form. They thought there had to be a better alternative; perhaps they could provide it.

In September 1961, Bob and Corinne opened The Lambs Pet Shop on Chicago's State Street. Their shared vision was to provide opportunities for adults with developmental disabilities to lead productive and fulfilling lives. To that end, they employed twelve young adults with developmental disabilities and offered a supportive environment in which they could develop meaningful job skills. During the State Street years, The Lambs received growing recognition for its mission from the Chicago community. Supporters heralded the work of Bob and Corinne, recognizing that the Pet Shop was not only providing opportunities and a sense of community for the young people that worked there; it was becoming a model program as well. Launched at a time when the vast majority of people with developmental disabilities were isolated from society, the Lambs Pet Shop represented a revolutionary change in thinking. The Pet Shop's employees were not secluded; instead they interacted with the public. There was also no busywork to be found – everyone made a meaningful



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contribution to the operations of the shop. For the first time, adults with developmental disabilities had the opportunity to demonstrate that they had the abilities to play an important role in a real business setting.

By 1965, The Lambs had outgrown the State Street location, so Bob and Corinne moved their efforts to a former dairy farm near Libertyville, Illinois. The additional space allowed more adults with developmental disabilities to enter the program, which soon became known as Lambs Farm. Over time, the campus evolved into a living and working community for those served. Today, Lambs Farm is a premier organization for adults with intellectual/developmental disabilities, serving Participants from throughout the Chicagoland area. Current Participants range in age from 24 to 85 years old, and include five of the original Participants from the State Street location. We respect the individuality of each person we serve, and offer a wide range of programs and services so that we may meet each person's unique needs and interests.

Services Provided:

VOCATIONAL/EMPLOYMENT – Through our vocational programs, Participants have the opportunity to not only be employed, but to be employed in meaningful work that is appropriate to their interests and ability levels. Many Participants work in the community, either for a company where they work alongside people without disabilities and receive the same pay and benefits as their coworkers, or in an enclave, where one of our job coaches provides on-site supervision and assistance. They can also work in one of our on-campus businesses or at our sheltered workshop. To meet the needs of older individuals interested in retiring, we offer a Seniors program at our Enrichment Center, which provides a transition from the world of work to retirement, and is designed to maintain physical stamina, cognitive ability and social interaction. Most Participants live in a Lambs Farm supported home but some live with their families and commute to Lambs daily for work.

RESIDENTIAL– Lambs Farm's campus residences include nine group homes, the Green-Field Residence for senior Participants and Stone Apartments, a sixteen-unit apartment building. Off-campus, we have seven community homes, in Libertyville (6) and Waukegan (1). Participants' living arrangements are determined by the level of support they require and are re-evaluated as necessary to ensure that they continue to receive the appropriate level of support.

WELLNESS, RECREATION AND LEISURE PROGRAMS – Our Wellness Center provides a focus on overall health, promoted through Healthy Lambs, our exercise incentive program, ten Special Olympics sports, and educating and encouraging our Participants to incorporate Wellness into all aspects of their lives. Our Quest program allows Participants to expand their personal horizons in a supportive learning environment.

HEALTH SERVICES – We monitor the health, medication and treatment of our Participants, and work with each resident and/or their guardian to find medical providers that best suit that individual's needs. Lambs Farm staff serve as advocates for the Participants at their appointments, share information back and forth with their doctors, and bring back information for the nursing staff to ensure appropriate follow-up and continuity of care.



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TRANSPORTATION – Transportation services are provided to Lambs Farm’s Participants. These services allow them to maintain community employment and vocational training opportunities, participate in community activities, run errands, and attend appointments off-campus.

CASE MANAGEMENT – Each Participant has a case manager who works with them and their family to identify strengths, abilities, needs and preferences. They help the Participant to identify what is most important to them, then work with the group of people who form the Participant’s support team to develop and implement plans for the future. The case manager is a resource to the Participant, their family and their staff to ensure that needs are being met.

Organizational Structure:

Lambs’ President/CEO directly supervises the Director of each of the following departments: Marketing & Operations, Development, Facility Management, Quality Assurance, Vocational, Residential and Health Services, as well as the Controller, and the Manager of Human Resources. The organizational chart for the Vocational department is attached. There have been no major changes in the organizational structure over the past year.

- (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?

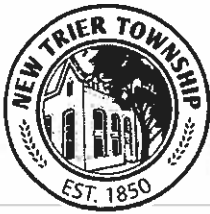
Board members are selected from the community on the basis of their ability to contribute to the mission of Lambs Farm. The by-laws specify that no more than 40% of the board members may be parents or related to Lambs Farm Participants. Major roles include fundraising, ensuring the fiscal health of the agency, committee participation, policy making and governance. The Board currently has 16 members.

Agency/Program Funding Request Information

PROGRAM DESCRIPTION

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

Our comprehensive employment program provides opportunities for individuals with intellectual/developmental disabilities to develop meaningful job skills, obtain employment and successfully maintain their employment. We work toward achieving these outcomes through assessments to determine Participants’ skill levels and needs for support, training to increase Participants’ employment eligibility, job placement, and ongoing training and support to enable job retention.



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At the start of the job search process, each Participant undergoes an evaluation which helps determine their strengths, needs, preferences and expected outcomes. As part of this evaluation, we review factors such as work history, expressed interests, medical concerns and need for employer-sponsored benefits. Following the evaluation, Participants receive training in areas such as workplace conduct and job seeking skills. We assist Participants in reviewing job postings and advertisements to see what opportunities would be appropriate to their needs and interests.

Participants may apply for jobs in the community, on the Lambs Farm campus or at Lambs Industries, our sheltered workshop. We assist them in developing resumes and completing applications as needed. When a Participant is granted an interview, we help them prepare by discussing the type of questions they should expect, appropriate interview attire and the employer's expectations. We also role play interview scenarios to increase the Participant's comfort level and confidence. Transportation to interviews is provided as needed. In some cases, Lambs Farm staff may attend interviews with Participants to provide advocacy and support.

Many Participants work in the community. Those with the ability to work independently may obtain competitive positions in which they are hired directly by a community employer, just as occurs in the general population. Participants interested in community employment but requiring additional guidance may obtain supported employment positions, a model based on a team concept. Lambs Farm's supported employment enclaves consist of groups of 2-5 Participants and a job coach who work together to complete a job. Six Participants from New Trier work in the community.

On-campus employment opportunities are available for Participants who require a higher level of support than is available from employers in the community. Participants employed on the Lambs Farm campus may work in one of our retail businesses - the Magnolia Café & Bakery, the Dogwood Garden & Pet Center, the Cedar Chest Thrift Store, the Sugar Maple Country Store, the Farmyard - or an ancillary department such as housekeeping, maintenance, grounds, shipping & receiving, recreation, health services and administration. Six participants from New Trier work on campus.

Lambs Industries employs Participants that require intensive structure and support. The manager submits competitive bids to local businesses to complete contract jobs such as assembly, packaging, collating and sorting. Participants receive on-the-job training in the skills necessary to complete these jobs and are paid wages based on the work they accomplish. While employed at Lambs Industries, Participants also receive supplemental training intended to assist them in increasing their employment eligibility. This training may focus on specific job skills or on areas such as social skills or work habits. Seven Participants from New Trier work here.

When Participants are hired for a job, we offer ongoing, individualized support. Each Participant is assigned a vocational manager who provides assistance and guidance as necessary to help the Participant achieve success in his or her position. This assistance may include attending job



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orientations, providing on-the-job training or helping to develop any accommodations that may be necessary. We continue to follow up with Participants and their employers until the person is comfortable with his or her new job.

Since many community employers have little to no experience working with people with intellectual/developmental disabilities, Lambs Farm provides an employment consulting service to our Participants' employers. Through this service, Lambs Farm teaches techniques to enable employers to effectively train and provide direction to their employees with disabilities. This helps community employers directly involve their employees with disabilities, thereby creating a more inclusive work environment. Lambs Farm staff remain available to the employers for follow-up consultation as necessary. The employment consulting service is one of several unique factors that have helped Lambs Farm establish a very favorable reputation in the local business community.

There is also a non-work program specifically designed for older individuals who want to retire. Participants in the Enrichment Center engage in daily exercise, arts and crafts, community trips and a wide variety of other activities to keep them vibrant and to help them enjoy their retirement years. Four Participants from New Trier attend this program.

ELIGIBILITY REQUIREMENTS:

The Employment Program serves individuals who are a minimum of 18 years old and have an intellectual/developmental disability, without regard to race, ethnic background, religion, sex, disability, age, national origin or financial standing, and who can reasonably be expected to profit from program participation.

TARGET POPULATION:

Individuals who meet the eligibility requirements and live in Lake and northern Cook Counties. We will actively recruit participants from New Trier Township for this program.

- (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.

Lambs Farm has been providing services to Persons with Disabilities for 60 years. Individuals have a variety of options regarding where they live and work. We offer campus living as well as small, community-integrated homes. Some individuals choose to work in one of our campus business locations while others prefer to work a job in the community. We provide the supports people need to be successful in their chosen location. We also provide a wide variety of recreation and leisure activities, both on campus and off, in which Participants can be involved. People can take part in as many activities as they desire.



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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 for more information.

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

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.

The National Organization on Disability/Harris Survey of Americans with Disabilities reports that only 35 percent of working-age people with disabilities engage in full or part-time employment, compared to 78 percent of non-disabled people. According to the Arc of Illinois, individuals with intellectual or cognitive disabilities are at the greatest disadvantage; approximately 90 percent of those individuals are under- or unemployed. Consistent with the philosophy of Employment First, we believe that, with appropriate support and services, individuals with intellectual/developmental disabilities can successfully become productive members of the workforce. Without support, however, the road to work often leads to a dead end for these otherwise willing workers.

Lambs Farm works with outside agencies such as the Department of Human Services Division of Rehabilitation Services (DHS-DRS) to help those individuals who want community employment to achieve it. The Employment First initiative has been gaining momentum across the country, including in Illinois. The idea is to make community employment the first choice for all individuals with intellectual and developmental disabilities. Lambs Farm is actively working with DHS-DRS to help individuals in the surrounding communities, as well as those currently working in sheltered employment through Lambs Farm, to explore regular jobs in the community.

- (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?

Lambs Farm is not able to meet the full demand for this service due to limited size, staffing patterns and funding limitations. There are a large number of people in the surrounding communities who need assistance in finding and successfully maintaining meaningful employment. There is currently a waiting list for our services.

CAPACITY



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- (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. Summarize any major changes in staff or personnel.

Lambs Farm has been a leader in vocational/employment programs for 60 years. We have a vocational staff of 41 including job coaches, vocational case managers, employment specialist, Wellness staff and Quest instructors. These employees have a combined total of over 300 years of experience working with people with intellectual/developmental disabilities. More than 15 of these staff persons participate in continuing education courses on a regular basis to expand their knowledge and expertise in the field.

During the past year our vocational programs were shut down for several months due to COVID restrictions. We did not furlow any vocational staff but instead gave them the option to work in the homes, where they provided daytime activities and training to the residents. Some staff left the agency during this time, and refilling positions has been a challenge for Lambs Farm, as is the case with many other employers. All vocational programs have reopened, although some departments are operating at less than full capacity due to staffing shortages.

SERVICE STATISTICS/DEMOGRAPHICS¹⁷

- (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 and why you chose it. 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.)

(6a) Unit of service definition – Participant day of service

(6b) SERVICE STATISTICS – Please indicate fiscal year dates for each column

| PLEASE INDICATE FISCAL YEAR/DATES IN EACH COLUMN | Prior Year 2021 | Present Year 2022 | Proposed Year 2023 |
|--|-----------------|-------------------|--------------------|
| Number of persons served (unduplicated count) | 177 | 210 | 230 |
| Number of units of service | 42,480 | 50,400 | 55,200 |
| Cost per unit of service | \$41.96 | \$42.80 | \$39.33 |



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

All are Caucasian and have a primary diagnosis of intellectual or developmental disability. Ten are male and eight are female. They are from the following communities: Glencoe, Glenview, Wilmette and Winnetka.

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

Twenty-three

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

13%

- (10) Units of Service to New Trier clients.

5520

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

10%

- (12) New Trier clients age breakdown

Participants range in age from 34 to 74. Average age is 57.

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.

In fiscal year 2021 we provided vocational services to 177 Participants, which is fewer than usual due to limitations caused by COVID. We helped 30 people to successfully return to employment in the community, and are working with those who lost their previous positions



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to find new work. Four people are scheduled to start new community jobs in September. All but 4 residents who worked in positions on our Campus have returned to work and we are actively looking for positions for those who do not currently have a job available. A daytime activity program is available to anyone who does not have a fulltime job at this time.

- (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 will provide vocational services to all who previously received services from Lambs Farm, if they chose to, and add five new Participants during the next fiscal year. We will also help additional people to find competitive community employment.

- (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.

See attached Outcomes report

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).

Many of the challenges we listed in previous years continued this year:

- Increased expenses
- Inadequate funding from the State of Illinois
- Staffing shortages in all areas, including direct care staff
- Needs of aging Lambs Participants continue to increase
- Aging campus infrastructure (roads, water mains, sidewalks, et. al.)

In addition we, like all of the country, have dealt with the COVID-19 crisis. We responded by closing our campus to all but essential staff in March 2020. We reopened our businesses to the public in July 2020. Our sheltered workshop, Lambs Industries, reopened in September 2020, with limited capacity and many safety precautions. As we prepared to bring some of the participants back to work in Campus businesses in November, the COVID numbers spiked across the State and we brought everyone back to their homes. They remained there until all residents were vaccinated in early 2021. We then slowly reopened our vocational programs until, by the end of June, all participants were attending a vocational program; some on campus, some at their previous community job.



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During the shutdown, staff who usually worked in the vocational and recreation programs helped staff the homes, and provided daytime activities to the residents. We also reinvented our Quest program as a virtual option. It was available to residents, commuters and others were with their families at home. Now that vocational programs are open, the virtual option has been discontinued and vocational and recreation staff have returned to their previous positions.

Challenges for the upcoming year:

- Continue work to address staffing shortage
- Continue taking steps to keep our participants and staff safe as we move forward from the COVID crisis
- Increase pool of individual donors and corporate partners
- Continue support of Lambs Farm's aging population



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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 in June).

There were no recommendations in the funding letter. Thank you for your kind words of support.

RESOURCES/BUDGET

- (18) What non-financial resources are required to deliver this service? Specify staffing/volunteer requirements, budgetary needs and other resources, inputs, and/or community partners 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.

The main resource needed to deliver this service is staff. See Capacity (5) above. We are budgeted for 41 staff in the Employment/Vocational program. One of our biggest challenges, like almost all human services providers in Illinois, is the difficulty in keeping all our direct care staff positions filled. We have many excellent staff who have been with us for many years, but we constantly have staff openings and few applicants.

If funding is not available through New Trier Township, our programs will continue. However, it will put a strain on the agency's budget, as funding from the State of Illinois has not kept pace with the expenses involved in operating these programs.

Lamb Farm, along with most human services agencies in Illinois, finds itself struggling with insufficient payments from the State. We have taken steps to reduce expenses and more efficiently use our limited resources.

As stated in number 16 above, we continue to look for alternative funding sources to supplement the limited funds we receive from the State.

- (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.

**NEW TRIER TOWNSHIP
ANNUAL FUNDING REQUEST FORM**

2022-2023 TOTAL AGENCY BUDGET FORM

AGENCY NAME:

| Indicate year in each column | 2021 | 2022 | 2023 |
|---|----------------------|----------------------|----------------------|
| | PRIOR | PRESENT | PROPOSED |
| | YEAR | YEAR | YEAR |
| AGENCY REVENUES | | | |
| New Trier Township | \$ 18,000 | \$ 18,000 | \$ 18,000 |
| Federal Government | \$ 89,898 | \$ 105,060 | \$ 108,212 |
| State Government | \$ 6,531,417 | \$ 8,058,433 | \$ 8,139,197 |
| Local Government/Townships | \$ 6,000 | \$ 6,000 | \$ 6,000 |
| Client Fees | \$ 212,146 | \$ 247,656 | \$ 250,000 |
| Grants: Foundations, Corporate, Religious | \$ 311,773 | \$ 327,500 | \$ 340,600 |
| Individual Contributions | \$ 1,671,094 | \$ 1,752,300 | \$ 1,796,856 |
| Special Events | \$ 162,823 | \$ 335,000 | \$ 348,400 |
| United Way | | | |
| Sales | \$ 831,752 | \$ 994,008 | \$ 1,023,828 |
| Other Revenues | \$ 1,188,773 | \$ 308,400 | \$ 308,652 |
| TOTAL REVENUES | \$ 11,023,676 | \$ 12,152,357 | \$ 12,339,745 |
| AGENCY EXPENDITURES | | | |
| Program Staff Salaries, Benefits, Taxes | \$ 7,845,407 | \$ 8,514,295 | \$ 8,711,939 |
| Administrative Staff Salaries, Benefits, Taxes | \$ 1,435,031 | \$ 1,737,732 | \$ 1,768,142 |
| Fundraising Staff Salaries, Benefits, Taxes | \$ 187,122 | \$ 179,722 | \$ 182,867 |
| Professional Fees/Contractual Services | \$ 287,121 | \$ 293,857 | \$ 302,673 |
| General Operating Expenses | \$ 1,060,800 | \$ 907,075 | \$ 1,071,573 |
| Occupancy and Utilities | \$ 412,899 | \$ 420,861 | \$ 433,487 |
| Specific Assistance to Individuals | 67760 | \$ 75,000 | \$ 75,000 |
| Major and Minor Equipment | | | |
| Major Capital Expenses | | | |
| Other Fundraising Expenses | \$ 53,940 | \$ 117,161 | \$ 120,676 |
| Other/Miscellaneous | \$ 327,969 | \$ 507,362 | \$ 400,000 |
| TOTAL EXPENDITURES | \$ 11,678,049 | \$ 12,753,065 | \$ 13,066,357 |
| | \$ 11,678,050 | \$ 12,753,065 | |
| SURPLUS (DEFICIT) | \$ (654,373) | \$ (600,708) | \$ (726,612) |
| NET GAIN/LOSS FROM OTHER FUNDS | | | |
| | | | |
| SURPLUS (DEFICIT) | \$ (654,373) | \$ (600,708) | \$ (726,612) |
| | \$ (654,373) | \$ (600,708) | \$ (726,612) |
| TOTAL FUNDRAISING/ADMIN COSTS | \$ 1,676,093 | \$ 2,034,615 | \$ 2,071,685 |
| | | | |
| (1) As of the date of submission, the audit for FY2021 had not been completed. The information may change based on final audit results. An audit report will be submitted when available. | | | |
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Outcome Management Report
July 1, 2020-June 30, 2021
Vocational/Employment and Day Programs

This section of the report will cover the Vocational/Employment and other day programs. These programs include community-based employment; both individual (competitive) and group (supported) employment, employment on our Campus, and at Lambs Industries (our sheltered work center), It also includes participation in non-work programs including the Enrichment Center (retirement program).

Trends in the populations receiving services

Lambs Farm provides programs and services to individuals eighteen and over who have a developmental disability. During this reporting period, the vocational department provided services to:

| Community Employment By Industry | |
|--|-----|
| Service Clerk | 13 |
| Custodial/Housekeeping | 8 |
| Production | 2 |
| Retail | 3 |
| Clerical | 1 |
| Grand Total Participants Employed in the Community | 27 |
| Participants who received Employment Training at the Lambs Farm Businesses or in other capacity on the Lambs Farm Campus | 58 |
| Participants who received Employment Training at Lambs Industries | 37 |
| Participants involved in non-work day training programs at Lambs Farm | 50 |
| Participants who participated in Virtual programming | 137 |
| Total Participants who received Vocational Services (some involved in more than one program) | 177 |

One hundred sixty-three persons served live in Lambs Farm-supported residences. We usually have many additional people who live with family or another residence who commute to Lambs Farm for vocational services. However, due to COVID restrictions, we did not have any Commuters involved in on-grounds services during the past year. Quite a few did log on for Virtual programming and really enjoyed that.

In addition, we work with individuals referred to Lambs Farm by the Department of Human Services – Division of Rehabilitation Services (DHS-DRS). We assist these individuals in finding and maintaining community employment. Once they are successfully employed for 90 days, our involvement with them ends. Due to COVID restrictions, we were unable to place anyone in new community jobs over the

past year. However, most of the residents who had previous community jobs were able to return to those positions as things opened up, and we are working with those who lost their jobs during this time to find new ones.

Lambs Farm participants range in age from 24 to 85. Residents' average age is 54. Commuters, those who live with their families or other agencies and come to Lambs Farm for vocational services, tend to be younger, averaging 41 years old. Of all the individuals we serve, 90 are male; 87 are female.

Comparison of actual results to identified goals

In the area of **efficiency** (timeliness, costs), we had a goal for 80% of required meetings with DHS-DRS to be held within 10 weeks of the start date or last meeting. Due to the shutdown, most of the people we had been working with to find jobs put their job-seeking on hold.

Regarding persons employed by Lambs, a goal was set for 90% of persons starting a new job in non-seasonal jobs on the Lambs Farm Campus remain in that position for at least six months. Due to the COVID shutdown, only one person started a new job during the past year, but they started there too late in the year to make a full 6 months.

Regarding the **effectiveness** (results of services) of Lambs' employment services, we have a goal for eight people to start and maintain new community employment during the year. Again, due to the shutdown we were unable to achieve this goal.

When things reopened 78% of the people who previously worked in the community successfully returned to their previous jobs. Some workers were let go or positions were eliminated during this time. We continue to work with all who are looking for community employment to help them find appropriate placements. We also encourage all the individuals who are working in sheltered employment throughout Lambs Farm to consider community employment, and assist those who express an interest in achieving that goal.

Another measure of effectiveness is reflected in the goal to have at least 60% of participants to be employed in their desired place of employment, whether that be in a community job, a position on the Lambs Farm campus, at Lambs Industries or at the Enrichment Center. We did not have anyone move jobs during this year.

Regarding **service access**, the length of time from referral to intake screening for Community Employment should be less than 30 days. We have a goal of 85%. However, there were no referrals made to us by the Division of Rehabilitation Services.

We set a goal for persons 85% of participants who were employed on campus to return to work as the COVID restrictions lifted. By the end of the fiscal year, 64% of participants had returned to their prior place of employment. More people returned to work in the new fiscal year.

We usually have participants complete a satisfaction questionnaire annually, to obtain feedback on the vocational services they received. Since these programs were closed for the majority of the year, the completion of surveys has been delayed.

Marie Nelson
Director of Vocational Programs
August, 2021



Vocational/Day Program/
Wellness Departments

