



AGENCY/PROGRAM APPLICATION FOR FUNDING

Fiscal Year 2022-2023

NAME OF AGENCY			
Search Inc.			
CONTACT PERSON AND TITLE			
Grace Lipscomb			
ADDRESS			
1925 N Clybourn Ave, Suite 200			
CITY		STATE	ZIP
Chicago		IL	60614
PHONE		FAX	
(773) 305-3000		(773) 305-0739	
E-MAIL			
glipscomb@search-inc.org			
WEB			
www.search-inc.org			
NO. OF YEARS IN EXISTENCE		TOTAL AGENCY FUNDING REQUEST FOR PROPOSED YEAR	
53		\$ 10,000	
PROGRAMS REQUESTING FUNDING	AMOUNT RECEIVED LAST YEAR	\$ AMOUNT FOR PROPOSED YEAR	FUNDED BY TOWNSHIP SINCE? (Estimate of Year OK)
1. Disability Awareness Trainings	\$10,000	\$ 10,000	2016
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.



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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
<u>Covers years FY18-FY20 (Disruption due to COVID-19 and no planning session was held in 2020. Planning session will resume when safe to do so.)</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agency produces an Annual Report
Most recent report covers period <u>2020</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Audit or AG990 completed and copy provided to the Township for most recent fiscal year |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agency maintains general liability insurance coverage and names New Trier Township as additional insurer
Amount of coverage <u>\$3,000,000</u>
Name of insurer <u>Berkley Human Services</u>
Effective dates of coverage <u>8/8/2021 – 8/8/2022</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agency pays all state and federal payroll taxes |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agency has a conflict of interest policy. |



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YES	NO	OTHER	(PLEASE EXPLAIN)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agency has by-laws in place Date last amended/accepted <u>2017</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agency is accredited by recognized accreditation organization (where appropriate) Date of most recent accreditation <u>November 2019 (three year accreditation)</u> Accreditation Organization <u>Council on Quality & Leadership (CQL)</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agency's board serves without compensation Number of board members <u>12</u> Number of Board vacancies <u>0</u> List board sub-committees <u>Mission & Program; Audit & Finance; Nominating; Quality Assurance; Human Resources; Fundraising</u> Schedule of board meetings <u>Quarterly</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agency has Auxiliary or other Advisory/Governing Board. If so, please explain: <u>The Keystone Alliance Board has governance authority over Search.</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agency provides staff with opportunities for training and personal development
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agency has filed its annual report with the Illinois Attorney General # <u>01-005506</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agency has filed its annual report with the Illinois Secretary of State # <u>N 4955-894-5</u> Federal Tax ID # <u>23-7058758</u>

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: Cory Gumm

Signature

Date: September 8, 2021

Board President Name: Alan Nadolna

Signature

Date: September 8, 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.)

Search, Inc. (Search) was founded in 1968 in Cabrini Green to provide services to children with disabilities who, at the time, were generally excluded from the public school system. Over time, Search expanded its services to adults. Today, the organization's mission is to empower adults with intellectual and developmental disabilities to achieve their full potential, accept a valued role in their community, and lead rich, rewarding lives. Our core services include supported living arrangements, adult learning programs and career services, as well as medical, behavioral, and therapeutic services. Search serves more than 350 people and their families annually at locations stretching from the southwest side of Chicago to the northern suburbs of Evanston, Skokie and Mount Prospect.

In 2013, Search merged with JJ's List, a nonprofit founded in 2008 by JJ Hanley. The merger has allowed JJ's List to grow its essential training, education and advocacy opportunities for people with disabilities. Today, JJ's List operates as a social enterprise of Search.

Search's organizational structure is determined by its affiliation with the Keystone Alliance, an organization that provides administrative services and executive management for nonprofits. An organizational chart is attached.

(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?

Search, Inc. has a governing board of directors which has authority and responsibility for the organization, management, control and operation of the agency in compliance with the General Not For Profit Corporation Act of 1986. The board is currently comprised of 12 dedicated individuals with backgrounds in business, law, finance, nonprofit management, real estate, higher education and benefits consulting. The maximum size of the board of directors is 15 members.

Board members serve 2-year terms and are responsible for the appointment of the organization's Chief Executive Officer. Prospective board members must demonstrate a commitment to the mission and programs of Search and have the ability to play an essential role in monitoring the organization's overall financial health and stability, which continually remain strong. In addition to



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their governing responsibilities, board members have played a central role in overall fundraising initiatives and in providing strategic direction to our emerging programs and social enterprises.

Agency/Program Funding Request Information

PROGRAM DESCRIPTION

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

Disability Awareness Trainings (DATs), performed by the Disability Awareness Players (Players), are a signature service of Search. The Players are a dynamic and interactive troupe that train businesses to integrate disability-aware customer service and employment practices into core business strategies. Established in 2009, the Players have since trained 13,500+ individuals at retail businesses, theaters, libraries, schools, trade associations, nonprofit organizations and corporations to communicate comfortably and confidently with prospective hires, customers and current employees who have disabilities. The Shedd Aquarium, Chicago Park District, Pace Suburban Bus, Exelon, Museum of Science and Industry, and YMCA of the USA are just a few of the 150 organizations that have improved their disability awareness by participating in these trainings.

Due to the COVID-19 pandemic, Search did not perform any DATs in New Trier Township (NTT) from March 2020 to February 2021. Cultural institutions and local businesses in NTT were hesitant to have personal contact for a non-essential training function due to health and safety concerns. Search did create virtual training platform in late 2020 and now offers DATs virtually, as another training format option. Despite the setback of the pandemic, our Players are looking forward to opportunities in the upcoming year and we have faith that in-person and virtual training options will be well-received by the Township now.

If granted, funding from NTT would allow Search to offer a total of five (5) virtual or in-person DATs to 45+ potential locations in the Township including schools, park districts, libraries, police and fire departments and/or Chambers of Commerce. These trainings are anticipated to reach up to 400 people within the Township. We will use our network within NTT to spread the word about the availability of the Trainings. To be eligible, an organization simply needs is to have an interest in training and stakeholders who are willing to participate. The target population is extensive, as it includes any entity that employs or serves people with disabilities in the course of conducting its day-to-day business.



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(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.

Funding for DATs fits New Trier Township’s third strategic priority to “provide leadership to increase awareness of those who are more vulnerable in our community, and provide avenues to integrate those residents into the community, allowing others to provide services right in our own neighborhood.” The Players’ core purpose is to increase the awareness of their audiences to people with disabilities, a vulnerable population. Through the proposed trainings, NTT would make it possible for Township workers, students, and residents to increase their disability awareness in day-to-day interactions. By breaking down the barriers of stigma, the Players also help facilitate community integration in employment and daily life for people with disabilities.

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 demand for DATs has steadily grown since their inception in 2009, with a relatively rapid increase the past five years prior to the pandemic. Search had a keen interest in virtual trainings over the past year, as virtual trainings became an option. Annual audience size has grown from 52 in 2011 to 1,472 in FY20, only dropping this past year due to the COVID-19 pandemic. Despite pandemic restrictions, we were able to train 370 individuals virtually.

Year	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
# of Trainings	3	8	6	14	13	21	44*	22	26	28	5
# of people Trained	52	365	395	1,025	1,090	1,822	2,604	2,450	1,765	1,472	370

**Fiscal Year 2017 had an exceptionally large number of Disability Awareness Trainings due to Search completing grant-funded trainings ahead of schedule.*



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Finally, in this upcoming year, we have three virtual trainings already scheduled with ELA Public Library, the Museum of Contemporary Art, and ULTA Beauty. We have also received recent requests from Loyal Health, Equity Residential, and other local libraries. Through offering virtual trainings, we were able to reach organizations near and far last year, including the Bronx, NYC Office of the District Attorney, The Chicago Mayors Office for People with Disabilities, KPMG, Garfield Park Conservatory and the Village of Arlington Heights. With continued support from NTT and an ongoing partnership with the Revada Foundation, we hope and expect that demand will continue to grow for the benefit of all who participate in these trainings.

- (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?

Schools and community organizations would like to offer disability awareness learning, but due to potential budget constraints, few have the resources to provide them. Conversations with staff and parents indicate that they would like to see the trainings taken to more schools. In addition, we have had high demand for trainings in Chicago funded through the Revada Foundation. Some of this demand was met when participating groups opted to pay for a second training with their own financial resources; others were not able to do so.

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. Summarize any major changes in staff or personnel.

Search is committed to a completely inclusive world where people with disabilities live, learn, work, play, and participate as equals in the community. At its core, this vision is to break down the barriers between people with disabilities and people without. Disability Awareness Trainings are essential to achieving this aim.

In the eight years since JJ's List merged with Search, Inc., the management team at Search has provided new leadership, vision and capacity that has led to the significant growth of and demand for Disability Awareness Trainings. This additional capacity led to the growth of DATs from six (6) trainings in the year of the merger to 28 trainings in FY20.

Cory Gumm, CEO, provides leadership to all programs and new initiatives at Search, including the Disability Awareness Trainings. She became CEO in 2020 after starting as a job coach at Search in 2006 and holding roles with increasing responsibility throughout the organization. Cory earned a Master's of Nonprofit Business Administration with a certification in Organizational Leadership from North Park University in 2012.



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Tricia Luzadder, Ventures Program Manager, is the manager of JJ's List, including the Disability Awareness Trainings and Hop on the Bus to Independence workshops, among other initiatives. Tricia brings nearly 20 years of experience in working with individuals with disabilities and their families to her role as Ventures Program Manager. She previously worked in positions at the National Association for Down Syndrome, the Chicago Public Schools and Best Buddies. Her passion and focus is supporting individuals with disabilities to reach their full potential, participate in the communities in which they live and have their voices heard.

Sarah Armour, Business Assistant at JJ's List, is responsible for website management, bookkeeping, coordinating Disability-Awareness Trainings and organizing the Hop on the Bus to Independence Program. She is a dedicated mentor to volunteers and co-workers. She is also a key member of the Disability Awareness Players. Sarah is a graduate of Loras College with a Bachelor's of Arts Degree in Sociology.

Collectively, Cory, Tricia, and Sarah have the experience and skills to continue to grow the Disability Awareness Training program throughout Chicago, across the North Shore and beyond.

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 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 – One Disability Awareness Training

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

PLEASE INDICATE FISCAL YEAR/DATES IN EACH COLUMN	Prior Year 7/1/20-6/30/21	Present Year 7/1/21-6/30/22	Proposed Year 7/1/22-6/30/23
Number of persons served (unduplicated count)	N/A	2,100	2,200
Number of units of service	N/A	30	32
Cost per unit of service	N/A	\$2,100	\$2,203



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

For the purposes of this funding application, NTT clients are individuals who attended a Disability Awareness Training held in NTTS in the 2020/21 grant year (March 2020 to April 2021). Although we do not collect detailed demographic data from the audience members, we do record how many individuals attended the trainings and keep general information about each audience.

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

We did not perform any DATs in NTT in this time period. Two of our scheduled DATs at Loyola Academy were cancelled.

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

N/A

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

N/A

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

N/A

- (12) New Trier clients age breakdown

N/A

OUTCOMES/EVALUATION



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- (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.

Due to the pandemic, we did not train anyone in NTT. As we were navigating the new normal, our team transitioned DATs to a virtual platform. Once the virtual platform was created, we reached out to many schools and organizations around the Township, but were unsuccessful in receiving responses. Schools that were scheduled did not follow-up to our emails or calls. It was a disappointing outcome, but we understand that organization had to modify operations for health and safety reasons and ultimately, COVID-19 brought restrictions for everyone.

The target level of achievement is for at least 90% of audience members to improve their disability awareness. This target would indicate that the vast majority of audience members feel increased confidence and comfort interacting with people with disabilities. The time frame for this accomplishment is the duration of the training (typically 30-45 minutes in-person; 20-30 minutes virtually).

For our virtual trainings, we created an online pre and post training quiz and evaluation form that allowed us to collect data from audience members. We had both a business and school evaluation form, although we did not end up using the school form this past year.

Below is data from our virtual DATs performed around the country during this grant period. Although not in New Trier Township, these responses and results show that the virtual platform is successful, and when we are able to move forward with DATs in NTT, this platform will lend as another opportunity outside of in-person trainings for township organizations and residents.

Here are a few highlights of results from the self-quiz and evaluation forms:

- 93% of employees said they would use person-first language
- 93% of employees said they feel more disability-aware after the DAT
- 94% of employees would recommend this Disability Awareness Training
- 87% of employees said they would use their disability skills interacting with co-workers

In addition, we received positive reviews from the groups we trained virtually. Please find a few piece of feedback below:

- "I thought today's presentation was very insightful and impactful. Watching and learning from the players today was inspiring and everyone should be very proud of



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themselves. Please continue what you are doing and I hope you are able to spread this message to many other businesses as I feel this is very important for everyone to be aware of. Thank you again!" – Bronx Office of the District Attorney (September 14, 2020)

- "I really enjoyed the session, I thought the interaction was great and it adapted well to an online platform. I liked that everyone had a part and that everyone participated, it really kept us, the audience, involved." – Chicago MOPD (January 29, 2021)
- "It was a really insightful and wonderful training – it was great to have this group conduct the training for our team." – KPMG (May 9, 2021)

These testimonials prove the success and impact that virtual trainings had this past year. We view these virtual trainings as a continuation of our in-person trainings, allowing for another avenue to expand our reach and audience as we grow.

Overall, New Trier businesses weren't interested in trainings this past year due to the impact of COVID-19 so our team was unable to deliver them. We do look forward to future trainings, whether they are virtual or in-person. We would like to thank New Trier Township for their ongoing support and we look forward to future partnerships.

- (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)

Our goal is that a minimum of 90% of all audience members will indicate/demonstrate that they have built their confidence and comfort interacting with fellow students, customers and co-workers who have disabilities.

- (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.

Participating in virtual presentations via Zoom during the COVID-19 pandemic provided the Players opportunities to stay connected with each other, as well as to connect with the outside world during an unusual time. These trainings gave the Players a sense of purpose during the pandemic. Our virtual DATs also allowed the Players to use and practice the communication and self-advocacy skills they've developed throughout the years. John G., a Player, said this:

- "I enjoy doing virtual DAT's a lot. I feel that just because we are not in-person, everyone should still keep learning and makes me feel good about myself. I also feel that my communication skills have improved."

CHANGES/CHALLENGES



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- (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).

During this past year of unprecedented challenges, our team has worked tirelessly to better serve and support people with disabilities at Search. Despite closures of programs for safety reasons and less community integration, our team was able to develop a sense of community through virtual offerings. We equipped our homes with Facebook Portals and Portal TVs, as well as upgraded Wi-Fi to allow individuals to stay in touch with friends and family.

With the pandemic, however, came tremendous opportunity to develop new ways for reaching larger audiences, specifically with our DATs. We were able to offer trainings throughout the United States via Zoom, reaching a larger geographic audience than ever.

When the COVID-19 pandemic began in March of 2020, our training as we knew it changed forever. With additional funding from the Revada Foundation, we were able to create a video to support virtual trainings, allowing us to expand nationwide. As we rebuild post-pandemic, we are looking forward to training new organizations, many of which were unable this past year due to pandemic-related concerns and challenges. Support from NTT is more critical than ever as we move ahead into the post-pandemic training landscape.

The Players have experienced steady, growing demand for trainings. This positive growth is also accompanied by challenges: many organizations want to host trainings but do not have the financial resources to do so. As part of Search's commitment to advocacy and education of the broader community, the organization has at times diverted funds from general operating revenue to support these trainings. It is unclear how long the organization will be able to sustain this model given the urgent need to fund its core programs during a time of fiscal instability in the State of Illinois. Although Disability Awareness Trainings are growing in popularity and have the ability to benefit so many, they require additional resources for future expansion.

As an organization serving individuals with intellectual disabilities, Search faces the ongoing challenge of inadequate funding through the State of Illinois. Illinois ranks 44th in the country in funding services for individuals with intellectual and developmental disabilities. The low reimbursement rates from the state present significant organizational challenges with staff recruitment and retention and ongoing service delivery.



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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).

No recommendations were made last year.



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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.

There is significant input of volunteer time by each Player to prepare, rehearse, and travel to trainings. Substantial paid staff time is also needed to develop scripts, coordinate and rehearse with Players, and plan logistics, including transportation. Overhead costs include supplies, administration and use of office space for the program. Additional staff resources are required for outreach to potential training recipients, publicity and follow-up measurements, evaluations and communications.

Transportation is a significant challenge in delivering Disability Awareness Trainings. As the number of trainings has grown, so has the difficulty of transporting Players on a regular basis. To resolve this issue, Search has invested company resources in drivers, who are paid a stipend and reimbursed for mileage expenses. This solution still requires considerable staff time to vet drivers, including background checks, and coordinating transportation logistics.

The cost to Search to present a Disability Awareness Training in-person is approximately \$2,500. This is an expense that we have not always recouped in past trainings, but have been absorbing as we build the program. In most cases, if a group or organization does not have a budget to support the cost of the trainings, we are unable to serve them.

If the Township chooses not to fund this program, Search will not be able to provide this important community training resource to NTT free of charge. Organizations would need to pay for these trainings and many can't afford to do so on their limited budgets. This would be a loss of an important community asset to NTT. Trainings will continue to be provided if specific funding became available.

- (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