



# CAB Application Instructions

Thank you for your interest in joining Kankakee’s Citizen Advisory Board (CAB)! These instructions explain the reasoning for each piece of information that the application requests, and state how to provide all information correctly.

## Basic Information

The first application section asks for specific information in **bold font**. When you can only choose from certain options, the choices will be written in *italics*; circle the option that applies. For example, where the application says “**Phone number:**”, you should write your phone number and then circle whether it is your *Cell, Home, or Work* number. Providing your **name, home address, phone number, and e-mail address** enables the Kankakee Economic and Community Development Agency (ECDA) to contact you directly. Since CAB will include at least one member from each city ward, ECDA will also use your address to determine the Ward in which you reside. The CAB will welcome both youthful and experienced perspectives, and reporting your **age** will allow ECDA to determine whether you meet the minimum age requirement of 16. Stating **how long you have lived in your city** will help show the extent of your local experience, and your status as a **registered voter** shows some engagement with local politics.

Most ECDA-administered grants require program activities to specifically assist low-income city residents. The Economic and Community Development Agency (ECDA) designed CAB to meet this requirement, and recommends or requires certain community representation. To affirm Fair Housing Act standards, ECDA uses census data to assess housing characteristics and challenges for various racial and ethnic groups. For example, recent data shows that black/African-American and Hispanic/Latino households in Kankakee face disproportionately greater housing problems and housing cost burden. Because of these concerns, this application asks for your **race** and whether you are **Hispanic or Latino**. Please circle one or more of these race categories, as used by the U.S. Census Bureau:

- American Indian (or Alaska Native)
- Asian
- Black (or African American)
- Native Hawaiian (or other Pacific Islander)
- White
- Some other race

Since census data reports specific country of national origin for Hispanic/Latino residents, ECDA also asks about **national origin** to assure appropriate representation for residents from specific countries.

ECDA must seek to primarily benefit low- or moderate-income city residents. Wanting to include those most affected by these programs, CAB requires a large percentage of its members to meet this criterion. This application asks for your household **income** and **household size** because HUD uses these factors to determine income thresholds. For example, a 4-person household receiving less than \$34,600 per year is currently considered low-income; a 4-person household receiving less than \$55,350 per year is currently considered moderate-income. Because unemployment rates and earnings correlate significantly with

education, and nearly a quarter of Kankakeeans over 25 did not graduate high school, the application also asks you to mark your **highest level of formal education**. Please note that becoming a CAB member does *not* require any minimum level of education; no answers to this question will disqualify someone from the CAB. Since housing affordability impacts living standards and about half of Kankakeeans rent, asking whether you **rent or own** your home will help include renters on the CAB. Because ECDA wants to include people connected to major area industries in CAB, the application asks for your **employer** if you are currently employed. We will never contact your employer without your express permission.

## Open-Ended Questions

ECDA recognizes that people are more complex than answers to a simple form can show, and therefore the application includes open-ended questions. Individuals' **experiential knowledge, developed skills, and desires for the community** can all help CAB accomplish its goals. Thinking about **what makes you angry or concerned** helps you identify what you want to change, and **listing these in priority order** helps ECDA understand how you see the big picture. ECDA expects that potential CAB members most likely to contribute positively to improving Kankakee and will already be active in the community. **Efforts you've already made** and **involvement with local organizations** help show whether you're willing to connect with others to help our community grow. Writing about **conflicts of interest** displays a commitment to ethics and critical thinking skills. Although the open-ended questions allow you to provide detailed answers about your skills and interests, this section also asks **which current CAB subcommittees you might want to join**. Finally, an **open space for any other info you want to share** allows you to point out anything ECDA may have missed, provide additional details, and generally express yourself.

Because ECDA receives significant funding from the federal government, it follows Freedom of Information Act (FOIA) standards for all its documentation. Once you submit your application, it will become part of this documentation and thus a matter of public record. Please keep this in mind while answering these questions.

## Submitting Your Application

If you are completing this form on ECDA's website, it will automatically send your responses once you click the 'Submit' button at the end. If you have downloaded the form and completed it on another device, you may email it to the Community Outreach Coordinator at [yourvoice@citykankakee-il.gov](mailto:yourvoice@citykankakee-il.gov). If you have completed the paper application, please mail it to the ECDA office or drop it off in person at:

Economic and Community Development Agency  
ATTN: Community Outreach Coordinator  
200 E. Court St., Suite 410  
Kankakee, IL 60901

Once you submit your application, ECDA will consider it active for 2 years and will contact you if a CAB position is available and you meet the relevant criteria. If you have any questions or concerns about any portion of this application, please feel free to call the ECDA office at (815) 933-0506 or email the ECDA team at [yourvoice@citykankakee-il.gov](mailto:yourvoice@citykankakee-il.gov). ECDA staff can assist with application completion upon request.