Community Development
Program Year 2024 Grant Application
Instructions

Lake County Video Gaming Revenue (VGR)

Program Year 2024 Grant Application Instructions

Contents

All Grant Sources – General Instructions

Application Caveat

Lake County staff and the Housing & Community Development Commission reserve the right to reject from consideration any applications that meet any of the following:

- Does not clearly meet an approved goal for the 2024 application process;
- Is deemed incomplete and/or requires significant work to repair the original application submittal;
- Raises questions about an applicant's ability to effectively administer the requested project/program;
- Is not submitted on time.

Please note: Prior receipt of funding does not guarantee future funding support.

Important Dates

Training Workshop

- Consolidated Application Training Workshop:
  - Date TBD*
- Attendance is *recommended* for all applicants.

Submission Deadlines

- *Application Deadline:*   Date TBD*

Applications are due no later than the dates/times listed above. Late applications will NOT be accepted, regardless of circumstances.
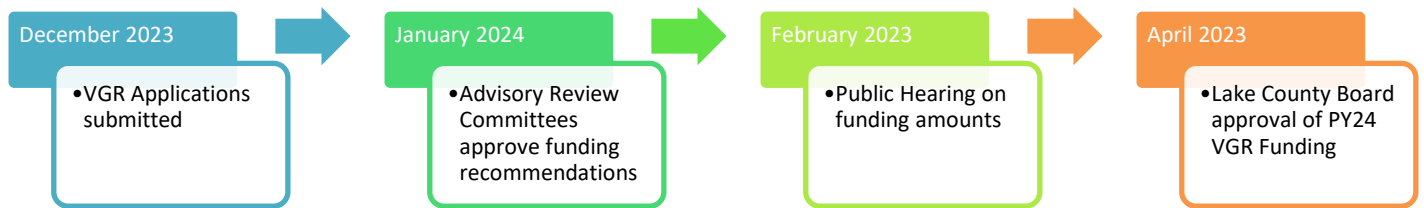
Application Submittal Instructions

PY2024 VGR applications and supporting documentation must be submitted electronically through the application portal. The application can be found at: https://www.lakecountyil.gov/19 07/Applications

Please complete online application through JotForm.

All documents must be received by Date TBD*. Late applications will not be accepted,

Lake County Requirements & Timeline

December 2023	January 2024	February 2023	April 2023
•VGR Applications submitted	•Advisory Review Committees approve funding recommendations	•Public Hearing on funding amounts	•Lake County Board approval of PY24 VGR Funding

Housing and Community Development Public Hearing
- Date TBD*

Lake County Board
Date TBD Lake County Board meeting*

*All Housing and Community Development Commission, Advisory and Recommendation Committee, and Lake County Board meetings are held in-person with a virtual viewing option. Please see https://www.lakecountyil.gov/870/Housing-Community-Development-Commission for further details.

Application Formatting
- All applications must be submitted electronically. No paper applications will be accepted.
- Do not use more than the space requirement listed with the questions. It is not necessary to answer questions paragraph style. Please feel free to use bullets and short answers where appropriate. Keep explanations concise and readable. Font size must be no less than 10.
- Keep in mind that the application reviewers may not be familiar with the details of your agency. Please make sure the program is completely explained and the questions are fully answered.

Appeals Process
Any applicant whose application is rejected by staff for any reason may appeal that decision to the Housing & Community Development Commission's Executive Committee. Any applicant wishing to appeal the rejection must notify staff no later than 4:00pm on date TBD.
All appeals will be heard. More information can be found in the Lake County Citizen Participation Plan and Housing & Community Development Commission by-laws.

A project applicant not initially recommended for funding by the Housing & Community Development Commission Executive Committee may request reconsideration by presentation to the full Community

Development Commission. Applicants will be limited to three (3) minutes in which to address the Commission. Applicants may also submit written comments to: Housing & Community Development Commission Chairperson, Lake County Community Development, 500 W. Winchester Road, Unit 101, Libertyville, IL 60048.

UEI Number and SAM registration

All applicants are required to obtain an UEI (Unique Entity ID) with a completed or renewed registration in the federal System for Award Management (www.sam.gov). There is never a cost associated with sam.gov for businesses and nonprofits required to register for contracts or grants.

VGR Goals

Applicants may apply only for the following goals approved for the 2024 Application Process.
- **Goal 1 - Assessment, education and outreach for gambling addiction** – *To provide services that increases the awareness of and the detection of problem gambling in Lake County.*
- **Goal 2 - Clinical gambling addiction services –** *To provide mental health services by licensed practitioners to Lake County citizens with a gambling addiction.*
- **Goal 3 - Non-clinical gambling addiction services** – *To provide non-clinical services that aid in the recovery of Lake County citizens from the negative effects of gambling addiction (i.e. credit repair counseling, crime prevention, support groups).*
- **Goal 4 - Other behavioral health services** – *To provide other behavioral health services by licensed professionals, not specifically associated with gambling, to Lake County residents.*

Budget Instructions

Use budget forms provided. Note: There are *three* different budgets that may be required in the submittal:
- Overall Agency Budget
  - Should be the budget for the entire organization, separated into Revenue and Direct or Programming Expenses.
- Program Budget
  - Should be the budget for this specific program associated with the request, separated into Revenue and Direct or Programming Expenses. If the program budget and agency budget are the same, check the box on the program budget page indicating that – no need to fill it out again.
    - "Actual Previous Year" refers to 2022 Calendar Year or last fiscal year.
    - "Current Operating Year" refers to 2023 Calendar Year or current fiscal Year.
- "Projected Next Year" refers to 2024 Calendar Year or next fiscal Year.Use of Funds Budget
  - Should be the budget for the proposed funding in the application.

Total Direct Expenses
- Refer to the program costs only; in other words, total program costs less administration and fundraising expenses.
- Requests for real estate or capital improvements are ineligible and will not be considered.

Administration and fundraising costs
- Refer to those items that are not related to direct program expenses. Examples may include supplies for a special event, administrative staff time spent preparing grants, costs associated with budgeting or strategic planning, and all staff and non-personnel costs needed for general management purposes.

Administration and fundraising costs/total expense (%)

- Refers to the percent calculated by dividing the Administration/Fundraising costs by the total expenses.

Total expenses
- Equal the total direct expenses plus the administration/fundraising costs.

Surplus/deficit
- Is the remainder when you subtract the total expenses from the total revenue. Show negative numbers in parentheses.

Program Outcomes Instructions

Outcome measurement is the process of assessing the results of an agency's programs for its participants on a regular basis. By focusing on outcomes, we are seeking information how participants will benefit from the program's activities and outputs.

For VGR funding, applicants will track three outcomes. The first two will be required, as described below and on the application form. The third outcome is developed by the program according to the guidance below.

- Outcome 1 will record the extent to which the program is assessing clients for problem gambling using the Lie-Bet tool. The Lie-Bet tool (Johnson et al., 1988) has been deemed valid and reliable for ruling out pathological gambling behaviors. The Lie-Bet's two questions consistently differentiate between pathological gambling and nonproblem-gambling and are useful in screening to determine whether a longer tool (e.g., SOGS, DSM-IV) should be used in diagnostics.

    - 1. Have you ever felt the need to bet more and more money?

    - 2. Have you ever had to lie to people important to you about how much you gambled?

    Programs will report the number and percentage of clients completed the Lie-Bet tool within one month of intake.

- VGR-funded programs are required to report client progress using the Measurement of Life Goals. This assessment will be conducted at least at intake and discharge. If available, annual assessments will capture progress more frequently. Programs will report the number and percentage of clients who report progress in at least one area of the Measurement of Life Goals.

- In addition, please identify one client-based outcomes for your program. The outcomes should be problem-related, attainable, and measurable statements of a program's intended effect on its client's knowledge, skills, attitudes, behavior, or condition OR the measurable effect on someone because of what they did in your program.
- When reporting Results, state the number served and rate of achievement as it relates to the outcome.
- If you did not set outcomes for the current or most recent years, provide some form of program goals and corresponding results.
- Unless otherwise noted, applicants are not required to have the same outcomes year to year.

Key Definitions:

Outcomes are created as a result of programmatic inputs, activities and outputs. Often outcomes are confused with these other components of programming, which are quite different.

Inputs include resources dedicated to or consumed by the program, such as money, staff and staff time, volunteers and volunteer time, facilities, equipment and supplies.

Activities are what the program does with the inputs to fulfill its mission, such as sheltering and feeding homeless families or training and counseling homeless adults to help them prepare for jobs.

Outputs are the direct products of program activities. They usually are measured in terms of the volume of work accomplished, such as the numbers of participants served, and materials distributed.

Outcomes are benefits or changes for individuals or populations during or after participating in program activities. Outcomes may relate to knowledge, attitudes, values, skills, behaviors, conditions, or other attributes.

Inputs	❼	Activities	❼	Outputs	❼	Outcomes

How to Write Outcomes

An outcome-oriented objective is a problem related, attainable and measurable statement of a program's intended effect on its client's knowledge, skills, attitudes, behavior or condition.

Simply put, a client-based outcome is:

- **Focused** on what the ***client*** will gain from the program
- **Measurable** and defines how it will be measured
- **Specific**
- **Attainable** and can be attributed to that program
- **Understandable** to someone outside of the program

The outcome statement must include specific *targets*, how they will be *measured*, and the *strategies* or steps that the program must accomplish to meet the targets. The outcomes must be specific, identifying what the client will get out of these services (not just that clients will be served, counseled, etc.). When providing a level of achievement, state the number served/percent increase, not just "achieved" or "not achieved." Outcomes do not need to encompass every aspect of the program.

Outcomes - Example

State the Outcome	Strategies	Measurement	Target Dates	Rationale	Long Term Effect
X number of clients will accomplish Y for/in Z amount of time.	Describe how the outcome will be achieved.	Describe the methods used to assess the outcome.	What are the target dates for this outcome?	Explain why the outcome, target and strategies were chosen. Discuss how the results are attributable to this program. For previous outcomes, explain why a goal was overachieved, underachieved and any plans to change in the following year.	Explain how this outcome is beneficial to clients and/or the community; explanation can go beyond the term of your funding request.

50 clients, formerly on TANF, will get and keep a job	*200 clients will go through a job skill workshop. 100 clients will be placed in a living wage job.*	*Caseworker and client report.*	*6 months after completion of job skill workshop*	*This goal is attainable because follow-up will be done weekly, and support will be given when needed to all working clients to insure the success of the placement…*	*Statistics show that the success of the community is proportional to the number of residents making a living wage. Children do better in school, are healthier…*

Additional Lake County Requirements

Minimum Eligibility Threshold: Applications scoring 70% or more of available points in the Scoring Criteria will be considered eligible for funding but are not guaranteed to be recommended for funding. Applications receiving below 70% of available points in the Scoring Criteria may not be recommended for funding. The HCDC and Lake County reserve the right to consider factors other than those listed in the Scoring Criteria.

Lake County Video Gaming Specific Instructions

Lake County Video Gaming fund applicants must:
- Participating in the ServicePoint Referral Network will be a requirement of all grantees unless participation is not practicable.
- be either units of government, public not-for-profit entities or private not-for-profit entities;
- be open to all residents of the county and must provide services to beneficiaries throughout Lake County, not just in North Chicago or Waukegan.
- participate in the ServicePoint referral network for, at a minimum, the duration of the grant funding. Financial support may be included as a line item in the grant application. Training will be provided by Lake County Community Development upon request. Identify in the application how your organization relies on incoming and/or outgoing referrals and how many staff are involved with the referral process. If adoption is not practicable, provide a clear explanation in the space provided.
- demonstrate that funding contributes to an expansion of services and not just a subsidization of existing services.

Minimum/maximum amount of requests
- There are no minimum/maximum limits on grant request amounts.

Estimated Funds Available
- Lake County VGR – Amount TBD

Match/Leverage
- There are no matching requirements although matching funds will strengthen an application's score.

Lake County Video Gaming Fund Scoring Criteria
Community Impact
Community Need (0-60 points) – Reviewers will score this category based on the overall impact

the proposed program would have in addressing an identified community need. Reviewers will evaluate whether the proposed program is needed by considering the prevalence of similar programs in the community and the number of people to be served.

1. **Assessment, education and outreach for gambling addiction (60 pts.)**
2. **Clinical gambling addiction services (45 pts.)**
3. **Non-clinical gambling addiction services (30 pts.)**
4. **Other behavioral health services (15 pts.)**

Financial Need (0-20 points) - Reviewers will score this category based on the criticality of the requested funds for the organization's finances.

Overall Impact (0-15 points) This score is based on the likelihood that a client living anywhere in Lake County's geography would use the program's services.

Outcome (0-10 Points) – The reviewers will score this section based on how well the outcome is written for the proposed program. The application should include a client-based outcome that identifies benefits or changes for individuals or populations as a direct result of participating in the program. The outcome should be focused, measurable, meaningful, specific, attainable, and identify a change in clients' knowledge, attitude, values, skills, behavior, and/or condition. The long-term effects should reflect a general benefit to the community.

Program Quality

Program Design (0-30 points) – The reviewers will score this section based upon how well the program is expected to efficiently and effectively accomplish its proposed program outcomes. The reviewer may consider whether the program follows a proven model, whether the design seems reasonable, and whether the program has sufficiently prepared to overcome obstacles.

The reviewer will also evaluate the level to which the program is able to collaborate with other agencies in the community. Stronger programs share their resources with others and similarly benefit from collaboration as well.

The reviewer will also consider how well the program is able to follow-up with their clients' progress, assess their levels of satisfaction and provide adequate referrals if further intervention is needed. Programs should be prepared to prevent further escalation of clients' problems.

Staffing and Facilities (0-20 Points) – The reviewer will score this section based on the program management and the institutional knowledge of the agency and program by considering staff's levels of experience and training, availability in full-time positions, and staff turnover. The reviewer will consider how well the agency is equipped to run the program successfully and how accessible their facility is to people with disabilities.

Agency Capacity

Past Performance (0-30 Points) – The reviewer will score this section based on the overall history of the program and/or agency in successfully achieving their outcomes and effectively providing services. The reviewer will assess the program's readiness and capacity to undertake the proposed activity. The reviewer will also consider staff reports regarding the agency's ability to successfully complete its application. If the agency has been funded in the past, reviewers will also take into account the performance in completing quarterly reports and vouchers in a correct, consistent, and timely manner.

Agency Fiscal Management (0-20 Points) – The reviewer will score this section based on the audit report, budgets, and financial assessments of the agency. Reviewers will evaluate the diversity and resilience of the various funding sources that support the agency and/or program and note the ratio of administrative and fund-raising costs to total expenses.

Program Sustainability (0-20 Points) – The reviewer will score this section based on the sufficiency of resources for the program and the likelihood of completing objectives within the program year. The reviewer will assess the organizational and fiscal viability of the program and agency in the near future. For programs seeking multi-year funding, reviewer will include the long-term funding outlook for the program.