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# 2015 Homeless Assistance & Public Services Application

*Community Development Block Grant – Public Services & Emergency Solutions Grant*

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Lake County - City of Waukegan - City of North Chicago

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## Letter of Intent/Checklist Instructions

The Letter of Intent and Checklist are now available as a separate download to make printing easier. They are available at: <http://www.lakecountylvil.gov/Planning/CommunityDevelopment/Pages/Apply.aspx>

The Letter of Intent and Checklist is universal among all funders. The requested information on the Letter of Intent is self-explanatory. Please fill out the information and email to submit the Letter of Intent. Instructions and examples of how to complete the checklist are present on the actual checklist. Please fill out the checklist to submit it with the Letter of Intent.

## Important Dates

### Workshops

- Consolidated Application Workshop --- March 24 , 2015, 10 am,
  - Attendance is **required** for all applicants by North Chicago and Lake County. Attendance is **recommended** by Waukegan.
  - Applications will **not be accepted** by North Chicago or Lake County from any agency that does not attend the workshop.
- Program Outcomes Workshop will be included in the March 24 workshop

### Deadlines

- Letter of Intent/Checklist due date --- April 2, 2015
  - **Required** for City of North Chicago & Lake County
  - *Recommended* for City of Waukegan

Grant	Due Date/Time	Number of Copies
Lake County CDBG	<b>May 6, 2015 4:00pm</b>	1 original, 5 copies, 1 electronic (CD/email)
Lake County ESG		1 original, 5 copies, 1 electronic (CD/email)
North Chicago CDBG		1 original, 10 copies
Waukegan CDBG		1 original, 10 copies

\* Extra copies of attachments (listed on Page 2 of application) not required

**Applications are due at the grantor's office no later than the dates/times listed above. Late applications will NOT be accepted, regardless of circumstances.**

## General Instructions & Helpful Hints

- All applications must be collated and punched with a standard three-hole punch.
- Applications should be clipped (please no staples, binders, folders, etc.)
- 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.
- If you don't understand a question or form, please call or e-mail the grantor's office. Contact information is on the first page of this packet.

## DUNS Number and Central Contractor Registration

All applicants are required to register with Dun and Bradstreet to obtain a DUNS number, if they have not already done so, and complete or renew their registration in the Central Contractor Registration (CCR). Information about this process will be presented at the application workshops.

## Budget Instructions

Use budget forms provided. Note: There are **two** different budgets you must submit:

- 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, separated into Revenue and Direct or Programming Expenses. If the program budget and agency budget are the same, simply check the box on the program budget page indicating that – no need to fill it out again.
    - “Actual Last Year”..... refers to 2014 Calendar Year or last Fiscal Year
    - “Operating This Year”..... refers to 2015 Calendar Year or current Fiscal Year
    - “Projected Next Year”..... refers to 2016 Calendar Year or next Fiscal Year

### *TOTAL DIRECT EXPENSES*

- Refer to the program costs only; in other words, total program costs less administration and fundraising expenses.

### *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 you get when you divide 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.

Percent of Total Program Budget is calculated by dividing the projected amount for that line by the total expense in the projected year. For CDBG/ESG program funding requests, please refer to the "CDBG/ESG Uses of Funds Statement" for allowable expenses.

## Accounts

### **NOTE**

Account items are mostly consistent with those in *Accounting and Financial Reporting: A Guide for United Ways and Not-for-Profit Human Service Organizations* (revised second edition, 1989). This book is strongly recommended for those who seek further expansion and clarification of accounts, or for guidelines to establish/redesign an agency's internal accounting practices.

CDBG and ESG recipients are subject to the provisions of various OMB circulars related to audits, cost principles, grants and agreements between funders and nonprofit or government agencies. Please check with your finance department and/or your funder if you have questions.

Should you have any questions about any of the line items, please contact the funder.

## Lake County Specific Instructions

This application is for a portion of CDBG funds designated for public/humanitarian services and for ESG funds. Applications for other CDBG funds and HOME funds will be available on the Lake County website.

### Funds Available - 2015 Budget

Please note – all 2015 budgets are based on 2014 Grant Allocations. The actual allocation is not known until after the application process

Estimated 2015 Available CDBG Public Services Funds	
Fair Housing Activities ( <i>separate RFP to be released</i> ).....	\$75,000
Maximum allowable remaining use = 15% of overall grant.....	\$275,000

*Please note* – funds for Fair Housing Activities are not part of this application process.

Estimated 2015 Available ESG Funds..... \$200,000

### Applicant Requirements

Applicants may apply **only** for **either** one CDBG funding request **OR** one ESG funding request per agency/entity, **but not both**. Applicants may apply for more than on program if they are applying for homeless prevention or rapid rehousing programs under ESG.

### Funding Goals

Applicants may apply only for the goals approved for the 2015 Application Process – more details are available in the Consolidated Plan. The goals are:

The 2015-19 Consolidated Plan for funding from the U.S. Department of Housing and Urban Development (HUD) for Lake County and North Chicago states the following ten goals, of which at least one of the goals in bold must be the focus of this application for funding.

1. Rehab Housing for Low/Mod Income Families & Special Needs Populations: *To conserve Lake County's affordable and mixed-income housing stock in order to provide a decent home and a suitable living environment for low and moderate income households and special needs populations.*
2. Develop New Housing: Affordable & Special Needs: *To expand Lake County's affordable and mixed-income housing stock in order to provide a decent home and a suitable living environment for low and moderate income households and special needs populations. Activities may include providing infrastructure to new affordable and mixed-income housing.*
- 3. Assist People Without a Home: *To end homelessness in Lake County.***
- 4. Subsidize Housing for Low/Mod Income Families: *To provide direct assistance to facilitate and expand homeownership among and/or to provide rental assistance to persons of low and moderate income.***
5. Provide Adequate Low/Mod Income Area Infrastructure: *To revitalize deteriorating or deteriorated neighborhoods.*
6. Revitalize Low/Mod Income Area Business Districts: *To alleviate physical and economic distress through the stimulation of private investment and community revitalization in areas with declining tax base.*

Comment [A1]: HCDC Decision Point #1

- 7. Assist People with Disabilities: To provide both services to people with disabilities and accessibility modifications to the homes, facilities and workplaces of people with disabilities, including the elderly.**
  - 8. Provide Welcoming Communities: To foster welcoming, inclusive and neighborly suburban communities.**
  - 9. Create Jobs for Low/Mod Income Workers: To create or retain jobs for low- and moderate-income persons by providing assistance to small business incubators, small businesses and/or microenterprises.**
  - 10. Provide Services for Job Stability: To support low and moderate income workers in need of job training, of transportation for access to employment or of access to affordable, quality child care.**
- ~~2.1 — Emergency Shelter~~
  - ~~2.5 — Homelessness Prevention~~
  - ~~3.2.1 — Basic Food & Nutrition Needs~~
  - ~~3.2.2 — Basic Health Needs~~
  - ~~3.3.1 — Security of Employment~~
  - ~~3.3.2 — Access to Services~~
  - ~~3.3.3 — Security of Family & Social Stability~~
  - ~~3.3.4 — Behavioral Health~~

Applicants/programs must:

- 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 target beneficiaries outside North Chicago and Waukegan to be eligible for Lake County CDBG funding;
- have applications for:
  - 1) CDBG: a minimum of \$25,000 and for no more than the maximum of \$50,000
  - 2) ESG: a minimum of \$25,000 and for no more than the maximum of \$50,000

### Special Emergency Shelter Grant Program Notes - HMIS

The U.S. Department of Housing & Urban Development requires all recipients of ESG funds to participate in the Lake County Continuum of Care’s Homeless Management Information System (HMIS), commonly known as ServicePoint. Contact Brenda O’Connell at 847.377.2331 with any questions related to the HMIS.

### Match/Leverage

All applicants must be able to provide funding for a portion of the proposed program from other sources.

- CDBG = at least 20% of the total program cost
- ESG = at least 50% of the total program cost (dollar for dollar match)

### Miscellaneous Directions

Application Packets will be made available online on or before March 19, 2015. It is **required** that all Lake County CDBG and ESG applicants for public services attend the Consolidated Application Workshop on March 24, 2015 and submit a Letter of Intent by April 2, 2015. Applicants are also strongly encouraged

to attend the Program Outcomes Workshop on March 24, 2015; the quality of each applicant's outcomes will affect the overall application score.

Training sessions are intended to provide answers to general questions and to help explain the application. Applicants tend to be much more successful after attending a training session. Please respect RSVP requests for training sessions. **Reservations are required for the mandatory Consolidated Application Workshop.**

***Prior receipt of funding does not ensure or suggest ongoing financial support. Agencies should not become dependent on CDBG or ESG funding to sustain their programs.***

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

- Does not clearly meet a program National Objective;
- Does not clearly meet an approved goal for the 2015 application process;
- Does not comply with the restriction of one CDBG or one ESG request per agency/entity;
- 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;
- Does not attend the Consolidated Application Workshop;
- Does not submit a Letter of Intent – Checklist on time;
- Does not submit an Application on time.

All complete applications, submitted on time, will be subject to review and evaluation by the Housing & Community Development Commission (HCDC) and Community Development staff. The screening and review process for the program is designed to ensure that limited CDBG/ESG funds are awarded to applicants who demonstrate the need for financial assistance and have a well-designed project. The actual number and types of awards will be subject to available funding. The HCDC and Lake County Board make the final determinations of grant awards and amounts awarded, and reserve the right to modify or to cancel grant awards in part or in their entirety.

Lake County staff is available for one-on-one technical assistance to all applicants, especially new/first-time applicants, until the application deadline. Individual technical assistance appointments with Lake County Staff can be arranged by calling 847.377.2150 Monday through Friday, 8:30 a.m. to 4:30 p.m. Be sure to schedule an appointment early enough to allow sufficient time to complete the application before the deadline.

## Scoring Criteria

### Community Impact

**Community Need (0-30 Points)** – Reviewers will score this category based upon the overall impact that the proposed program will have in addressing a community development need identified in the Consolidated Plan. Additional points may be awarded to programs that address pressing needs also documented in community-wide studies and data analysis (e.g. 2014 Behavioral Health Needs Assessment, data related to the Zero to 2016 Campaign to end chronic and veteran homelessness in the next two years, etc.) Reviewers will consider the extent to which the proposed program is needed in the community by considering other known similar

**Comment [A2]:** HCDC Decision Point #7C

programs in the community, the actual number of people to be served, and the impact if the program were not funded.

**Lake County Impact (0-25 Points)** – A formula will be used to determine 10 points of the score in this category. It is based on the percentage of Lake County entitlement client and the difference between that percentage and the percentage of the budget request. A reminder that Lake County CDBG is able to fund programs that serve Waukegan and North Chicago clients as well, but its emphasis will be placed on clients served in the Lake County entitlement area. The remaining 15 points will be scored by the reviewers and will be based on the overall impact to the County.

**Outcomes (0-20 Points)** – The reviewers will score this section based upon how well the outcomes are written for the proposed program. The application should include client-based outcomes that identify benefits or changes for individuals or populations as a direct result of participating in the proposed program. Outcomes should be focused, measurable, meaningful, specific, attainable, and identify a change in the clients’ knowledge, attitudes, values, skills, behaviors, and/or condition. The strategies, mechanisms for measurement, target dates and rationale should also be clear and understandable. The long-term effects should reflect a general benefit to the community, in line with what is stated in the Con Plan goals.

*Program Quality*

**Program Design (0-40 Points)** – The reviewers will score this section based upon how well the program is expected to efficiently and effectively accomplish its proposed program outcomes. Scoring bonuses may be available to projects that are well-aligned with the recommended action steps in the Lake County Analysis of Impediments to Fair Housing and/or that support the ability of very low- and low-income people to access affordable rental housing. 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.

**Comment [A3]:** HCDC Decision Point #7F

**Comment [A4]:** HCDC Decision Point #7E

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.

**Comment [A5]:** HCDC Decision Point #7B

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 (0-15 Points)** – The reviewer will score this section based upon the program management and the institutional knowledge of the agency and program by considering: the staff levels of experience and training, availability in full-time positions; and the staff turnover. The reviewer will consider how well the agency is equipped to run the program successfully and how accessible (to people with disabilities) their location is.

**Comment [A6]:** HCDC Decision Point #7D

*Agency Capacity*

**Past Performance (0-30 Points)** –The reviewer will score this section based upon the overall history of the program and agency in successfully achieving their outcomes and effectively providing services. The reviewer will assess the program’s readiness and capacity to undertake

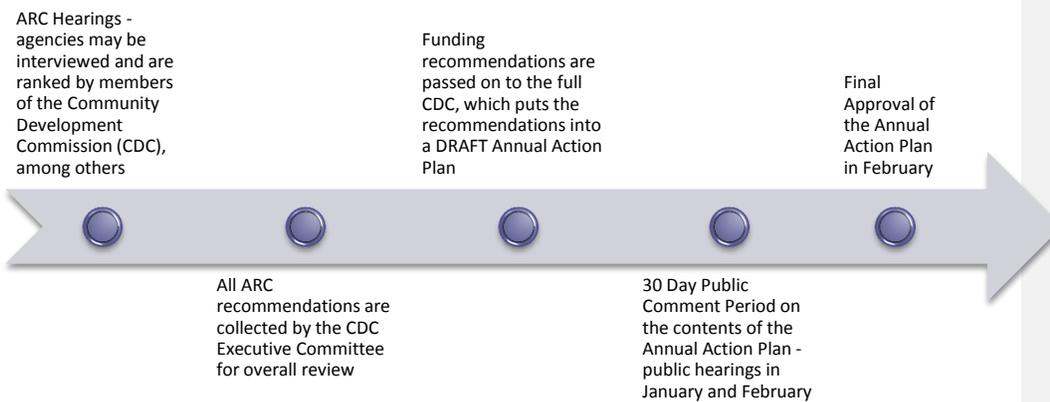
the proposed activity. The reviewer will also consider staff reports regarding the agency's ability to successfully complete its application. If the agency has been funded in the past, reviewers will also take into account the performance in completing quarterly reports and vouchers in a correct, consistent and timely manner.

**Fiscal Management (0-20 Points)** – The reviewer will score this section based upon their assessment of the audit report and the Budgets and Financial Assessments for the Agency. Reviewers will evaluate the diversity and resilience of the various funding sources that support the agency and program and note the ratio of administrative and fund raising costs to total expenses.

**Sustainability (0-20 Points)** – The reviewer will score this section based upon whether it seems that there are sufficient resources for the program to complete its objectives within the program year. The reviewer will assess the organizational and fiscal viability of the program and agency in the near future.

### Application Review Process

Eligible applicants for Lake County Community Development funding will be reviewed by an Application Review Committee (ARC) composed of members of the Community Development Commission. The ARC for Public Services is scheduled for Monday, December 2 at 9:00am. The ARC for Homeless Assistance (ESG) is scheduled for Friday, May 29 at 1:00pm. ARC recommendations for funding will then be forwarded to the Community Development Commission’s Executive Committee for review for compliance and recommendation to the full Community Development Commission. The Executive Committee meeting is scheduled for Wednesday, June 10 at 3:30 pm, and will be held at Lake County Permit Center, 500 W. Winchester Road, Libertyville, IL 2<sup>nd</sup> Floor. A public hearing will then take place at the June 10, 2015 Housing & Community Development Commission Meeting (also held at the Lake County Permit Center, 500 W. Winchester Road, Libertyville, IL, 2<sup>nd</sup> Floor), at which the public may comment on the recommended agencies for funding.



### 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. A hearing for any rejected applications is scheduled for Wednesday, May 13, 2015 at 2:30pm. Any applicant wishing to appeal the rejection must notify staff no later than 4:00pm on Monday, May 11, 2015. 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. Public Hearing will be June 10, 2015. 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.

## Application Submittal

Hand delivery of applications is recommended. Hand delivered applications should be delivered to:

Lake County Central Permit Facility  
500 W. Winchester Road, Unit 101  
Libertyville, IL 60048

### US Mail, FedEx, UPS or DHL

Mailed or shipped applications should be sent registered or certified mail and must be received by the deadline. All applications should be sent to

Lake County Central Permit Facility  
Attn: Community Development Application  
500 W. Winchester Road, Unit 101  
Libertyville, IL 60048

Acceptance of the application does not obligate the Housing & Community Development Commission to fund the application, nor does it guarantee that the application is complete as submitted.

## Timeline

- *Application Workshops*
  - Public Services/Homeless Assistance March 24, – 10:00am
    - Includes Outcomes Training
- *Mandatory Letter of Intent Due Date*
  - April 2, 2015 – 4:00pm
- *Application Due Date*
  - May 6, 2015 – 4:00pm
- *Application Review Committee Meeting*
  - Homeless Assistance (ESG) – May 29, 2015– 9 am
  - Public Services (CDBG) – May 29, 2015 – 1 pm
- *Housing & Community Development Commission approves recommendations*
  - June 10, 2015 3:30 pm
- *Program Year 2015 begins*
  - May 1, 2015

## Program Outcomes Specific Instructions

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### Overview

#### 1) *Previous Program Outcomes*

- Identify 1-3 client-based outcomes achieved for the 2014 calendar year or 2013 Program Year ending in 2014.
- Provide the total number of recipients served during that year. If you use a program year, explain when it begins and ends.
- Information for Outcomes with Incomplete Data.
- When reporting Results, state the number served and percentage of achievement, not just whether they have been "achieved" or "not achieved."
- If you did not set outcomes for the current or most recent years, provide some form of program goals and corresponding results.

#### 2) *Proposed Program Outcomes*

- Identify 1-3 client-based outcomes for the coming Program Year 2015.
- State the Outcome, including the related Strategies, method of Measurement, Target Dates, Rationale and the Long-Term Effects for those activities.
- Outcomes must be specific, measurable, client-based, and realistic. They should measure some of the most significant impacts of the program, rather than encompass every aspect.
- The rationale should explain why the goal was set at that level.

#### *Important Notes:*

- The headers at the top of each sheet are labeled, beginning with Past Program Year Outcome #1 (up to #3) and continuing to Projected Outcome #1 (up to #3).
- The Past Program Year Outcomes refer to 2014 calendar year or 2013 Program Year ending in 2014.
- Please make sure that there is only one outcome on each page.

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.

#### *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.

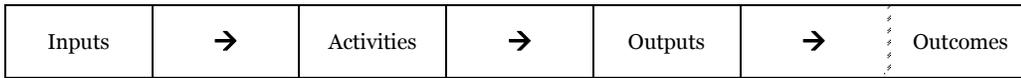
*Inputs* include resources dedicated to or consumed by the program, such as money, staff and staff time, volunteers and volunteer time, facilities, equipment and supplies.

*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 Instructions

**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.



### 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 in order to meet the targets. The outcomes must be specific, telling what the client will get out of these services (not just that clients will be served, counseled, etc.). When giving level of achievement, state the number served/percent increase, not just "achieved" or "not achieved." They do not need to encompass every aspect of the program.

### OUTCOMES - Example

<i>State the Outcome</i>	<i>Strategies</i>	<i>Measurement</i>	<i>Target Dates</i>	<i>Rationale</i>	<i>Long Term Effect</i>
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.
<i>50 clients, formerly on TANF, will get and keep a job</i>	<i>200 clients will go through a job skill workshop. 100 clients will be placed in a living wage job.</i>	<i>Caseworker and client report.</i>	<i>6 months after completion of job skill workshop</i>	<i>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...</i>	<i>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...</i>