Welcome Applicants!

The primary objective of the DuPage County Government is to efficiently and effectively serve the residents of the County. It is in this spirit that the DuPage County Board created a funding pool to provide assistance to organizations that serve the human services needs of DuPage County residents.

Daniel J. Cronin
DuPage County Board Chairman

FY20 Human Services Grant Fund Mandatory Informational Meetings

March 11, 2020 at Noon

March 12, 2020 at 10:00 am

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Agenda

- ✓ Housekeeping
- ✓ Group Announcements
- ✓ FY19/20 HSGF Highlights
- ✓ Eligible and Ineligible Organizations and/or Activities
- ✓ Application

Announcements

- Shefali Trivedi, Executive Director – Giving DuPage
- Please limit questions to those applicable to all
- This presentation will be uploaded on DuPage County's Community Services webpage after the meeting.

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What is HSGF?

$1,000,000 is available and made possible by DuPage County sales tax. Final awards are approved by the DuPage County Board

Goals:

1. Promote self-sufficiency and help families achieve independence

2. Ensure the protection of children and other vulnerable residents

3. Maximize prevention opportunities to strengthen

   families' well-being and stability

Grant Cycle: May 1, 2020 – April 30, 2021

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- HSGF allocation was **$900,000** and **$2,502,760** was requested by **63** applicants

- All agencies were funded with an average award totaling approx. $15,000

- **Request Amounts and Thresholds**
  - ✓ $15,000 maximum request for new* applicants
  - ✓ $50,000 maximum request for previously funded applicants
  - ✓ $80,000 maximum request for merged** agency applicants

- No HSGF request can exceed 50% of the total project cost.

* Agency not receiving HSGF funding in the past 3 years or never funded
** One application in which two agencies that have been individual recipients of the HSGF within the past two years have legally merged into a single agency, may request up to $80,000 for a period of three years to aid in the transition. Legal documents must be uploaded.

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Organizations may submit:

- One solo application

- One associated/collaboration application (partner/s)

Multi-Service Agencies

- Select **_one_** project

Submit application online via ZoomGrants!
Deadline: Friday, April 10, 2020 close of business (4:30 p.m.)

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* Eligible Organizations

- Not-for-profit with **_at least_** 3 years of 501(c)(3) operation and **_at least_** 3 years' substantial operation in DuPage County.

- The project must be physically located within DuPage County and must serve at least 51% DuPage residents

- Provide direct client service

- Broad DuPage geographical service

- Strongly recommended that at least 60% of project funding directed toward individuals at or below 0-30%MFI

*See ZG Resource Library

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General Operating Expenses

- *Staff Salaries and Benefits:* direct service provider positions only

- *Direct Project Materials & Small Equipment:* must remain in the agency facility

- *Maintenance:* small, routine repairs

- *Operations:* utilities, rent, pest control

NOTE: these are the **only** eligible expenses – exceptions and special requests will not be made. Use your best judgement in determining your project's eligible expenses based on this list.

*See ZG Resource Library for complete list of eligible & ineligible expenses.

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- ***<u>NEW! HSGF FAQ</u>***

- Definition of Severely Disabled

- HUD Presumed Benefit Groups

- Eligible & Ineligible Organizations and Activities

- HUD Income Limits

- FY17-FY19 HSGF Award Summary

- FY20 HSGF Applicant Calendar

- ZoomGrants Applicant Tips

- Revised W-9 Form

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NEW!

Community Development released a survey requesting feedback regarding the application process. We received many responses requesting the process be streamlined.

YOU ASKED, WE LISTENED!

The HSGF application has been reduced to eight questions (some multi-part)

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- *__QUESTION 1__* (multi-part)
  - ✓ All requested project information
  - ✓ *Answer all parts!*
- *__QUESTION 2__* (single choice)
  - ✓ Identify if project serves presumed benefit or family size/income
  - ✓ *Project must one group – upload income docs for family size/income*
- *__QUESTION 3__* (single choice)
  - ✓ Identify the population the project serves
  - ✓ *Project must serve an identified group – no "other"*

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- ***QUESTION 4*** (multi-part)
  - ✓ Provide all information – problem, activity, outcome
  - ✓ *Answer in following format: # (#%) of # (#%) clients are **PROBLEM**. **ACTIVITY** will be provided **NUMBER** times per **TIMEFRAME** for **NUMBER OF TIMEFRAME** for **NUMBER** participants. # of # (#%) will demonstrate **MEASURABLE OUTCOME**.*
- ***QUESTION 5*** (two-part)
  - ✓ Provide all information – outcome measure and participant satisfaction
  - ✓ *Refer to a specific tool that is used to measure (i.e. survey)*

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- **QUESTION 6** (single)
  - ✓ Describe the **critical need**
  - ✓ *Use local and/or internal agency data to support*
- **QUESTION 7** (single)
  - ✓ Describe marketing and outreach efforts
  - ✓ *Refer to specific tactics (i.e. brochures, events, website, etc.)*
- **QUESTION 8** (single choice)
  - ✓ Is your agency "merged"?
  - ✓ *Upload required documentation!*

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Population Served

- Estimate the number of non-duplicated people anticipated to be served by this project
- Beneficiaries by income, race/ethnicity, and age should *MATCH*

Budget

- Project-Specific Budget, **_not_** Agency-wide

- Sources of Funding must equal Uses of Funding

- Include approved and pending 2020 funding commitment amounts, including HSGF request amount (_do not upload funding commitment letters_)

- The budget in the application should reflect the budget for that project

NOTE: your 501(c)(3) certification and/or audit may pertain to your entire agency, which may/may not be headquartered in DuPage County

- Governing Body Authorization
  - ✓ Include language stating **position** authorized to submit application **and if funded**, to execute agreement and abide by its terms
- Proof of 501(c)(3) Non-Profit Status from at least the previous 3 years
- Most recent, completed, audited financial statements by 3rd party CPA
  - ✓ Upload _**AND**_ mail/drop-off one complete, original hard copy to Community Development
- County Board District Map
  - ✓ Use the following link to identify the County Board District your project will be located in: https://dupage.maps.arcgis.com/home/webmap/viewer.html?webmap=ae2ceab26d8a4baa83853a9e73d9319a
  - ✓ Upload the County Board District map identifying the project location.

- Most recent, complete federal 990 Form
  - ✓ Do not upload any other document in this Tab
  - ✓ **Reminder**: Upload entire form, **not just 1st page**
- Most recent, complete AG-990-IL Form
  - ✓ Do not upload any other document in this Tab
- Signed, completed W-9 Form
  - ✓ Must use new form in Resource Library
- Organizational Chart
  - ✓ Include position for which funding is sought

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Intake Document – MUST include the following:

1. Number of people in the household

2. A specific income amount

3. A signature line to certify client's income

IMPORTANT!

✓ Income reported must correspond to CDBG Income Limits (Resource Library)

✓ If a different range is used, reviewers cannot confirm the appropriate MFI category

Database Sample

- First four pages to demonstrate service of low-to-moderate income clients

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Required: Family Size/Income

SUMMARY TABLE								
Income	**HH Size**		**Age**		**Race**		**Hisp/Lat**	**Non**
0-30%	12	1	51	Youth	0	White	33	12	21
31-50%	42	2	19	Adults	8	African American	37	4	33
51-80%	14	3	0	Seniors	62	Asian	0	0	0
81% +	2	4+	0	Undisclosed	0	American Indian	0	0	0
TOTAL	70	TOTAL	70	TOTAL	70	Native Hawaiian	0	0	0
						Other/Multi	0	0	0
						TOTAL	70	16	54

IMPORTANT!

All uploaded income documentation should correspond to *last* project year. It does not need to match HSGF program year.

ZoomGrants Reminders

- Applicants – unique Agency Log-In ID
  - ✓ Repeating applicants use their same ID. New Applicants log onto ZoomGrants to create unique Log-In ID
- ZoomGrants auto-save feature
- Application deadline is 4:30 p.m. on Friday, 04/10/20 – **ZoomGrants will lock you out!**
- Add 'Notices@ZoomGrants.com' to your whitelist to ensure you receive messages

Tips

- Review the presentation, application, resource library and FAQ – technical assistance is available if information is not addressed in available material (***TA is provided by email ONLY***)
- Start early! Don't wait until the last minute to attempt a submission
- Read and answer questions carefully – have a colleague review your application, including attachments
- **Audit Reminder:** Upload audit in ZG, and mail/drop-off complete original audit along with any management letters and responses to CD Offices <u>as soon as possible</u>.

Important Dates

On-line Application Deadline: Friday, 04/10/20, 4:30 p.m.

- 06/02/20: *Anticipated* – Recommendations to HHS Applicants to be invited to meeting
- 06/09/20: *Anticipated* – County Board
- 06/12/20: ZG email notification of official awards
- 05/01/20: Grant cycle begins
- 04/30/21: Grant cycle ends

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What's Next?

- Applications Due Friday, April 10, 2020 by 4:30 pm
- **Grant Cycle:** 05/01/2020 - 04/30/2021

IF FUNDED:
- ✓ Agreement signed with Mary Keating, Director, Community Services, and Authorized Agency Official per Board Resolution
- ✓ Revised Project Costs and Activities Form
- ✓ Two Requests for Payment – ***First due with Agreement***
- ✓ Two, 6-month online ZG Progress Reports

Past performance (i.e. being timely and responsive) is weighted heavily!
Keep an eye on deadlines and submit required documentation on time

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IMPORTANT CHANGES!

Information must be captured before reimbursements can be made:

- **Application Budget vs. Actual Budget** –adjust the uses of funds according to the actual award – new uses that were not originally requested may be added
- **Application Numbers vs. Revised Numbers** – adjust anticipated number of unduplicated individuals that will be benefited by this project based on the actual award
- **Outcome Measures** – Reflect only ONE service or activity that will be tracked for this grant according to the actual award. Choose the service or activity that will be the most impactful

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Income Range	HSGF Application Numbers		HSGF Revised Numbers	
	# of Persons Benefited	%	# of Persons Benefited	%
0-30% of MFI				
31-50% of MFI				
51-80% of MFI				
81% + of MFI				
ANNUAL TARGET:		100%		100%

Age Range	HSGF Application Numbers	HSGF Revised Numbers
	# of Individuals Served	# of Individuals Services
# of Youth (0-17)		
# of Adults (18-59)		
# of Seniors (60+)		
TOTAL:		

COMMUNITY NEED	SERVICE OR ACTIVITY/OUTPUT	PROJECTED OUTCOME
State ONE problem linked to the need being addressed by the program. Must be quantifiable.	State the service or activity that will be provided to address the problem, need or situation. (Statements MUST include both how many people and how often the activity will take place.)	What measurable benefit or change will be observed because of the activity provided? (The outcome MUST include both the number of people (either actual or percentage) and a measurement unit).

Questions?

If you have questions after this meeting we ask that you send all inquiries through email to: communitydev@dupageco.org

Technical Assistance Questions:
ZoomGrants Hotline: (866) 323-5404 (Mountain time)
Questions@ZoomGrants.com

DISCLAIMER: This presentation and informational meeting are only highlighting some of the sections of the application. The applicant is solely responsible for thoroughly reviewing the criteria and completing the application.

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