



DUPAGECOUNTY

MANDATORY MEETING – PUBLIC SERVICE



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WELCOME!

Friday, August 24, 2018

10:00 am

3500-B

**NOTE: This meeting will
not cover neighborhood
investment projects.
School Districts are not
eligible applicants**

Community Development Block Grant and Emergency Solutions Grant



DUPAGECOUNTY



HOUSEKEEPING

- ✓ **Silence cell phones**
- ✓ **Limit *project specific* questions – ask questions that might benefit the entire group**
- ✓ **Restrooms – located in the hallway**
- ✓ **Community Development Commission: www.dupageco.org/cdc**





AGENDA

- **FY2018 Snapshot**
- **Important Changes**
- **CDBG/ESG – Eligible Activities**
- **Online Application Process**
- **Important Dates and Requirements**
- **Questions and Answers**





2018 SNAPSHOT

Cluster	Total Project Cost	FY18 Requested	FY18 Awards	\$ Funded vs. Requested	Funded Projects	Applicants
Housing/ Homeless	\$5,980,283	\$453,665	\$454,361	100%	14	14
NRC	\$761,622	\$48,235	\$58,300	100%	4	4
Total	\$6,741,905	\$501,900	\$512,661	100%	18	18

DuPage County was able to fund:
100% (\$512,661) of the amount requested
100% (18 of 18) of the projects





IMPORTANT CHANGES

Area Wide Benefit Projects (NRCs)

- Must serve area of at least 35.85% low-to-moderate income – formerly 35.83%

REMINDER: applications will *not* be competitively scored but they will be evaluated for meeting funding criteria. Returning applicants are encouraged to request roughly what they received in 2018





CDBG – ELIGIBLE ACTIVITIES

PUBLIC SERVICE

- **Essential Services:** child care, education services, life skills training, health, mental health, legal services, other
- **Salaries and Benefits:** direct service staff
- **Operations:** utilities, rent/lease, related operational expenses
- **NRCs ONLY:** Consumable supplies and transportation to-and-from program activities





ESG – ELIGIBLE ACTIVITIES

FOUR CATEGORIES

- **Street outreach:** essential services to reach those unsheltered
- **Emergency Shelter:** direct client service salaries and benefits
- **Rapid Rehousing:** housing relocation and stabilization services for those “literally homeless”
- **Homelessness Prevention:** housing relocation and stabilization services for those “at risk”





ESG – ELIGIBLE ACTIVITIES

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

- ESG-funded agencies must participate in the County's Continuum of Care HMIS data collection program
- **EXCEPTION:** domestic violence programs (must have equivalent database in use)





APPLICATION PROCESS

PRELIMINARY STEPS



LETTER OF INTENT



APPLICATION FORMAT



UPLOAD REQUIRED DOCUMENTS





PUBLIC HEARING

- A public hearing is **required** for all CDBG/ESG applications for the FY2019 project year
- An agency may host its own or attend a group public hearing
- A notice of public hearing must be published **at least 10 calendar days** prior to the hearing
- A copy of the notice and minutes **must** be attached to the application





PUBLIC HEARING

- A group public hearing will be hosted by Anne O'Dell of H.O.M.E. DuPage on Monday, September 24 at 10:00 am
- All applicants wishing to participate must submit information by Tuesday, September 11 at 4:30 pm to Anne O'Dell
- If you have questions, please contact Anne O'Dell anne@homedupage.org





BOARD RESOLUTION

- Must Authorize Submission of the Application
- Must Authorize the Position/Title of Agreement Signatory who will abide by the terms of the Agreement
- A copy of the resolution **must** be uploaded to the application
- Board meetings that occur **after** the application deadline must make arrangements to provide the resolution on time per agency by-laws i.e. email vote is allowable based on by-laws





LETTER OF INTENT

- Due by Friday, September 7 at 4:30 pm
- Submitted electronically in online application
- **Part A:** project name, amount requested, applicant information, organization information, contact information
- **Part B:** Project information including location, abstract, and description
- Letter of Intent must be submitted on time to access application





OVERVIEW AND ELIGIBILITY

- Describe in detail the proposed activity making sure to identify the population that will benefit from the proposed activity
- Establish program eligibility
- Identify the National Objective (CDBG) or Eligible Activity (ESG)
- Describe how the proposed activity aligns with the mission and experience of the agency





CDBG NATIONAL OBJECTIVE

- **Area Wide Benefit (NRCs Only)** – census tract data with at least 35.85% low income but recommend 39% in case of HUD changes
- **Limited Clientele:** family size/income – serve at least 51% low-income
- **Presumed Benefit Group:** abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, migrant farm workers





ESG ELIGIBILITY

- Documentation of program services which corresponds to the applicable ESG category (street outreach, shelter, HP, RRH)
- Homeless Prevention providers must upload income information
- May use Organization Narrative from State ESG Application, if available and relevant





INCOME DOCUMENTATION

- First four pages of individual client data
- Summary table
- Methodology for data collection
- **Limited Clientele:** submit income documentation to demonstrate that project serves at least 51% low-income
- **Presumed Benefit:** no income documentation – falls into 51-80% (other low MFI)

EL – Extremely Low = 0-30% MFI
VL – Very Low = 31-50% MFI
OL – Other Low = 51-80% MFI





INCOME DOCUMENTATION

Client ID or Name (Blacked Out)	Income	Household Size	Income Level	Race/Ethn
100	\$12,850	2	EL	W
101	\$21,050	4	EL	W
102	\$18,500	3	EL	W
103	\$8,400	1	EL	B
104	\$22,025	5	EL	W-H
105	\$14,505	2	EL	W
106	\$19,050	3	EL	B
107	\$16,500	2	EL	B
108	\$31,500	5	VL	B
109	\$35,000	5	VL	B
110	\$46,000	6	OL	W-H
111	\$23,050	5	EL	W-H
112	\$22,050	4	EL	W-H
113	\$21,095	4	EL	W
114	\$17,095	2	EL	W-H
115	\$18,500	3	EL	W
116	\$22,005	4	EL	W-H
117	\$28,500	5	VL	W-H
Total Individuals Served		65		

- All numbers must be consistent and match the cover page
- List only unduplicated persons served by this project, not entire agency
- Provide an explanation of any anticipated changes in persons served in FY2019 project year





APPLICATION

PRIORITY NEEDS

- Specify your agency as:
 - Continuum of Care Agency or;
 - Neighborhood Resource Center (NRC)
- Identify the needs the program will fill by percentage – limit the choices to the four primary needs served
- Listed priority needs and rankings are in Resource Library





OUTPUTS/OUTCOMES

<p>CONTINUUM PRIORITIES <i>(Housing / Homeless)</i> ISSUE / PRIORITY <i>(Elderly, Families, and PWD)</i></p>	<p>PROBLEM, NEED, OR SITUATION</p>	<p>SERVICE ACTIVITIES / OUTPUTS</p>	<p>PROJECTED OUTCOME</p>
<p>Example: <i>1 h. in ESL and Literacy</i></p>	<p><i>40% of our clients are unable to communicate using English.</i></p>	<p><i>ESL classes will be provided (three per week x 10 week sessions) for 20 participants; child care available.</i></p>	<p><i>80% of participants will demonstrate at least a one grade level increase in ability to read, write, and speak English by the end of the course.</i></p>



OUTPUTS/OUTCOMES

Program Modifications

- Qualitative or quantitative evidence that a change was needed

Participant Satisfaction

- How is participant satisfaction measured?
- What number or percentage of participants indicate satisfaction? How are unmet needs addressed?





APPLICATION

ACCOMODATIONS

- Identify accessibility for persons with disabilities, including hearing and visual impairment
- Indicate languages encountered regularly and what language assistance is offered for persons with limited English proficiency (LEP)





APPLICATION

CONTINUUM OF CARE CONSIDERATIONS

- Active and regular participation in CoC Committee Structure
- HMIS participation/data quality

CULTURAL COMPETENCY

- Self-assessment complete, plan developed and board approved
- Recruit, retain and promote diverse personnel and leadership
- Provide written/verbal notice of language assistance for LEP





BUDGET

CDBG/ESG USE OF FUNDS

- Sources of Funds
 - Approved and/or pending
- ESG match
 - Use of Funds
- Operating Budget
- Provide documentation and explanation of significant changes in revenue within narrative





POPULATION SERVED

BENEFIT TO LOW INCOME PERSONS – NUMBER OF BENEFICIARIES	
0 – 30%	#
31 – 50%	#
51 – 80%	#
81% +	#

BENEFIT TO MINORITIES		
RACE	H/L	NH/NL
White		
Black/AA		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Pacific Islander		
Other/Multi-Racial		



REQUESTED ATTACHMENTS

- Governing Body Authorization for Application and Agreement
 - Proof of 501(c)(3)
 - Public Hearing Notice and Meeting Minutes
 - Complete Audited Financial Statements w/Management Letters
 - Single Audit and Agency Response Letters
 - Organizational Chart
 - License / Written Endorsement
 - Map of Project Location
 - Supplemental Budget Documentation – Copy of Funding Commitments
 - Cultural & Linguistic Competency Plan
 - 3rd Party Review
 - Conflict of Interest
 - Supporting documentation to link project to CDBG National Objective or eligible ESG population
 - Project Location and Congressional District
 - Other
- LIMITED CLIENTELE – FAMILY/SIZE INCOME ONLY**
- Intake Sample
 - Client Database Sample
 - Client Income Summary Table (prior program yr)





RESOURCE LIBRARY

- Use the library to reference:
 - Definitions – presumed benefit, ethnic/racial determinations, severely disabled, etc.
 - Goal Outcome Indicators – determining who is served
 - Conflict of Interest
 - Income limits
 - CoC Expectations
 - Ranking of priority needs





IMPORTANT INFORMATION

Applications:

- Deadline for submission of online application is Friday, October 5, 2018 by 4:30 pm
- Applications will not be accepted after closing – no exceptions!
- Financial Statement/Audit: a complete original print copy with management letters and management response, and single audit, if available, **must** be provided to Community Development Commission by October 5 application deadline





QUESTIONS

If you have project-specific or programmatic questions after this meeting, send all inquiries through email to: communitydev@dupageco.org

Web-based Application 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 provided resources and completing the application.

