MANDATORY MEETING - PUBLIC SERVICE

WELCOME!

Thursday, August 22, 2019
9:00 am
3500-B

This meeting will NOT cover neighborhood investment projects.

School Districts are not eligible applicants.

Community Development Block Grant and Emergency Solutions Grant
✓ 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

- FY2019 Snapshot
- Important Changes
- CDBG/ESG – Eligible Activities
- Online Application Process
- Important Dates and Requirements
- Questions and Answers
DuPage County was able to fund:
93% ($789,706) of the amount requested
92% (23 of 25) of the projects

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Total Project Cost</th>
<th>FY19 Requested</th>
<th>FY19 Awards</th>
<th>$ Funded vs. Requested</th>
<th>Funded Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing/ Homeless</td>
<td>$9,625,254</td>
<td>$780,100</td>
<td>$745,706</td>
<td>95%</td>
<td>20</td>
</tr>
<tr>
<td>NRC</td>
<td>$847,664</td>
<td>$67,375</td>
<td>$44,000</td>
<td>65%</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>$10,472,918</td>
<td>$847,475</td>
<td>$789,706</td>
<td>93%</td>
<td>23</td>
</tr>
</tbody>
</table>
IMPORTANT CHANGES

ATTENTION – NEW!

Area Wide Benefit Projects (NRCs)

• Must serve area of at least 45.36% low-to-moderate income

2020-2024 Consolidated Plan

• Priorities are weighted differently
• Applications are competitively scored
• Funding requests will extend for 3 years
PUBLIC SERVICE + NRCs

Must provide an essential service: basic needs, money management, life skills training, mental health counseling, legal services, transportation, etc.

ATTENTION – NEW!

May only cover salaries and benefits for direct service staff
FOUR CATEGORIES

- **Street Outreach**: essential services to reach those unsheltered
- **Emergency Shelter**: essential services for those in shelter
- **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

1. LETTER OF INTENT
2. REQUIRED ACTIONS
3. APPLICATION
4. UPLOAD REQUIRED DOCUMENTS
LETTER OF INTENT

• Due by Friday, September 6 at 4:30 pm - submit electronically in ZoomGrants
• Letter of Intent must be submitted on time to access application
• A separate letter of intent must be submitted for each project
• Must be an active CoC member
A public hearing is **required** for all CDBG/ESG applications.

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 certificate of publication, sign-in and minutes **must** be attached to the application.
• Must authorize both the **submission** of the application and designate a Position/Title 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
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
2. Choose the Goal Outcome Indicator that best describes the program.

Please refer to the Goal Outcome Indicator document in the Resource Library. Note whether the indicator specifies households or persons.

- Non-Housing Public Service Activities benefiting low-moderate income persons
- Housing Public Service Activities benefiting low-moderate income households
- Tenant-Based Rental Assistance/Rapid Re-Housing
- Overnight Shelter/Street Outreach
- Homelessness Prevention

ESG Activity

PS Activity
TIPS AND TRICKS

• Answer the question...
  • Respond to all question parts, including *italicized* text
  • Provide objective information, no “fluff”
  • Include only **relevant** agency-level information – no national stats/data
TIPS AND TRICKS

Veterinary care is an essential and necessary service that this agency provides for all dogs and cats across the entire County. Lack of access to veterinary care is a national crisis – 10,000 dogs go without preventative care and treatment each year resulting in an increase of dog mortality. This problem is very serious. Dogs and cats must be taken care of and be considered a priority for this funding. Dogs and cats deserve to have a stable, loving home which provides adequate veterinary care while ensuring they do not go without appropriate preventative services...

DCHS is requesting $50,000 to support partial salaries and benefits for direct service staff operating a veterinary program which provides preventative care and treatment to dogs and cats. Low-income residents with a dog or cat may be seen bi-annually to ensure their pet receives a rabies vaccine, physical exam and hygiene package. DCHS anticipates providing preventative care to 360 dogs and cats benefitting 328 low-income individuals who, as a result, will not be cost-burdened by vet bills.
CDBG NATIONAL OBJECTIVE

- **Area Wide Benefit (NRCs Only):** census tract data with at least 45.36% low income
- **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

*NO SCORING ADVANTAGE SELECTING FAMILY SIZE VS. PRESUMED BENEFIT*
• 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 narrative from State ESG application, if relevant
ZoomGrants Snapshot...

Identify the needs the program will fill by percentage – limit the choices to the **FOUR** primary needs served.

*More than four needs and/or a total percentage over 100 will result in 0 points*
<table>
<thead>
<tr>
<th>PROBLEM (ONLY ONE)</th>
<th>SERVICE AND/OR ACTIVITY</th>
<th>MEASUREABLE BENEFIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>40/100 (40%) clients are unable to communicate in English</td>
<td>ESL classes will be provided 3x a week for 10 weeks to 100 clients</td>
<td>80/100 clients (80%) will demonstrate at least 1 grade level increase in ability to read, write, &amp; speak English</td>
</tr>
</tbody>
</table>
• Answer the question...
  • Address *all* requested question parts
  • Make sure to review the *italicized* text
  • Only address *one* problem
40 of our clients can both not speak English and do not receive Medicaid. We are hoping to fix that. Clients will be given the opportunity to attend language classes once a week. They have access to a bus which takes up to 12 clients weekly to the Public Aid office. Once they get their benefits, they are no longer eligible for English classes. A client will successfully complete the program when they get both their Medicaid enrollment and graduate from 6 consecutive English classes. The hope is...

40/100 (40%) clients are unable to communicate in English. ESL classes will be provided 3x a week for 10 weeks to 100 clients. 80/100 clients (80%) will demonstrate at least 1 grade level increase in ability to read, write, & speak English.

✓ PROBLEM ✓ ACTIVITY ✓ BENEFIT
Measurement Tool

• How will the benefit be measured? Provide *specific* example

Program Modifications

• Provide qualitative or quantitative evidence that programmatic change was needed *OR* indicate the strength of the program

Participant Satisfaction

• Address how participant satisfaction measured
• 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)
ATTENTION – NEW!

Identify **all key** project staff that will be administering this project – direct service, finance, leadership, etc.

ZoomGrants Snapshot...

17. Provide details regarding staff that will be administering the project. Include credentials of each person and previous experience working with federal funds of both the agency and key staff that will be part of the project.

Include the names of each person on the project team (5 points)

Their Answer (limit 1000 characters)
ATTENTION – NEW!
Select all measures that apply – CDC staff will review responses and compare to internal records.

ZoomGrants Snapshot...

18. Past Performance will be taken into consideration when evaluating the application. Please select all that apply:
   - [ ] Progress reports were submitted on time during the last grant year
   - [ ] Submitted progress reports were complete and accurate
   - [ ] CDC client file monitoring resulted in no concerns/issues
   - [ ] Requests for Payments submitted to the CDC were complete & accurate at initial submission
   - [ ] Our agency has cancelled a CDBG Agreement within the past 3 years
   - [ ] Our agency did not utilize the full grant amount that was awarded to us within the last year.
CoC CONSIDERATIONS

**Cultural Competence:** indicate what the agency has done to advance equal opportunity and access

**Mainstream Benefits:** indicate how participants secure benefits

**3rd Party Review:** Include reviews that result in certification, accreditation, and/or licensure

**CoC Participation:** CDC staff will review responses and compare to CoC records
ZoomGrants Snapshot...

Identify the **pending** sources for the **project**

Indicate the **committed** sources for the **project**

Do **NOT** include agency-wide budget

<table>
<thead>
<tr>
<th>2019 Pending</th>
<th>2019 Committed</th>
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<tbody>
<tr>
<td>$</td>
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<td>$</td>
</tr>
</tbody>
</table>

Total $ 0.00  
Total $ 0.00
ZoomGrants Snapshot...

CDBG funds may **only** be used for **partial salaries and benefits**

Identify the **other** funds for the **project**

**ADDRESS ALL PARTS WITHIN THE BUDGET NARRATIVE**
### ZoomGrants Snapshot...

#### POPULATION SERVED

<table>
<thead>
<tr>
<th>Median Family Income Category</th>
<th>Number of Beneficiaries</th>
<th>Number of Persons Who Will Be Below 18 Years of Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30% Median Family Income (MFI)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31-50% Median Family Income (MFI)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51-60% Median Family Income (MFI)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>81% + Median Family Income (MFI)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

#### Ethnicity

<table>
<thead>
<tr>
<th>Race</th>
<th>Hispanic/Latino</th>
<th>Non-Hispanic/Latino</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Black/African American</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Native Hawaiian/Other Pacific Islander</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

**PROJECT BASED ON WHO IS ANTICIPATED TO BE SERVED**
<table>
<thead>
<tr>
<th>Required Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governing Body Authorization</td>
</tr>
<tr>
<td>Proof of 501(c)(3)</td>
</tr>
<tr>
<td>Public Hearing - Certificate of Publication and Meeting Minutes</td>
</tr>
<tr>
<td>Audited Financial Statements w/Management Letters</td>
</tr>
<tr>
<td>Organizational Chart</td>
</tr>
<tr>
<td>Location Map</td>
</tr>
<tr>
<td>Conflict of Interest Disclosure</td>
</tr>
<tr>
<td>Supporting documentation to link project to CDBG National Objective or eligible ESG population</td>
</tr>
</tbody>
</table>
REQUESTED ATTACHMENTS

- Single Audit w/Agency Response Letters (if agency received $750k in fed. funds)
- Funding Commitment Letters
- Cultural & Linguistic Competency Plan
- 3rd Party Review

LIMITED CLIENTELE – FAMILY/SIZE INCOME ONLY
- Intake Sample
- Client Database Sample
- Client Income Summary Table (prior program yr)
- Other
INCOME DOCUMENTATION

- Methodology for data collection – intake
- First four pages of individual client data
- Summary table

- Family Size/Income: upload income documentation to demonstrate that project serves at least 51% low-income

- Presumed Benefit: no income documentation
INCOME DOCUMENTATION

- All numbers must be consistent and match the cover page
- List only *unduplicated* persons served by this project
- Provide an explanation of any anticipated changes in persons served in FY2020 project year

<table>
<thead>
<tr>
<th>Client ID or Name (Blacked Out)</th>
<th>Income</th>
<th>Household Size</th>
<th>Income Level</th>
<th>Race/Ethn</th>
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<tbody>
<tr>
<td>100</td>
<td>$12,850</td>
<td>2</td>
<td>EL</td>
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<td>101</td>
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<td>W</td>
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<tr>
<td>116</td>
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<td>W-H</td>
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<tr>
<td>117</td>
<td>$28,500</td>
<td>5</td>
<td>VL</td>
<td>W-H</td>
</tr>
</tbody>
</table>

Total Individuals Served: 65
• Definitions – presumed benefit, ethnic/racial determinations, severely disabled, etc.
• Goal Outcome Indicators
• Conflict of Interest Disclosure form
• Income limits
• CoC Expectations
• Ranking of priority needs
Applications:

• Deadline for submission of online application is Friday, October 11, 2019 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 11
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.