Community Development
Program Year 2020 Grant Application
Instructions

Community Development Block Grant (CDBG)

Emergency Solutions Grant (ESG)

Lake County Video Gaming Revenue (VGR)

Program Year 2020 Grant Application Instructions

Contents

All Grant Sources – General Instructions

Application Caveat

Lake County staff, Waukegan 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 a program National Objective;
- Does not clearly meet an approved goal for the 2020 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;
- Does not submit an Application on time.

Important Dates

Training Workshop

- Consolidated Application Training Workshop: ---
        November 12, 2019 @ 10 am
        Waukegan City Hall, 2nd Floor
        100 N. Martin Luther King Jr. Dr., Waukegan, IL
- Attendance is *recommended* for all applicants.

Submission Deadlines

- *Application Deadline:*   December 16, 2019 @ 4:00 pm

Applications are due no later than the dates/times listed above. Late

Due	Waukegan CDBG*	Lake County/North Chicago CDBG/ESG/Video Gaming
December 16, 2019 4:00pm	1 original, 8 copies, 1 electronic (flash drive/email) of application and attachments delivered to: City of Waukegan – CDBG Department 100 N. Martin Luther King Jr. Ave. Waukegan, IL	1 original, 3 copies,* 1 electronic (flash drive/email**) of application and attachments delivered to: Lake County Community Development 500 W Winchester Rd. Libertyville, IL 60048

applications will NOT be accepted, regardless of circumstances.

*Except for the audit, no attachments are required with the 3 copies

**Electronic applications for Lake County may be submitted to communitydevelopment@lakecountyil.gov and cdbg@waukeganil.gov for Waukegan
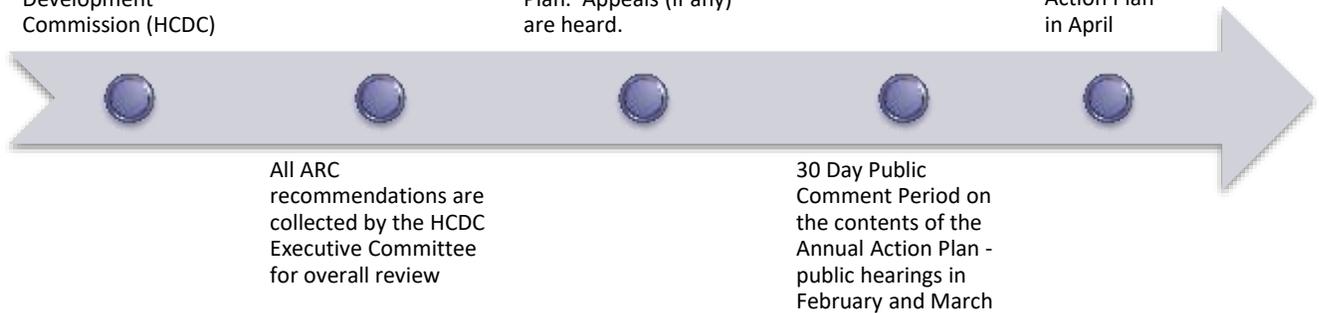
Application Submittal Instructions

Original and hard copies of applications must be submitted for Lake County/North Chicago CDBG, ESG and VGR at the Permit Center at 500 W Winchester Rd in Libertyville IL.

ARC Hearings - agencies may be interviewed and applications are ranked by members of the Community Development Commission (HCDC)

Funding recommendations are passed on to the full HCDC, which puts the recommendations into a DRAFT Annual Action Plan. Appeals (if any) are heard.

Final Approval of the Annual Action Plan in April

All ARC recommendations are collected by the HCDC Executive Committee for overall review

30 Day Public Comment Period on the contents of the Annual Action Plan - public hearings in February and March

Lake County Requirements & Timeline

Appeals Hearing
- All grants except Waukegan: January 15, 2020 (HCDC meeting)

Advisory Review Committee
- ESG: February 14, 2020, 11 a.m. 500 W. Winchester, Libertyville
- CDBG Public Services and Lake County Video Gaming: February 28, 2018, 2 p.m. 600 W. Winchester (LCDOT), Libertyville

Executive Committee Review
- All grants except Waukegan: March 18, 2020 HCDC (see https://www.lakecountyil.gov/calendar.aspx?CID=64,47) for further detail

Waukegan Stakeholder Participation Panel
- Required for Waukegan CDBG applicants only. Contact grant specialist for dates/times.

Housing and Community Development Public Hearing #1
- All grants except Waukegan: March 18, 2020 HCDC (see https://www.lakecountyil.gov/calendar.aspx?CID=64,47) for further detail

Housing and Community Development Public Hearing #2
- All grants except Waukegan: April 15, 2020 HCDC (see https://www.lakecountyil.gov/calendar.aspx?CID=64,47) for further detail

Lake County Board
- All grants except Waukegan: June 2020 Lake County Board meeting (see https://www.lakecountyil.gov/calendar.aspx?CID=64,47) for further detail

Waukegan CDBG Timeline

- **C**DBG 2020 Human Services Application Review will be held January 13-17, 2020
- 2020 Annual Action Plan Public Hearing#1 and presentation to the City Council March 16, 2020
- 2020 Annual Action Plan Public Hearing #2 and approval by City Council April 20, 2020

Appeals Process

Any applicant whose application is rejected by staff for any reason may appeal that decision to the January 15, 2020 Housing & Community Development Commission's Executive Committee meeting. Any applicant wishing to appeal the rejection must notify staff no later than 4:00pm on January 3, 2020. 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.

Application Formatting

- All applications must be collated
- All paperwork must be three-hole punched
- Applications should not be stapled or bound
- 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.

DUNS Number and SAM 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 federal System for Award Management (www.sam.gov). Information about this process will be presented at the application workshops.

Consolidated Plan Goals

Applicants may apply only for the goals approved for the 2020 Application Process.

CDBG & Emergency Solutions Grant (ESG)

- **Goal 1 - Improve Homeless Crisis Response System**
- **Goal 2 - Assist Persons with Special Needs**
- **Goal 3 - Maximize Affordable Housing**
- **Goal 4 - Prioritize Pathways for Upward Economic Mobility**

Waukegan CDBG
- **Goal 1 – Housing Needs**
- **Goal 2 - Homeless Needs**
- **Goal 3 - Other Special Needs**
- **Goal 4 - Community Development Needs**
- **Goal 5 – Economic Development - Employment**

Lake County Video Gaming
- **Assessment, education and outreach for gambling addiction** – *To provide services that increases the awareness of and the detection of problem gambling in Lake County.*
- **Clinical gambling addiction services –** *To provide mental health services by licensed practitioners to Lake County citizens with a gambling addiction.*
- **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).*
- **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 2018 Calendar Year or last fiscal Year.
    - "Current Operating Year" refers to 2019 Calendar Year or current fiscal Year.
    - "Projected Next Year" refers to 2020 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.

- Identify 1-3 client-based outcomes for your program (see next page for exceptions). 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.

Exceptions:

- **ESG applicants are not required to submit outcomes measures**. As necessary, reports will be drawn from HMIS to determine program quality. New programs without existing HMIS data may contact their grant administration specialist with questions and concerns.

- Applicants for **Video Gaming Revenue providing direct client services need to only submit one proposed outcome but should report on three goals from the previous year**. The other two proposed goals will be provided by Community Development.

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	→	Activities	→	Outputs	→	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.

Prior receipt of funding does not insure or suggest ongoing financial support. Agencies should not become dependent on Community Development Block Grant (CDBG), Lake County Video Gaming Revenue (VGR) or Emergency Solutions Grant (ESG) funding to sustain their programs.

Lake County/North Chicago and Waukegan CDBG and ESG Specific Instructions

The following is applicable to **Lake County and North Chicago CDBG** and Lake County **ESG funds**. Applications for other CDBG funds and HOME funds will be available on the Lake County website. Participation in the ServicePoint Referral Network will be a requirement of all grantees unless participation is not practicable.

Lake County CDBG applicants 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 provide services to beneficiaries throughout Lake County, not just in North Chicago or Waukegan.

North Chicago CDBG applicants must:

- be either units of government, public not-for-profit entities or private not-for-profit entities;
- serve North Chicago residents

Waukegan CDBG applicants must:

- be either units of government, public not-for-profit entities or private not-for-profit entities;
- serve Waukegan residents

ESG applicants 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 provide services to beneficiaries throughout Lake County, not just in North Chicago or Waukegan.
- **Lake County ESG applicants special note regarding 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 Yareli Salgado at 847.377.2134 with any questions related to the HMIS.

Minimum/maximum amount of requests
- CDBG: a minimum of $10,000 and no maximum
- ESG: a minimum of $10,000 and no maximum.

Estimated Funds Available – Contingent on 2020 HUD Budget
- Lake County ESG - $215 K (estimate)
- Lake County CDBG - TBD
- North Chicago CDBG - $30K (estimate)
- Waukegan CDBG - $128K (estimate)

Match/Leverage

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

- CDBG = at least 25% of the total grant amount
- ESG = at least 100% of the total grant amount (dollar for dollar match)

Lake County/North Chicago CDBG and Lake County ESG Scoring Criteria

Community Impact

Community Need (0-30 Points) – Reviewers will score this category based upon the overall impact that the proposed project/program will have in addressing a priority need identified in the Consolidated Plan.

Priority Needs

1. End Homelessness
2. Inclusive Growth
3. Housing Accessibility
4. Borderless Transit

Reviewers will consider the extent to which the proposed program is needed in the community by considering other known similar programs in the community, the actual number of people to be served, and the impact if the program were not funded.

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

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 (CDBG & VGR Only) **(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.

Project/Program Quality

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 (0-15 Points) – The reviewer will score this section based upon the applicant 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.

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. Reviewers will evaluate the diversity and resilience of the various funding sources that support the agency 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 in the near future.

Waukegan CDBG Scoring Criteria

Quality of The Proposal: (0-20) The application will be scored on whether the it is communicated in a clear and concise manner and if the it included complete and accurate information. Were all areas of the application completed? Does the agency demonstrate the administrative capacity to follow directions, assemble required information, and generally meet the requirements of federal funding?

Previous Experience & Expertise: (0-20) The application will be *scored on the agency's* proven history of successfully providing these services in the community. Consideration will also be given based on past performance, both with Waukegan CDBG and with other funders or in other relationships?

Financial Stability: (0-20) The application will be scored on the agency's financial stability. Will the project fail without the funding? Will the project be dependent on the funding over the long run? Are the finances in order, well recorded and documented? Does the project have more leverage than the required 25%? Is there a clear plan of how the funding will be utilized? Does the agency maintain a fund development plan for continued sustainability?

*Priority Needs: (0-20) T*he application will be scored on if the project addresses identified priority needs (housing, homeless, other special needs, community development and economic development)? How well will it address the need?

Outcomes: (0-20) The application will be scored on whether outcomes will be attainable and if they will impact other needs. Are they feasible? How will the outcomes be measured?

Community/Neighborhood Focus: (0-20) The application will be scored on if the project is community/neighborhood driven? Does it increase community empowerment? Does it address areas of greatest need? Is there partnership and collaboration with other agencies? Does it involve residents at various levels? Will it help revitalize the neighborhood? Does it address more than one need?

Lake County Video Gaming Specific Instructions

Lake County Video Gaming fund applicants 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 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.

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.