

# Program Year 2020 ESG CV 2 Grant Application Instructions

Emergency Solutions Grant (ESG) CV funding is made available to Lake County through the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020. The ESG CV 2 special application round is open to agencies in Lake County that have incurred extra costs while responding to the COVID-19 pandemic.

## Eligibility

### Applicants must be:

- Units of government, public not-for-profit entities, or private not-for-profit entities.
- Open to all residents of the county and must provide services to beneficiaries throughout Lake County, not just in North Chicago or Waukegan.
- Able to participate in the Lake County Continuum of Care's Homeless Management Information System (HMIS), commonly known as ServicePoint.
- Registered with Dun and Bradstreet and have a DUNS number.
- Registered with the System for Award Management ([www.sam.gov](http://www.sam.gov)) and have an active registration.

### Applications are limited to ESG-eligible activities:

- Street Outreach
- Emergency Shelter
- Homelessness Prevention
- Rapid Re-Housing

For more information on ESG-eligible activities, please visit the HUD Exchange <https://www.hudexchange.info/programs/esg/esg-requirements/>.

### Additional information:

- Applicants may request a minimum of \$10,000. There is no request maximum.
- Estimated funds available total \$1,368,781.
- There is no match required.

## Application Submittal Instructions and Deadline

Applications must be submitted electronically to Irene Marsh-Elmer at [imarshelmer@lakecountyil.gov](mailto:imarshelmer@lakecountyil.gov) by **September 14, 2020 @ 9:00 am**.

Lake County reserves the right to reject from consideration any applications that meet any of the following:

- 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;
- Is not submitted on time

## Approval Timeline

- **Application Due:** September 14, 2020
- **Advisory and Recommendation Committee (ARC) Meeting:** September 25, 2020
- **Appeals Hearing:** September 25, 2020 (ARC meeting)
- **Housing and Community Development Commission (HCDC) Meeting:** October 14, 2020
- **Lake County Board Meeting:** November 10, 2020
- **Contracts:** January 2020

## Appeals Process

Any applicant whose application is rejected by staff for any reason may appeal that decision to the September 25, 2020 Advisory and Recommendation Committee meeting. Any applicant wishing to appeal the rejection must notify staff no later than 4:00pm on September 23, 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 or [communitydevelopment@lakecountyil.gov](mailto:communitydevelopment@lakecountyil.gov).

## 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.

## 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. Improve homeless crisis response system
2. Assist people with special needs
3. Maximize affordable housing
4. Prioritize pathways for upward economic mobility

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, including the response to COVID-19.

### 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, including those presented by the Coronavirus.

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.