



# DUPAGECOUNTRY

---

Community Services Department

---



# WELCOME APPLICANTS!

**FY18 Human Services Grant Fund**

**Mandatory Information Meetings**

**January 4, 2018 at 10:30 a.m.**

**or**

**January 9, 2018 at 2:00 p.m.**





# Today's Agenda

- Please silence cell phones
- Restroom Locations
- Group Announcements
- FY17/18 HSGF Highlights
- Eligible and Ineligible Organizations and/or Activities
- Application





# Announcements

- Shefali Trivedi, Giving DuPage Executive Director
- Please limit questions to those applicable to all
- This Presentation will be uploaded on County's Community Services webpage on January 9, 2018.





# 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

- Deadline is 4:30 p.m. on Friday, 02/02/18.

**ZoomGrants will lock you out.**

- Add 'Notices@ZoomGrants.com' to your whitelist to ensure you receive messages.





# What is HSGF?

- **DuPage County revenue (sales tax)**  
Funds available: \$1,000,000
- **Human Services Grant Fund (HSGF) Goals:**  
Promote self-sufficiency and help families achieve independence; ensure the protection of children and other vulnerable residents; and maximize prevention opportunities to strengthen families' well-being and stability.
- **Health and Human Services Committee**
  - Priority, eligibility, and funding recommendations.
  - County Board has final approval.
- **Grant Cycle**  
May 1, 2018-April 30, 2019





# FY17/FY18 Highlights

- **Last Year's HSGF Awards (\$1m allocation/\$2,632,814 requests)**
- **63** Applicants, including 5 new agencies (of which 3 were funded)
- 3 agencies unfunded due to missing a minimum requirement
  - Average award: Approximately \$16,700
- **FY18 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.
- **New Applicant** – agency not receiving HSGF funding in the past 3 years or never funded with HSGF.
- **Merged Agency Applicant** – One application in which 2 agencies that have been individual recipients of the HSGF within the past 2 years have legally merged into 1 agency may request a maximum \$80,000 for a period of 3 years to aid in the transition. Legal documents must be uploaded.
- No HSGF request can exceed 50% of the total project cost.





# Application Submission

- **Organizations may submit:**
    - One solo application.
    - One associated/collaboration application (partner/s)
      - Meet with staff early unless a continued, funded collaboration.
  - **Multi-service agencies**
    - Select one program.
- Submit Application online via ZoomGrants!  
Deadline: Friday, February 2, 2018, close of business (4:30 p.m.)





# \*HSGF 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 program for which you are applying to the HSGF must be physically located within DuPage County, and must serve at least 51% DuPage residents.
- Direct client service
- Broad DuPage geographical service (exception: Neighborhood Resource Centers)
- Strongly recommended: at least 60% of project funding directed toward individuals at or below 0-30%MFI
- Priority to agencies with favorable track record with Community Services Dept. \*See ZG Resource Library for complete list of eligible organizations.





# \*HSGF Ineligible Organizations

- For-profit organizations; individuals; political parties or candidates
- Hospitals, colleges, universities, educational institutions or school districts
- Purely social or religious organizations; non-direct service agencies; government or government-sponsored not-for-profits; pass-through organizations or other foundations that would seek to redistribute county dollars;
- Organizations with limited geographical service areas in DuPage County (except NRC's);
- Not for profit charitable organization with less than 3 years' 501(c ) (3) status and/or less than 3 years' substantial operation in DuPage County.
- \* See ZG Resource Library for complete list of ineligible organizations.





# \*HSGF Eligible Activities

- Project's focus must be on at least 1 of the following:
  - Promotion of self-sufficiency and independence
  - Prevention opportunities to strengthen families
  - Protection of children and vulnerable residents
- Neighborhood Resource Centers: Non-government sponsored NRC adult programs and for only agencies that provide services at NRC's
- General operating expenses
  - Direct service staff salaries & benefits; direct project materials & equipment (no office supplies)
  - Maintenance (small, routine repairs) & Operations (utilities, rent, pest control)

\*See ZG Resource Library for complete list.





# \*HSGF Ineligible Activities

- Construction/capital projects; vehicles or large equipment; advertising journals, booklets, general office supplies (stamps); special events, ticket purchases; sponsorships; transportation of non-isolated individuals; equipment that is transferred to client ownership;
- Purchase of food/consumable items for client distribution via food pantries; consultant or professional, administration, website or misc. fees; Ex. Dir., manager (includes property manager), or indirect support staff salaries and/or benefits; NRC programs for children.

\*See ZG Resource Library for complete list of Eligible and Ineligible Organizations and Activities.





# ZG Resource Library Tab Materials

- Definition of Severely Disabled
- HUD Presumed Benefit Groups
- Eligible & Ineligible Organizations and Activities
- HUD Income Limits
- FY15-FY17 HSGF Award Summary
- FY18 HSGF Applicant Calendar
- ZoomGrants Applicant Tips





# Requested Attachments – Required Documents

- Mandatory Info. Meeting Attendance – CD staff will confirm.
- Governing Body Authorization – Due on-line by deadline; NO EXCEPTIONS. 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.
- New Applicants only: In addition, must provide proof of substantial operation in DuPage County for minimum of 3 years.
- Most recent, completed, audited financial statements by 3<sup>rd</sup> party CPA (with management letter and agency response). Must upload AND mail 1 complete, original hard copy to CDC (include management letter and response). If Agency revenues < \$300,000, submit 3<sup>rd</sup> Party CPA's Compilation of Financial Statements. If Agency revenues  $\geq$ \$750,000, submit Single Audit.





# Requested Attachments – Required Documents (cont'd)

- Most recent, complete federal 990 Form. Do not upload any other document in this Tab. Reminder: Upload entire form, **not just 1<sup>st</sup> page.**
- Most recent, complete AG-990-IL Form. Do not upload any other document in this Tab.
- Signed, completed W-9 Form – no older than 12 months.
- Organizational chart – including position for which funding is sought.





# Income Documentation

- See Populations Served and Attachments Tabs
- Income Documentation – Very Important Scoring Section!
- Age Range, Household Size, Income Level, Race, and Ethnicity of Persons for last completed Program Year
- Address only unduplicated persons served by project, not entire agency
- Review your Income Documentation and then upload in Attachments Tab
  
- EXCEPTION: For HUD-Defined Presumed Benefit Groups – If no income documents collected, all are placed in 51-80% MFI





# Populations Served Tab

- Enter the NUMBER of unduplicated persons that fall into each income category.
- Enter the NUMBER of unduplicated persons categorized by age, and racial and ethnic makeup.
- If this is a new project, estimate the number of persons to be benefitted.





# Income Qualification: Limited Clientele

**In order to verify income eligibility, you must upload the following:**

1. Methodology for data collection (Intake Form)
2. First 4 pages of individual client data
3. Summary Table

## **Please Note**

- No Documentation = 51-80% MFI (assuming HUD-Defined Presumed Benefit Group)
- List only the unduplicated Households served by this project, not the entire agency
- Provide explanation of any anticipated changes in the number of persons to be served in FY18 project year





# Income Qualification: Limited Clientele

## Upload #1: Intake Document

Does Your Intake Document...

1. Clearly ask for the number of people in the household?
2. Clearly ask for all forms of income from adults in the household?
3. List a specific income amount?

If an agency is forced to use a range and that range does not match our income chart, you must explain how you managed to put people into our income levels.

If there is no intake document or if the intake document does not ask for these key pieces of information above, populations will be placed in 51-80% MFI (if presumed benefit) or in the 81%+ if they are not presumed.





# Income Qualification: Limited Clientele

## Upload #2: First Four Pages from your Client Database

- The database confirms that people are being placed in the correct categories and reflects the incomes you say you are serving
- **Needs to show household size and income level**

NOTE: If you are missing either piece in the client database, populations will be placed in 51-80% MFI (if presumed benefit) or in the 81%+ if they are not presumed

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		



# Income Qualification: Limited Clientele

## Upload #3: Summary Table

We are looking to see if the summary matches the “populations served” tab in the application. If it doesn’t, there needs to be a reason (i.e. expect to serve more or less because...)

Summary of Participant Data

Age Range	#Served	Percentage
Youth (0-17)	197	46%
Adults (18-59)	225	53%
Senior Citizens (60+)	2	0%
<b>TOTAL</b>	<b>424</b>	<b>100%</b>

MFI Income Range	#Served	Percentage
0-30%	296	70%
31-50%	119	28%
51-80%	9	2%
81%+	0	0%
<b>TOTAL</b>	<b>424</b>	<b>100%</b>

Ethnicity	#Served	Percentage
White/Non-Hispanic		
White/Hispanic	418	99%
African American	2	0%
Asian		
Other	4	1%
<b>TOTAL</b>	<b>424</b>	<b>100%</b>





# Budget Tab Scoring Section

**Project-specific Budget, not Agency-wide.**

**Sources of Funding must equal Uses of Funding.**

- Include approved and pending 2018 funding commitment amounts, including HSGF request amount.
- **For FY18 HSGF Application, do not upload funding commitment letters.**
- The budget in your application should reflect the budget for that program. We understand that your 501 (c ) (3) certification and/or audit may pertain to your entire agency, which may/may not be headquartered in DuPage Co.





# Application Scoring Sections (cont'd)

- Addressing Community Needs
  - Do not exceed 4 maximum categories. Must total to 100%.
- Outcome Measures
  - From your community needs list, state at least 1 problem related to need to be addressed through project. *“40 (40%) of our 100 clients are unable to communicate in English.”*
  - State activities to be undertaken to address problem. Include number of people and how often activities offered. *“ESL classes will be held 3 times a week for 10 weeks for 100 participants.”*





# Scoring Sections (cont'd)

- Outcome Measures (cont'd)
  - What measurable benefit/change will result from these activities?  
Include number of people and measurement tool.  
*80 (80%) of 100 participants will demonstrate, through standardized pre/post testing, at least 1 grade level increase in ability to read, write, and speak English by the end of the course.*
- Previous Outcomes – Both objectives and outputs (inc. numbers)
- Project Modifications
  - What qualitative or quantitative evidence showed a need for modification or program strength, if no modification made?





# Scoring Sections (cont'd)

- Participant Satisfaction
  - Ensuring satisfaction of participants –Answer all questions.
- Fee Structure – If clients charged a fee, upload copy of fee structure with explanation.
- Service Areas and Client Bases – (2-part answer)
  - State restrictions (geographic, etc.) as to who may participate in your program and state % of clients that are DuPage County residents.

**NOTE: Minimum 51% of clients must be from DuPage County.**





# Scoring Sections (cont'd)

- Organizational Review (3<sup>rd</sup> Party Review)  
More than 1 reputable organization is acceptable. *CHANGE*: “Describe the process.”  
**Remember:** Upload all Documentation! (current and with a start and end date.)
- Community Interaction
- Community Need (2-Part Answer)  
Explain how your project fills unique need in County and not unnecessary duplication.
- Community Outreach  
How you inform eligible populations of your services and if appropriate, outreach to veterans.





# Scoring Sections (cont'd)

- Community Interaction
  - Community Work (*no fundraisers*)
    - 2 examples with dates, (MM/DD/YY) in past year, in which your agency/reps worked with other NAMED agencies as committee members or other non-leadership roles to foster mutual goals.
    - *Not* “We belong to a committee that meets monthly” = 0 pts., must provide meeting dates!
  - Community Leadership (*no fundraisers*)
    - 2 examples with dates, (MM/DD/YY) in past year, in which your agency was clearly in a leadership role in the community to improve overall conditions of your target population.
- Consolidation of Efforts – 3 points if your agency is a merged agency as defined previously, and documentation uploaded.
- Past Performance – Up to a maximum of 5 points for timely, quality submissions. Total 5 points for new applicants.





# Tips

- Start application early.
- Read and answer questions carefully.
- Instructions with question or use Resource Library Tab.
- The number of characters for your answer is limited.
- Ask a colleague to review your application, including your Attachments.
- ZG Requested Attachments Tab – Required are for all Applicants.
  - Other Tabs optional – uploads required for scoring points.
  - Upload correct documents in Attachment Tabs.

**Audit Reminder:** Upload Audit in ZG, and mail complete original of audit along with any management letters and responses to CD Offices as soon as possible.





# Important Dates

**On-line Application Deadline: Friday, 02/02/18, 4:30 p.m.**

- 04/03/18      *Anticipated* – Recommendations to HHS  
Applicants to be invited to meeting
- 04/10/18      *Anticipated* – County Board
- 04/11/18      ZG email notification of official awards
- 05/01/18      Grant cycle begins
- 04/30/19      Grant cycle ends





# What's Next if Funded?

- Applications Due Friday, February 2, 2018 by 4:30 pm

## What's Next if Funded?

- Grant Cycle – 05/01/18-04/30/19
- If funded, Agreement signed with Mary Keating, Director, Community Services, and Authorized Agency Official
- Revised Costs and Activities Form
- Two Requests for Payment – one upfront with Agreement
- Two, 6-month online ZG Progress Reports





# Questions?

If you have questions after this meeting we ask that you send all inquiries through email to:

[communitydev@dupageco.org](mailto:communitydev@dupageco.org)

Technical Assistance Questions:

ZoomGrants Hotline: (866) 323-5404 (Mountain time)

Questions@ZoomGrants.com

This PowerPoint 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.

