



DUPAGECOUNTRY

Community Services Department



Welcome Applicants!

The primary objective of the DuPage County Government is to efficiently and effectively serve the residents of the County. It is in this spirit that the DuPage County Board created a funding pool to provide assistance to organizations that serve the human services needs of DuPage County residents.

FY19 Human Services Grant Fund Mandatory Informational Meetings

January 4, 2019 at 2:00 pm

or

January 10, 2019 at 10:30 am

Daniel J. Cronin

DuPage County Board Chairman



DUPAGECOUNTY



Today's Agenda

- Please silence cell phones
- Restroom Locations
- Group Announcements
- FY18/19 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 after the meeting.





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
- Application deadline is 4:30 p.m. on Friday, 02/01/19.
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 for 2019: \$900,000
- **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, 2019 – April 30, 2020





FY18/FY19 Highlights

- **Last Year's HSGF Awards (\$1m allocation/\$2,614,525 requests)**
- **60** Applicants, including 1 new agency
- All agencies were funded
 - Average award: Approximately \$16,700
- **FY19 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 1, 2019, 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

*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
- FY16-FY18 HSGF Award Summary
- FY19 HSGF Applicant Calendar
- ZoomGrants Applicant Tips
- Revised W-9 Form





Minimum Eligibility Requirements –

- 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 3rd 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 3rd Party CPA's Compilation of Financial Statements. If Agency revenues \geq \$750,000, submit Single Audit.





Minimum Eligibility Requirements – (cont'd)

- Most recent, complete federal 990 Form. Do not upload any other document in this Tab. Reminder: Upload entire form, **not just 1st page.**
- Most recent, complete AG-990-IL Form. Do not upload any other document in this Tab.
- Signed, completed W-9 Form – Must use new form in Resource Library (revised Oct.2018).
- 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 Amount, 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 FY19 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?

Please be sure the income reported corresponds to the CDBG Income Limits table provided in the Resource Library. If a different range is utilized, application reviewers will not be able to confirm the appropriate MFI category to report the client under.

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





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 confirming that the summary matches the “populations served” tab in the application.

Summary of Participant Data

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

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

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



Budget Tab Scoring Section

Project-Specific Budget, not Agency-wide.

Sources of Funding must equal Uses of Funding.

- Include approved and pending 2019 funding commitment amounts, including HSGF request amount.
- **For FY19 HSGF Application, do not upload funding commitment letters.**
- The budget in your application should reflect the budget for that project. 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 the need to be addressed through the project. *“40 of our 100 clients (40%) are unable to communicate in English.”*
 - State activities to be undertaken to address problem. Include number of people and how often activities are 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 of 100 (80%) 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 (3rd Party Review)
 - More than 1 reputable organization is acceptable. “Describe the process.”
 - Remember:** Upload all Documentation! (current and with a start and end date.)
- County Board District in which your office is located
- 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, 02/01/19, 4:30 p.m.

- 04/02/19 *Anticipated* – Recommendations to HHS
Applicants to be invited to meeting
- 04/09/19 *Anticipated* – County Board
- 04/10/19 ZG email notification of official awards
- 05/01/19 Grant cycle begins
- 04/30/20 Grant cycle ends





What's Next if Funded?

- Applications Due Friday, February 1, 2019 by 4:30 pm

What's Next if Funded?

- Grant Cycle – 05/01/19-04/30/20
- 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

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.



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