



# **FY2026/27 Public Service Grant Application Cycle**

Case Management Applicants



# Agenda

- Funding & Goals
- Case Management Eligibility Requirements
- Application Process Overview
- Grant Management & Reporting

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# Funding & Goals



# Projected Funding Available

- Funding dependent on City Council approval of FY26 budget (November) and FY26 CDBG grant award (Q2 of 2026)
- Projecting funding at the same level as FY25 for CM and SN  
\$1,036,783
- First new application cycle since FY23, expect this process to be competitive



# Purpose of Funding

- To provide services residents need that the City is not able to address through City run programs/staff
- Target populations identified by:
  - EA/GA, Human Services Specialist, Ombudsman, CARES team, Youth & Young Adult, Victim Advocates
- Services for low & moderate income residents that provide more equitable outcomes

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# Goal of Funding

## City Council Goals

- Goals are under discussion (July 14 packet & August meeting)
- Multiple goals similar to past term goals
  - Ensure equity in public health initiatives and expand community health partnerships
  - Increase affordable housing



# Social Services Committee Priorities

## Initial Funding Priorities:

1. Basic Needs
2. Poverty Reduction Strategies

## Service Requirements:

- Measurable/Quantifiable
- Evanston vs Total Population
- Sustained/Increased Capacity



# Other Considerations

Review Evaluation Sheet, examples include...

- Services to Target Populations
  - Programs that serve >50% residents
  - Culturally humble services
- Best Practices/Program Impact
  - Outreach to target populations
  - Services that measurably impact participants

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# Case Management Eligibility



# Robust Case Management

Capacity to serve/ability to enroll new Evanston residents

- How would award increase capacity/how would loss impact current services

Participant-Centered Service Plans

- Specific, measurable goals & documented outcomes
- Documentation of regular meetings
  - Referrals
  - Benefits enrollment
  - Additional services

Case notes are (ideally) *digitized, searchable and secure*



# Application



# Application Questions

- New format, new structure
- Changes attempt to quantify answers/gather applicable data
- Additional questions included to capture quantitative impact of prior year services
  - Success outcomes for residents/successful completions
  - Benefits enrollment



# Budget Info.

Program Budget vs Agency Budget

- Chart of Accounts

Duplication of Services

Clearly identify application of grant funds

- Staff costs/program costs
- Operating support



# Tips for a successful application!

- More narrative is not better. Be direct and *include data points* to support outcomes
- Review Evaluation Sheet - application mirrors evaluation sheet
- Review reporting requirements - consider ability to track & report required data
- If you have applied before, don't assume it is the same - review questions/evaluation sheets



# Evaluation Sheets



# Evaluation Sheet

[Evaluation Sheets](#) available under **Application Review**

## Scoring

- Goal: highlight spread between applications
- Full (10 points), Half (5 points), No points
  - Case Management total - 170

Full - Criteria/Requirement fully met, well tracked & documented

Half - Criteria/Requirement partially met and/or partially documented

No - Criteria/Requirement referenced, but not documented/quantifiable



# Administrative Review

- 12 Indicators - no point value assigned: Meet/Does Not Meet
- Review of programmatic and financial information submitted
- Used to disqualify/flag applicants

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# Application Review Meetings



# Key Meeting Dates

August 14: Application Overview (not mandatory)

September 11 & October 9: Hearing meetings for applicants

November 13: Discussion of application review criteria/budget info. if available

December 11: Allocation Recommendation meeting

January (TBD): City Council review of allocation recommendations



# Hearing Meeting Suggestions

Share information specific to program only

Don't talk about all services, just funded/program services

Opportunity for SSC to ask questions

Staff summaries of program/application - your chance to correct info.

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# Grant Management



# Grant Management

## Agreements (sent in Q1)

- Finalized program budget
- Outcomes

## Reporting/Grant Disbursement

- Semi Annual Reporting
- Quarterly Disbursements

Disbursements can be held or cancelled based on incomplete reporting



# Reporting

[Case Management Services Report Form](#) under Reporting and Source Documentation Requirements

Participant Information

- Demographics
- Services

Support Documentation



**Thank you!**