



HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, September 19, 2017

7:00 pm

Lorraine H. Morton Civic Center, 2100 Ridge Avenue
James C. Lytle City Council Chambers

AGENDA

I. CALL TO ORDER/DECLARATION OF QUORUM

II. 2018 CDBG PROGRAM—REVIEW OF APPLICATIONS

<u>App.#</u>	<u>EST. TIME</u>	<u>Agency/Program</u>
1	7:10 PM	Interfaith Action of Evanston/ <i>Emergency Overnight Shelter</i>
2	7:20 PM	Youth Job Center of Evanston/ <i>Youth Employment Services</i>
3	7:30 PM	Impact Behavioral Health Partners/ <i>Employment Services</i>
4	7:40 PM	YWCA Evanston/North Shore/ <i>Domestic Violence Services</i>
5	7:50 PM	Jewish Child & Family Services/ <i>Financial Counseling & Case Management Services</i>
6	8:00 PM	Connections for the Homeless/ <i>Supportive Housing</i>
7	8:10 PM	Friendship Baptist Church/ <i>Senior Access</i>
8	8:20 PM	Summary of City applications:
	Public Services	Cert. of Rehab, Summer Youth Employment, Graffiti Removal
	Public Facilities	Foster Field, Mason Park Roof, Street Resurface, Alley Paving
		Housing Rehab
		Targeted Code Enforcement
		Economic Development
		CDBG Administration

III. PUBLIC/STAFF COMMENT

IV. ADJOURNMENT

The next meeting of the Housing & Community Development Act Committee, at which the Committee will determine CDBG funding recommendations, is scheduled for **Tuesday, September 26 at 7 PM** in the James C. Lytle City Council Chambers.

Order of agenda items is subject to change

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact Facilities Management at 847/866-2916 (Voice) or 847/448-8052 (TDD).

La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las quines no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).



2017 CDBG Proportion of Budget: 0%
2018 CDBG Proportion of Budget: 5%

FY 2016 Audit – Financial Statements presented fairly
FY 2016 Single Federal Audit – NA

Jewish Child & Family Services (JCFS) started the Financial Counseling & Case Management Program to provide financial counseling, planning and education services to low and moderate income families. Services are provided at agency’s 5150 Golf Road location in Skokie and is public transportation accessible. Program’s main components include case management, financial education, individualized financial counseling, and cash assistance to eligible participants. Financial counseling offered Monday through Friday between 9 AM and 5 PM; evening sessions available by appointment. Financial literacy workshops scheduled based on community interest. Agency does not maintain a wait list; first appointments are scheduled within 2 to 4 weeks after initial inquiry. Services are offered on a sliding scale; clients at or below 150% of the Poverty Level pay \$5 per session for mental health services. Agency receives referrals from several organizations including PEER Services, Connections for the Homeless and Metropolitan Family Services. Award would support Clinical Supervisor, Financial Assistance Program Case Manager and Occupancy. Outcomes are clear and can be measured quarterly. Agency receives CDBG funds from Village of Skokie (\$4,000 or 2% of program budget) and has experience managing grant awards. Of the 329 served in agency’s FY17, 30 were Evanston residents; agency projects to serve the same number of total clients in 2018. Their projection for Evanston residents in 2018 ranges from serving 5 fewer to 5 more. Application does not demonstrate a quantifiable increase in the level of an existing service as required by CDBG guidelines.

6. Friendship Baptist Church – Senior Access Mobility Project (Capital Project)

2017 Request	2017 Award	2018 Request
N/A	N/A	\$45,000 CDBG

Other Funds Committed: \$0
Evanston Residents Served:
Funds leveraged: N/A

FY 2016 Audit –
FY 2016 Single Federal Audit – NA

Friendship Baptist Church, located at 2201 Foster Street, provides a wide array of services to the general community, in addition to serving its congregation, the majority of whom are elderly residents of the 5th ward. The elevator, inoperable for the past 4 years, provides access to the sanctuary on the second floor and classrooms, kitchen and dining hall on the lower floor. The elevator is capable of holding one wheelchair and two attendants. Lower level space



is used for community service programs, including preparing bags of food, clothes, school supplies, fruit baskets, gifts and holiday meals to those in need throughout the community; hosting Alcoholics Anonymous meetings; and providing monthly dinners to members of Sarah's Circle, a non-profit serving women who are homeless or face barriers to achieving permanent, safe housing. Many elderly members of the congregation who would volunteer to run and provide these programs are unable to participate due to lack of accessibility. The space also serves as a headquarters for Evanston Own It, a group of Evanston faith leaders that works with the City to encourage residents to acknowledge that every resident deserves to live in a safe, caring community and take ownership of everything that happens throughout the City despite where they live. The elevator would also enable members of the congregation who are unable to participate in services due to the lack of a functioning elevator to participate. The applicant is requesting 100% of the funding needed to repair the elevator and the air conditioning unit. Religious organizations may receive CDBG funding for facilities used to provide social services that are not restricted to its congregation. However, it must allocate its costs so that HUD funds are used only for eligible HUD activities. HUD funds may not be used to acquire or improve sanctuaries, chapels, or any other room that faith-based entities receiving HUD funds use as their principal places of worship.

The City of Evanston developed the following policy for determining cost allocations between eligible and ineligible activities in public facility improvement projects funded with CDBG funds. That policy is that the amount of CDBG funds awarded for the project will be either in proportion to the total cost of the project or the amount of time the space in the public facility will be used for the CDBG eligible activity.

1. For public facilities projects in which the building is used for both CDBG eligible activities and non-eligible activities, the amount of CDBG funds which may be awarded is determined as a percentage of the total project cost. The percentage of space used for an eligible CDBG activity must be equal to or less than the percentage of space used for the CDBG eligible activity in relation to total building space (allocating funds according to space). For example, if 33% of the space in a building, such as operation of a soup kitchen, an eligible CDBG activity, then the grant award cannot exceed 33% of the total cost of the public improvement.

When allocating funds according to space, measurements such as square footage and the number of rooms used for the CDBG eligible activity, must be documented. In addition, documentation to meet HUD national objectives must be maintained by the grantee of either an area benefit or limited clientele basis.

2. When allocating funds according to time, the proportion of the cost borne by the City's CDBG program shall be no greater than the proportion of time the space is used for CDBG-eligible activities. If the space used for CDBG-eligible activities is not exclusively used for such purposes, the amount of CDBG funds allocated to the project will also be based upon the amount of time the space is used for CDBG-eligible activities. For example, if three



rooms in a public facility are rehabbed at a cost of \$15,000 and the rooms are used for CDBG eligible activities 50% of the time (20 hours out of 40), then no more than 50% of the cost of renovating the rooms can be borne by Evanston's CDBG program.

The City has funded the rehab of one faith-based public facility, Hemenway United Methodist Church, in 2005. The evaluation included both the amount of space and time used for the CDBG-eligible activities as a percentage of total space and time. This resulted in an award of \$53,000, which was 25% of the total cost to install an elevator. The allocations were reviewed and approved by HUD before any commitment of funds was undertaken. Because CDBG cannot be used to fund the entire project cost and the applicant states it does not have any funding for the project, staff recommends against allocating CDBG funds at this time. At the direction of the HCDA Committee, staff will work with the applicant to determine what portion of its facility is used for CDBG-eligible programs based on space and time allocations. In addition, staff will determine if recordkeeping and other requirements of all CDBG recipients will be met. When these requirements are determined, Friendship Baptist Church would then have to commit to raising the portion of the budget that is not eligible for CDBG.

City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

Interfaith Action of Evanston
Interfaith Action of Evanston (IAE) Emergency Overnight Shelter

\$ 20,000.00 Requested
\$ 0 MHB Request

Submitted: 8/17/2017 1:53:28 PM (Pacific)

Project Contact

Susan Murphy
ia@interfaithactionofevanston.org
Tel: 847-869-0370

Additional Contacts

bjyoung07@aol.com

Interfaith Action of Evanston

P.O. 1414
Evanston, IL 60204

Director

Susan Murphy
ia@interfaithactionofevanston.org

Telephone 847-869-0370
Fax 847-475-2526
Web www.interfaithactionofevanston.org
EIN 36-3169298
DUNS 607415908
SAM
Expires

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

1. Organization Name and Program for which you are requesting funding.

Interfaith Action of Evanston Emergency Overnight Shelter

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

3. Is your organization an affiliate of a regional or statewide social service agency?

- No
- Yes

4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.

Attach the list of local board members as well as the parent organization board below.

NA

5. Is your organization accredited?

- Yes
- No

6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.

NA

7. People served:

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

8. 2018 Funding Requested from the City of Evanston

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

CDBG

MHB (Human Services Fund)

TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 MHB funding
- New request for CDBG
- New request for MHB

New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)

10. NEW APPLICANTS OR AGENCIES FUNDED IN 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

NA

11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

NA

Documents Requested *

Required? Attached Documents *

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).



[IAE Budget 2017](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form [download template](#)

Application Questions

1. Who participates in or benefits from the program or services? Describe them in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Detail any eligibility requirements.

Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting

funding.

The services of Interfaith Action of Evanston (IAE) are available to anyone who is homeless and 18 years of age or over. All races and genders are welcome. The Emergency Overnight Shelter, the Hospitality Center and afternoon shelters each serve people who are homeless. They usually have little or no consistent source of income. Some receive SSI, SSDI or General Assistance. All program participants at the Hospitality Center are required to complete an intake process at Connections for the Homeless.

In the winter of 2016-17, Interfaith Action's Emergency Overnight Shelter (EOS) provided services to 60 men and 11 women, with an average age of 31-50 years. 41 were African-American, 19 were Caucasian, and 11 were from other ethnic groups or races.

Many clients participate regularly in one or more programs, so staff and volunteers are familiar with them and have an understanding of their needs. Clients are grateful to have a welcoming place where they can have a hot drink and get out of the cold for the night. The shelter does not tend to attract homeless people from outside the area. The modest environment includes a hot beverage and a cot in a warm, dry room at one of our partner organizations. Compared with a night outside in the cold and snow, the shelter can literally be a lifesaver.

2. Describe your program, including the need(s) that it addresses. Describe specific components or services within the program. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. The City of Evanston's 2015-2019 Consolidated Plan cites the following data from Connections for the Homeless, a local homeless service provider: Between October 1, 2013 and September 30, 2014 Connections' Entry Point program worked with 671 unsheltered homeless. There is also a considerable chronically homeless population in Evanston, which has traditionally had great difficulty obtaining or retaining housing. In 2015, Connections for the Homeless worked with 285 of the estimated 1,500 individuals experiencing homeless in Evanston.

Homelessness will continue to be an issue due to the cost of housing and the limited supply of affordable housing units in Evanston. According to the Alliance to End Homelessness in Suburban Cook County, the number of homeless persons is estimated to increase overall, particularly for individuals. It states: "Continued outreach and support services are needed to decrease homelessness and to assist those families and individuals unaccounted for by traditional data gathering means." They note that individuals who are homeless or at high risk of homelessness are statistically the most vulnerable; according to the National Coalition for the Homeless, homeless people die at a rate three to four times that of the general population. The average life expectancy in the homeless population is between 42 and 52 years of age, or 36% shorter than persons with consistent housing. The lack of reliable shelter in harsh winter climates is a major contributing factor.

IAE has identified the most urgent need for homeless people in Evanston to be a lack of consistent overnight shelter, particularly during the winter. To address this issue, IAE proposes to eventually expand the EOS to operate throughout the winter, from November through March, without regard to temperatures. This will be a major expansion of program scope and will require increased support from IAE member organizations that commit to providing space and volunteers, in addition to IAE staff members on site each night the EOS is open.

The EOS was created to provide a place for homeless persons to spend the night in the winter months. During operation the shelter is open from 9:00pm to 7:00am. In the morning participants can go to the Hospitality Center at St. Mark's Church at Ridge and Grove, which is open on weekdays from 7:00am to 11:00am throughout the year. IAE also operates warming centers at various sites in Evanston from November through March.

In recent years the EOS has opened whenever the minimum temperature was expected to be five degrees Fahrenheit. However, there are many nights when weather conditions can be life threatening for those who are homeless despite temperatures being above five degrees, such as heavy winds or snowfall. In the winter of 2016-17, the EOS opened each night that the minimum temperature was fifteen degrees. That policy will continue in 2017-18.

Guests are greeted at the door and asked to sign in, and the procedures for the facility are explained. Each person receives a cot and bedding to use for the night, and hot beverages and some basic hygiene items are available. Men and women sleep in separate rooms and have separate restroom facilities. At 9:00pm the lights are turned out in the sleeping rooms and guests are expected to maintain quiet so that those who want to sleep can do so.

The need for the EOS will only increase as weather becomes more extreme and alternatives for the homeless decline.

3. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.

Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.

75 Intake/assessment

10 of 136

	Referrals
	Individual case management plan/services
	Services delivered on an individual basis (e.g. home delivered meals)
	One time event or activity (e.g. field trips, tax preparation)
	Multi-session program (e.g. after school program)
	Focused topic activities (e.g. workshops, trainings)
	Drop in services (e.g. computer lab, tutoring, help desk)
	Phone or online help (e.g. 24-hour help lines)
75.00	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

The EOS began eleven years ago as a joint project with Connections for the Homeless. Initially it was open only a few nights during the winter to provide a safe, warm place for the homeless to sleep when the temperature was below zero. Six years ago, Interfaith Action began offering the Shelter on its own. Four years ago the minimum temperature that would signal the opening of the Shelter was raised to five degrees, resulting in a substantial increase in the number of nights that shelter was provided, reaching a high of 29 nights during the winter of 2014-15. Last year the signal temperature was raised to 15 degrees and the EOS was open for 25 nights in the winter of 2016-17.

Because the EOS is open based on weather conditions that vary from year to year, IAE has been unable to plan and budget for an extended operation. Costs for the Shelter have been kept to a minimum; originally cots were donated by the City of Evanston and replaced or repaired using the previous CDBG grant, and space has been provided at no charge by member organizations. IAE staff members coordinate volunteers who stay overnight and oversee the shelter. Volunteers also pack up the used linens and coordinate with the professional laundry service IAE uses to guarantee clean bedding will be available as needed.

Following changes in the availability of other overnight shelter, Interfaith Action joined forces with the Evanston Interfaith Clergy and Leaders and the Evanston Pastors' Fellowship to create the Emergency Shelter Task Team. The ultimate goal of the Team is to provide temporary shelter throughout the winter and eventually year round. Six different sites in Evanston will host the EOS, each open for a week at a time. In order to achieve this, IAE has one paid staff member and at least one volunteer spending the night at the EOS. Members of the Team and other IAE member congregations will be expected to aid in the effort to recruit volunteers who will assist in supervision of the EOS. IAE and its partners are firmly committed to providing the EOS as long as a need exists.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

The program can accommodate up to 32 people each night on cots, and mats are available for additional clients. To date that has been sufficient to accommodate the need.

6. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?

Include agencies that serve Evanston residents but are not located in Evanston.

IAE is the only organization providing winter overnight shelter, as well as a year-round morning Hospitality Center and seasonal afternoon warming centers in the city of Evanston. Overnight shelter is provided to clients of Hilda's Place, a transitional shelter that provides dormitory-style housing for adult males for up to 6 months. However, this includes only a small group of men who are on track to move into housing. Many of the participants of the EOS are not eligible to participate in this program. IAE collaborates closely with Connections for the Homeless, including Hilda's Place, through weekly meetings, referrals, and sharing of intake data so that an appropriate response may be made to any changes in the population or its needs.

In addition to the Emergency Shelter Task Team, IAE partners with faith-based communities throughout Evanston to conduct all of its programs. Partners provide funds, space, supplies, and volunteers. IAE works in partnership with Connections for the Homeless to coordinate daily services and share intake data on clients. The city of Evanston is a partner that collaborates on several programs and has provided the cots that are used at the EOS.

IAE has revised its strategic plan to continue to effectively provide much needed services to those in need. One of the top priorities, to expand the EOS to be open for more nights during the winter, was acted upon in 2016-17. The EOS was open whenever the minimum temperature was 15 degrees Fahrenheit.

IAE is a volunteer-driven organization, employing one full-time and six part-time staff members. Member congregations donate

space for programs. Several hundred volunteers organize and staff four weekly soup kitchens, winter warming centers, and the Hospitality Center. Volunteer groups provide much of the food and prepare the meals at the soup kitchens. Services are coordinated with all other agencies providing meals and support to maximize the impact of all funding while minimizing duplication of effort. This structure allows IAE to keep administrative costs at approximately 15%.

IAE serves a critical need for all those who are hungry that would otherwise go unmet. In addition to providing safe, warm temporary shelter, food, and basic hygiene supplies, Interfaith Action of Evanston offers a lifeline that supports the efforts of people who are down on their luck to once again become self-sufficient. Supportive volunteers treat clients with respect and dignity, and the relationships created tend to be mutually beneficial- clients can feel better about themselves, seeing that they are valued as unique human beings, and volunteers learn to appreciate the insights clients share and how much they want to return to the ranks of contributing members of the community.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

The goal of the EOS is to provide temporary shelter, particularly during the winter months from November through March, for people who are homeless. This goal will be met by making indoor facilities available for eleven hours each night of extreme weather conditions. During the 2016-17 winter IAE provided overnight shelter for up to 32 people from 9:00pm to 7:00 am for 25 nights when the temperature was forecast to reach 15 degrees or lower. In 2018, 75 homeless people are expected to use the EOS.

Current weather projections from the Climate Prediction Center of the National Oceanic and Atmospheric Association (NOAA) are that this region will have "increasing chances for El Nino development by late summer and fall," meaning that conditions might be warmer and drier than last year, but such conditions cannot of course be guaranteed. Recent years have produced extremely cold weather that made the EOS vital to those without consistent warm shelter.

IAE uses granted funds to provide the EOS during extreme weather conditions. As such conditions are unpredictable and granted funds are not always disbursed during the period of EOS services, IAE uses any unspent funds to offer services in the following winter. All funds are used toward expenses related to the Emergency Overnight Shelter as required.

IAE's board of directors approved an expansion of the program in 2016, setting the minimum temperature to trigger the EOS' opening at 15 degrees. IAE is working on this expansion with the Emergency Shelter Task Team. In 2016 the Shelter was available at six different sites in Evanston, with each open for up to three weeks. IAE used CDBG granted funds to hire two part-time staff to take turns spending the night at the EOS, supervising the guests and the volunteers who assist with supervision. Each night at least one volunteer assists the paid staff person. IAE member congregations will continue to aid in the effort to recruit and train volunteers for the EOS.

IAE tracks the number of nights the EOS is open and the number of people who attend each night. The Executive Director is responsible for the program and for overall supervision of staff and volunteers.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

75	Unduplicated people to be served in 2018
75	Unduplicated Evanston residents to be served in 2018
75	Unduplicated low/moderate income people to be served in 2018
75	Unduplicated low/moderate income Evanston residents to be served in 2018
71	Unduplicated people served in 2017
71	Unduplicated Evanston residents served in 2017
71	Unduplicated low/moderate income people served in 2017
71	Unduplicated low/moderate Evanston residents served in 2017
584.00	TOTAL

9. Provide a summary of your organization's mission including organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA."

The mission statement of Interfaith Action of Evanston is inspired by diverse faiths and shared values, Interfaith Action of

Evanston brings people together to serve hungry and homeless people, pursue interfaith dialogue, and engage in advocacy that promotes social justice for those we serve.”

The organization’s structure consists of a Board of Directors with an Executive Committee of a President, Vice President, Secretary, and Treasurer. There are ten additional board members. IAE has four committees, Executive, Finance, Direct Service, and Community Relations and Development. IAE employs a full-time Executive Director and six part-time staff- an office manager, employment counselors, computer skills trainers, and a maintenance manager.

Last year, IAE decided to change the temperature that would signal the opening of the EOS, from a minimum of five degrees to a minimum of fifteen. This expansion of the scope of the program necessitated a greater commitment of the partner organizations, requiring more volunteers and additional work on the part of the EOS host sites to staff the larger number of nights that the EOS was open. IAE also hired additional part-time staff to maintain the safe and effective operation of the program.

10. Describe your agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.

CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).

Despite the budget issues for the State of Illinois and the domino effect of other agencies curtailing services, such as Connections for the Homeless’ Drop-in Center, the EOS did not curtail services to the homeless in Evanston.

IAE employs one full-time and six part-time staff members, but is primarily volunteer-driven. Member congregations donate space and funding, and volunteers provide the food and staff the four weekly soup kitchens, and staff the seasonal warming centers and the Hospitality Center. Services are coordinated to maximize the impact of funding while minimizing the duplication of effort. This structure allows IAE to maintain administrative costs at approximately 15% of expenses.

Interfaith Action of Evanston has been effectively serving the homeless and hungry of Evanston since 1970. The Hospitality Center has been operating for over 30 years. Executive Director Sue Murphy has held her position for 19 years. IAE members represent 40 faith-based organizations that are committed to fulfilling the mission of the organization by contributing hundreds of volunteers, funding, and space for the EOS and other IAE programs.

In the past the Emergency Overnight Shelter has been funded through general operating support of IAE. Funding from CDBG, the Evanston Community Foundation, individuals, and other foundations and corporations contribute to the EOS and other IAE programs that have had to increase services due to changes in services provided by other local agencies. Additional funding will be requested from a mix of individuals, foundations, and corporations.

The revision of its Strategic Plan to better serve the community has led IAE to step up its efforts to diversify its funding sources to meet an increasing need. These efforts are being undertaken by the fundraising committee of the board of directors that is committed to exploring a more systematic approach to reaching and engaging donors.

11. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?

All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

12. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

IAE is a volunteer-driven organization that employs one full-time and six part-time staff members. Executive Director Sue Murphy supervises the programs, staff, and volunteers of IAE’s programs, which include the Emergency Overnight Shelter, which is supervised with the assistance of the Emergency Shelter Task Team and is staffed by two part-time employees who take turns serving as overnight supervisors when the EOS is open, during the winter, from November 1 to March 31, whenever the minimum temperature is forecast to be 15 degrees. The Hospitality Center is open all year, weekdays from 7:00am to 11:00am. Winter Warming Centers are open as needed in the afternoon during the winter. Volunteers and IAE employees staff the Hospitality and Warming Centers.

Last year IAE hired two part-time staff to supervise activities at the EOS. In the past this service was provided by volunteers, but the increased number of nights the EOS is now available, due to the change in the temperature that signals opening from five to fifteen degrees, made it extremely challenging to rely solely on volunteers. Volunteers continue to assist in EOS supervision and services, with one staff person and at least one volunteer spending the night when the EOS is in operation.

IAE has also hired someone to transport the 32 cots between locations as the host site moves from organization to organization.

An increase in the number of nights of operation necessitates changes to ensure continuity of service while maintaining a commitment to keep expenses as low as possible. The budget for the program includes the use of professional laundry services with pick up and delivery, transportation of cots and supplies, and additional staff time to coordinate and train a larger group of volunteers and supervise the EOS.

This funding request will cover about one half of the cost of the EOS program. Additional funding will be sought from individuals, major donors, foundations, and corporations.

13. Provide the name, email and phone number of the individual who attended the pre-application meeting.

Sue Murphy, Executive Director, ia@interfaithactionofevanston.org, 847-337-3952

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)

607145908

15. Is the facility and program in compliance with the Americans with Disabilities Act?

Yes

No

16. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."

17. Where (address/location) does your program take place and how will clients get to the location or facility?
The program takes place at one of six Evanston houses of worship. Participants walk to the six Evanston houses of worship that host the program.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Sue Murphy, Executive Director

Budget

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG	\$ 12,500.00	\$ 20,000.00	
City of Evanston Mental Health Board Funds			
Evanston Community Foundation	\$ 8,300.00	\$ 0.00	
	\$ 2,000.00	\$ 0.00	
IAE Individual Donors	\$ 10,776.00	\$ 0.00	
	\$ 0.00		
	\$ 0.00		
Total	\$ 33,576.00	\$ 20,000.00	\$ 0.00

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Overnight Supervisor	\$ 11,700.00	\$ 11,700.00	\$ 9,000.00	
Assistant Overnight Supervisor	\$ 6,500.00	\$ 6,500.00		
Volunteer Coordinator	\$ 2,800.00	\$ 2,800.00	\$ 2,000.00	
Laundry Service	\$ 11,700.00	\$ 11,700.00	\$ 6,700.00	
Additional Cots	\$ 800.00	\$ 800.00	\$ 800.00	
Beverages/Paper Goods	\$ 500.00	\$ 500.00	\$ 500.00	
Custodian	\$ 700.00	\$ 700.00		
Van Driver (For Cots and Supplies)	\$ 420.00	\$ 420.00		
Van Rental	\$ 490.00	\$ 490.00		
Insurance- 6 Houses of Worship @ \$331.	\$ 1,986.00	\$ 1,986.00		

Space	\$ 1,680.00	\$ 1,680.00		
Administrative Costs	\$ 3,500.00	\$ 3,500.00	\$ 1,000.00	
Total	\$ 42,776.00	\$ 42,776.00	\$ 20,000.00	\$ 0.00

Budget Narrative

IAE's fiscal year is January 1 to December 31. This program is based in Evanston houses of worship and serves Evanston residents. Additional funding is requested to support efforts to significantly increase the availability of emergency overnight shelter throughout late fall and winter as there is no other shelter in Evanston that is available for people that are homeless.

Funding is requested to continue to employ an Overnight Supervisor and Assistant Supervisor (two part-time staff) who will take turns spending the night at the shelter whenever it is open. Additional staff funding includes a Volunteer Coordinator, Custodian, and Van Driver (to transport cots and other supplies between EOS locations) All of these are part-time, seasonal positions. Volunteers supplement the work of paid staff whenever possible. IAE does not receive funding from the State of Illinois.

Program Outcomes

Program Outcomes

Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	Homeless people in Evanston will have access to overnight shelter for up to 65 nights during the winter.	50			15	65					0
2	75 unduplicated homeless persons from Evanston will be sheltered at an EOS in the winter of 2017-18.	39			36	75					0
3	Maintain effective services by retaining and recruiting volunteers.	1	1	1	1	4					0
4						0					0
5						0					0
Total		90	1	1	52	144	0	0	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 Overnight Supervisor	11,700	9,000						\$ 0
2 Assistant Supervisor	6,500							\$ 0
3 Volunteer Coordinator	2,800	2,000						\$ 0
4 Laundry Service	11,700	6,700						\$ 0
5 Additional Cots	800	800						\$ 0
6 Beverages/Paper Goods	500	500						\$ 0
7 Custodian	700							\$ 0

8 Van Driver (Cots/Supplies)	420								\$ 0
9 Van Rental/Gas	490								\$ 0
10 Insurance-6 sites @ \$331.00	1,986								\$ 0
11 Space	1,680								\$ 0
12 Admin.	3,500	1,000							\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
Total	42,776	20,000	0	0	0	0	0	0	\$0

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 City of Evanston CDBG	20,000	20,000						\$ 0
2 IAE Individual Donors	10,776							\$ 0
3 IAE Member Congregations	2,000							\$ 0
4 Foundations	10,000							\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	42,776	20,000	0	0	0	0	0	\$0

Documents

Documents Requested *

Required? Attached Documents *

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Audited financial statement and Form 990 for the most recent completed fiscal year.

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

Supplemental information relating to your program or agency, as applicable.

[IAE Strategic Plan](#)

[IAE Board of Directors 2017](#)

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

[IAE Organizational Chart 2017](#)

[IAE EOS Organizational Chart 2017](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

REQUIRED FOR ALL EXTERNAL APPLICANTS. Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1- June 30, this will be for FY2017.

[IAE 2016 Oper. Rev. and Expend.](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 86561

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City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

Youth Job Center, Inc. Youth Employment Programs

\$ 50,000.00 Requested
\$ 0 MHB Request

Submitted: 8/17/2017 9:53:29 AM (Pacific)

Project Contact

Lizzy Kreindler
lkreindler@youthjobcenter.org
Tel: 8478645627

Additional Contacts

wpophin@youthjobcenter.org,
tcarroll@youthjobcenter.org

Youth Job Center, Inc.

1114 Church Street
Evanston, IL 60201
United States

Executive Director

Karen Demorest
kdemorest@youthjobcenter.org

Telephone 8478645627
Fax 8478643098
Web www.youthjobcenter.org
EIN 36-3252809
DUNS
SAM
Expires

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

1. Organization Name and Program for which you are requesting funding.

Youth Employment Programs

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

3. Is your organization an affiliate of a regional or statewide social service agency?

- No
- Yes

4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.

Attach the list of local board members as well as the parent organization board below.

NA

5. Is your organization accredited?

- Yes
- No

6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.

NA

7. People served:

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

8. 2018 Funding Requested from the City of Evanston

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

50000	CDBG
	MHB (Human Services Fund)
50,000.00	TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 MHB funding
- New request for CDBG
- New request for MHB

New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)

10. NEW APPLICANTS OR AGENCIES FUNDED IN 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

NA

11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

NA

Documents Requested *

Required? Attached Documents *

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).

[Youth Job Center Budget FY18](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

[Youth Job Center Board List FY18](#)

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form

[Youth Job Center Conflict of Interest Form FY18](#)

[download template](#)

Application Questions

1. Who participates in or benefits from the program or services? Describe them in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Detail any eligibility requirements.

Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting funding.

Youth Job Center (YJC) is proud to serve every 14-25-year-old who walks through our door. In addition, we take a proactive approach to getting in front of many other youth and young adults who may not seek us out or be aware of our services. The YJC office at Evanston Township High School reached more than 580 students last year through its programs and services, and provided intensive services to nearly 350 ETHS students. For out-of-school young adults, YJC's main office on 1114 Church Street served nearly 200 Evanston residents. These numbers have been growing in recent years.

Of those we serve, 61% are Black / African American, 12% are Hispanic, 19% are other minority populations and 8% are White. Overall, 56% of clients are female and 44% are male. An important component of YJC's Out of School Young Adult (OSY) Program (for ages 18-25) is the assistance provided to young adults in overcoming barriers to success. More than 84% of the clients served at YJC are low or very low income, 3% have a criminal background, and approximately 2% are homeless or in unstable housing. These examples are just a few of the challenges faced in finding and keeping employment.

2. Describe your program, including the need(s) that it addresses. Describe specific components or services within the program. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. According to a Brookings Institute report, the unemployment rate in Illinois has fallen to 5.6%, yet when disaggregated by race, that number for Black/African American is 13.3% while for the White population it's 4.2%. In Chicago, the rates are 12.7% and 3.5% respectively (Ross, Martha, and Natalie Holmes. "Employment by race and place: snapshots of America." Brookings Institute. N.p., 27 Feb. 2017. Web.). While the unemployment rate in Evanston fell to 3.4% in May 2017 according to the Bureau of Labor Statistics, the city experiences increasing disparity of college and career readiness when the population statistics are disaggregated by race and income. While this data points to many issues, YJC believes that helping disadvantaged youth find and keep living-wage jobs is a key component of a solution.

YJC clients face many challenges to finding and keeping employment. Literacy issues, arrest records, child care needs, homelessness, and/or a history of substance abuse are barriers our clients face regularly. YJC provides a core set of career advising services that address these needs while staying focused on employment as a key component to overcoming barriers in and of itself. The services include: enrollment, assessment, referrals for stabilization support, advising, job readiness training, job placement, and retention support.

YJC programs are based upon the client population served – high school youth (ages 14-18) and out-of-school young adults (ages 18-25).

YJC has four permanent partner High School Programs, called YJC@, with its long-term base at Evanston Township High School and the other 3 at locations in Chicago Public Schools. YJC's partnership with ETHS has grown stronger each year and this school remains a top priority in developing improved and expanded support for students. At each site, YJC works toward two goals: 1) to help students successfully transition into postsecondary paths, and 2) to provide youth with a positive first job experience. To address the first goal, YJC presents postsecondary options outside of four-year University to high school students as valuable and worthwhile. Career Advisors work with students to develop actionable post-graduation plans that fulfill their needs and interests. Part of this work is practicing the executive functioning skills needed to make and adjust plans since unanticipated changes are inevitable. To address the second goal, YJC hosts recruiting opportunities with employers and provides connections through field trips, internships, and job shadowing. In 2017, the YJC@ ETHS office hosted hiring events with 1-2 employers every month. Additionally, the YJC Summer Corps Program serves youth through training that leads to paid work experiences as program aides, camp counselors, summer school program assistants, or cashiers or retail employees.

YJC's OSY Program includes: (1) Workforce Development Services are guidance in career exploration, job readiness training, individualized needs assessments, social service referrals, job fairs, employment search assistance, experiential learning via paid internships, and retention support. This work is often done in a one-on-one setting with clients. (2) Career Pathways is a multi-week skills-specific training, such as in automotive repair, that leads to certification in one of several high-growth occupations, and (3) Lasting Impact is retention support after job

3. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.

Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.

<input type="text" value="430"/>	Intake/assessment
<input type="text" value="215"/>	Referrals
<input type="text" value="280"/>	Individual case management plan/services
<input type="text" value=""/>	Case mgmt Services delivered on an individual basis (e.g. home delivered meals)

1000	One time event or activity (e.g. field trips, tax preparation)
280	Multi-session program (e.g. after school program)
225	Focused topic activities (e.g. workshops, trainings)
Case mgmt	Drop in services (e.g. computer lab, tutoring, help desk)
Case mgmt	Phone or online help (e.g. 24-hour help lines)
2,430.00	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

YJC has been providing direct services in Evanston to youth ages 14-25 since 1983. We expanded into Chicago in 2014, after realizing a portion of our clients were coming from the city, but remain deeply committed to Evanston. Over our 35-year history we have grown and strived to continuously improve our programs so that we may better serve youth in the community. In our High School Programs, the original goal was helping youth have a positive first job experience, primarily focused on seasonal and summer jobs. However, after reflecting on the organizations work and its potential, YJC added another outcome – providing graduating seniors with information and support to transition into a variety of postsecondary options through postsecondary planning, training, and advising support. This outcome has become central to YJC’s expanded high school work and future direction.

The emerging theory is that YJC’s programs have the potential to prevent youth from becoming disconnected from work and school by opening their eyes to a range of opportunities beyond the traditional college path. A recent report on how young people make decisions showed that awareness is key, stating options must be in their “line of sight” (Pratt, Jia, and Deanna Murshed. (2017). Human-Centered Design Project. Chicagoland Workforce Funder Alliance). This means that YJC focuses on High School Programs as a form of early intervention, helping youth build critical soft and hard skills before barriers emerge in the years following high school.

Another area of change is the Summer Institute. Currently in its second year, the Summer Institute serves as a bridge program for recent high school graduates and provides a deep dive into job-readiness training combined with career exploration and planning to position youth for the next steps. This program works best to serve high school graduates who have yet to receive our postsecondary planning curriculum. We are also looking to grow our support to seniors from the January of their graduating year to the following December, after seeing the need for support and structure over the course of that year.

This year also shows tremendous innovation in the OSY Program in that we piloted a retention program, Lasting Impact. YJC has shifted the arc of time with clients from ending with job placements to ending with career advancement and planning. Incredible learning happens on the job, and clients benefit from support when it comes to workplace etiquette and expectations. We aim to help OSY clients keep and grow in a job toward long-term career goals.

YJC staff is focused on program quality and outcomes. The agency’s modifications in the past couple years have positioned YJC for careful and thoughtful growth. The agency is strong and intends to continue to increase the number of youth served in Evanston well into the future.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

No, there isn’t a waitlist. We work with any and every young person who walks in our doors. We aim to provide timely and effective services.

6. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?

Include agencies that serve Evanston residents but are not located in Evanston.

While many organizations incorporate youth training and workforce development skills into their programs, YJC’s programs are unique in that they serve at the intersection of youth development and workforce development. Youth receiving services from YJC get support in soft skills development, communications, workplace expectations, conflict resolution, and maintaining relationships, as well as more practical resume development and interviewing techniques.

YJC recognizes that although we have strong programs, we cannot do this work without strong partners who have the expertise to address challenges and barriers beyond our scope, ranging from low-education levels to housing to criminal backgrounds. YJC partners with Evanston Cradle to Career (EC2C) and collaborates with numerous organizations including, but not limited to, the City of Evanston (CoE) in the Career Pathways programs, Y.O.U. and the CoE in a Street Youth Outreach program, the Moran Center for expungement and criminal background support, the Evanston Public Library and Districts 65 and 202 in our Summer Corps program which includes the ABC Boosters, and District 202 with the YJC@ ETHS program which provides support to ETHS students throughout the year. YJC is a partner in the Mayor’s Summer Youth Employment Program providing training, resources, and onsite staffing support. We also partner with the Center for Independent Futures to help special needs youth find and keep employment. YJC relies on many partners to help tailor services to meet a wide range of needs.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

YJC changed our mission in the 2016-2017 year to: "success for young people in the workplace and in life." This more broadly captures the long-term goals we hope to achieve with the youth we serve. We are creating a future in which every young adult can access long-term employment. YJC's programs share a common goal: helping young people transition successfully into adulthood and onto a path to a successful career.

YJC utilizes Efforts to Outcomes (ETO) as its database to capture quantitative and some qualitative data on our outcomes and outputs. Youth served and employer partners are captured in the system documenting ongoing activities, participation, training, placement, retention, and contextual factors. Career Advisors enter ongoing engagement, outreach, and retention.

Quantitative data includes but is not limited to the following:

- Demographic data on youth served
- Number of youth receiving services
 - o Extensive, ongoing services, e.g. career advising, training, etc.
 - o One-time support, e.g. job fairs, single training program
- Number of youth placed in jobs
 - o Temporary, seasonal or permanent
- Retention support (for permanent placements only)
 - o Completion of a Career Advancement Plan or Postsecondary Plan
 - o Job retention up to 2 years
 - o Gains in working hours or hourly wage
- Stabilization gains (housing, childcare, financial literacy, etc.)
- Support provided by Career Advisors

Qualitative information collected includes but is not limited to the following:

- Pre- & post-participation surveys to collect progress
- Youth evaluation of support programs

In August 2018, YJC added a Director of Programs to our staff and management team to refine our annual goals and ensure all program activity serves those goals. In addition, we modified the role of our Employer Relations staff person to better understand the needs of employers and work with them to provide strong pre- and post-employment support as young people transition to work.

The chart below shows the number of people YJC intends to serve in 2018 compared to 2017. We have adjusted our numbers down to be more aligned with 2017 actual performance and to guarantee we're providing quality services to our clients.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

2000	Unduplicated people to be served in 2018
750	Unduplicated Evanston residents to be served in 2018
1600	Unduplicated low/moderate income people to be served in 2018
500	Unduplicated low/moderate income Evanston residents to be served in 2018
1686	Unduplicated people served in 2017
529	Unduplicated Evanston residents served in 2017
1507	Unduplicated low/moderate income people served in 2017
418	Unduplicated low/moderate Evanston residents served in 2017
8,990.00	TOTAL

9. Provide a summary of your organization's mission including organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA."

The Mission of YJC remains as relevant and strong as ever: "Success for young people in the workplace and in life." We provide youth ages 14-25 with job readiness training, job placement, and employment support in partnerships with employers. Furthermore, we believe that:

- Youth can be responsible, contributing members of their community.

- Youth gain valuable experience and knowledge in the employment process.
- Youth overcome barriers to employment when the playing field is leveled through skill-building, education, partnership, and increased opportunity.
- Employers need a trusted source of job-ready workers.
- Youth need help in finding a job and starting a career.
- Work has the power to shape futures and change lives.

The organization is led by the Executive Director and a management team that includes a Director of Finance and Administration, Director of Development and Communications, and soon we will also be adding a Director of Programs to oversee both High School and Out of School Youth Program Career Advisors. Other leaders on the management team have small teams as well. The Administrative Services Coordinator serves as an intake specialist.

Our Board is 28 members comprised of business and community leaders. It is led by the Executive Committee. Other committees advise on Finance and Audit, Communications, Development, Programs, and Human Resources.

10. Describe your agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.

CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).

YJC has extensive experience in meeting federal reporting guidelines and compliance requirements. For the past several years, YJC has received federal Workforce Innovation and Opportunities Act (WIOA) funding through the Chicago Cook Workforce Partnership and the Illinois Department of Human Services (IDHS). These revenue sources require significant information and accounting of expenses. Because of this, YJC finance staff has received training and has become well versed in vouchering and compliance requirements.

YJC has developed effective internal systems, policies, and procedures, including the annual audit, for managing finances, procuring significant private and public grants, delivering quality programs, and meeting the reporting requirements that come with each. YJC has systems in place to carefully track the distribution of all funding received and be a good steward of public and private dollars.

11. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?

All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

12. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

YJC employs 15 full time staff. Staffing is not contingent exclusively on CDBG funding; however, YJC relies on all its funders to support staff and programming.

Working directly in the youth employment programs with the CoE are the following staff:

Len Felton leads the Career Pathways program and is the primary liaison for the CoE Outreach Program. Having been at YJC for more than three years as a Career Advisor, Len provides employment counseling, coaching, placement, and supplemental support to OSY and serves as an effective model particularly for young men in the program. Len earned his BS degree in English from the University of Wisconsin-La Crosse and is a respected high school coach in his spare time.

Renetta Porte is the longest-term employee at the YJC with 12 years at the agency. She is the Administrative Services Coordinator and is the important first point of contact for all services at YJC. She has continued to refine and develop our enrollment process to better identify barriers and challenges and help youth get connected to the services that will be most beneficial. Renetta conducts enrollment interviews, oversees aspects of the database, and provides support to the leadership team.

Diana Balitaan is the Career Advisor for ETHS and works with students throughout the school. She manages the Summer Corps programs in Evanston, including ABC Boosters, Summer Tutors, and YMCA's camp counselors. Diana graduated from Northwestern University and worked as a Community Service Department Program Assistant at ETHS before joining YJC. Monique Crumpler serves as the Workforce Innovation and Opportunity Act (WIOA) Career Advisor. Monique works to place young adults, especially those facing barriers to success, in high quality jobs by helping them identify, develop, and pursue an individualized Career Pathway that incorporates significant supportive services and financial assistance. Monique has a Bachelor of Art in Sociology from Ashford University.

Brandi Crawford is the Retention Specialist for YJC's Out of School Youth Programs and heads our Lasting Impact Initiative. Brandi works with OSY clients after they have found employment in the retail and customer service fields and helps them to develop a Career Advancement Plan that incorporates resources, guidance, and training to help young adults establish tangible goals that will lead to career path development and advancement. Brandi has a Master of Arts in Human Services Counseling from Liberty University and a Bachelor of Arts in Psychology from Northeastern Illinois.

Amber Clemons is the High School Programs Coordinator as well as the Career Advisor for Wells Community Academy High

School in Chicago. Amber received her Masters of Public Administration from Tennessee State University after graduating from Fisk University. She worked as an Intervention Specialist in South Suburban Chicago before joining the YJC team. Mark L. Sanders is the incoming Director of Programs, to begin in the fall of 2017.

13. Provide the name, email and phone number of the individual who attended the pre-application meeting.
Lizzy Kreindler, lkreindler@youthjobcenter.org, 847-864-5627

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)
16-424-2687

15. Is the facility and program in compliance with the Americans with Disabilities Act?
 Yes
 No

16. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."
NA

17. Where (address/location) does your program take place and how will clients get to the location or facility?
Our location: 1114 Churuch St. Evanston, IL 60201 ETHS: 1600 Dodge Ave, Evanston, IL 60201

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.
Enter the name and title of the individual submitting this application.
Lizzy Kreindler, Director of Development and Communications

Budget

Funding Sources/Revenues	2017	2018	2018 Committed	
City of Evanston CDBG	\$ 37,709.00	\$ 50,000.00		
Annual Benefit / Other Events	\$ 193,209.00	\$ 205,000.00		
Individual Giving	\$ 141,360.00	\$ 160,000.00		
Philanthropic Grants	\$ 960,017.00	\$ 850,000.00		
Government Grants	\$ 416,764.00	\$ 410,145.00		
Other Revenue	\$ 44,504.00	\$ 1,000.00		
Total	\$ 1,793,563.00	\$ 1,676,145.00	\$ 0.00	

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Grant and Contract Expenses	\$ 234,073.00	\$ 324,197.00		
Salaries and Benefits	\$ 905,510.00	\$ 987,390.00		
Benefit / Other Event Expenses	\$ 65,097.00	\$ 66,000.00		
Depreciation	\$ 54,269.00	\$ 52,500.00		
Occupancy	\$ 39,410.00	\$ 42,347.00		
General and Administrative Expenses	\$ 160,464.00	\$ 146,090.00		
Total	\$ 1,458,823.00	\$ 1,618,524.00	\$ 0.00	\$ 0.00

Budget Narrative

The Fiscal Year for YJC runs from July 1 to June 30. When reviewing the 2017 budget and comparing it to the budget for 2018 it appears that we have reduced our funding in 2018. However, that discrepancy is due to the fact that our 2017 Budget includes a number of 2-year grants. The reporting principles utilized by YJC require that we record these multi-year grants as having been received in one year while the actual funds are distributed over a two-year period, thus leading to an inflated 2017 budget. In addition to applying for funding from CDBG, YJC also pursues several alternative funding sources. This includes seeking State and Federal Funding, grants from private foundations and corporations, individual giving campaigns, and an annual benefit.

The funds received from CDBG will be used for several staffing costs. A detailed breakdown is as follows. CDBG will

cover:

- 30% of the salary for the High School Career Advisor at ETHS.
- 15% of the salary for Intake and Programs Specialist.
- 15% of the salary for Career Pathways Advisor.
- 10% of the salary for WIOA Career Advisor.
- 10% of the salary for Retention Specialist.
- 10% of the salary for High School Programs Coordinator.
- 5% of the salary for the Director of Programs who will begin in September 2017.

These seven positions have a total salary and benefits cost of \$335,850 with the majority of the salaries in the \$40,000s. As the High School Career Advisor for ETHS works exclusively with Evanston residents. However, the other staff members whose salaries are partly covered with funding from CDBG work with both Evanston and Chicago residents. Of all the people that YJC serves, approximately 35% are Evanston residents. In 2017, YJC received substantial State of Illinois funding with \$67,195 received from Title XX – Illinois Department of Human Services, \$227,950 from Chicago Cook Workforce Partnership-WIOA, \$80,000 from COE, and \$35,000 as a sub-grant from Youth and Opportunity United.

Program Outcomes

Program Outcomes

	Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	YJC will serve 350 youth at ETHS	# of students who receive services that include some training or advising	110	110	20	110	350					0
2	YJC will serve 200 out-of-school, Evanston-resident young adults	# of out-of-school young adults who receive services that include training and/or advising	60	60	20	60	200					0
3	120 out-of-school young adults will achieve job placements, including internships	# of people placed in positions	36	36	12	36	120					0
4	70% of those placed in positions will retain position past 90 days	# of people exceeding 90 days on the job	25	25	10	25	85					0
5	1,000 youth and young adults will participate in YJC events, job fairs	# of people who participate in job fairs and hiring events	500	250	0	250	1,000					0
Total			731	481	62	481	1,755	0	0	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 Grant and Contract Expenses	100,000	10,000						\$ 0
2 Salaries and Benefits	308,250	30,000						\$ 0
3 Supplies and Event Expenses	10,000	2,500						\$ 0

4 Depreciation	15,750								\$ 0
5 Occupancy	13,000								\$ 0
6 General and Administrative Expenses	43,000	7,500							\$ 0
7									\$ 0
8									\$ 0
9									\$ 0
10									\$ 0
11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
									\$
Total	490,000	50,000	0	0	0	0	0	0	\$0

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1. City of Evanston / CDBG	50,000	50,000						\$ 0
2. Individual Giving / Events	109,500							\$ 0
3. Philanthropic Grants	245,000							\$ 0
4. Other Government Grants	85,000							\$ 0
5. Other Funding	500							\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	490,000	50,000	0	0	0	0	0	\$0

Documents

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement and Form 990 for the most recent completed fiscal year.

REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

Required? Attached Documents *

[YJC Audited Financial Statement FY16](#)

[YJC 2015-2016 Annual Report](#)

[YJC 501\(c\)\(3\) Letter of Determination](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

Supplemental information relating to your program or agency, as applicable.

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

[YJC Intake Form](#)

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

[Youth Job Center Organization Chart](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

[YJC Chart of Accounts](#)

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

[YJC Budget Detail](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2017.

[YJC Statement of Operating Revenues and Expenditures](#)

Extra

Please confirm that outcome numbers projected are for Evanston residents only.

The projected program outcome numbers are for Evanston residents only.

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 86487

City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

Impact Behavioral Health Partners Impact Behavioral Health Partners Employment Services Program

\$ 25,000.00 Requested
\$ 0 MHB Request

Submitted: 8/18/2017 7:57:14 AM (Pacific)

Project Contact

Emily Young
eyoung@housingopt.org
Tel: 630-450-3527

Additional Contacts

cknoper@impactbehavioral.org

Impact Behavioral Health Partners

2100 Ridge Avenue
Suite G320
Evanston, IL 60201
United States

Executive Director

Mary Ellen Ball
mepoole@impactbehavioral.org

Telephone 847-688-2977
Fax 866-877-6126
Web www.impactbehavioral.org
EIN 36-3611260
DUNS 829131150
SAM
Expires 5/24/2017

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

1. Organization Name and Program for which you are requesting funding.

Impact Behavioral Health Partners Employment Services Program

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

3. Is your organization an affiliate of a regional or statewide social service agency?

- No
- Yes

4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.

Attach the list of local board members as well as the parent organization board below.

NA

5. Is your organization accredited?

- Yes
- No

6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.

CARF (Commission on Accreditation of Rehabilitation Facilities)

7. People served:

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

8. 2018 Funding Requested from the City of Evanston

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

CDBG

MHB (Human Services Fund)

TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 MHB funding
- New request for CDBG
- New request for MHB

New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)

10. NEW APPLICANTS OR AGENCIES FUNDED IN 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

NA

11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

NA

Documents Requested *

Required? Attached Documents *

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).



[Impact FY18 Operating Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form

[download template](#)

Application Questions

1. Who participates in or benefits from the program or services? Describe them in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Detail any eligibility requirements.

Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting

funding.

All of Impact's program Participants are adults who have severe and chronic mental illness and are within a highly vulnerable population both medically and economically. They must have a diagnosed AXIS 1 mental illness to qualify for our program. 100% are below the federal poverty level.

2. Describe your program, including the need(s) that it addresses. Describe specific components or services within the program. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. Impact's Employment Services Program is an evidence based program designed to help adults with mental health issues find competitive employment and then provide the support services necessary to help them keep their job. Employment Specialists work one on one with clients on every aspect of their job search (resume, cover letter, applications, online job searches, application follow-up, interview preparation, etc.). While clients are in the job search phase, employment specialists work in the community developing relationships with employers that fit their clients' preferences. Employer relationships are crucial in determining job suitability, increasing the probability of interviews, and obtaining information used in interview preparation. Once employed, clients remain in the supported employment program and utilize the support of their employment specialist to maintain their employment. Again, relationships with employers offer an effective means of providing support to employed clients. Through communication with managers employment specialists are able to assist clients in improving job performance, addressing any issues that occur, and respond effectively to emergency situations. Meaningful employment furthers a number of therapeutic and practical goals for individuals with mental health issues and work is considered a vital part of the recovery process.

3. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.

Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.

<input type="text" value="10"/>	Intake/assessment
<input type="text"/>	Referrals
<input type="text" value="30"/>	Individual case management plan/services
<input type="text" value="30"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text"/>	Multi-session program (e.g. after school program)
<input type="text"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text"/>	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="70.00"/>	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

Impact's Employment Services Program is an evidence based supported employment program established in 2011. In FY2017 the program added one additional Employment Specialist. This decision came as a result of recent strategic planning and an overall goal to double the number of individuals served. While this includes partnerships in new geographic areas, Impact remains committed to the Evanston area. This additional staff member has allowed Impact to have one Employment Specialist dedicated exclusively to the Evanston area. Impact has been providing services to the Evanston community for over 25 years and intends to remain an integral provider of Mental Health Services.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

Impact Behavioral Health Partners' Employment Services Program does not currently maintain a wait list. Individuals who are unable to obtain housing with Impact are encouraged to access our employment program through the General Assistance program or through our nearest referral partner, Turning Point.

6. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?

Include agencies that serve Evanston residents but are not located in Evanston.

Impact Behavioral Health Partners is the only Evanston based provider of IPS supported employment services. In order to

increase our impact we will continue to work with current referral sources, Connections for the Homeless, Turning Point, the City of Evanston and the IL Department of Rehabilitative Services, all of which recognize the value of IPS services and refer clients to Impact's program to receive our high quality services.

Our in-depth Clinical Services Program as well as the quality of our employment services, sets us apart from other providers that may provide housing for individuals who have been homeless.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

Christopher Knoper, Supported Employment Program Manager is responsible for ensuring the program is implemented as planned. The Supported Employment Program follows the IPS model and as such has an annual fidelity review. Data is tracked and analyzed on an ongoing basis. Some of the data tracked includes: the number of referrals to the program, employer contacts, number of job applications, the number of interviews, number of job starts, and the number of Participants that reach 30, 60 and 90 day retention on the job. Goals for 2018 are:

- Provide supported employment services to 120 individuals suffering from mental illness
- Increase Impact's profile in the business community by making 600 job development contacts
- Assist 30 individuals in achieving job retention for 90 days

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="120"/>	Unduplicated people to be served in 2018
<input type="text" value="35"/>	Unduplicated Evanston residents to be served in 2018
<input type="text" value="120"/>	Unduplicated low/moderate income people to be served in 2018
<input type="text" value="35"/>	Unduplicated low/moderate income Evanston residents to be served in 2018
<input type="text" value="100"/>	Unduplicated people served in 2017
<input type="text" value="27"/>	Unduplicated Evanston residents served in 2017
<input type="text" value="100"/>	Unduplicated low/moderate income people served in 2017
<input type="text" value="27"/>	Unduplicated low/moderate Evanston residents served in 2017
<input type="text" value="564.00"/>	TOTAL

9. Provide a summary of your organization's mission including organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA."

Impact's mission is to develop and champion opportunities for people with serious mental illness by providing comprehensive services in housing, employment, and clinical support so that each person can live as independently as possible.

Impact has 21 staff that include the Chief Executive Officer, the Chief Operating Officer, the Chief Development Officer, the Accounting Manager, the Operations Manager, the Clinical Services Manager, the Employment Services Manager, a Development and Communications Coordinator, 3 Mental Health Clinicians, a Clinical Benefits Specialist, the Program Nurse, 4 Employment Specialists, 2 Housing Coordinators, an Accounting Clerk, and an Executive Coordinator.

The Impact Board of Directors is responsible for leadership and general oversight of the agency. The Executive Director reports to the Board of Directors.

In the last year Impact has undergone an intensive strategic planning process. One of the key results of this strategic planning process was the decision to change the agency's name from Housing Options for the Mentally Ill in Evanston Inc. to Impact Behavioral Health Partners. This thoughtful decision was made in order to better represent the services Impact provides and individuals that Impact serves.

10. Describe your agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.

CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements

per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).

Impact's Employment Services Program is highly respected within the IPS community and has maintained a high standard of quality while continuing to grow the program. The following characteristics are key to the program and agency's capacity:

- A consistent employment rate above 60% - far exceeding the State average
- 2 staff members certified as IPS fidelity reviewers and actively conducting reviews of other IPS programs
- A highly-seasoned staff with over 13 years combined experience in IPS
- Impact's Employment Services Program has led state-wide trainings on developing and growing referral streams from other providers in addition to training on job development strategies
- Impact's Employment Services Program has achieved a high-level of clinical integration with internal and external clinical teams — a key measure of an IPS program's fidelity
- Impact's Employment Services Program will have a Certified Benefits Planner beginning in September 2017

To quote Ann F. Raney, CEO of Turning Point, one of Impact's Partners, "Turning Point has partnered with Impact for many years to provide needed employment services to our clients. The employment team at Impact provide high-quality services, and we have found them to be professional, responsive and highly effective at helping persons with mental illness find meaningful work."

11. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?

All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

12. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Impact currently has 21 staff (18 full-time and 3 part-time). Our employment services are delivered by a highly trained team of 5 staff members, allowing participants to receive services at a extremely individualized level. Our staff for this program include:

- 3 full-time Employment Specialists- All 3 of these employment specialists have Bachelors Degrees and many years of experience in the field working with individuals with mental illnesses and multiple needs.
- 1 Employment Services Team Leader—a Certified Fidelity Reviewer with many years of experience and extensive skills in identifying and engaging area businesses to job opportunities and linking appropriate Participants directly to the employer.
- 1 Employment Services Manager – Impact's Employment Services Manager has a Master's Degree in Social Work and extensive background in the field. As a certified fidelity reviewer for the state of Illinois Impact's Employment Services Manager has given technical assistance consultation to struggling agencies. In September 2017 the Employment Services Manager will also become a Conditionally Certified as a Benefits Planner to help ensure that people with disability receive full benefits.

As we grow and expand our program, we will need to hire new Employment Specialists to handle an increase in participants. Our staff to participant ratio is about 1 to 20.

Recently we have made the decision to dedicate one employment specialist fully to the Evanston area. This allows us to ensure that our Evanston based participants continue to receive the highest level of care regardless of our plans to grow. This would not be possible without support from the City of Evanston.

13. Provide the name, email and phone number of the individual who attended the pre-application meeting.

Christopher Knoper, Cknoper@impactbehavioral.org 847-866-2983

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)

829131150

15. Is the facility and program in compliance with the Americans with Disabilities Act?

- Yes
- No

16. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."

NA

17. Where (address/location) does your program take place and how will clients get to the location or facility?

2100 Ridge Avenue Suite G320 Evanston IL 60201

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.*Enter the name and title of the individual submitting this application.*

Emily Young, Development and Communications Coordinator

Budget

Funding Sources/Revenues	2017	2018	2018 Committed	
City of Evanston CDBG	\$ 25,000.00	\$ 25,000.00		
City of Evanston Mental Health Board Funds	\$ 0.00	\$ 0.00		
Self Pay	\$ 30,000.00	\$ 12,000.00		
IDHS/MCO	\$ 113,085.00	\$ 180,276.00		
IDHS DRS	\$ 2,700.00	\$ 169,300.00	\$ 169,300.00	
United Way of Metropolitan Chicago	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	
Paul Angell Family Foundation	\$ 30,000.00	\$ 50,000.00		
SSA (Federal Pilot Program)		\$ 71,784.00	\$ 71,784.00	
Total	\$ 250,785.00	\$ 558,360.00	\$ 291,084.00	

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Salaries	\$ 173,885.00	\$ 346,057.00		
Fringe Benefits and Taxes	\$ 35,409.00	\$ 70,795.00		
Direct Support to Participants	\$ 160.00	\$ 2,810.00		
Admin/Operating	\$ 28,581.00	\$ 120,488.00		
Mileage/Tolls/Parking	\$ 9,480.00	\$ 14,160.00		
Telephone	\$ 1,200.00	\$ 1,500.00		
Meeting with Participants	\$ 1,920.00	\$ 2,100.00		
Staff Dev. and Training	\$ 150.00	\$ 450.00		
Total	\$ 250,785.00	\$ 558,360.00	\$ 0.00	\$ 0.00

Budget Narrative

Our fiscal year is July 1 - June 30. Both income and expenses have increased as we try to meet the need for employment services. For our FY 2016, we had 4 full-time employees in our employment services program and we now have 5 full-time Employment Specialists with another expected to start in September 2017. We estimated a higher amount for Medicaid services through IDHS and Managed Care Organizations since we have more employment specialists and assume a higher level of billing. However, Medicaid payments depend on participant eligibility and Medicaid/insurance approvals for payment so the total amount we receive from this source varies. We received a new grant for a pilot program for SSA, which is a 5 year study to determine the benefits of our type of employment services for individuals who do not necessarily qualify for SSA benefits and study the overall effectiveness of supported employment. The funding for that will vary by the year, but for the first fiscal year it will be for the amount specified above. After the initial year the funding will be determined by the number of individuals we serve. We also indicated an increase in the amount of funding by the IDHS Department of Rehabilitative Services (DRS). A year ago we did not know if this program would be funded given the funding crisis in the state and the lack of a state budget. This year we have a contract with the state and the state has a budget so much of the uncertainty has been removed. The CDBG grant would be used to pay part of the salary and benefits for one full-time Employment Specialist who will be dedicated to Evanston residents. Her full-time salary is \$37,740 with benefits of \$7,548. This amount represents approximately 22% of our salary/benefits cost for the employment services program. We currently have this position filled so it will not need to be a new hire.

Program Outcomes**Program Outcomes**

	Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	Increase Housing Options' profile in the business community by making 600 job development contacts in 2018.	Participant input, Employment Specialists progress notes, tracked in AWARDS	150	150	150	150	600					0
2	Assist 30 individuals in achieving job retention for 90 days in 2018.	Employment Specialists have monthly contact goals, tracked in AWARDS database	7	8	7	8	30					0
3							0					0
4							0					0
5							0					0
Total			157	158	157	158	630	0	0	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
								\$
Total	0	0	0	0	0	0	0	\$0

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0

9									\$ 0
10									\$ 0
11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
Total	0	\$0							

Documents

Documents Requested *	Required?	Attached Documents *
REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement and Form 990 for the most recent completed fiscal year.		FY16 Financial Audit
		990 FY16 Form
REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments.		Impact Accomplishments
Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).		
Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).		
Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).		
Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).		
Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).		
Supplemental information relating to your program or agency, as applicable.		
Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.		
HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants. download template		
2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized. download template		
REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.		Current Organizational Chart
REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.		Chart of Accounts

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2017.

[UNAUDITED Statement of Activity FY17](#)

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Application ID: 86503

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City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

YWCA Evanston/North Shore
YWCA Evanston/North Shore

\$ 35,000.00 Requested
\$ 0 MHB Request

Submitted: 8/15/2017 8:47:00 AM (Pacific)

Project Contact

Genriyeta Papirov
gpapirov@ywcae-ns.org
Tel: 847-864-8445

Additional Contacts

ksinger@ywcae-ns.org

YWCA Evanston/North Shore

1215 Church Street
Evanston, IL 60201

President/CEO

Karen Singer
ksinger@ywcae-ns.org

Telephone 847-864-8445
Fax 847-864-8498
Web www.ywca.org/evanston
EIN 36-2193618
DUNS 077025724
SAM 11/1/2017
Expires

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

1. Organization Name and Program for which you are requesting funding.

YWCA Evanston/North Shore Domestic Violence Services

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

3. Is your organization an affiliate of a regional or statewide social service agency?

- No
- Yes

4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.

Attach the list of local board members as well as the parent organization board below.

n/a

5. Is your organization accredited?

- Yes
- No

6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.

N/A

7. People served:

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

8. 2018 Funding Requested from the City of Evanston

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

CDBG

MHB (Human Services Fund)

TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 MHB funding
- New request for CDBG
- New request for MHB

New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)

10. NEW APPLICANTS OR AGENCIES FUNDED IN 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

n/a

11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

n/a

Documents Requested *

Required? Attached Documents *

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).

[Agency budget FY18](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form [download template](#)

Application Questions

1. Who participates in or benefits from the program or services? Describe them in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Detail any eligibility requirements.

Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting

funding.

YWCA's Domestic Violence Program serves victims of domestic violence and their children. The majority of survivors of domestic violence and their children served through the Program are of disadvantaged socio-economic status and are suffering from the effects of long-term and progressive domestic abuse. We also serve high barrier populations including homeless individuals and families, youth in foster care, people with disabilities, immigrants and the LGBTQ community. Of the clients in the Program: 40% are African American, 32% are Caucasian, 18% are Hispanic, 8% are Asian, and the remainder are comprised of individuals with other ethnicities; 45% are women between 20-40 years old; 55% of children under the age of 5 years old; 50% unemployed, though more than 85% have at least graduated from high school, and more than 73% are mothers, many of whom have multiple children; 75% report physical and/or sexual abuse as their primary reason for fleeing their abuser.

YWCA serves a substantial geographic area in the northeastern Chicago metropolitan area, extending from Chicago (Devon Avenue) north to Lake Cook Rd and west from Lake Michigan to Interstate 294 and covers Chicago's northern boundary and 16 communities in Cook County, Illinois. Clients come to us from all over Chicago, the northern suburbs, the state of Illinois, as well as from out-of-state. No victim is turned away due to his/her geographic origin. Our services are available regardless of race, ethnicity, national origin, age, creed, sexual orientation, gender identity, income, marital status, citizenship status, spoken language, disability, or religion. In addition to victim services, the Program provides violence prevention and outreach and education services in our catchment area.

All clients, except those who walk-in for legal advocacy services at the Skokie Courthouse, access our comprehensive domestic violence services through our 24-hour crisis line. Staff are trained to listen carefully for what the caller is experiencing and what they need both in the immediate moment and after. The only criteria used to determine eligibility is whether or not the caller self-identifies as having experienced domestic violence. We take them at their word and once they have disclosed this information staff explain what we provide and how our services work so the caller can determine if we are an appropriate fit for their needs. Our policies and practices comply with federal and state fair housing laws: regardless of the type of service or where it is provided, all services are gender neutral, accepting both women, men, and transgender individuals.

2. Describe your program, including the need(s) that it addresses. Describe specific components or services within the program. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. Reaching approximately 800 survivors annually, direct services include: crisis intervention and emergency shelter, community services, legal advocacy, and longer term housing.

Domestic Violence Shelter operates 24-hours/day, 7 days/week. The maximum length of stay at the shelter is 90 days. Services include: individual and group counseling in English and Spanish; comprehensive case management to help clients access resources needed to stabilize their lives and live independent from their abuser; financial literacy education to assist survivors in obtaining a sound understanding of their financial situation and the ways in which to attain financial independence and security; comprehensive children's programming that includes music, art and play therapy for families, parent-child sessions that focus on helping clients better understand the impact that violence has had on their children and learn positive parenting techniques; health education for adults and children; and cooking and nutrition lessons on how to prepare healthy meals on a budget. Legal Advocacy Services operates at the District 2 Skokie Courthouse on Monday-Friday from 8:30am-4:30pm and focuses on helping victims of domestic violence understand the complex maze of criminal justice remedies and the process for getting an order of protection. Clients are supported throughout the complex and intimidating legal process. Community-Counseling Services for non-residential clients operates at YWCA Activity building on Monday-Friday from 9:00am-9:00pm. Clients are being seen for one hour per week for up to 12 weeks. Program offers survivors bi-lingual one-on-one and group counseling and support. Counselors work with clients to: create a safety plan; educate them about domestic abuse; conduct individual assessments that will identify any issues outside of the domestic violence arena; build confidence to a level that will enable a client to leave their abuser if they so choose; provide referrals to resources; and address parenting issues. The Longer-Term Housing program operates a 15-unit apartment building for domestic violence survivors and their children coming out of emergency shelter and provides safe and supportive housing to further stabilize and empower these individuals. Comprehensive services offer support and connect them to valuable resources that will close the barrier in actualizing their ability to live full and productive lives. Relationship Violence Prevention Program operates throughout YWCA service area in partnership with school districts, local social service agencies, and universities. Operates on Monday-Friday during the school year. We help students from elementary to high school build the social-emotional skills they need to treat one another with respect and dignity as they mature and as they grow older recognize what healthy relationships are as they begin to engage in dating and intimate relationships. Education and Outreach efforts raise public awareness about domestic violence and educate the professional community about the dynamics of domestic violence, legal options for victims, and appropriate resources for help.

Our case load for a full time counselor is approximately 20 open cases and 30 open cases for legal advocates in the legal advocacy program.

The services that program provides for low- and moderate- income residents were identified as one of the high priority needs in the 2015-2019 Consolidated Plan.

3. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.

Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.

140	Intake/assessment
600	Referrals
130	Individual case management plan/services
	Services delivered on an individual basis (e.g. home delivered meals)
	One time event or activity (e.g. field trips, tax preparation)
5600	Multi-session program (e.g. after school program)
330	Focused topic activities (e.g. workshops, trainings)
	Drop in services (e.g. computer lab, tutoring, help desk)
45	Phone or online help (e.g. 24-hour help lines)
6,845.00	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

The Domestic Violence Services and Prevention Program, in operation for over 30 years, is the only comprehensive domestic violence program serving the northeastern metropolitan Chicago area, offering trauma-informed support no matter where survivors might be in their journey to end the violence in their lives. The comprehensive continuum of services ensures that we are able to meet clients' different needs for services, be it residential, counseling or legal assistance.

Over the years, the program, has expanded to include a wide continuum of services, making it the ONLY comprehensive domestic violence agency in north suburban Cook County offering services from crisis intervention through violence prevention. For example:

1. As the population of Spanish-speaking clients has grown, YWCA has made a concerted effort to hire bilingual staff. The Domestic Violence program now has Spanish-speaking staff in all program areas, including the crisis line, adult and children's counseling and legal advocacy;
2. YWCA experience has demonstrated that while clients work to identify, understand and end the violence in their lives, the financial impact of leaving can make the process especially difficult. Domestic violence victims often have minimal financial literacy, in large part due to the control and economic abuse their abusers wielded, and they can feel overwhelmed by what it will take to realize economic self-sufficiency. YWCA Domestic Violence program addressed this need by adding a 4 session course on financial literacy to our programming for the clients;
3. Recognizing the need to do more to assure the long-term self-sufficiency and stability of the families they serve and the lack of access to affordable permanent housing, in April 2017, YWCA opened a Longer-term Housing program to augment its existing domestic violence program. Offering housing in conjunction with support services increases the capacity to concurrently address a multitude of challenges faced by those who experience domestic violence. The program model supports a process by which people are able to live, work, learn, and participate fully in their communities.
4. For the past three years YWCA and Y.O.U. have been working with male mentors in the community to train and engage them in the high school boys program coordinated by both organizations. We are planning to expand this foundational work to allow for the development of a sustainable men's engagement project that collaboratively identifies male champions in the community and provides them with the training and support to educate other men in the community and mentor boys towards healthy relationships. As a first step in engaging men to take a leading role to end violence against women in Evanston and the broader community, On April 26, YWCA sponsored a dinner, "Men Taking a Stand," attended by 180 men. Many men who helped to organize the dinner and who attended the dinner are prepared to take a leadership role to help end violence against women.

Studies show, and YWCA's experience confirms, that access to trauma-informed services, counseling, and legal remedies make a real difference in survivors' ability to safely break free from violence, heal from abuse and lead self-sufficient lives. For these families, the services provided by YWCA are critical, without them many would continue to live in danger, and even life threatening situations.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

We do not maintain a waiting list. We serve clients on a first call first serve basis. When we are not able to serve eligible domestic violence victims because the shelter is full we refer them to the DV Helpline, help them create a safety plan if needed, and connect them to community resources that may assist them in securing safety. When a caller determines that our services are not aligned with their current needs, regardless of the reason, we give the caller at least three referrals to other organizations that might be more appropriate for their needs. If we are not able to assist victims who come to our legal

advocacy program for walk in service we attempt to schedule an appointment with them on another date and we also provide them with an abbreviated explanation of orders of protection, and offer an information sheet with instructions on how to proceed on their own if they chose to go forward without an Advocate.

6. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?

Include agencies that serve Evanston residents but are not located in Evanston.

Domestic violence survivors have a range of needs for medical, legal, mental health, and social services. Because often their needs are complex, their resources are few, their housing is transient, collaboration with other social service providers ensures that clients are connected to appropriate resources. For assistance with transitional housing, we collaborate with FBC, Ridgeland and Connections for the Homeless. To assist with employment, we work with National Student Partnership and Youth Job Center. To help with drug and alcohol treatment and mental health issues, we collaborate with PEER services, Northwest CASA, Metropolitan Family Services, local hospitals, SHALVA, Niles Family Services, and Rodgers Park Community Center. We connect residents to longer-term support and public benefits including SNAP, WIC and TANF. We secure CHIP medical insurance for uninsured children who are in the shelter. We partner with the LAF to provide attorneys who can help clients with more complex issues including divorce, child custody, and immigration. Agencies that we have networking agreements serve as the basis for our information and referral services. Further, in working with the local Neighborhood Network, Evanston Cradle to Career, YWCA has been able to strengthen relationships with community partners who could provide viable services to program participants.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

1. To provide information & referrals to the victims of DV by offering toll free hotline/or any incoming line to service approximately 2300 callers.
 2. To provide information & referrals to the victims of DV from Evanston by offering toll free hotline/or any incoming line to service 300 callers
 3. To provide victims of DV with wide variety of services by offering safe shelter, longer term housing, legal advocacy, community counseling, and adult and children's services to 750 unduplicated clients
 4. To provide victims of DV from Evanston with wide variety of services by offering safe shelter, longer term housing, legal advocacy, community counseling, adult and children's services to 140 unduplicated clients
 5. To provide victims of DV with individual, group, advocacy, and legal services by offering 8000 hours of services.
- Due to the opening of Longer-term Housing program in FY18 we anticipate an increase in number of clients served from Evanston.

All service interactions with a client are documented on a client services contact form. Reports are run on monthly basis and reviewed on a quarterly basis by the Operations Director. The Residential & Community Services Manager and/or Operations Director periodically check client's files for the accuracy and appropriateness of service documentation and that case notes are complete and accurately reflect the services provided.

Since 2008, we have developed an evaluation plan for all service areas of our Domestic Violence Program. This Plan accurately reflects the core activities within each service area, outcomes for each activity with short/medium-term goals, data collection needs, and appropriate benchmarks for each activity that accurately measure program success. All service areas have a data collection plan that includes data sources (from whom will the data be collected), methods (specific tools used), timeframe for data collections, and the person responsible for collecting the data. The tools are generally surveys or pre/post tests. Completed evaluation forms and surveys are given to the Data Entry Specialist who enters the data into Survey Monkey. On a quarterly basis, the outcome results are being entered into the Infonet. The findings are discussed with program managers and the Evaluation Team on a quarterly basis. The evaluation team consists of the COO, Operations Director, DV Program Director and is charged with reviewing and revising the program evaluation and outcomes measurement process for the agency. To make sure that program evaluation is a top priority of the organization it was embedded in the culture of the organization through regular reporting and communication: program evaluation data is being reviewed and outcomes reported on a quarterly basis, the results are being used to improve and enhance the provision of services, and responsibility for program evaluation has been integrated into job descriptions and performance appraisals at all levels.

Karen Singer, President/CEO, Kristen White, COO, Sandy Williams, Domestic Violence Residential & Community Services Director, Wendy Dickson, Domestic Violence Education & Training Director are the key individuals most responsible for shaping the program.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

Unduplicated people to be served in 2018

140	Unduplicated Evanston residents to be served in 2018
750	Unduplicated low/moderate income people to be served in 2018
140	Unduplicated low/moderate income Evanston residents to be served in 2018
720	Unduplicated people served in 2017
136	Unduplicated Evanston residents served in 2017
720	Unduplicated low/moderate income people served in 2017
136	Unduplicated low/moderate Evanston residents served in 2017
3,492.00	TOTAL

9. Provide a summary of your organization's mission including organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA."

Dedicated to eliminating racism and empowering women, YWCA E/NS has worked for over six decades to foster gender, racial and economic equity. Today, YWCA's mission is to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities. We do this by focusing on three key areas: health and safety for women and girls, women's empowerment and economic advancement, and racial justice and civil rights.

YWCA provides a wide range of programs and services to meet the diverse needs of the community it serves: Domestic Violence Program, Women's Economic Empowerment and Women's Initiative, Racial Justice, and Flying Fish Aquatics.

At the helm of the organization is a Board of Directors. Members of the Board are required to have views in line with the mission of the organization, as well as a belief in and ability to advocate for that mission and is morally, legally, and fiscally responsible for the organization. Members represent diversity in terms of ethnic, economic, social and professional definition. The board helps cultivate and retain resources for the agency and works towards the organization's growth and sustainability. The board is responsible for developing, implementing and monitoring the governing policies and procedures of the organization, paying particular attention to the financial status and strategic development. The desired size of the full Board is 19 members.

This year we have expanded our partnerships, grown our programs and deepened our impact:

- Convened a conference "Taking It Personally: Why Gender Violence is an Issue for All Men" at Oakton Community College presented by Jackson Katz. The conference raised awareness about the importance of engaging men in ending gender violence.
- Worked with the National Center on Domestic Violence, Trauma, and Mental Health to overhaul every aspect of how we deliver services and partner with our clients. The goal of this work has been to deepen staff knowledge and practice of trauma-informed care and align all policies, procedures, practices, and spaces with this framework. As we assess changes to policies, procedures, practices, and space design we hold those changes against our core values and trauma informed care framework to ensure any actions embody our core values. An internal trauma advisory team has been established to conduct further assessment of our work and to establish a plan for putting our newly developed concepts into practice.
- Established a partnership with Cabrini Green Legal Clinic who will conduct workshops onsite with the residents at our shelter. The workshops will focus on providing assistance with expungements and sealing of criminal records. It is the hope that through this process, survivors will have a better access to opportunity, specifically employment and housing. Staff will also recover training on the basics of criminal records relief.
- Opened our Longer-term Housing Program. 15 families have moved into the apartments and have been connected to an advocate. Planning is underway for the community spaces which are anticipated to be complete by the end of the summer.
- Hosted it's 2nd racial justice summit titled "(Re)imagining." The summit focused on brainstorming new ways to work toward racial justice. It also included local artists – poets, rappers, musicians – to help foster creativity and innovative ideas.

10. Describe your agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.

CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).

As the leading provider for domestic violence and violence prevention services in 16 communities of north suburban Cook County for over 30 years, YWCA Evanston/North Shore has extensive expertise serving the proposed target population and addressing the proposed issues. Over three decades, we have continually improved our program in response to clients' special needs and community needs. For instance, as the population of Spanish-speaking clients has grown, we have made a concerted effort to hire bilingual staff. We now have Spanish-speaking staff in all program areas, including the crisis line, adult and children counseling staff, and legal advocates. Additionally, our experience has demonstrated that while clients work to identify, understand and end the violence in their lives, the financial impact of leaving can make the process especially difficult. Domestic violence victims often have minimal financial literacy, in large part due to the control and economic abuse their abuser wielded, and they can feel overwhelmed by what it will take to realize economic self-sufficiency. YWCA Domestic

Violence program addressed this need by adding a 4 session course on financial literacy to our programming for the clients. YWCA has further recognized that affordable housing is a basic and essential need and the extension of its domestic violence services to including longer-term housing seeks to address this need. In addition to providing housing, the program offers support services to address the varied needs of its residents.

Recognized throughout the region for our services and expertise, our leadership is manifest on many commissions and coalitions that work on the issues of domestic violence. YWCA's DV Program maintains a strong presence in the community and comes together with a wide array of community agencies and service providers both locally as well as statewide on a regular and frequent basis to share information about our services and programs, discuss community service issues and develop ways of working together to better meet the needs of our clients. Our comprehensive domestic violence program has a staff of 29 which supports our capacity to serve victims. Beyond human capital we have built in financial and information resources to supplement service provision via our development team expansion and recent computer updates to drive data compilation and grow programming.

YWCA uses the following fiscal auditing standards: (1) Auditing standards generally accepted in the United States of America; (2) Government auditing standards; (3) Single Audit Act Amendments of 1996; and (4) OMB Circular A-133 Standards for States, Local Governments and Non-Profit Organizations. YWCA Evanston/North Shore is compliant with the procurement guidelines set forth in Section 200.320 of the Omni Circular and are limited to procurement by small purchase procedures.

For FY2016, Miller, Cooper and Co. Ltd provided the annual audit of the financial statements of YWCA, which comprised the statement of financial position as of June 30, 2016, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

11. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?

All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

12. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

The Domestic Violence Services employs 29 full and part time employees. All of the direct service staff members have a minimum of a bachelor's degree; some of them have MSW, LCSW, LCPC, or MA.

All domestic violence program directors, staff and volunteers who may be in a position to provide or supervise direct services or who have access to confidential information must complete the 40 hours of training required by the Illinois Domestic Violence Act. All domestic violence staff in a position to supervise direct services must take the certification test offered by an independent testing agency and become Certified Domestic Violence Professionals (CDVP). We currently have nine staff ICDVP certified and several staff will take the exam in September 2017.

YWCA Evanston/North Shore recognizes that the effectiveness of its staff is largely dependent upon sound training. As part of its training program, the YWCA Evanston/North Shore encourages its employees to participate in classes, seminars, and trainings that will enhance the knowledge and performance of its employees.

No new staff will be hired but in order to sustain our work we continue to rely on all our partners. The CDBG funding plays a significant role in providing these services because it meets a vital community need. The funding enables domestic violence clients to receive counseling and case management, remain safe, access community resources they need in order to become self-sufficient, and receive the education and support needed to break free and remain free from their abuser.

13. Provide the name, email and phone number of the individual who attended the pre-application meeting.

Genriyeta Papirova, gpapirova@ywcae-ns.org; 847-864-8445

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)

077025724

15. Is the facility and program in compliance with the Americans with Disabilities Act?

- Yes
- No

16. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."

17. Where (address/location) does your program take place and how will clients get to the location or facility?

The shelter is located on the same lot as the YWCA. Our Legal Advocacy Services operates at the District 2 Skokie Courthouse, 5600 Old Orchard Rd., Skokie and our Longer-term Supportive Housing Program is located at 240 Callan Street, Evanston.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Genriyeta Papirova, Operations Director

Budget

Funding Sources/Revenues	2017	2018	2018 Committed	
City of Evanston CDBG	\$ 24,800.00	\$ 35,000.00		
City of Evanston Mental Health Board Funds	\$ 0.00			
United Way	\$ 90,000.00	\$ 105,000.00	\$ 52,500.00	
ESG	\$ 15,000.00	\$ 15,000.00		
Other Government	\$ 780,065.00	\$ 973,084.00	\$ 451,556.00	
Foundations	\$ 9,000.00	\$ 9,500.00		
Individuals	\$ 249,760.00	\$ 60,118.00		
Business, civic, church	\$ 7,500.00	\$ 75,000.00		
HACC	\$ 165,000.00	\$ 184,000.00		
Total	\$ 1,341,125.00	\$ 1,456,702.00	\$ 504,056.00	

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Personnel	\$ 1,172,914.72	\$ 1,208,202.16	\$ 35,000.00	
Professional Fees & Contractual Serv	\$ 42,000.00	\$ 35,000.00		
General Operating	\$ 38,500.00	\$ 40,000.00		
Repair & Maintenance	\$ 53,000.00	\$ 58,000.00		
Occupancy	\$ 40,800.00	\$ 45,000.00		
Specific Assistance	\$ 43,500.00	\$ 55,000.00		
Equipment	\$ 7,500.00	\$ 3,000.00		
Other Expenditures	\$ 2,200.00	\$ 2,000.00		
Total	\$ 1,400,414.72	\$ 1,446,202.16	\$ 35,000.00	\$ 0.00

Budget Narrative

Budget Narrative for FY 2017 CDBG Budget

Our fiscal year is July 1st through June 30th. In 2018, we are projecting to receive full funding from the IL Dept. of Human Services. We have not received any IL State funding for 2017, but are expecting receipt of the funding by the end of August. In 2018, the YWCAE-NS DV program will include a 16 unit longer term housing facility. Apartments in the facility were occupied in April, 2017 and program space will be available January, 1 2017. Increases personnel, occupancy, repair and maintenance and Specific Assistance have been added to support the added facility and additional clients.

Staff funded by CDBG are as follows:

Wendy Dickson, Training & Prevention Services Director, Annual Salary/Benefits: \$67,032 (19% paid by CDBG); Karen Schrage, Residential & Community Counseling Services Manager, Annual Salary/Benefits: \$75,426 30% (paid by CDBG).

Program Outcomes**Program Outcomes**

	Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	To provide information & referrals to the victims of DV by offering toll free hotline/or any incoming line to service approximately 2300 callers	statistical reports	575	575	575	575	2,300					0
2	To provide information & referrals to the victims of DV from Evanston by offering toll free hotline/or any incoming line to service 300 callers	statistical reports	75	75	75	75	300					0
3	To provide victims of DV with individual, group, advocacy, housing and employment, and legal services by offering 8000 hours of services	statistical reports	2,000	2,000	2,000	2,000	8,000					0
4							0					0
5							0					0
Total			2,650	2,650	2,650	2,650	10,600	0	0	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
								\$
Total	0	0	0	0	0	0	0	\$0

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0

2									\$ 0
3									\$ 0
4									\$ 0
5									\$ 0
6									\$ 0
7									\$ 0
8									\$ 0
9									\$ 0
10									\$ 0
11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
Total	0	\$0							

Documents

Documents Requested *

Required? Attached Documents *

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Audited financial statement and Form 990 for the most recent completed fiscal year.

[Audit report FY16](#)

[Form 990 FY16](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

[Annual report](#)

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

Supplemental information relating to your program or agency, as applicable.

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

[Agency organizational chart](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

[Chart of accounts](#)

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2017.

[Income statement](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 85823

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City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

Jewish Child and Family Services (JCFS) Financial Counseling and Case Management for Low-Income Families

\$ 10,000.00 Requested
\$ 0 MHB Request

Submitted: 8/18/2017 8:56:14 AM (Pacific)

Project Contact

Nicole Druckman
NicoleDruckman@jcfs.org
Tel: 773-467-3887

Additional Contacts

JennaCohen@jcfs.org

Jewish Child and Family Services (JCFS)

3145 W. Pratt Blvd.
Chicago, IL 60645

President and CEO

Howard Sitron
HowardSitron@jcfs.org

Telephone 855-275-5237
Fax 773-467-3799
Web <http://www.jcfs.org/>
EIN 36-2167757
DUNS 076864891
SAM Expires 1/3/2018

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

1. Organization Name and Program for which you are requesting funding.

Jewish Child and Family Services (JCFS); Financial Counseling and Case Management for Low-Income Families

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

3. Is your organization an affiliate of a regional or statewide social service agency?

- No
- Yes

4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.

Attach the list of local board members as well as the parent organization board below.

NA

5. Is your organization accredited?

- Yes
- No

6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.

Council on Accreditation (COA). JCFS is currently accredited through 07/30/2017. Our last site visit was April 24, 2017. JCFS does not have a current determination on the most recent accreditation and should hear soon.

7. People served:

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

8. 2018 Funding Requested from the City of Evanston

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

CDBG

MHB (Human Services Fund)

TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 MHB funding
- New request for CDBG
- New request for MHB

New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)

10. NEW APPLICANTS OR AGENCIES FUNDED IN 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

The mission of Jewish Child & Family Services (JCFS) is to provide help, healing and caring services infused with Jewish values to strengthen lives in Chicago's diverse community. Building on a 157-year history, JCFS provides services at 8 locations across the Chicago area, through 30 programs including counseling; special education; services for individuals with disabilities; community programs; and child welfare services. In FY16, JCFS brought critical support to 3,474 at-risk children and families, of whom 58% were low income, 35% racial minority, 52% Jewish, and 41% age 18 and younger. Through information and referral, community education, and consultation, JCFS impacted 25,394 individuals across the Chicago area. In FY17, a total of 255 Evanston residents received some type of service from JCFS.

Financial Counseling, part of JCFS' Counseling department, strives to provide financial stability services and coordinated case management for Chicago-area individuals in need. The overall goal of the program is to empower low-income individuals to create more stable environments for themselves and their families. JCFS' Financial Counseling program promotes adaptive functioning and economic self-sufficiency. Families in crisis receive more than just a "one-time fix" for issues such as aid with one month's rent and help paying a utility bill, they also gain access to essential social services and support that enhance their self-respect, autonomy, and sense of responsibility. Last year, 315 JCFS clients received financial assistance and counseling services. For Evanston in particular: over the last three years, JCFS provided emergency financial assistance of \$71,000 to 106 Evanston residents, helping households alleviate or prevent a temporary crisis and access additional resources to meet their ongoing needs.

More specifically, JCFS' Financial Counseling services include:

Case Management and Financial Counseling: A full-time Financial Assistance Case Manager assigned to JCFS' Skokie office, near Old Orchard mall and close to Evanston, helps area families in financial crisis through financial counseling, emergency financial assistance, linkages to public benefits and community resources, and advocacy with landlords, mortgage brokers, and public aid offices.

Benefits Assistance: While there are many public programs available to those experiencing unemployment and financial hardship, individuals and families often need assistance in accessing this information and navigating which resources they are eligible for. The Financial Assistance Case Manager assists clients in determining their eligibility for public and private benefits programs – including special drug programs offered by pharmaceutical companies; energy assistance; legal aid; social security support; in-home health services; transportation assistance; employment direction; nutritional guidance; financial relief; affordable health care; housing support; and public relief – and then helps them with applications and advocacy.

JCFS was also recently designated as a Medicaid-eligible service. This will enable clients with Medicaid benefits to receive medically necessary mental health services.

JCFS is proud that its Financial Counseling program is making a significant difference in the lives of Evanston and other area residents during economic times that continue to be difficult for many.

11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

With the onset of the Great Recession in 2007 and its years of repercussions, JCFS' Financial Counseling program continues to receive steady requests for financial assistance. Started in 2008 during the height of the Recession, the program created the financial assistance case manager position with the goal of having dedicated, specialized staff focus exclusively on financial matters. These employees assist clients in accessing resources they need to regain and maintain financial footing, using excellent clinical skills and strong relationships with community resource providers.

By one measure, Illinois is currently in better shape than in previous years with an unemployment rate of 4.7 percent at the end of 2016—down from 6.1% in 2015. While these rates signal an emergent recovery after the Great Recession of 2007-09, Illinois still ranks 45 out of 50 states (plus the District of Columbia) in unemployment, showing that the state and its people are still reeling from the Recession (US Department of Labor statistics).

Additionally, long-term unemployment remains a serious issue: as of January 2017, around 1.9 million people (24% of the unemployed) have been unemployed for 27 weeks or longer. While these statistics are greatly improved from 2014's long-term unemployment rate of 2.8 million (32% of the unemployed), they still indicate that long-term employment continues to be an problem (US Department of Labor statistics). It is not surprising then that underemployment, unemployment and long-term unemployment are at the heart of many Illinois families' financial struggles. In recent years, Chicago's north and northwest suburbs, notably Arlington Heights, Buffalo Grove, Glenview, and Northbrook, have begun to see increases in the numbers of "newly poor" clients seeking financial assistance. Many of these families had been living middle and upper middle class lives before lengthy periods of unemployment, underemployment, or another economic crisis caused them to struggle. Other clients JCFS serves, including many from Evanston, come from impoverished backgrounds and have not been able to escape from the pervasive and unrelenting cycle of poverty.

Over the past year, JCFS' Financial Counseling program continued to see a decrease in requests for mortgage assistance and fewer clients in foreclosure, suggesting a slackening of the housing crisis. However, it reports an increase in requests for rental assistance and continues to see large numbers of extremely low-income clients who cannot meet basic expenses; unfortunately, this latter group appears to be growing. A family's request for rental assistance is often accompanied by a need for other types of help, whether it is job retraining, linkage to public benefits, or counseling. Many clients come to JCFS suffering from stress and anxiety related to their financial concerns. Some have lost health insurance and cannot afford to pay for much-needed medical care. Many are not aware of public benefits to which they may be entitled or how to take the steps they need to stabilize their financial situation. JCFS' Financial Counseling program aims to address not just the financial implications of challenging economic times, but the psychological toll it takes on community members.

One way in which JCFS addresses client needs is by maximizing community resources. JCFS partners with over 200 schools, organizations and institutions to broaden its impact in the community. Partnerships with Evanston organizations include PEER Services, Beth Emeth the Free Synagogue, Jewish Reconstructionist Congregation, Haven and Chute Middle Schools, Fusion Academy, Chapman Center (Evanston Hospital), Presence St. Francis Hospital, and Evanston Substance Abuse Prevention Coalition. Specific to financial assistance case management, JCFS' alliance with JVS (Jewish Vocational Service) Chicago – which works with employees and employers to improve people's life through employment and productivity – is a pivotal collaboration that strengthens and leverages our ability to provide client services (e.g., career counseling, job training). JCFS also connects clients to a range of community organizations, township resources, congregations, temporary employment agencies, and sympathetic landlords.

Finally, in terms of capacity to implement the program, since 1860, JCFS has been committed to addressing client needs through innovative, coordinated, and results-driven services. Its Financial Counseling program employs two full-time counselors who work in concert with JCFS' larger counseling department to provide support to individuals/families in need. Sheryl Kosovski, financial counselor for JCFS' Skokie and Buffalo Grove offices, serves the program's Evanston residents. Ms. Kosovski has a BA in Fine Art and is a Certified Financial Recovery Counselor. She is committed to helping individuals overcome under-earning and successfully manage finances through an individualized and warm approach.

Documents Requested *

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).

Required? **Attached Documents ***



[JCFS -- current year budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

[JCFS -- board of directors list](#)

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form
[download template](#)

[JCFS -- Conflict of Interest Disclosure Form](#)

Application Questions

1. Who participates in or benefits from the program or services? Describe them in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Detail any eligibility requirements.

Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting funding.

Jewish Child and Family Services (JCFS) has been serving children, adults and families with specialized needs for over 157 years. The mission of JCFS is to provide help, healing, and caring services infused with Jewish values to strengthen lives in our community. We strive to be the first and best connection to trusted, innovative care. JCFS Community Counseling Centers (CCC) provide a range of services intended to meet the often complex needs of individuals and families. Key among CCC services is the JCFS Financial Counseling program, which provides specialized financial counseling and financial assistance services to help clients gain the skills to be financially independent and secure, and to function more optimally.

In FY17, JCFS provided 329 individuals with financial counseling services. Of these, 259 received \$218,831 in financial assistance grants, helping individuals and households alleviate or prevent a temporary crisis and access additional resources to meet their ongoing needs. A snapshot of JCFS' Financial Counseling program follows: the majority of clients are female (81%) and are considered poor (75%), at 200% of the federal poverty line. Individuals are predominantly Caucasian (54%) and African American (35%). The average age for clients is 49 years old, with clients ranging in age from 16 to 100 years old. Of clients served, close to a quarter are either in temporary housing or at risk of homelessness. In terms of family status, 43% are single, 25% are divorced/separated, 21% are married, and 5% are widowed (with the remaining percentage those who did not provide this information).

Specific to Evanston, over the last three years, JCFS provided emergency financial assistance of \$71,000 to 106 Evanston residents. Among that number, the majority were low income (86%), African American (64%), and the average client age was 48 years old. More than half (56%) were single. While JCFS serves clients from a number of communities, Evanston residents represent nearly 50% of Financial Counseling clients receiving services at JCFS' Skokie office, and are an important and nearby population JCFS serves.

Eligibility criteria for clients seeking JCFS Financial Counseling services include the following:

- Clients must want or be willing to engage in services.
- Clients must be willing to be placed on a random selection list if a financial case manager is not immediately available.
- Clients must be able to come to a counseling office. If an offsite visit is necessary, it must be within the area served (generally, within a 30 minute drive from the counseling office).
- Clients must be able to complete the intake documentation, including forms such as Consent to Services, HIPAA Privacy Form, Grievance Form, Clients Rights and Responsibilities, and an Income and Expenses sheet.

JCFS Financial Counseling is designed to help clients take an honest look at their present financial circumstances, build financial literacy and gain the resources to overcome unexpected economic hurdles. As such, when clients approach JCFS for help in areas such as paying one month's rent or utilities, or buying food and clothing for their families, they receive not just a "one-time fix" but access to essential social services and support that foster their self-respect, autonomy, and sense of responsibility.

2. Describe your program, including the need(s) that it addresses. Describe specific components or services within the program. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. JCFS Financial Counseling was formed in 2006 and grew to include a specialized case manager position in 2008 in response to the Great Recession, which took a substantial toll on lower and middle income families in Chicago and the city's northern suburbs. The program addresses continued financial need among individuals/households in the Chicago area, including those who are "newly poor" (individuals with income/employment, but after lengthy periods of unemployment, underemployment, or another economic crisis, face difficulties) and those caught in the pervasive cycle of poverty. JCFS sees many clients who

suffer from stress and anxiety related to their financial concerns, and strives to help clients handle their worries. JCFS Financial Counseling aligns with the City of Evanston's current Consolidated Plan in its focus on helping vulnerable individuals who are low-income, homeless or at risk of homelessness, with the goal of improving lives and creating brighter futures for people and communities.

JCFS' Financial Counseling program aims to empower low-income individuals in suburban Cook County and Lake County to create more stable financial environments for themselves and their families. To help clients achieve this, the program's immediate goals include increasing client access to helpful resources; ensuring clients develop a clear understanding of the antecedents to their crisis in the hopes of avoiding such a crisis in the future; and setting clients on the path toward pre-financial crisis levels of functioning. Services include:

- **Case Management:** An integral part of JCFS' Financial Counseling work, case management is provided in conjunction with cash assistance and financial counseling. Case management is a collaborative process of assessment, planning, facilitation and advocacy for options, services, and resources to meet and support a client's unique needs.
- **Cash Assistance:** To receive cash assistance, clients must attend 1-5 sessions of financial counseling, including an individual session where they participate in an economic and psychosocial assessment to determine their level of financial need. The amount of financial assistance typically ranges from \$300 to \$1,000 and is primarily in the form of a grant paid to a third party (e.g., a landlord or utility company). Cash assistance can fall into categories such as rent, utilities, food, clothing, household furnishings, nursery/day care, and elder care.
- **Financial Counseling:** Financial counseling is designed to help clients stabilize functioning, problem solve and divert future financial crises. Clients are taught to understand, stabilize, and manage their household finances. Sessions focus on the conditions that led to financial crisis, how to return to pre-financial crisis levels of functioning, and the implementation of strategies to maintain financial stability over time. Clients are also linked to various community resources (e.g., public aid, vocational services, legal services, low-cost health care).
- **Financial Education:** Financial literacy workshops are provided by a JCFS Financial Counselor, based on community interest. JCFS is currently offering a class to members of the public, and plans to hold future workshops.

Financial Counseling is offered Monday through Friday between the hours of 9AM and 5PM, with evening sessions available by appointment. The average length of service for Financial Counseling clients is approximately four months.

3. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.

Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.

35	Intake/assessment
35	Referrals
5	Individual case management plan/services
35	Services delivered on an individual basis (e.g. home delivered meals)
0	One time event or activity (e.g. field trips, tax preparation)
0	Multi-session program (e.g. after school program)
0	Focused topic activities (e.g. workshops, trainings)
0	Drop in services (e.g. computer lab, tutoring, help desk)
0	Phone or online help (e.g. 24-hour help lines)
110.00	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

JCFS has provided financial assistance in the form of loans and small grants for nearly all of its many years of service to Chicagoland individuals and families. Up until 2006, clinicians at JCFS' Community Counseling Centers (CCC) provided financial counseling as part of their clinical services. However, in 2008, it was decided that financial counseling would become a separate branch of CCC that would exclusively provide financial assistance, case management and counseling to meet the growing needs of the Chicagoland community. Since then, the JCFS Financial Counseling program has grown to serve thousands of individuals and households in the City of Chicago and the northern suburbs.

JCFS expects to continue providing this essential service indefinitely, while there is community need. The program benefits from a generous annual allocation from the Jewish Federation of Metropolitan Chicago (primarily for emergency financial assistance). Additional funding comes from the Edmond and Alice Opler Foundation as well as a grant from the federal government's Emergency Food and Shelter Program (EFSP). In addition, funding from the Village of Skokie CDBG subsidizes

Case Manager salaries. These sources of support help sustain the program from year to year. JCFS continues to seek additional funding, such as this grant request, in support of the program's operations. Through our request to the City of Evanston CDBG, JCFS seeks funding to provide much-needed services to Evanston residents in financial need.

To get a sense of a clients served and vital services provided, consider Suzie's story:

Suzie is a 44 year old, separated, Caucasian woman who resides in Evanston with her five children. She has lived in her current residence for 14 years. Her husband stopped paying the bills a little over two years ago, although she only recently discovered that they were delinquent on many payments. Suzie and her children are currently staying at a friend's home, but she knows her friend would like her place back to herself. Suzie has found an apartment and is in need of money for the security deposit. While she works as a part-time fitness instructor, she is now looking for a full-time position. Working with a JCFS Financial Counselor has provided her with help on her resume, a plan for her job search, and referred her to counseling services through JCFS' Divorce Specialty Center. Suzie's Financial Counselor is also helping her develop a budget so she has the skills to manage on her own and to maintain a budget once she gets a full-time job. Suzie also received financial assistance to pay her security deposit. JCFS' Financial Counseling program has provided much needed relief and peace of mind to Suzie and her family.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

JCFS Financial Counseling does not maintain a wait list. However, based on clinician caseloads, clients may need to wait for services. In this situation, clients are randomly selected for attention through a specialized process. If chosen, clients will be seen, on average, 2-4 weeks from their initial inquiry. If an individual is not chosen, he/she may call back and try again.

A factor that contributes to the success of this model is the restriction of one stipend or loan per household, per year; however, there is no annual limit on case management or financial counseling services. If for any reason Financial Counseling cannot serve a client, it will refer clients to a partner or collaborative agency.

6. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?

Include agencies that serve Evanston residents but are not located in Evanston.

To maximize community resources, JCFS Financial Counseling partners with over 48 schools, organizations and institutions. JCFS' close alliance with JVS Chicago (Jewish Vocational Service) – an organization that works with employees and employers to improve people's life through employment and productivity – is a pivotal collaboration that strengthens and leverages JCFS' ability to provide services such as career counseling and job training to clients. Clients also are connected to a range of Jewish Federation agencies, township resources, congregations, temporary employment agencies, and sympathetic landlords. In addition to JVS, these include the Evanston-based Connections for the Homeless, PEER Services, and Metropolitan Family Services (its Evanston/Skokie Community Center). Other collaborative and referral agencies include The Ark, Catholic Charities, Greater Chicago Food Depository, Salvation Army, Housing Opportunities for Women, Emergency Fund for Needy People, Heartland Alliance, Sarah's Circle, Metropolitan Tenants Association, and Lutheran Social Services.

JCFS also has a long history of collaboration with national and area associations/groups, which allows it to expand its capacity and reach more in the community. It is a founding member of the Child Welfare League of America and a member of the Child Care Association of Illinois, Illinois Foster Parent Association, Illinois Respite Coalition, and American Association of Children's Residential Centers. JCFS also has a long-standing contractual relationship with the Illinois Department of Children and Family Services (DCFS) and the Illinois Department of Mental Health and Developmental Disabilities.

Areas of strength for JCFS' counseling work include its staff's philosophy to treat people with compassion and respect, and the agency's commitment to clinical excellence. JCFS' Center for Practice Excellence oversees ongoing efforts to search the field for evolving best practices and integrate these approaches into a training program required by every clinician and supervisor. JCFS is committed to developing critical thinking among clinicians and expecting the highest of standards for its clinical work. Its strong Continuous Quality Improvement department (see below) enables the agency to examine outcomes at every level of the agency and use these data to improve services. Such efforts inform and strengthen JCFS' Financial Counseling work. Additionally, what sets JCFS Financial Counseling apart from other financial aid and counseling programs is its observation of a no-income guideline for financial assistance. Financial Counseling services – including emergency financial assistance – are available to anyone in financial crisis, regardless of usual income. Financial assistance is distributed based on immediate need, with the goal of helping clients overcome financial hurdles in order to become, or return to a state of being, financially self-sufficient.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

JCFS is widely recognized for its evaluation processes. Since 1997, the agency has been engaged in the process of systematically collecting a wide range of information regarding individual client and general program functioning; analyzing and reviewing that data; and using the information to improve the quality of services provided for children and families. This process is known as Continuous Quality Improvement (CQI) and involves the specification of program outcomes, data collection and analysis, and routine information sharing and program planning. Every program has an evaluation plan and logic model tailored to the population served and the types of services provided. Outcome results are analyzed and reviewed by program staff at the end of the fiscal year and the end of the calendar year.

Specific to the JCFS Financial Counseling program, key indicators/evaluative questions include: Did the individual/family resolve their immediate financial crisis? Did the family receive access to resources in addition to financial assistance? Has stability been restored? Did participants gain new knowledge and skills, and link with needed resources? The effectiveness of case management is measured by indicators on a written Financial Assistance Questionnaire to be completed following the final financial assistance case management session. Indicators include an understanding of causes that led to financial crisis, accessed community resources, restoration to pre-financial crisis level of functioning, and likelihood of additional financial crises within six months.

Specific FY18 objectives include:

- 1) 25-35 Evanston individuals will receive financial assistance services, including a complete financial assessment, in JCFS' North Suburban offices.
- 2) 95% of clients seen will develop a clear understanding of the causes and conditions that led to financial crisis.
- 3) 70% of clients seen will experience an increase in access to resources.
- 4) Cash grants awarded will make a positive impact on 95% of clients, guiding them toward pre-financial crisis levels of functioning.

JCFS Financial Counseling is directed by Ed Reed, LCSW, Director of Clinical Training at JCFS. Mr. Reed oversees the Financial Counseling staff and also works closely with JCFS' CQI department to monitor program outcomes and use this information to make any program modifications/improvements.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

330	Unduplicated people to be served in 2018
25-35	Unduplicated Evanston residents to be served in 2018
225-235	Unduplicated low/moderate income people to be served in 2018
20-30	Unduplicated low/moderate income Evanston residents to be served in 2018
329	Unduplicated people served in 2017
30	Unduplicated Evanston residents served in 2017
225	Unduplicated low/moderate income people served in 2017
26	Unduplicated low/moderate Evanston residents served in 2017
940.00	TOTAL

9. Provide a summary of your organization's mission including organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA."

The mission of JCFS is to provide help, healing and caring services infused with Jewish values to strengthen the lives of children and families in the Chicago community. Building on a 157-year history, JCFS provides services at 8 locations across the Chicago area, through 30 programs including counseling, special education, services for individuals with disabilities, child welfare services, and community services and programs. In FY16 (last year of completed data), JCFS brought critical support and safety net services to 3,474 at-risk children and families, of whom 58% were low income, 35% racial minority, 52% Jewish, and 41% age 18 and younger. Through information and referral, community education and outreach, and organizational consultation, JCFS impacted 25,394 individuals across the Chicago area. With an organizational budget of more than \$30 million, JCFS:

- Employs over 400 staff members in a range of specializations (e.g., social work; psychology; special education; speech, occupational, and developmental therapy; nursing; legal advocacy). JCFS staff, led by President and Chief Executive Officer, Howard Sitron and a senior team of leaders, share a single goal of delivering essential services and programs to adults, children, and families from throughout the community. 54 of 136

- Benefits from the insight of 45 board members. Board members help JCFS accomplish its mission through their vision, passion and tenacity as they help guide the organization, in tandem with gifted professionals from varied backgrounds and education. Board positions include chairman, vice chairs, a secretary, treasurer, and at-large executive committee members. Advisory boards for many JCFS programs, such as Encompass (support for individuals with disabilities and their families), Response (support/services for teenagers), Foster Care, and Jewish community programs, also support and guide program staff.
- Leverages the talents of more than 300 volunteers, including board and advisory board members, who help JCFS serve the diverse Chicagoland community and “redefine what’s possible” for thousands of people.

The agency recently underwent a strategic planning process for fiscal years 2017-19 (see attached). The new plan maps out priorities to strengthen JCFS’ organizational capacity to thrive well into the future, despite the chronic underfunding of human services.

One change over the past year was the difficult decision to close JCFS’ established Residential Service program, shifting the agency’s Child Welfare focus to the continuing growth of family-based services through Foster Care and related programs. This decision was made in response to trends nationally along with a clear signal from Illinois DCFS of its belief that youth are best served in strong foster care placements, not in group care. Due to these changes, JCFS’ specialized work with foster children with significant emotional, behavioral and/or medical challenges has grown substantially. This expansion is a result of DCFS entrusting JCFS with additional foster children after another area agency closed as well as the recent receipt of a state contract to pilot a project serving high-risk foster youth. Another organizational change was the merger of HIAS Chicago with JCFS last year. HIAS Chicago, in operation for more than a century, serves hundreds of immigrants and refugees each year, regardless of religion, race or national origin.

10. Describe your agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.

CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).

JCFS is well equipped to undertake the proposed program due to the program already existing and serving Evanston and other area residents. The program takes place in JCFS’ Skokie office, near Westfield Old Orchard mall, and staffing and procedures are firmly in place. As an established agency with close to 160 years of experience serving Chicagoland’s diverse communities, JCFS is well poised to offer the Financial Counseling program as part of its larger, well-regarded counseling services.

JCFS has a written manual of policies and procedures for managing finances and procurement. These consist of policies around financial reporting; handling cash, payroll, and capital expenditures; and funding, including gifts, grants, and contracts. General policies include: maintaining appropriate internal controls to safeguard the agency’s assets; carefully screening Accounting employees, before hiring, and properly training, supervising, and evaluating the performance of these employees; retaining accounting records and reports for at least the minimum period specified in the agency’s record retention policies; implementing and maintaining disaster recovery procedures, to include regular back-ups of on-line accounting data, record retention, and off-site storage – with the goal of assuring continued functioning of critical accounting operations; and maintaining a complete and up-to-date Accounting Manual of policies and procedures.

11. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?

All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

12. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Principal Financial Counseling program staff includes:

Ed Reed, Director of JCFS Financial Counseling, is a Licensed Clinical Social Worker with 37 years of experience in residential treatment, youth service, crisis intervention service, family service, and child welfare. In addition to his oversight of Financial Counseling, he is the Director of Clinical Training at JCFS. He has been supervising clinical staff since 1982, and is actively involved in clinical staff training. His specialty area is teaching family therapy theory and practice methods on a post-graduate level. He has served on numerous community interagency networks and community planning groups in both Chicago and the suburbs. In 2005, he was awarded the National Association of Social Workers Northeastern Illinois Social Worker of the Year.

Benjamin Kessler, Clinical Supervisor, Licensed Clinical Social Worker, has been with JCFS since December 2012 and was

promoted to the position of Clinical Supervisor in May 2017. In this role, he supervises the financial counselor (Ms. Kosovski). Mr. Kessler also works with children, adolescents, adults and families. He has particular experience in treating children and adolescents with anxiety, depression and school and behavioral issues. He utilizes relationship-based psychodynamic psychotherapy with additional modalities such as cognitive behavioral therapy, play therapy and family systems therapies. Mr. Kessler believes a strong therapeutic alliance is a solid foundation for the collaborative treatment process.

Sheryl Kosovski, Financial Counseling Case Manager, JCFS North and Northwest Suburban Offices, has a Bachelor's degree in Fine Art and is a Certified Financial Recovery Counselor. She has extensive experience coaching small business owners, assisting in the development of financial management systems, marketing plans, budgets, and strategic plans to insure their success. Ms. Kosovski received a grant to set up a program at St. Mary's College in Indiana to help economically disadvantaged women artists gain the skills needed to set up their own businesses, and she continues to serve as an associate Professor of Entrepreneurship at the college. She is committed to helping individuals overcome under-earning and successfully manage finances through an individualized and warm counseling approach. As financial counselor at JCFS' Skokie and Buffalo Grove offices, Ms. Kosovski serves the program's Evanston residents.

New staff will not be hired for this program, and the staff position is not dependent on City of Evanston funding, although grant funds will partially offset the Case Manager's salary. Staff will be retained if City funding is not received in future years.

The staff to participant ratio for service to Evanston clients is approximately 1 case manager, supported by additional JCFS staff (as noted above – Mr. Reed, Mr. Kessler), for 30 clients.

13. Provide the name, email and phone number of the individual who attended the pre-application meeting.
Nicole Druckman, Senior Grants and Planning Associate; NicoleDruckman@jcfs.org; 773-467-3887

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)
076864891

15. Is the facility and program in compliance with the Americans with Disabilities Act?

- Yes
- No

16. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."
NA

17. Where (address/location) does your program take place and how will clients get to the location or facility?
The Financial Counseling program serves Evanston residents primarily at JCFS' Skokie office located at 5150 Golf Road in Skokie, near Old Orchard mall. Clients typically get to the location by driving there, being dropped off, or via public transit.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.
Howard Sitron, President and Chief Executive Officer

Budget

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG	\$ 0.00	\$ 10,000.00	\$ 0.00
City of Evanston Mental Health Board Funds	\$ 0.00	\$ 0.00	
Village of Skokie CDBG	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
FEMA Emergency Food & Shelter Program	\$ 14,175.00	\$ 15,000.00	\$ 15,000.00
Jewish Federation of Metropolitan Chicago, Allocation for Direct Financial Assistance	\$ 110,825.00	\$ 110,000.00	\$ 110,000.00
Edmond and Alice Opler Foundation		\$ 20,000.00	\$ 0.00
JCFS In-Kind support	\$ 58,825.00	\$ 50,174.00	\$ 50,174.00
Total	\$ 187,825.00	\$ 209,174.00	\$ 179,174.00

Funding Uses/Expenses	56 of 136	2017	2018 Total	2018 CDBG	2018 MHB
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JCFS Director of Clinical Training and Director of Financial Counseling, .02 FTE	\$ 2,065.00	\$ 2,104.00		
Clinical Supervisor, JCFS Skokie Office, .05 FTE	\$ 3,638.00	\$ 3,707.00	\$ 400.00	
Financial Assistance Program Case Manager, 1.0 FTE	\$ 31,780.00	\$ 32,575.00	\$ 8,000.00	
Clerical support	\$ 1,723.00	\$ 1,755.00		
Fringe benefits (30% of salaries)	\$ 11,762.00	\$ 12,042.00	\$ 0.00	
Occupancy	\$ 9,042.00	\$ 9,042.00	\$ 1,600.00	
Phone	\$ 508.00	\$ 508.00		
Supplies and materials	\$ 642.00	\$ 642.00		
Financial Assistance to Clients	\$ 125,000.00	\$ 125,000.00		
Marketing	\$ 1,070.00	\$ 1,070.00		
Indirect costs (11% of total direct costs)	\$ 20,595.00	\$ 20,729.00		
Total	\$ 207,825.00	\$ 209,174.00	\$ 10,000.00	\$ 0.00

Budget Narrative

Budget justification (for line-items that need further explanation):

JCFS' fiscal year is from 7/1 through 6/30.

Revenue:

Village of Skokie CDBG: This grant helps offset the Case Manager's salary.

FEMA Emergency Food & Shelter Program: This funding provides rental/mortgage and utility assistance to clients.

Jewish Federation of Metropolitan Chicago: The program benefits from a generous annual allocation from the Jewish Federation, for emergency financial assistance.

Edmond and Alice Opler Foundation: JCFS has a pending grant request (\$20,000) to the Opler Foundation (for FY18), to help offset the costs of the Financial Counseling program. The Opler Foundation has been a long-standing donor of JCFS.

JCFS In-Kind Support: JCFS in-kind support supplements the Financial Counseling program budget.

Expenses:

Personnel:

Financial Assistance Program Case Manager (1.0 FTE): City of Evanston CDBG funds would help offset the Case Manager's salary as well as other program expenses. The Case Manager seeing Evanston clients is Sheryl Kosovski. Ms. Kosovski's salary is \$32,575 with an annual benefits rate of 30% of salary.

If JCFS receives the full amount requested from the Evanston CDBG, and assuming 80% of the grant offsets Ms. Kosovski's salary and benefits, the Evanston CDBG would be paying 19% of Ms. Kosovski's salary/benefits.

This Case Manager position, as well as the Director of JCFS Financial Counseling and the Clinical Supervisor positions, are currently filled and are not new hires. While serving Evanston residents, these staff members also serve people from other communities.

Non-Personnel:

Occupancy: \$9,042 as determined by a formula JCFS uses to determine occupancy costs by FTE per project.

Phone: \$508 as determined by a formula JCFS uses to determine phone costs by FTE per project.

Supplies and Materials: \$642 as determined by a formula JCFS uses to determine supply costs by FTE per project.
Financial Assistance to Clients: Comprised of FEMA and Jewish Federation allocations.

Marketing: \$1,070 as determined by a formula JCFS uses to determine marketing costs by FTE per project.

Indirect costs: 11% of total direct costs

Program Outcomes

Program Outcomes

	Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	25-35 Evanston individuals will receive financial assistance services, including a complete financial assessment, in JCFS' North Suburban offices	Case Manager records services and documents financial assessments.	9	9	9	8	35					0
2	95% of clients seen will develop a clear understanding of the causes and conditions that led to financial crisis.	Case manager indicates that client has developed a clear understanding of the causes and conditions that led up to financial crisis.	9	8	8	8	33					0
3	70% of clients seen will experience an increase in access to resources.	Case manager indicates that she has helped client access resources in addition to financial assistance; clients connected to new benefits not already in place (or in process) at admission; number of clients denied benefits and the reason.	6	6	6	6	24					0
4	Cash grants awarded will make a positive impact on 95% of clients, guiding them toward pre-financial levels of functioning.	Case manager indicates whether or not client anticipates that receipt of financial assistance will restore household to a pre-financial crisis level of functioning; clinician indicates the likelihood that the household will be in financial crisis again within the next six months.	9	8	8	8	33					0
5							0					0
Total			33	31	31	30	125	0	0	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0

9									\$ 0
10									\$ 0
11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
									\$
Total	0	\$0							

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	0	0	0	0	0	0	0	\$0

Documents

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement and Form 990 for the most recent completed fiscal year.

REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

Plan to address accessibility issues, including who to contact with questions/issues, policies for

Required? **Attached Documents ***

[JCFS -- FY16 audit](#)

[JCFS -- Form 990](#)

[JCFS -- Annual Report link](#)

[JCFS -- IRS 501\(c\)\(3\) determination letter](#)

[JCFS -- Non-discrimination and EEO policy](#)

[JCFS -- Affirmative Action Plan](#)

[JCFS -- Bylaws](#)

[JCFS -- Key Staff](#)

[JCFS -- Assessibility](#)

responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

Supplemental information relating to your program or agency, as applicable.

[JCFS -- Strategic Plan](#)

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

[JCFS -- Form used to document income](#)

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.

[HUD Family Income Limits](#)

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

[JCFS -- Org chart](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

[JCFS -- Chart of Accounts](#)

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

REQUIRED FOR ALL EXTERNAL APPLICANTS. Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2017.

[JCFS -- FY17 Budget Statement](#)

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Application ID: 86702

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City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

Connections for the Homeless, Inc. Supportive Housing (CDBG)

\$ 30,000.00 Requested
\$ 0 MHB Request

Submitted: 8/18/2017 11:40:49 AM (Pacific)

Project Contact

Elizabeth Novak
enovak@connect2home.org
Tel: 847-475-7070 ext. 128

Additional Contacts

niat@connect2home.org

Connections for the Homeless, Inc.

2121 Dewey Avenue
Evanston, IL 60201
United States

Executive Director

Betty Bogg
bbogg@connect2home.org

Telephone	847-475-7070
Fax	847-864-6558
Web	www.connect2home.org
EIN	36-3346917
DUNS	607213295
SAM	3/23/2018
Expires	

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

1. Organization Name and Program for which you are requesting funding.

Connections for the Homeless respectfully requests CDBG funding to support chronically homeless individuals with disabilities in our supportive housing program.

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

3. Is your organization an affiliate of a regional or statewide social service agency?

- No
- Yes

4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.

Attach the list of local board members as well as the parent organization board below.

NA

5. Is your organization accredited?

- Yes
- No

6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.

NA

7. People served:

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

8. 2018 Funding Requested from the City of Evanston

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

45000	CDBG
	MHB (Human Services Fund)
45,000.00	TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 MHB funding
- New request for CDBG
- New request for MHB

New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)

10. NEW APPLICANTS OR AGENCIES FUNDED IN 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

NA

11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

NA

Documents Requested *

Required? Attached Documents *

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).



[CFTH FY18 Operating Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

[CFTH Board of Directors 2017](#)

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form

[CFTH Conflict of Interest 2017](#)

[download template](#)

Application Questions

1. Who participates in or benefits from the program or services? Describe them in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Detail any eligibility requirements.

Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting funding.

Connections' Supportive Housing program for individuals serves chronically homeless individuals with disabilities. Program participants include people who are homeless with mental illness, physical disabilities, chronic health conditions, and substance use disorders.

We served 35 people during FY17 (July 1, 2016 through June 30, 2017) with 34 units of supportive housing. We were awarded a grant from the Department of Housing and Urban Development (HUD) in December of 2016 to expand from 26 units to 34 units of supportive housing for chronically homeless, disabled individuals. Of the 35 people we served during FY17, most were male or male-identifying (31% female, 59% male), the majority were people of color (46% African-American, 37% White, 11% Latino, 6% Other), and older (95% of participants are over the age of 51). The majority of participants made 30% or less of the Average Median Income in Evanston.

In order to participate in the Supportive Housing program for individuals, the person must be chronically homeless, as defined by the Department of Housing and Urban Development, and have a documented disability. The program is designed using a Housing First approach, where participants enter our program as they are, with no preconditions for sobriety, mental stability, or income, or requirements for participation in services.

2. Describe your program, including the need(s) that it addresses. Describe specific components or services within the program. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. Our Supportive Housing program for individuals addresses multiple needs identified in the 2015-2019 Consolidated Plan. First, according to the Plan, there is insufficient affordable housing for people with low to moderate incomes that reside in Evanston, noting that nearly 43% of all households in the community are housing cost burdened or severely housing cost burdened. Second, there is a lack of accessible housing for the disabled. The Plan notes the wait list of the Housing Authority of Cook County for accessible units in Evanston is more than 650 individuals, illustrating that the demand for housing does not currently meet the supply.

Our Supportive Housing program for individuals meets both needs identified in the Plan by providing 34 units of housing and supportive services for chronically homeless, disabled individuals. The housing is scatter site, market-rate rental apartments, located throughout Evanston. Connections holds the lease on each apartment and clients pay 30% of their monthly income toward rent, with the agency covering the remaining balance. The program is designed to maximize each clients' independence and self-sufficiency by providing safe, affordable housing.

Our Outreach Manager works Monday through Friday across Evanston and the surrounding communities to identify and engage with people who are homeless and connect them to our programs. For those that are interested in our services, our Coordinated Entry Case Manager conducts a general intake to determine which programs the person is eligible for. Individuals that are eligible for supportive housing then go through a more thorough assessment to identify their needs and barriers to stability. While a client waits for housing, they can access Connections' other programs and services, including Drop-In. The wait list and process by which people are connected to supportive housing as part of the coordinated entry process is detailed further below in question number 5.

When an opening at Connections becomes available, a Supportive Housing Case Manager is assigned and an individual service plan is created that guides the Case Manager and the client about future services and goals that encourage long-term stability. Simultaneously, housing is identified and the client is assisted in moving into a scattered site unit. Once settled into housing, clients meet with their case managers, typically bi-weekly, and identify obstacles to stabilization such as health issues, legal issues, educational issues, access to public benefits, etc. Clients are invited to participate in education, employment, and health and wellness services and connected to other organizations for specialty referrals including substance abuse treatment, supported employment, and legal services programs. While our Case Managers actively encourage participation in services, the program is designed using a Housing First approach, where participants enter our program as they are, with no preconditions for sobriety, mental stability, or income, or requirements for participation in services. Supportive Housing is a long-term housing solution, with more than 30% of our clients participating in the program for more than 5 years.

3. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.

Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.

15 Intake/assessment

45	Referrals
14	Individual case management plan/services
14	Services delivered on an individual basis (e.g. home delivered meals)
14	One time event or activity (e.g. field trips, tax preparation)
14	Multi-session program (e.g. after school program)
14	Focused topic activities (e.g. workshops, trainings)
14	Drop in services (e.g. computer lab, tutoring, help desk)
0	Phone or online help (e.g. 24-hour help lines)
144.00	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

Our Supportive Housing program for individuals began in 2004 as 6 units of affordable housing. The program was originally designed to be time limited, with the expectation that with a deadline, clients would engage in supportive services, find a job, and eventually take over the rent. However, both research and the agency's experience showed that the time constraints did little to support long-term stability. The time-limited nature of the program resulted in people returning to homelessness.

Thus, we implemented Housing First, trauma-informed, and harm-reduction approaches in 2008 that focused on quickly connecting people to housing and eliminated any requirements for participation in services or preconditions of time limitations, sobriety, mental stability, or income requirements.

Today, we operate 34 units of supportive housing for individuals, serving approximately 38 people per year. In addition to housing, we offer a continuum of comprehensive services that encourage long-term stability among our clients. Our services include health and wellness, education, employment, and mental health to help participants overcome barriers to achieve greater self-sufficiency and housing stability. Connections expects to offer these services indefinitely.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

Connections does not maintain a wait list for the Supportive Housing Program. Instead, there is a wait list that is maintained across north suburban Cook County for supportive housing units as part of the coordinated entry process through our Continuum of Care (the Alliance to End Homelessness in Suburban Cook County). As Connections and other agencies across north suburban Cook County identify and engage with people who are homeless, we collectively seek to connect people to additional support and services. As part of the coordinated entry process, Case Managers use the VI-SPDAT tool to determine a person's risk and prioritization for housing. Clients answer a series of questions related to their personal history, and the VI-SPDAT tool calculates their answers and then assigns a numerical ranking to the client. This number is then used to place the client on a broader waiting list for supportive housing across the northern part of the County. The higher the number means the higher the vulnerability, thus the client receives higher prioritization on the waiting list. The waiting list is not first come, first served, but instead prioritized based on risk.

As an example, we recently had an opening in the Supportive Housing program for individuals. Within one day of the opening, Connections' staff reached out to the manager of the wait list as part of the coordinated entry process to let them know. Two days later, a participant with high vulnerabilities that was interested in housing in Evanston was connected to our Outreach Manager to begin the process of compiling all the necessary documentation to complete program enrollment. To be clear, people on the wait list come from all parts of north suburban Cook County. Therefore, when Connections has an open supportive housing unit, the next in line for housing may be someone that we've worked with previously, or it may be someone a different agency has worked with.

The average wait time varies significantly depending on the client's risk and vulnerabilities. Those with greater vulnerabilities are prioritized and more quickly connected to housing. The size of the wait list also varies. As part of the Alliance to End Homelessness in Suburban Cook County's Sub Cook Zero campaign, a committee regularly reviews the wait list and typically focuses on the top 30 participants and how to keep clients engaged and safe as they wait for housing. Also, a central tenet of the wait list is that clients have the choice to accept or deny supportive housing based on location. For example, if Connections had a unit that became available in Evanston, but the client would like to receive housing elsewhere, the client can deny the housing and continue to wait for housing to come available in the community of their choice.

6. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?

Include agencies that serve Evanston residents but are not located in Evanston.

In addition to Connections, Impact Behavioral Health Partners (formerly Housing Options for the Mentally Ill) in Evanston operates a supportive housing program for individuals. However, Connections is distinct from Impact in that our programs

accepts participants with a variety of documented disabilities, whereas Impact has more restrictive eligibility and only accepts individuals with chronic mental illnesses. Thresholds also operates some scatter site supportive housing across Northfield Township, and Housing Opportunities for Women has some scatter site units in Evanston. We each house and serve different clients, and there is little duplication of services between any of these agencies. Like Connections, each of these agencies continues to operate at capacity, with low turn over in program participants and high demand.

In the past, we've initiated a partnership with Impact to connect our clients to their Supported Employment program, as we've felt it would be a duplication of services if we were to offer such programming. However, due to funding challenges as a result of the State of Illinois budget impasse, Impact has not recently been able to accommodate our clients. Connections also has strong partnerships with Erie Family Health Center, Trilogy Behavioral Healthcare, and PEER Services to connect people to primary and mental health care providers and substance abuse treatment. While we operate our own Health & Wellness services that include primary and mental health care, we actively work to support our clients to build relationships and transition to providers that offer more long-term care.

Our Supportive Housing program is regulated by the Department of Housing and Urban Development. Connections consistently stands out as a member of our Continuum of Care. We receive high rankings for our supportive housing programs, as judged by an independent body that ranks and scores projects based on the overall effectiveness of meeting the needs of our community's most vulnerable members.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

Our primary goal for the Supportive Housing program is to stabilize program participants overtime. Connections' Case Managers provide intensive case management that is trauma-informed and follows the principles of harm-reduction. Case Managers work one-on-one with clients on an ongoing, long-term basis to help them achieve their goals related to housing, economic, and personal stability. We track progress towards these goals qualitatively and quantitatively. We regularly report on the quantitative data through Service Point, the agency's Homeless Management Information System (HMIS), which includes detailed data about the frequency and types of individual services provided including health care, benefits, employment and education activities, among others.

Monthly, our Housing Program Manager reviews reports with each case manager to identify each program participant they have worked with, the services provided, and the goals or milestones achieved. Each program has goals for moving program participants toward greater economic and personal stability, and we report on these results each month. Additionally, we do quarterly and annual reporting across all programs, as well as other reporting as required by various grantors.

We just recently conducted interviews of more than 80 clients and people who are homeless to determine where their needs are being met and to identify any service gaps. Our Program Committee and Board of Directors are in the process of reviewing the data and analysis. We expect that this information will help drive our new three-to-five year strategic plan, which we are currently in the midst of developing and expect to be released early in 2018.

As we look to the year ahead, we expect our outcomes to be:

1. 95% of all Supportive Housing clients will achieve housing stability.
2. 75% of all Supportive Housing clients will achieve greater economic stability.
3. 50% of all Supportive Housing clients will achieve greater personal stability.

The Executive Director and the Housing Program Manager maintain responsibility for the implementation of the program. The Manager supervises all Supportive Housing staff to ensure effective, informed services are delivered to clients.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="38"/>	Unduplicated people to be served in 2018
<input type="text" value="14"/>	Unduplicated Evanston residents to be served in 2018
<input type="text" value="38"/>	Unduplicated low/moderate income people to be served in 2018
<input type="text" value="14"/>	Unduplicated low/moderate income Evanston residents to be served in 2018
<input type="text" value="38"/>	Unduplicated people served in 2017
<input type="text" value="14"/>	Unduplicated Evanston residents served in 2017
<input type="text" value="38"/>	Unduplicated low/moderate income people served in 2017

9. Provide a summary of your organization's mission including organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA."

For more than 32 years, Connections has remained committed to bringing individuals and families out of the shadows of homelessness. Annually, Connections supports more than 850 people by preventing them from losing their homes, rehousing those who are homeless, and helping people to develop the skills to live safe, stable lives.

Our staff of 33 is led by our Executive Director, Betty Bogg. She has direct oversight of our Director of Finance & Administration, our Director of Development, our Housing Program Manager, our Manager of Community & Shelter Programs, our Manager of Our House, and our Manager of Advocacy. Each of these positions is responsible for their department and the activities performed, as well as supervising staff members that make up the department. The Housing Program Manager oversees our supportive housing, prevention assistance, rapid re-housing, and Tenant Based Rental Assistance programs. The Manager of Community & Shelters Programs oversees Drop-In, Outreach, Hilda's Place, and our supportive services, and our Program Manager of Our House oversees our transitional living program for homeless youth. The Executive Director is supervised by our Board of Directors. They lead an annual performance review of the Executive Director, approve the agency's budget, and establish the agency's strategic direction.

During the past year, the organization made significant strides in stabilizing our finances. After a period of challenges in 2015 and 2016 as a result of the State of Illinois budget impasse, we are proud to have ended our most recent fiscal year (July 1, 2016, through June 30, 2017) with a small surplus. We focused our efforts on growing our general operating support, and we raised more than \$150,000 in new and increased revenue. Additionally, our gala event brought in \$25,000 more than projected in our revenue budget.

The previous fiscal challenges also resulted in the 9 month closure of our Drop-In program for people who are homeless and a reduction of our Nurse Coordinator, the manager of our Health and Wellness Services, to part-time. In April of 2016, we reopened the Drop-In program, and this past year we began restaffing and rebuilding the organization to better serve our clients. We hired a new nurse to manage our Health & Wellness Services. We added a new position, a Coordinated Entry Case Manager, to more effectively connect people in need to appropriate services and programs, and we added a Manager of our Community & Shelter Programming to oversee our Outreach, Drop-In, Hilda's Place, and supportive services. With these positions in place, we are in a better position to make additional program improvements and enhancements. We expect that with the release of the new three-to-five year strategic plan in early 2018 there will be further plans for the expansion of programming, and our staff will be prepared to execute the strategies and actions that better serve the needs of our community and our clients.

Finally, we recently expanded the agency and added a new programming element with the support of the Board and Executive Director. Ms. Sue Loellbach, Connections' former Director of Development, is now the Manager of Advocacy. Ms. Loellbach is working to address the issue of housing affordability and inspire systemic change. She is working with more than 20 other agencies throughout the North Shore as part of the Joining Forces for Affordable Housing coalition.

10. Describe your agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.

CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).

Connections has provided Supportive Housing since 2004, and our programs have continued to evolve to meet the changing needs of our community. Our strength and our success of moving people from homelessness to housing is because we have an experienced staff with long tenures working with homeless populations. We offer ongoing professional development and training sessions to ensure our staff are trained in both harm-reduction and trauma-informed philosophies. Using these approaches, we can more quickly build trust and increase the safety of our clients. Additionally, our close partnerships with other organizations and the Alliance to End Homelessness in Suburban Cook County allows us to share best-practices and better target our resources to meet the needs of the most vulnerable in our community.

Connections is managed in a manner consistent with comprehensive fiscal standards, and maintains an accounting system based on Generally Accepted Accounting Principles (GAAP). The Director of Finance & Administration assures transparent reporting, maintains and oversees all accounting functions and controls, performs grant management and financial planning for public and private funds in accordance with board-approved financial policies and procedures. Financial statements are prepared by the Director of Finance & Administration and reviewed weekly by the Executive Director and monthly by the Finance Committee and the Board of Directors. They review actuals compared to the Board-approved budgeted revenues and expenses, as well as projections that may positively or negatively impact cash flow. The Board approves the annual operating budget for the entire agency.

11. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?

All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding

is not contingent on serving primarily low/moderate income residents.

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

12. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Our Supportive Housing program is primarily supported by public funding, including grants from HUD and the Illinois Department of Human Services. CDBG funding helps to cover some of the agency's personnel expenses related to the Supportive Housing program. We do have the flexibility to use general operating support in the instance that we no longer receive a CDBG grant, however, such use would come at the expense of other programs and services we offer at Connections. At this time, we are not projecting to hire any new staff in 2018.

Our Supportive Housing staff for individuals consists of:

- Ms. Jennifer Feuer-Crystal, Housing Program Manager, has worked at Connections for one year. She has more than 15 years of experience working with individuals experiencing homelessness, survivors of domestic violence, and supportive housing programs. Ms. Feuer-Crystal is an LCSW.
- Ms. Mari Horowitz, Case Manager, has served in this role for nearly two years. She specializes in working with high-risk single adults on harm reduction, community resource linkage, and healthcare management. She holds a Bachelor's degree in Social Work.
- Mr. Jess Klingberg, Case Manager, joined Connections' team more than three years ago. He has significant experience working with homeless populations and people with psychiatric disabilities and substance use issues. He holds a Bachelor's degree.
- Ms. Jennifer Tudor, Case Manager, started at Connections in October of 2016. She previously worked with at-risk youth and immigrant families, and she is bilingual in English and Spanish. She holds a Bachelor's degree.

Ms. Horowitz and Mr. Klingberg maintain a case load of approximately 14 individuals, while Ms. Tudor maintains a case load of approximately 6 individuals and 4 families in our Family Housing program.

13. Provide the name, email and phone number of the individual who attended the pre-application meeting.

Elizabeth Novak, enovak@connect2home.org, 847-475-7070 ext. 128

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)

607213295

15. Is the facility and program in compliance with the Americans with Disabilities Act?

- Yes
- No

16. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."

NA

17. Where (address/location) does your program take place and how will clients get to the location or facility?

Services take place primarily at our main offices, 2121 Dewey Avenue, Evanston, Ill., which clients reach by public transit, driving or walking. Clients live in scatter site apartments, and Case Managers also make regular visits to clients' homes.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Elizabeth Novak, Manager of Institutional Giving

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG	\$ 15,100.00	\$ 30,000.00	
Private Funding (Individuals, Corps)	\$ 11,630.00	\$ 2,911.00	
HUD - Individual Supportive Housing	\$ 386,629.00	\$ 445,875.00	\$ 445,875.00
IDHS - Supportive Housing	\$ 50,599.00	\$ 43,494.00	\$ 43,494.00
Client Rent Payments	\$ 36,093.00		
Total	\$ 500,051.00	\$ 522,280.00	\$ 489,369.00

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Personnel	\$ 168,538.00	\$ 181,954.00	\$ 30,000.00	
Direct Support to Individuals	\$ 274,905.00	\$ 270,712.00		
Operating and Overhead Costs	\$ 56,608.00	\$ 69,614.00		
Total	\$ 500,051.00	\$ 522,280.00	\$ 30,000.00	\$ 0.00

Budget Narrative

We recently received a grant from HUD that expanded our supportive housing units from 26 to 34. CDBG funding was an essential component to our application, as it helped us to meet the matching and leverage requirements of HUD. Moving forward, CDBG funding will continue to be a vital source of matching dollars and support the ongoing renewal of our HUD funding. Funding also allows us to provide the comprehensive case management that makes supportive housing a successful strategy to end homelessness. With the lack of affordable housing and housing for people with disabilities in Evanston, we are actively working to address this issue and the addition of 8 units is a significant step forward.

There are some changes in year-over-year expenses. Personnel costs increased due to cost of living increases to wages, and the Board of Directors approved a provision during 2017 to provide a 1% match of each employee's salary and apply the contribution to an employee's retirement account. Additionally, there were slight modifications to the average rental payments that decreased 'Direct Support to Individuals' year over year. Finally, Connections' operating and overhead costs increased, as we began restaffing the organization after two previous years of fiscal cuts as a result of the State of Illinois budget impasse.

During 2018, we plan to use CDBG funds for:

- Two Case Managers, total personnel expenses of \$100,000, of which approximately 15% of both positions will be covered by CDBG funds.
- One Housing Program Manager, total personnel expenses of \$76,000, of which approximately 20% of the position will be covered by CDBG funds.

Program Outcomes

Program Outcomes

Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	95% of all Supportive Housing clients will achieve housing stability	34	34	34	34	136					0
2	75% of all Supportive Housing clients will achieve greater economic stability	26	26	26	26	104					0
3	50% of all	68	17	17	17	68					0

	Supportive Housing clients will achieve greater personal stability	engage with a healthcare provider, psychiatrist, or psychologist and participants who receive and are monitored while on psychiatric medication.									
4						0					0
5						0					0
Total			77	77	77	77	308	0	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
								\$
Total	0	0	0	0	0	0	0	\$0

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	0	0	0	0	0	0	0	\$0

Documents Requested *Required? **Attached Documents ***

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Audited financial statement and Form 990 for the most recent completed fiscal year.

[CFTH FY16 Audit](#)[CFTH FY16 990](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

[CFTH FY16 Annual Report](#)

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

[CFTH Key Staff 2017](#)

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

Supplemental information relating to your program or agency, as applicable.

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

[CFTH Organizational Chart](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

[CFTH Chart of Accounts](#)

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2017.

[CFTH FY17 Financial Statement](#)

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City of Evanston
Community Development
2018 CDBG Public Facilities & Improvements - City of Evanston
8/18/2017 deadline

Friendship Baptist Church Senior Access and Mobility Project

\$ 45,000.00 Requested

Submitted: 8/18/2017 11:23:37 AM (Pacific)

Project Contact

Rev. Zollie Webb
Pphilcole@aol.com
Tel: 847-219-8786

Additional Contacts

none entered

Friendship Baptist Church

2201 Foster Street
Evanston, IL 60201

Pastor

Zollie Webb
pphilcole@aol.com

Telephone 847-733-9681
Fax 847-733-9684
Web NA
EIN 9963-85680
DUNS
SAM Expires

Letter of intent

1. Type of organization

- 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

2. Is your organization an affiliate of a regional or statewide agency?

- No
- Yes

3. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter "NA" below.

The Friendship Baptist Church of Evanston It is a Baptist church located in the 5th ward of Evanston. It's official board is made up of a Pastor, Rev. Zollie Webb, Associate minister-Rev. Philinda Coleman, chairman of Deacons: Mr. Eugene Holt and Treasurer Mrs. Eleonora Swope. All decisions regarding the direction of the church are initiated and implemented by this board upon agreement of the church body.

4. CDBG Funding Requested for 2018 from the City of Evanston

Enter amount of CDBG requested below. Do not include dollar signs. The amount should match the "Amount Requested" on the Summary page.

45,000.00

5. Briefly describe your project, including location, scope of work, and timeline. Provide the projected start and completion dates. Note if either the start or completion date is not flexible, as this may affect eligibility for funding.

Funded projects that are undertaken before completion of the Environmental Review and execution of CDBG agreement with the City are disqualified for CDBG funds.

Project Description ,Location

The Senior Access and Mobility Project is a project intended to increase the access of senior citizens in to the Friendship Baptist Church located at 2201 Foster Street Evanston, IL 60201 by repairing the church elevator.

Our church building's elevator is used 100% of the time by Seniors who make up 85% of our congregation.. Without use of the elevator seniors have been prevented from leading and participating in senior activities.

Activities that include bible study, maintaining the kitchen, and the mission goals of the church. We are asking for \$ 45,000.00 to pay for the repair of the elevator and air conditioning unit. Specifically, it will cost 41,831.00.00 to repair the elevator and 3,169.00 to repair the air conditioning. Our sanctuary in particular is located on the first floor of the building with access only via 12 stair steps and our classrooms and dining room 6 stair steps. Without the elevator our senior population is immobile because most cannot walk up or down stairs.

As a church community we count on the work of our seniors to provide meals to the women at Sarah's Circle and provide food for many families in Evanston. However, because access to the dining area and kitchen has become such a challenge for them they have had to limit all activity for Sarah's Circle and the preparation of food bags for needy families. The Seniors also cannot prepare activity bags for seniors in the Citadel Rehab Center where they conduct a bible study monthly because they cannot access the classrooms.

Additionally, the Seniors are prevented from preparing meals for the men at the People's Church in Chicago, Illinois as a special senior activity in which they cook for 70 homeless men who live in the shelter. Their ability to also prepare and donate meals for the Door of Hope family shelter has also been limited. One of the greatest disappointments that the seniors encounter weekly is the inability to attend worship services. They are not the only ones.

For many years residents of Rainbow House Center have been active members of our congregation, but because the elevator is in operable they no longer have a church home. It is our hope that support from the CBDG will enable us to overcome this devastating circumstance. The air conditioning unit has also posed problems for seniors that participate in the church. The church becomes so hot that activities have been cancelled. This especially impacts the Evanston Now Community Choir that rehearses at Friendship. Many of the members are seniors who come from across the city and cannot participate because of the temperature in the sanctuary.

Time Line

With respect to a timeline we would begin the repair of the elevator upon receipt of financial support. The company DME(we have selected and received a proposals from) Elevators and Lifts would be able to begin work at that time. According to this company the total time for the completion of their work would be 21 days. It will take 7-10 days to obtain permit, 5 -7 days to obtain components and parts, and 3-4 days for installation and inspection. The repair of the air conditioning unit would also be contingent on financial support but would take one day for the repair once the parts for the repair were acquired.

Documents Requested *

Required? **Attached Documents ***

Current year agency operating budget, including building operations expenses; and current capital budgets, if any. (City of Evanston applicants, please upload a blank page)



REQUIRED FOR EXTERNAL APPLICANTS ONLY. Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards.

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form.

[download template](#)

Application Questions

1. Provide a detailed description of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it.

Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement

The Senior Access and Mobility Project will serve not only the seniors of our facility that make up 85% of our population all of whom are either using walkers, or canes, and have been unable to lead and attend senior activities. And it will also serve other seniors in the community, and disabled residents of Rainbow Center. Our building is located in the 5th ward of Evanston and the 70% of our seniors are low income residents that are receiving social security benefits and Medicare. These members are an essential arm of the church and have been prevented from leading and conducting key aspects of the community outreach, because the elevator has been in operable for the past 4 years. This outreach covers the Evanston and near north side of Chicago homeless community as well as Alcoholic Anonymus(AA). Senior ministry activities include : preparation of the Saturday evening meal at least once per month every other month for Sarahs Circle In Chicago and cooking the food for the men's ministry to serve at the Peoples Church in Chicago. The Alcoholics Anonymous group meets at the church on the lower

level weekly twelve months of the year and is led by one of the seniors. This AA meeting hosts 45-50 recovering alcoholics that rely upon the senior in charge. The Seniors also prepare bags of food when individuals call for assistance, especially in the neighborhoods around the church. Seniors have served in the past families that live in the 2100 block of foster and Hartrey and as far as Howard street. In total Seniors have fed as many as 25 families during the Thanksgiving and Christmas holidays. in total at least 35 families have been served annually over the past 15 years. .Seniors also provide dinner for a minimum of 30 women at Sarah's Circle and 70 men at the People's Church. Not having an elevator to access the kitchen has prevented the Seniors from providing any meals this year at Sarah's Circle and the People's Church and has reduced the amount of families to five due to limited access to the kitchen.

They would also be able to increase the amount of Saturdays they would be able to provide meals to both Sarah's Circle and the People's Church; as well as prepare more bags of food for the needy . Access to an elevator would also allow the AA meeting to grow because those participants who have health challenges that impair their mobility would be able to attend. An elevator that works improve the over all community that has requested to come and worship at the church, especially residents at Rainbow and other senior homes. In the past we have had residents of Rainbow become a part of our church because they were able to attend a church which is nearby with an elevator. With out the elevator they cannot get into the sanctuary which is located on the upper level of the building. If we are able to repair the elevator we would also be able to serve 25-30 more individuals who live at homes such as Ebenezer Towers, and Noyes Court because they would be able to attend church services on a regular basis.

Not having an elevator has not been the only problem facing the seniors. A air conditioning system that needs a compressor and additional work has also hurt this population. When a senior is able to attend the church is so warm that they cannot stay very long. The fans that we have do not generate enough cool ness to cool the sanctuary or lower level. Many of the seniors also have asthma and other respiratory ailment

2. Project category and use of CDBG funds (check all that apply)

- Rehabilitation, including deferred maintenance
- Property acquisition (building or site)
- New construction
- Accessibility improvements/ADA compliance
- Other:

3. How will the project's eligibility for CDBG funding be established?

If Area Benefit, see maps in the Resources section for eligible areas. If Limited Clientele, upload appropriate documentation as noted.

- Area Benefit (include map of service area in uploaded documents section)
- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

4. Is the facility in compliance with the Americans with Disabilities Act?

- Yes
- No

5. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.

NA. With repair of the elevator the disabled and elderly will be able tp participate fully in all senior activities as well as all church activities. Worship as well as special events would include the seniors because they could get into classrooms for teachings and could worship in the sanctuary. This would improve the quality of worship and membership would grow. The seniors would also be able to do more outreach activities beyond the Evanston community.

6. Please check all items below that are applicable to this project

- Compliant with zoning
- Requires zoning variance (attach preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other:
- None of the above

7. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.

We are a church that is an approved structure in the R zone. We are in compliance by having an elevator that can hold one wheel chair and two attendants at a time. The elevator is located at the front entrance of building in the church lobby to the left of front doors by 2ft. And can move to the lower and upper floors. The elevator exits 4ft from the entrance to classrooms, kitchen, and dining hall on the lower level and it exits 1 ft into the sanctuary on the upper level. The seating capacity of the church is 400. The elevator has been used for all senior activities and all other church activities that have been open to all in the Evanston community. For example recently we held a Brotherhood musical that brought black and white churches together for a night of song. There were members of both groups that had choir members that needed an elevator to enter to participate. Many people that wanted to attend were unable to do so because they could not get into the sanctuary.

8. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements.

If construction, have you managed a project subject to federal Davis-Bacon prevailing wages or HUD Section 3?

The members of the board We believe we have the capacity to undertake this project because one of our members Roosevelt Askew has experience in the oversee of projects of this size and has prior knowledge about elevators. His Father owned and managed an elevator company and as the head engineer at the District 65 Joseph E Hill Center he oversaw the work of the company that provided maintenance of their elevators. He will also oversee implementation of this project if we receive CBGD funding. His duties will include overseeing and monitoring all repairs and will insure that proper maintenance occurs on the elevator. Mr. Askew is committed to also insuring that inspections of the elevator will be done and documented monthly in accordance with all ordinances.

9. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.

NA

10. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.

The scope of the project entails repairs of the elevator by replacing the following components:

1 Left hand door operator, 1 Right hand door operator, CAT top control, 3 stop controls, 3 phase power, 3 stop magnet plate, selector package, 3 stop COP with emergency light, hydraulic power unit 3 phase, light rays, 115 VAC light add-on kit, 3 hall call stations, 40 feet travel cable, service indicator option. Knox box. 6 new braille plates, car top light and GFCI, Power transformer for battery. The estimated timeline for the repair and inspection of the repaired elevator is twenty one days. It will take 7-10 days to obtain a permit, 5-7 days to obtain components and parts, and 3-4 days for installation and inspection. The repair of the air conditioning unit would take one day to replace the air compressor. All repairs are contingent upon financial support. If we receive the financial support from this grant the work would begin immediately once permits were granted. We have met with Mr. Rick Lye of the DME Elevators & Lifts Company located in Lisle Illinois. We have reviewed their proposal to repair the elevator and determined that they were the most cost effective and who had the most knowledge about the type of repairs needed for the elevator would be the company we hope to contract with. This company provides a warranty and an inspection six months following the repair. The only time issues we would encounter would be the length of the time period needed to acquire a permit from the city of Evanston in order to start the work.

11. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2018?

If funding for this project is approved it will allow for greater service to the Evanston community because the seniors would be able to lead and conduct many of our service programs and meet their goal of expanding them. The seniors want to do more to aid families with food and other necessities as well as engage with more shelters for homeless men and women. The work that they do impacts greatly on the agencies that they help. Whether packing food bags, clothing, or cooking meals this affords the seniors a chance to be contributors to the community. Seniors often comment that they want to be involved and in leadership but are limited because of their mobility issues. If they could count on access to the kitchen, classroom where they pack clothing in bags, or assemble goody bags for residents in the nursing home they would experience greater well being in their lives. They could help 50 families through out the year when need arises not only around the holidays. All of the families that have sought assistance and received it have been low income and in some cases one check away from homelessness. The seniors have tremendous ideas for expanding their outreach to shelters that house families that need not only food, and clothing but nurturing from their elders, through dialog and activities that demonstrate positive communication and relationships. If we do not receive funding to repair the elevator and air conditioning we will continue to observe a decline in the activities that seniors can engage in and we will be prevented from serving the many constituents in the community that depend on Friendship for help.

12. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)

Roosevelt Askew, 224-723-0172 askewroosevelt9@gmail.com

13. Provide a summary of your organization's mission and work including services, organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA" below.

The mission of Friendship Baptist Church is to reach the community and present them with Christian values and community service. Our programs include outreach to needy families in the 5th ward, and through out Evanston. We also provide supplies to persons living in tent cities under the bridges along Lake Shore Drive with food, water, and hats and gloves as well as socks and scarves. A hall mark of our services includes giving fruit baskets to seniors at Christmas time and building relationships through dialouging and nurturing friendships with seniors in the Citadel in Wilmette monthly. Friendship is also known as a place where families in crisis can receive information about city wide resources ,and we do referrels to those agencies, especially ones that assist victims of domestic violence in need of emergency housing and counseling.

As a community focused church we also serve as the headquarters for Evanston Own It which provides jobs for young people in the city of Evanston. All meetings and rehearsals are held at the church. We visit Over the Rainbow to connect with residents. WE also provide school supplies, furniture , and family support supplies to schools in Belize. The support to young people is also important to the congregation of Friendship. To that end we support the aspirations of students that want to go to college and desire to pursue a variety of career goals. We do this by encouraging students to complete community service hours in the Evanston community. For many years we have been able to assist young people in transition to with work opportunities for those in need of community service with the Cook County Sherriff's Office, We also provided free funeral services to the families of young people who have lost their lives to violence. These are the bench marks of our mission.

The Board of Directors is headed by Katherine Bridges and is made up of a SecretaryTreasurer,-Eleonora Swope, Eugene Holt- Chairman of Deacons, Trustee Tawanna Sudduth. Every one of the members are senior citizens with the exception of Ms. Sudduth. They are responsible for the overall operations of the church. Meetings are held weekly and board decisions are made by majority vote based on needs of the church and upon agreement of the total body. There are the following ministries that also operate in the church:

Missions: Bobbie Dotson/President, Vice President-Asalean Coleman, Secretary/Treasurer- Letty Wiggins

Choir:President-Vacant, Vice President:Letty Wiggins, Secretary Treasurer/Yvette Shelby

Ushers: President- Sandra Mayfield

Sunday School: Superintendent-Vacant

Please note that each ministry is guided by the mission of the church and function accordingly.

Trustees: Tawanna Sudduth and Katherine Bridges.

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." City of Evanston applicants, enter 074390907 below.

996385680

15. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Zollie Webb, Pastor & Teacher Friendship Baptist Church

Budget

Funding Sources/Revenues	Project Sources	Amount Committed
Evanston CDBG	\$ 45,000.00	
Total	\$ 45,000.00	\$ 0.00

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
1 Left hand door operator		
1 right hand door operator		
CAT top converter		
3 Stop Controlllers 3 Phase Power		
3 Magnet Plate		
Selector Package		
3 Stop Cop		
3Stop Cop with Emergency Light		
Hydraulic power unit phase		
115 VAC light add-on		
40 feet travel cable		
Service indicator option		
Knox Box		
6 new braille plates		

Car top light and GFCI		
Power transformer for battery back up doors		
Compressor for air conditioner	\$ 2,500.00	\$ 2,500.00
Refrigerage	\$ 0.00	\$ 0.00
Labor	\$ 0.00	\$ 600.00
Flush System		
Total	\$ 2,500.00	\$ 3,100.00

Funding Secured **\$ 0.00**

The portion of project funding that is committed and will be available if 2018 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed.

Budget Narrative

It is important to note that we have no other sources of funding that we are pursuing at this time. We have no other knowledge that there are any other sources available to us. As a church other than the two annual fundraisers that we have, namely the Salad Bar luncheon in late September and the Black History month dinner in late February. Both events usually net no more than 2,000.00 each, and those moneys are used to maintain the daily operations of the church. The average offering that we receive on Sundays is 700.00. All monies that we receive if funding is granted will be utilized to repair the elevator and air conditioner. Due to the condition of the elevator we would not be able to reduce the costs for the components that we need to repair it, therefore, without financial support we would be unable to repair it. The elevator cannot be repaired in phases because all of the parts are required to be in operation in order for the elevator to work. Each part is essential in order for the elevator to operate safely.

Documents

Documents Requested *

Required? **Attached Documents ***

Audited financial statement and Form 990 for the most recent completed fiscal year.

- [audit trai 2016](#)
- [current file](#)
- [current costs](#)

Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).

- [IRS letter](#)
- [501.C3](#)
- [irsletter4](#)
- [irs letter5](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.

Articles of incorporation/bylaws.

- [Articles of Incoppration](#)
- [Articles of Incorporation2](#)
- [Articles of Incorporation 3](#)
- [Articles of Incoorporation4](#)
- [articles of Incorporation 5](#)

Brief biographies of key staff or outside experts involved in project management.

- [Biographies of key staff](#)

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response.

- [contact persons](#)

Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

Documentation of CDBG eligibility as indicated in Question 3 (map of service area if Area Benefit, form

for income documentation if Limited Clientele).

Quotations or other pricing information used to develop your project budget.

[Quotations](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed has not been finalized.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Agency Strategic Plan, including any Facilities plans.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2017.

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Application ID: 86727

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City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

City of Evanston Certificate of Rehabilitation and Sealing of Criminal Records Program

\$ 75,000.00 Requested
\$ 0 MHB Request

Submitted: 8/17/2017 6:04:08 PM (Pacific)

Project Contact

Kevin Brown
kebrown@cityofevanston.org
Tel: 847-448-8042

Additional Contacts

none entered

City of Evanston

2100 Ridge Ave
Evanston, IL 60201

City Manager

Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

Telephone 847-448-8042

Fax

Web www.cityofevanston.org

EIN 36-6005870

DUNS

SAM

Expires

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

1. Organization Name and Program for which you are requesting funding.

City of Evanston

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

3. Is your organization an affiliate of a regional or statewide social service agency?

- No
- Yes

4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.

Attach the list of local board members as well as the parent organization board below.

NA

5. Is your organization accredited?

- Yes
- No

6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.

NA

7. People served:

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

8. 2018 Funding Requested from the City of Evanston

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

CDBG

MHB (Human Services Fund)

TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 MHB funding
- New request for CDBG
- New request for MHB

New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)

10. NEW APPLICANTS OR AGENCIES FUNDED IN 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

NA

11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

NA

Documents Requested *

Required? Attached Documents *

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).

[YYA Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form [download template](#)

Application Questions

1. Who participates in or benefits from the program or services? Describe them in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Detail any eligibility requirements.

Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting

funding.

The Certificate of Rehabilitation Initiative (CRI) is a partnership between the Moran Center and the City of Evanston to (1) educate residents about the importance of expunging or sealing an arrest and/or criminal record and (2) improve educational, employment and housing opportunities through legal assistance which reduces the negative impact of a criminal record.

Through the Certificate of Rehabilitation Initiative, the Moran Center provides services to approximately 100 residents annually. More than 80% are African American. The median age is 35 years old. A little more than half of our clients are male. Before entering prison, a quarter were married and more than half (52%) had children under 18. About half had at least a high school education prior to prison. More than two-thirds (70%) had worked in the six months preceding their incarceration, with most holding jobs in the construction, maintenance, cleaning, automotive, and food service industries. About 66% of our clients had held a job for at least one year prior to entering prison, and the median hourly wage was \$9 per hour.

2. Describe your program, including the need(s) that it addresses. Describe specific components or services within the program. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. Since the Fall of 2013 through May 31, 2017, the Certificate of Rehabilitation Initiative served the needs of 374 clients. The program consists of the following categories: Record Look Up/Counseling, Expungement/Sealing/ID Theft, Certificates, Court Appearances, and Other. The City of Evanston Outreach worker serves as the program recruiter and the Certificate of Rehabilitation Attorney is available to make appointments with residents Monday-Friday. In addition, she may work with one client as many as 40 hours to resolve a case.

A. Client Recruitment

City of Evanston Outreach worker works with Outreach clients and Moran Center workshop attendees to help participants access the program benefits.

B. Record Look Up/Counseling

This category represents candidates whose records are looked up. Clients are then contacted to inform them about what remedies are available to them. Occasionally, due to one of several factors, clients are not able to remedy their criminal record. The most common reasons included-a waiting period to expunge or seal, pending court fines and costs, being ineligible to seal, and/or being a poor candidate for a Certificate of Rehabilitation.

C. Expungement/Sealing/ID Theft

This category represents candidates for whom petitions are drafted. Participants are counseled on how to file petitions and are instructed to the Moran Center Attorney if they receive an objection from the State and require representation in court. Individuals receive legal representation in court to defend against an objection.

C. Certificates

Clients may be eligible for Healthcare Worker Waivers (HCW), Certificates of Good Conduct, and Certificates of Rehabilitation .

D. Clemency

Two clemency petitions have been filed in the program. One was granted by Governor Pat Quinn shortly before he left office. The other was withdrawn after the client had a meltdown at her hearing, leading us to conclude that her petition would be denied. The third petition was drafted but not filed after it was determined that the client's large number of unresolved misdemeanor traffic offenses could be a basis for denying the petition.

E. Court Appearances

Under this category, the Certificate of Rehabilitation Attorney may appear in court with the client for any of the following reasons:

- Objectives to expunging/sealing (each petition was granted)
- Vacate judgment on bond forfeiture (in order to clear a path to seal)
- Fee waiver application
- Pending misdemeanor traffic case
- Petition to reopen a juvenile court file (relating to DCFS appeal)
- Legal representation on a new felony offense (candidate previously had had his record partially sealed through the program)

F. Other

- Contacted participants about job opportunities
- Assisted with housing matters (found housing; resolved section 8 voucher issue)
- Assisted in filling out out-of-state court forms regarding a child custodial matter
- Assisted in filling out out-of-state expungement and fee waiver forms
- Contacted a former employer about its decision to terminate a participant based on arrest history (illegal in Illinois)

- Represented participant in DCFS Appeals process (seeking to expunge adverse findings of child neglect or abuse)

Clients Served 374 Record look up/Counseling, Petitions for sealing, Petitions for expungement, Healthcare Worker Waivers, Clemency Petitions, Certificates of Rehabilitation, Other

3. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.

Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.

1100	Intake/assessment
400	Referrals
200	Individual case management plan/services
60	Services delivered on an individual basis (e.g. home delivered meals)
60	One time event or activity (e.g. field trips, tax preparation)
0	Multi-session program (e.g. after school program)
1100	Focused topic activities (e.g. workshops, trainings)
50	Drop in services (e.g. computer lab, tutoring, help desk)
0	Phone or online help (e.g. 24-hour help lines)
2,970.00	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

The Certificate of Rehabilitation Initiative has existed since the Fall of 2013. The CRI Attorney has been a zealous advocate for all involved in the program, providing countless hours to resolve difficult cases in order to improve their educational, employment and housing opportunities. The Moran Center is conducting an audit of all of its CRI clients who expressed interest in expunging/sealing their records and either did not follow through with completing the process or were unable to because of another legal challenge. Once the audit is complete, we will determine how many clients still need the services through CRI. For 2018, the services will be extended to Evanston Township High School Students. Students participating in the Mayor's Summer Youth Employment Program will be surveyed and counseled regarding service eligibility.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

The Moran Center retains a list of all clients that have failed to complete the process. There are a variety of reasons and factors for failure to complete. There is an on going process with the assistance of the City of Evanston Outreach worker to follow-up on clients that have failed to complete the process.

6. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?

Include agencies that serve Evanston residents but are not located in Evanston.

The Moran Center in partnership with the City of Evanston are the only entities in the local area providing this service. Clients in Evanston would need to hire a private attorney to receive these services.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

The program goal for 2018 is to educate 300 adult residents and 800 Evanston Township High School students participating in the Mayor's Summer Youth Employment Program that need the program services. Data for workshops, record look up/counseling, expungement/sealing/id theft, certificates, clemency petitions, court appearances, and other legal/non-legal services are recorded.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

1100	Unduplicated people to be served in 2018
1100	Unduplicated Evanston residents to be served in 2018

800	Unduplicated low/moderate income people to be served in 2018
800	Unduplicated low/moderate income Evanston residents to be served in 2018
150	Unduplicated people served in 2017
150	Unduplicated Evanston residents served in 2017
150	Unduplicated low/moderate income people served in 2017
150	Unduplicated low/moderate Evanston residents served in 2017
4,400.00	TOTAL

9. Provide a summary of your organization's mission including organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA."

NA

10. Describe your agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.

CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).

The City of Evanston Youth and Young Adult Division has managed this program since 2013. The program is supported by the City of Evanston financial support structures.

11. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?

All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

12. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

City of Evanston Community Services Manager 30 years experience

City of Evanston Outreach Worker 20 years experience

Moran Center Attorney 30 years experience

Moran Center Social Worker 20 years experience

No new staff to be hired.

13. Provide the name, email and phone number of the individual who attended the pre-application meeting.

Kevin Brown, kebrown@cityofevanston.org 847-448-8042

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)

074390907

15. Is the facility and program in compliance with the Americans with Disabilities Act?

- Yes
- No

16. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."

NA

17. Where (address/location) does your program take place and how will clients get to the location or facility?

City of Evanston Lorraine H. Morton Civic Center 2100 Ridge Ave. Evanston IL 60201

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Kevin Brown, kebrown@cityofevanston.org 847-448-8042

Budget

Funding Sources/Revenues	2017	2018	2018 Committed	
City of Evanston CDBG	\$ 30,000.00	\$ 75,000.00		
City of Evanston Youth Division Staff regular pay	\$ 416,838.00	\$ 416,838.00		
Total	\$ 446,838.00	\$ 491,838.00	\$ 0.00	

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
City of Evanston Outreach Worker/Recruiter	\$ 30,000.00	\$ 30,000.00		
Moran Center Attorney	\$ 0.00	\$ 45,000.00		
Total	\$ 30,000.00	\$ 75,000.00	\$ 0.00	\$ 0.00

Budget Narrative

The 2018 program is expanding to include 800 students that participate in the Mayor's Summer Youth Employment Program. 800 students will attend a workshop and complete a survey at the annual job fair that educates them about the program and its benefits. Students that require services will be added as clients. Nearly all of these students attend Evanston Township High School. The addition of the 800 students is a substantial increase in the number of participants and will require an increase in the number of hours for the Moran Center Attorney working with City of Evanston clients. This is the reason for the \$45,000 increase in program costs.

Program Outcomes

Program Outcomes

Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	Conduct workshops and information sessions for 300 adults and 800 ETHS students.	800	100	100	100	1,100					0
2	Survey 800 ETHS students at annual 2018 MSYEP Job Fair.	800				800					0
3	Obtain 15 client certificates	4	4	4	3	15					0
4	Perform 400 Record look up/Counseling	100	100	100	100	400					0
5	Perform 200 Expungement/Sealing	50	50	50	50	200					0
Total		1,754	254	254	253	2,515	0	0	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0

6									\$ 0
7									\$ 0
8									\$ 0
9									\$ 0
10									\$ 0
11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
									\$
Total	0	\$0							

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	0	0	0	0	0	0	0	\$0

Documents

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Audited financial statement and Form 990 for the most recent completed fiscal year.

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Required? Attached Documents *

Budget

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

Supplemental information relating to your program or agency, as applicable.

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2017.

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Application ID: 88026

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City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

City of Evanston Mayor's Summer Youth Employment Program

\$ 25,000.00 Requested
\$ 0 MHB Request

Submitted: 8/17/2017 12:39:41 PM (Pacific)

Project Contact

Kevin Brown
kebrown@cityofevanston.org
Tel: 847-448-8042

Additional Contacts

none entered

City of Evanston

2100 Ridge Ave
Evanston, IL 60201

City Manager

Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

Telephone 847-448-8042

Fax

Web www.cityofevanston.org

EIN 36-6005870

DUNS

SAM

Expires

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

1. Organization Name and Program for which you are requesting funding.

City of Evanston

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

3. Is your organization an affiliate of a regional or statewide social service agency?

- No
- Yes

4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.

Attach the list of local board members as well as the parent organization board below.

NA

5. Is your organization accredited?

- Yes
- No

6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.

N/A

7. People served:

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

8. 2018 Funding Requested from the City of Evanston

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

CDBG

MHB (Human Services Fund)

TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 MHB funding
- New request for CDBG
- New request for MHB

New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)

10. NEW APPLICANTS OR AGENCIES FUNDED IN 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

NA

11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

NA

Documents Requested *

Required? Attached Documents *

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).

[YYA Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form [download template](#)

Application Questions

1. Who participates in or benefits from the program or services? Describe them in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Detail any eligibility requirements.

Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting

funding.

The City of Evanston Youth and Young Adult Division serves youth and young adults ages 14 to 26 that reside in the City of Evanston. The program emphasis is upon youth and young adults identified as "Opportunity Youth". These young people have been classified as the one in six young adults ages 16 to 24 that are disconnected from both education and work. They are also disconnected from the systems and pathways that lead to successful and productive lives.

According to the March 22, 2016 UIC Great Cities Institute report - "A Lost Generation: The Disappearance of Teens and Young Adults from the Job Market in Cook County - Cook County had the highest percentage in America of the population ages 16 to 19 that were out of school and out of work in 2014 with 8.5 percent for all demographic categories. For ages 20 to 24, there were 19.9 percent out of school and out of work - the second highest percentage in the country.

The report also examined groups by race and ethnicity and reported that for the Cook County Black population aged 16 to 24 the percentage of out of school and out of work young adults was 70.7 percent in 2014. For the Hispanic or Latinos aged 16 to 24 the percentage of out of school and out of work young adults was 51.6 percent.

In 2017, about 75% of the Mayor's Summer Youth Employment Program (MSYEP) participants were low to moderate income.

Since 2012, the program has consistently averaged roughly 50% male and 50% female participants, with roughly 70% of participants being African American. Participants must be Evanston residents.

2. Describe your program, including the need(s) that it addresses. Describe specific components or services within the program. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

There are four major goals for the MSYEP:

- Non-Law Enforcement Crime Prevention

Components of the MSYEP focus on City funded and subsidized employment, internships, job skills building, and mental health awareness training for at-risk youth attending Evanston summer school programs. Promoting prosocial bonding with social and business institutions within the community increases positive social control and protects against delinquency. Routine activities theory is connected to the idea that engaged and supervised young people leads to reductions in unlawful offending.

- Help Youth to Obtain Work Readiness Skills

Most youth are not adequately prepared to reach or accomplish goals which they have envisioned for themselves. The City of Evanston provides access to job readiness training programs through the Youth Job Center of Evanston and Evanston Township High School. The curriculum and instructional strategies make work a central context for learning and help program participants to acquire work readiness skills. Job applicants are required to complete and submit an on-line employment application as they would need to do in the real world of work.

Youth who are offered employment are required to attend a mandatory workplace preparation orientation.

- Help Youth Identify Career Interests – In Demand Careers - and Acquire Good Work Habits and Skills

Youth who participate in this program can explore and evaluate their career interests and goals. The City of Evanston in partnership with Evanston Township High School (ETHS) help youth to become more aware of in-demand occupational training programs offered at ETHS. All program participants receive counseling and information about the Career and Technical Education Programs offered at ETHS. The MSYEP encourages students to utilize Naviance – the college and career readiness platform, utilized at ETHS, that helps connect academic achievement to post-secondary goals. Their employment experiences allow them to develop and maintain excellent work habits and develop new skills that could translate into additional job opportunities.

- Bring Sustainable Employee Skills and Expertise to City of Evanston Businesses

One of the best components about this program is that Evanston youth are employed by the City of Evanston, local private businesses, Northwestern University and non-profit organizations. Skills obtained through this program are transferable to future careers and to the City of Evanston and Evanston businesses.

The MSYEP offers youth an opportunity to obtain real world training and support that introduces them to the opportunities that will enable them to get jobs in specific in-demand industries, and also advance over time to successfully complete higher levels of education and/or workplace credentials.

Program Structure

MSYEP employs Evanston youth 14-18 for up to 9 weeks in full and part-time local governmental positions throughout the City of Evanston and with local private businesses. Employment start and end dates vary to accommodate the needs of employers, but typically run between June and August. A job fair is typically held where employers interview and hire potential employees. To better prepare students for work, job readiness training sessions are held for all student applicants and for students that are eventually hired.

3. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.

Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.

1100	Intake/assessment
900	Referrals
850	Individual case management plan/services
375	Services delivered on an individual basis (e.g. home delivered meals)
75	One time event or activity (e.g. field trips, tax preparation)
325	Multi-session program (e.g. after school program)
325	Focused topic activities (e.g. workshops, trainings)
2	Drop in services (e.g. computer lab, tutoring, help desk)
1	Phone or online help (e.g. 24-hour help lines)
3,953.00	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

The Mayor's Summer Youth Employment Program (MSYEP) began in 1992, and for twenty-five years has provided skills and workforce opportunities for thousands of Evanston youth ages 14-18. As a workforce development and non-law enforcement crime prevention initiative, the MSYEP emphasizes real-world labor expectations, increases the awareness of services offered by local community based organizations, and provides opportunities for career instruction, financial literacy training, occupational skills training, and social/emotional growth. The program gives participating youth up to nine weeks of entry-level work experience in a variety of jobs at community based organizations, city government departments, and private sector businesses. In 2017, MSYEP employed more than 600 Evanston youth.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

The MSYEP maintains a waiting list of around 150 young people aged 14 and 15 years old. It can be more difficult for this population to obtain employment because of child labor law rules and regulations. We are searching for state or federal grant programs that could help with supplemental employment experiences.

6. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?

Include agencies that serve Evanston residents but are not located in Evanston.

The City of Evanston, Evanston Public Library, and the Youth Job Center of Evanston are working together with District 65 to provide tutoring positions for 14 and 15 year old workers. We have successfully employed approximately 150 with this effort and could employ more with additional funding.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

There are four major goals for the MSYEP:

- Non-Law Enforcement Crime Prevention

Components of the MSYEP focus on City funded and subsidized employment, internships, job skills building, and mental health awareness training for at-risk youth attending Evanston summer school programs. Promoting prosocial bonding with social and business institutions within the community increases positive social control and protects against delinquency. Routine activities theory is connected to the idea that engaged and supervised young people leads to reductions in unlawful offending.

- Help Youth to Obtain Work Readiness Skills

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Youth who are offered employment are required to attend a mandatory workplace preparation orientation.

- Help Youth Identify Career Interests – In Demand Careers - and Acquire Good Work Habits and Skills

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- Bring Sustainable Employee Skills and Expertise to City of Evanston Businesses

One of the best components about this program is that Evanston youth are employed by the City of Evanston, local private businesses, Northwestern University and non-profit organizations. Skills obtained through this program are transferable to future careers and to the City of Evanston and Evanston businesses.

The MSYEP offers youth an opportunity to obtain real world training and support that introduces them to the opportunities that will enable them to get jobs in specific in-demand industries, and also advance over time to successfully complete higher levels of education and/or workplace credentials.

Using a balanced scorecard approach, Program Managers have developed survey metrics (employer/participant satisfaction, participant reliability or effectiveness, program costs, # of jobs produced, free and reduced lunch participants) and collect data for learning and growth of participants and employers.

Kevin Brown, Community Services Manager, Porschia Davis, Program Manager, Nathan Norman, Assistant Program Manager, Jermey McCray, Summer Supervisor, and Kylette Lyndsey, Summer Supervisor are responsible for the implementation of the MSYEP.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="1100"/>	Unduplicated people to be served in 2018
<input type="text" value="1100"/>	Unduplicated Evanston residents to be served in 2018
<input type="text" value="825"/>	Unduplicated low/moderate income people to be served in 2018
<input type="text" value="825"/>	Unduplicated low/moderate income Evanston residents to be served in 2018
<input type="text" value="1000"/>	Unduplicated people served in 2017
<input type="text" value="1000"/>	Unduplicated Evanston residents served in 2017
<input type="text" value="700"/>	Unduplicated low/moderate income people served in 2017
<input type="text" value="700"/>	Unduplicated low/moderate Evanston residents served in 2017
<input type="text" value="7,250.00"/>	TOTAL

9. Provide a summary of your organization's mission including organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA."

NA

10. Describe your agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.

CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).

The City of Evanston Youth and Young Adult Division Team has managed the current MSYEP since 2012. The team utilizes

the City of Evanston Parks, Recreation and Community Services Assistant Manager and Business Manager for record keeping and support.

11. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?

All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

12. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

The City of Evanston Youth and Young Adult Division is composed of the following:

Kevin Brown, Community Services Manager - 30 years experience
 Porschia Davis, Program Manager - 10 years experience
 Nathan Norman, Assistant Program Manager - 10 years experience
 Stacey Moragne, Outreach Worker
 Jermey McCray, Outreach Worker, Summer Supervisor
 Kylene Lyndsey, Outreach Worker, Summer Supervisor
 Lachisa Barton, Outreach Worker
 Deanna Howlette, Outreach Worker
 Chimere Barton, Outreach Assistant

13. Provide the name, email and phone number of the individual who attended the pre-application meeting.

Kevin Brown, kebrown@cityofevanston.org 847-448-8042

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)

074390907

15. Is the facility and program in compliance with the Americans with Disabilities Act?

- Yes
- No

16. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."

NA

17. Where (address/location) does your program take place and how will clients get to the location or facility?

City of Evanston Lorraine H. Morton Civic Center 2100 Ridge Ave. Evanston IL 60201

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Kevin Brown, kebrown@cityofevanston.org 847-448-8042

Budget

Funding Sources/Revenues	2017	2018	2018 Committed
City of Evanston CDBG	\$ 22,000.00	\$ 25,000.00	
City of Evanston Mental Health Board Funds			
Total	\$ 22,000.00	\$ 25,000.00	\$ 0.00

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
MSYEP Supervisors	\$ 22,000.00	\$ 25,000.00		
MSYEP Seasonal Workers	\$ 560,000.00	\$ 560,000.00		
Safety Equipment	\$ 2,500.00	\$ 2,500.00		

Tools	\$ 1,000.00	\$ 1,000.00		
Food	\$ 1,000.00	\$ 1,000.00		
Total	\$ 586,500.00	\$ 589,500.00	\$ 0.00	\$ 0.00

Budget Narrative

Fiscal year is 12 month Jan-Dec - Funding is requested for two summer supervisor positions that are embedded within the public works department. These supervisors supervise 30 at-risk young adults and manage public works projects throughout the City for the 9 week program.

Program Outcomes

Program Outcomes

	Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	Increase MSYEP Job Fair attendance by 10%	Total # of registered participants	1,100				1,100					0
2	Place 1000 Evanston Youth into year-round and summer employment	Total # of program participants placed		750	125	125	1,000					0
3	Increase private employer program participation by 10%	Total # of employers registered		44			44					0
4	Train 60 high school students to support MSYEP participants mental health	Total # of registered participants		60			60					0
5	Increase number of job readiness participants over 2017 by 10%	Total # of registered participants		300			300					0
Total			1,100	1,154	125	125	2,504	0	0	0	0	0

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0

14									\$ 0
15									\$ 0
									\$
Total	0	\$0							

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	0	0	0	0	0	0	0	\$0

Documents

Documents Requested *

Required? Attached Documents *

REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement and Form 990 for the most recent completed fiscal year.

Budget

REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

Supplemental information relating to your program or agency, as applicable.

Form used to document income of participants to

establish CDBG eligibility if Limited Clientele indicated in Question 11.

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.

[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2017.

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Application ID: 86938

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City of Evanston
Community Development
2018 CDBG Public Services & Mental Health Board - City of Evanston
8/18/2017 deadline

City of Evanston Target Area Graffiti Removal

\$ 47,000.00 Requested
\$ 0 MHB Request

Submitted: 8/17/2017 11:01:07 AM (Pacific)

Project Contact

Gary Gerdes
ggerdes@cityofevanston.org
Tel: 847-448-8030

Additional Contacts

none entered

City of Evanston

2100 Ridge Avenue, Room 3501
Evanston, IL 60201

City Manager

Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

Telephone 847-448-8030
Fax 847-448-8020
Web www.cityofevanston.org
EIN 36-6005870
DUNS
SAM
Expires

Pre-Application (Letter of Intent)

All Applicants Complete Questions 1-8 and attach Documents

1. Organization Name and Program for which you are requesting funding.

City of Evanston - Target Area Graffiti Removal

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

3. Is your organization an affiliate of a regional or statewide social service agency?

- No
- Yes

4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.

Attach the list of local board members as well as the parent organization board below.

NA

5. Is your organization accredited?

- Yes
- No

6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.

NA

7. People served:

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other: Residents of CDBG Target Area

8. 2018 Funding Requested from the City of Evanston

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

CDBG

MHB (Human Services Fund)

TOTAL

9. Funding request is:

Programs funded in 2017 should be classified as renewal even if amount requested is different from 2017 grant.

- Renewal of 2017 CDBG funding
- Renewal of 2017 MHB funding
- New request for CDBG
- New request for MHB

New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)

10. NEW APPLICANTS OR AGENCIES FUNDED IN 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

NA

11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

NA

Documents Requested *

Required? Attached Documents *

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).

[Blank Page](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form [download template](#)

Application Questions

1. Who participates in or benefits from the program or services? Describe them in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Detail any eligibility requirements.

Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting

funding.

Our customers are the residents of the City of Evanston, particularly the residents of the CDBG target area, West Evanston NRSA and Southeast Evanston NRSA. Tags removed in the CDBG Target Area are eligible for CDBG funding based on an area benefit to LMI people. Staff conservatively estimates that 50% of tags removed are in the CDBG Target Areas.

2. Describe your program, including the need(s) that it addresses. Describe specific components or services within the program. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. The Graffiti Removal Program operate 7.5 hours/day, 5 days /week. On a daily basis, our Graffiti Technician, Karlton Mims is in the field monitoring the condition of the public right of way, removing graffiti tags and responding to complaints of graffiti tags. Mr. Mims documents the incidence of graffiti along with the type of graffiti in order to identify patterns and locate trends. The Graffiti Technician removes graffiti from public property located on the public right of way including streets and sidewalks, utility poles; ComEd and At&T switch boxes. Graffiti is identified by type (gang signs, tagging, etc) and reported to the Police Department as appropriate. The Graffiti Technician also coordinates the removal of graffiti from private residences using a private contractor.

3. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.

Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.

<input type="text" value="NA"/>	Intake/assessment
<input type="text"/>	Referrals
<input type="text"/>	Individual case management plan/services
<input type="text"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text"/>	Multi-session program (e.g. after school program)
<input type="text"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text"/>	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="0.00"/>	TOTAL

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

The Graffiti Removal Program was established in the late 1970's to address urban blight caused in part by graffiti tags. It is based on the broken window theory that presumes monitoring and maintaining urban environments in a wee-ordered condition may stop further vandalism and escalation into more serious crime. The program is well received by residents and officials and there are no plans to discontinue offering the service.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

No

6. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?

Include agencies that serve Evanston residents but are not located in Evanston.

None

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

The program goal is to remove all graffiti as it occurs. Graffiti is categorized by type and location. It is documented by the Graffiti Technician and the data is stored in a relational database. Reports are generated for monitoring purposes and metric are analyzed for trends. The Division Manager is responsible for ensuring implementation of the program but relies heavily on information provided by the Graffiti Technician. In 2018, we estimate that over 1600 tags will be removed.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an

increase in people served if applying for an increase in CDBG funding.

75,282	Unduplicated people to be served in 2018
75,282	Unduplicated Evanston residents to be served in 2018
28,457	Unduplicated low/moderate income people to be served in 2018
28,457	Unduplicated low/moderate income Evanston residents to be served in 2018
74,239	Unduplicated people served in 2017
74,239	Unduplicated Evanston residents served in 2017
28,060	Unduplicated low/moderate income people served in 2017
28,060	Unduplicated low/moderate Evanston residents served in 2017
412,076.00	TOTAL

9. Provide a summary of your organization's mission including organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA."

NA

10. Describe your agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.

CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).

CDBG applicants, include experience with federal record keeping, eligible uses of federal funds, procurement and other requirements per "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." The Graffiti Removal Program has been in existence for decades and has been partially funded by CDBG grants. Therefore, we have substantial experience with federal reporting and HUD compliance requirements through our CDBG grants administrator.

11. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?

All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

12. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Our program has one staff member; Graffiti Technician Karlton Mims. Mr. Mims is a long time Evanston resident and is highly qualified to remove graffiti. Karlton has 19 years of service experience performing and coordinating graffiti removal, he participates in quarterly training sessions, and has an in-depth knowledge of the city. Mr. Mims resides in the city and has an intimate knowledge of graffiti tag patterns. The staff to participate ratio is 1:74:239. Historically, this program has been funded by a combination of CDBG funding and City of Evanston funding.

13. Provide the name, email and phone number of the individual who attended the pre-application meeting.

Gary Gerdes, ggerdes@cityofevanston.org, 847-448-8030.

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)

074390907

15. Is the facility and program in compliance with the Americans with Disabilities Act?

- Yes
- No

16. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."

NA

17. Where (address/location) does your program take place and how will clients get to the location or facility?

NA

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Gary Gerdes, Building and Inspection Services Division Manager

Budget

Funding Sources/Revenues	2017	2018	2018 Committed	
City of Evanston CDBG	\$ 45,000.00	\$ 47,000.00	\$ 47,000.00	
City of Evanston General Fund	\$ 45,831.00	\$ 45,831.00	\$ 45,831.00	
Total	\$ 90,831.00	\$ 92,831.00	\$ 92,831.00	

Funding Uses/Expenses	2017	2018 Total	2018 CDBG	2018 MHB
Salary & Benefits	\$ 85,268.00	\$ 85,268.00	\$ 43,220.00	
Supplies	\$ 1,000.00	\$ 3,000.00	\$ 1,500.00	
Rental of Auto Fleet Maintenance	\$ 2,047.00	\$ 2,047.00	\$ 1,024.00	
Rental of Auto Replacement	\$ 2,001.00	\$ 2,001.00	\$ 1,001.00	
Shoe Allowance	\$ 155.00	\$ 155.00	\$ 75.00	
Telecommunications - Wireless	\$ 360.00	\$ 360.00	\$ 180.00	
Total	\$ 90,831.00	\$ 92,831.00	\$ 47,000.00	\$ 0.00

Budget Narrative

The Community Development Department relies on additional funding from the City of Evanston General Fund for the Graffiti program. The difference in revenue funding is due to 2.5% increase in the Graffiti Technician salary for 2017 and an increase in supplies request.

Program Outcomes

Program Outcomes

	Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	Removal of all graffiti tags	Removal of all graffiti tags	NA	NA	NA	NA	0	312	551	357	355	1,575
2							0					0
3							0					0
4							0					0
5							0					0
Total			0	0	0	0	0	312	551	357	355	1,575

Program Line Item Expenditures

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0

7										\$ 0
8										\$ 0
9										\$ 0
10										\$ 0
11										\$ 0
12										\$ 0
13										\$ 0
14										\$ 0
15										\$ 0
										\$
Total	0	\$0								

Program Line Item Funding

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	0	0	0	0	0	0	0	\$0

Documents

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Audited financial statement and Form 990 for the most recent completed fiscal year.

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

Required? Attached Documents *

[Required Document](#)

[Required Document](#)

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

Supplemental information relating to your program or agency, as applicable.

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.
[download template](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.
[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

[Required Document](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

[Required Document](#)

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1- June 30, this will be for FY2017.

[Required Document](#)

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Application ID: 87968

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City of Evanston
Community Development
2018 CDBG Public Facilities & Improvements - City of Evanston
8/18/2017 deadline

City of Evanston Foster Field Athletic Field Renovations

\$ 350,000.00 Requested

Submitted: 8/14/2017 2:51:07 PM (Pacific)

Project Contact

Stefanie Levine

slevine@cityofevanston.org

Tel: 847-448-8043

Additional Contacts

none entered

City of Evanston

2100 Ridge Avenue
Evanston, IL 60201

City Manager

Wally Bobkiewicz

wbobkiewicz@cityofevanston.org

Telephone 847-448-8043
Fax 847-448-8118
Web cityofevanston.org
EIN 36-6005870
DUNS
SAM Expires

Letter of intent

1. Type of organization

- 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

2. Is your organization an affiliate of a regional or statewide agency?

- No
- Yes

3. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter "NA" below.

NA

4. CDBG Funding Requested for 2018 from the City of Evanston

Enter amount of CDBG requested below. Do not include dollar signs. The amount should match the "Amount Requested" on the Summary page.

350000

5. Briefly describe your project, including location, scope of work, and timeline. Provide the projected start and completion dates. Note if either the start or completion date is not flexible, as this may affect eligibility for funding.

Funded projects that are undertaken before completion of the Environmental Review and execution of CDBG agreement with the City are disqualified for CDBG funds.

This project will renovate the existing athletic field at Foster Field located at the intersection of Simpson and Ashland, immediately north of Fleetwood-Jourdain Community Center. This park is located in census tract 8092 with a combined low / moderate income percentage of 49.87%.

Improvements will include new baseball backstops, field fencing, perimeter site fencing, a maintenance access drive, irrigation, pavements and associated improvements. Construction is anticipated in 2018.

Documents Requested *Required? **Attached Documents ***

Current year agency operating budget, including building operations expenses; and current capital budgets, if any. (City of Evanston applicants, please upload a blank page)

[Attachment](#)**REQUIRED FOR EXTERNAL APPLICANTS ONLY.**

Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards.

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form.

[download template](#)**Application Questions****1. Provide a detailed description of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it.**

Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement

Foster Field is located just north of the Fleetwood-Jourdain Community Center at 1655 Foster Street. The field contains two existing baseball backstops, one football/soccer field, perimeter fencing, athletic lighting and other miscellaneous park improvements. The existing baseball backstops, field fencing, perimeter fencing, site pavements and site furnishings are in extremely poor condition. The field fencing at the baseball infield is poorly configured, creating hazardous playing conditions and thereby limiting its use among youth organizations. The maintenance access serving the park and Fleetwood-Jourdain is in such poor condition, what little paving is left is virtually unusable.

This project will reconstruct the park's existing baseball backstops, field fencing, perimeter fencing, paving, maintenance access, and site furnishings. The project will also install a new irrigation system for the football/soccer field.

Improvements to youth centers and park/recreational facilities are identified as priority community needs in the City's 2015-2019 Consolidated Plan.

2. Project category and use of CDBG funds (check all that apply)

- Rehabilitation, including deferred maintenance
- Property acquisition (building or site)
- New construction
- Accessibility improvements/ADA compliance
- Other:

3. How will the project's eligibility for CDBG funding be established?

If Area Benefit, see maps in the Resources section for eligible areas. If Limited Clientele, upload appropriate documentation as noted.

- Area Benefit (include map of service area in uploaded documents section)
- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

4. Is the facility in compliance with the Americans with Disabilities Act?

- Yes
- No

5. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.

NA

6. Please check all items below that are applicable to this project

- Compliant with zoning
- Requires zoning variance (attach preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other:
- None of the above

7. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.

Project is compliant with zoning.

8. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements.

If construction, have you managed a project subject to federal Davis-Bacon prevailing wages or HUD Section 3?

The City of Evanston's Bureau of Capital Planning and Engineering has full-time staff dedicated to the implementation of capital improvement projects. Similar park and site improvement projects are managed by those staff members on a regular basis. The Bureau regularly manages projects subject to federal prevailing wages and HUD Section 3.

9. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.

City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201

10. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.

This project will include the removal and replacement of the existing baseball backstops, field fencing, perimeter fencing, paving, maintenance access and site furnishings. The project will also install a new irrigation system for the football/soccer field.

Design work for the project will be performed in the fall/winter of 2017/2018, project bidding will be performed in the spring of 2018 and construction will occur in the summer/fall of 2018.

11. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2018?

This project will greatly enhance the existing athletic facilities at Foster Field making play safer and enhancing play quality for the children of primarily low and moderate income families that use this facility. If the project is not performed in 2018, the athletic field will continue to deteriorate exacerbating the poor and potentially hazardous playing conditions.

12. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)

NA

13. Provide a summary of your organization's mission and work including services, organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA" below.

NA

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." City of Evanston applicants, enter 074390907 below.

074390907

15. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Stefanie Levine

Funding Sources/Revenues	Project Sources	Amount Committed
Evanston CDBG	\$ 350,000.00	
GO Bonds (CIP)	\$ 350,000.00	
Total	\$ 700,000.00	\$ 0.00

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
General Conditions	\$ 95,000.00	\$ 47,500.00
Site Preparation	\$ 85,000.00	\$ 42,500.00
Fencing and Backstops	\$ 175,000.00	\$ 87,500.00
Furnishings	\$ 85,000.00	\$ 42,500.00
Paving	\$ 60,000.00	\$ 30,000.00
Athletic Field	\$ 145,000.00	\$ 72,500.00
Irrigation	\$ 55,000.00	\$ 27,500.00
Total	\$ 700,000.00	\$ 350,000.00

Funding Secured **\$ 0.00**

The portion of project funding that is committed and will be available if 2018 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed.

Budget Narrative

The City is requesting 50% funding for the project through CDBG and 50% funding for the project through the City's Capital Improvement Program (CIP) using General Obligation Bonds. Budget costs were determined by City staff using itemized estimates based on prior similar construction projects. The project scope can be reduced to eliminate portions of the work such as the irrigation system (\$55,000) or the perimeter field fencing (\$80,000) as both of these items can be added in the future without significant impact to the remaining project elements. City of Evanston funding is subject to City Council approval in November 2017. Without receipt of CDBG funding, staff will not recommend completion of this project in 2018 due to funding constraints.

Documents

Documents Requested *

Required? **Attached Documents ***

Audited financial statement and Form 990 for the most recent completed fiscal year.

Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.

Articles of incorporation/bylaws.

Brief biographies of key staff or outside experts involved in project management.

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response.

Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

Documentation of CDBG eligibility as indicated in Question 3 (map of service area if Area Benefit, form for income documentation if Limited Clientele).

Quotations or other pricing information used to develop your project budget.

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed has not been finalized.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Agency Strategic Plan, including any Facilities plans.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1- June 30, this will be for FY2017.

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Application ID: 86169

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City of Evanston
Community Development
2018 CDBG Public Facilities & Improvements - City of Evanston
8/18/2017 deadline

City of Evanston
Mason Park Field House Roof Replacement

\$ 110,000.00 Requested

Submitted: 8/14/2017 2:50:06 PM (Pacific)

Project Contact

Stefanie Levine
slevine@cityofevanston.org
Tel: 847-448-8043

Additional Contacts

none entered

City of Evanston

2100 Ridge Avenue
Evanston, IL 60201

City Manager

Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

Telephone 847-448-8043
Fax 847-448-8118
Web cityofevanston.org
EIN 36-6005870
DUNS
SAM Expires

Letter of intent

1. Type of organization

- 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

2. Is your organization an affiliate of a regional or statewide agency?

- No
- Yes

3. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter "NA" below.

NA

4. CDBG Funding Requested for 2018 from the City of Evanston

Enter amount of CDBG requested below. Do not include dollar signs. The amount should match the "Amount Requested" on the Summary page.

110000

5. Briefly describe your project, including location, scope of work, and timeline. Provide the projected start and completion dates. Note if either the start or completion date is not flexible, as this may affect eligibility for funding.

Funded projects that are undertaken before completion of the Environmental Review and execution of CDBG agreement with the City are disqualified for CDBG funds.

This project will replace a deteriorated low sloped roofing system and restore a standing seam roofing system at the Mason Park Field House located at the intersection of Church Street and Florence Avenue. The existing roofing systems at this field house are actively leaking causing damage to the building and impacting occupant use.

The Mason Park Field House is located in census tract 8096 with a combined low / moderate income percentage of 54.43%.

Documents Requested *Required? **Attached Documents ***

Current year agency operating budget, including building operations expenses; and current capital budgets, if any. (City of Evanston applicants, please upload a blank page)

[Attachment](#)

REQUIRED FOR EXTERNAL APPLICANTS ONLY. Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards.

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form.

[download template](#)**Application Questions****1. Provide a detailed description of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it.**

Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement

The Mason Park field house is located at the corner of Church Street and Florence Avenue in the northeast corner of Mason Park. The building is utilized by the City's Parks Recreation and Community Services Department for after-school drop in programs and other community functions. Currently, the existing roofing systems at this building are failing with active water leaks occurring in multiple areas. These leaks have damaged the building's roof deck, accelerating building deterioration which over time may lead to complete failure of the roofing structure.

The proposed project will replace the deteriorated low sloped roof on this building and restore the deteriorated standing seam pitched roof. These improvements will help ensure the building remains functional and safe for building occupants into the future.

Improvements to youth centers and parks/recreational facilities are identified as priority community needs in the City's 2015-2019 Consolidated Plan.

2. Project category and use of CDBG funds (check all that apply)

- Rehabilitation, including deferred maintenance
- Property acquisition (building or site)
- New construction
- Accessibility improvements/ADA compliance
- Other:

3. How will the project's eligibility for CDBG funding be established?

If Area Benefit, see maps in the Resources section for eligible areas. If Limited Clientele, upload appropriate documentation as noted.

- Area Benefit (include map of service area in uploaded documents section)
- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

4. Is the facility in compliance with the Americans with Disabilities Act?

- Yes
- No

5. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.

NA

6. Please check all items below that are applicable to this project

- Compliant with zoning
- Requires zoning variance (attach preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other:
- None of the above

7. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.

Project is compliant with zoning.

8. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements.

If construction, have you managed a project subject to federal Davis-Bacon prevailing wages or HUD Section 3?

The City of Evanston's Bureau of Capital Planning and Engineering has full-time staff dedicated to the implementation of capital improvement projects. Similar roof repair/replacement projects are managed by those staff members on a regular basis. The Bureau has worked on numerous projects subject to federal prevailing wages and HUD Section 3.

9. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.

City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201

10. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.

The project scope will include the removal and replacement of the low sloped roofing system and the restoration of the existing pitched standing seam roof. Work will be bid to a contractor using a public bidding process or through the US Communities cooperative purchasing program. Design work and bidding will be performed in the spring/summer of 2018. Work will be performed in early fall 2018 to avoid conflicts with Recreation programming.

11. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2018?

This project will provide a water tight building envelope at the Mason Park Field House, thereby allow after-school and recreation programming which serves many children of low and moderate income families to continue. Over time, if roofing replacement/repairs are not performed, the building may need to be closed.

12. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)

NA

13. Provide a summary of your organization's mission and work including services, organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA" below.

NA

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." City of Evanston applicants, enter 074390907 below.

074390907

15. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Stefanie Levine

Budget

Funding Sources/Revenues	Project Sources	Amount Committed
Evanston CDBG	\$ 110,000.00	
Total	\$ 110,000.00	\$ 0.00

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
Remove and replace low sloped roof	\$ 95,000.00	\$ 95,000.00
Restore standing seam roof	\$ 15,000.00	\$ 15,000.00
Total	\$ 110,000.00	\$ 110,000.00

Funding Secured **\$ 0.00**

The portion of project funding that is committed and will be available if 2018 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed.

Budget Narrative

The City is requesting the exclusive use of CDBG funds for this project. Presently, no other funding is available for this work. Budget costs were prepared by City staff using itemized estimates based on prior similar construction projects. In order to ensure that the roofing system is completely repaired and components are properly integrated, this project cannot be phased. Without receipt of CDBG funding, staff will not be able perform this project in 2018 due to funding constraints.

Documents

Documents Requested *	Required?	Attached Documents *
Audited financial statement and Form 990 for the most recent completed fiscal year.		
Most recent annual report or a summary of the organization's prior year's activities and accomplishments.		
Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).		
Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.		
Articles of incorporation/bylaws.		
Brief biographies of key staff or outside experts involved in project management.		
Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response.		
Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.		
Documentation of CDBG eligibility as indicated in Question 3 (map of service area if Area Benefit, form for income documentation if Limited Clientele).		
Quotations or other pricing information used to develop your project budget.		
2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed has not been finalized.		
REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.		
Agency Strategic Plan, including any Facilities plans.		

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2017.

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Application ID: 86168

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City of Evanston
Community Development
2018 CDBG Public Facilities & Improvements - City of Evanston
8/18/2017 deadline

City of Evanston CDBG Street Resurfacing

\$ 290,000.00 Requested

Submitted: 8/15/2017 12:59:24 PM (Pacific)

Project Contact

Dan Manis

dmanis@cityofevanston.org

Tel: 8474488129

Additional Contacts

none entered

City of Evanston

2100 Ridge Avenue
Evanston, IL 60201

City Manager

Wally Bobkiewicz

wbobkiewicz@cityofevanston.org

Telephone 8474484311

Fax

Web www.cityofevanston.org

EIN 36-6005870

DUNS

SAM

Expires

Letter of intent

1. Type of organization

- 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

2. Is your organization an affiliate of a regional or statewide agency?

- No
- Yes

3. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter "NA" below.

NA

4. CDBG Funding Requested for 2018 from the City of Evanston

Enter amount of CDBG requested below. Do not include dollar signs. The amount should match the "Amount Requested" on the Summary page.

290000

5. Briefly describe your project, including location, scope of work, and timeline. Provide the projected start and completion dates. Note if either the start or completion date is not flexible, as this may affect eligibility for funding.

Funded projects that are undertaken before completion of the Environmental Review and execution of CDBG agreement with the City are disqualified for CDBG funds.

Scope

This project consists of street resurfacing of a residential street a ¼ mile in length. Work includes the repair of concrete curbs and sidewalk ramps as needed, removal/grinding of the existing asphalt surface and resurfacing with new asphalt and all related restoration work.

Location

Crain Street from McDaniel Avenue to the East End (east of Miller)

Timeline

This project would begin in early 2018 and be completed by late 2018.

Documents Requested *

Required? Attached Documents *

Current year agency operating budget, including building operations expenses; and current capital budgets, if any. (City of Evanston applicants, please upload a blank page)



[Blank Page](#)

REQUIRED FOR EXTERNAL APPLICANTS ONLY. Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards.

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form.

[download template](#)

Application Questions

1. Provide a detailed description of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it.

Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement

This project consists of street resurfacing of a residential street a ¼ mile in length. Work includes the repair of concrete curbs and sidewalk ramps as needed, removal/grinding of the existing asphalt surface and resurfacing with new asphalt and all related restoration work.

The street is Crain Street from McDaniel Avenue to the East End (east of Pitner).

This street is in need of concrete curb and sidewalk ramp repairs and asphalt resurfacing. Resurfacing the street will benefit the surrounding properties and users of the street.

The users of this street will primarily include the inhabitants of the properties directly adjacent to the street, service providers, and people using the street to pass through the neighborhood.

Crain Street in the subject blocks is located in a census block group that is 47% low/moderate.

2. Project category and use of CDBG funds (check all that apply)

- Rehabilitation, including deferred maintenance
- Property acquisition (building or site)
- New construction
- Accessibility improvements/ADA compliance
- Other:

3. How will the project's eligibility for CDBG funding be established?

If Area Benefit, see maps in the Resources section for eligible areas. If Limited Clientele, upload appropriate documentation as noted.

- Area Benefit (include map of service area in uploaded documents section)
- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

4. Is the facility in compliance with the Americans with Disabilities Act?

- Yes

No

5. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.

NA

6. Please check all items below that are applicable to this project

- Compliant with zoning
- Requires zoning variance (attach preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other:
- None of the above

7. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.

NA

8. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements.

If construction, have you managed a project subject to federal Davis-Bacon prevailing wages or HUD Section 3?

The project would be accomplished by City of Evanston engineering staff experienced in the preparation of street resurfacing construction plans and specifications, bidding and contract procurement, and construction administration subject to federal Davis-Bacon prevailing wages.

9. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.

City of Evanston

10. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.

This project includes asphalt resurfacing of street with the public right of way which includes repairs to concrete curbs and sidewalk ramps as needed, milling/grinding of the existing asphalt surface, pavement patching as needed, paving of two layers of new asphalt, and restoration of adjacent surfaces and landscape areas and other miscellaneous work. This project would be scheduled to be completed during the 2018 construction season.

11. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2018?

This project will provide an improved driving surface and safer curbs and sidewalks for users of the street and well as provide a better overall appearance of the street. Postponing this project will delay necessary rehabilitation of the street at this location and will delay improvements to the quality of life that a resurfaced street would provide.

12. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)

NA

13. Provide a summary of your organization's mission and work including services, organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA" below.

NA

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." City of Evanston applicants, enter 074390907 below.

074390907

15. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Dan Manis, Senior Project Manager, Public Works Agency

Budget

Funding Sources/Revenues	Project Sources	Amount Committed
Evanston CDBG	\$ 290,000.00	
Total	\$ 290,000.00	\$ 0.00

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
Street Resurfacing		\$ 290,000.00
Total	\$ 0.00	\$ 290,000.00

Funding Secured **\$ 0.00**
 The portion of project funding that is committed and will be available if 2018 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed.

Budget Narrative

The sole funding source being pursued for this project is from CDBG. Costs were estimated based on recent construction costs on projects of the same scope and similar size. If revenues are less than the project budget then the proposed resurfacing limits would need to be reduced.

Documents

Documents Requested *

Required? Attached Documents *

Audited financial statement and Form 990 for the most recent completed fiscal year.

Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.

Articles of incorporation/bylaws.

Brief biographies of key staff or outside experts involved in project management.

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response.

Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

[Location Map](#)

Documentation of CDBG eligibility as indicated in Question 3 (map of service area if Area Benefit, form for income documentation if Limited Clientele).

[CDBG Street Resurfacing Map](#)

Quotations or other pricing information used to develop your project budget.

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed has not been finalized.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Chart of Accounts used to define each class of items 116 of 136

for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Agency Strategic Plan, including any Facilities plans.

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1- June 30, this will be for FY2017.

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Application ID: 87679

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City of Evanston
Community Development
2018 CDBG Public Facilities & Improvements - City of Evanston
8/18/2017 deadline

City of Evanston CDBG Alley Paving

\$ 600,000.00 Requested

Submitted: 8/16/2017 7:39:04 AM (Pacific)

Project Contact

Dan Manis

dmanis@cityofevanston.org

Tel: 8474488129

Additional Contacts

none entered

City of Evanston

2100 Ridge Avenue
Evanston, IL 60201

City Manager

Wally Bobkiewicz

wbobkiewicz@cityofevanston.org

Telephone 8474484311

Fax

Web www.cityofevanston.org

EIN 36-6005870

DUNS

SAM

Expires

Letter of intent

1. Type of organization

- 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

2. Is your organization an affiliate of a regional or statewide agency?

- No
- Yes

3. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter "NA" below.

NA

4. CDBG Funding Requested for 2018 from the City of Evanston

Enter amount of CDBG requested below. Do not include dollar signs. The amount should match the "Amount Requested" on the Summary page.

600000

5. Briefly describe your project, including location, scope of work, and timeline. Provide the projected start and completion dates. Note if either the start or completion date is not flexible, as this may affect eligibility for funding.

Funded projects that are undertaken before completion of the Environmental Review and execution of CDBG agreement with the City are disqualified for CDBG funds.

Scope

This project consists of the paving of two unpaved alleys. Work includes the construction of a concrete alley with drainage system and all related restoration work.

Location

The alley north of Emerson Street and west of Jackson Avenue (5th Ward) and the alley north of Cleveland Street and east of Wesley Avenue (9th Ward)

Timeline

This project would begin in early 2018 and be completed by late 2018.

Documents Requested *

Required? Attached Documents *

Current year agency operating budget, including building operations expenses; and current capital budgets, if any. (City of Evanston applicants, please upload a blank page)



[Blank Page](#)

REQUIRED FOR EXTERNAL APPLICANTS ONLY. Board of Directors, including professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards.

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form.

[download template](#)

Application Questions

1. Provide a detailed description of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it.

Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement

This project consists of the paving of two unpaved alleys within the public right of way. Work includes the construction of a concrete alley with drainage system and all related restoration work. One alley is located north of Emerson Street and west of Jackson Avenue (5th Ward) and the second alley is located north of Cleveland Street and east of Wesley Avenue (9th Ward).

Unpaved alleys are a nuisance to the surrounding properties due to poor drainage and the dirt and debris that are tracked into garages, parking areas, and onto the streets by vehicles from the unpaved surface. Paving the alley and adding a drainage system will benefit the surrounding properties directly adjacent to the alley.

The users of these alleys will primarily include the inhabitants of the properties directly adjacent to the alley and refuse collection and utility service providers.

The Emerson/Jackson and Cleveland/Wesley alleys are located in census block groups that are 61% and 45% low/moderate income, respectively.

2. Project category and use of CDBG funds (check all that apply)

- Rehabilitation, including deferred maintenance
- Property acquisition (building or site)
- New construction
- Accessibility improvements/ADA compliance
- Other:

3. How will the project's eligibility for CDBG funding be established?

If Area Benefit, see maps in the Resources section for eligible areas. If Limited Clientele, upload appropriate documentation as noted.

- Area Benefit (include map of service area in uploaded documents section)
- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

4. Is the facility in compliance with the Americans with Disabilities Act?

Yes

No

5. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.

NA

6. Please check all items below that are applicable to this project

Compliant with zoning

Requires zoning variance (attach preliminary zoning analysis)

Project involves displacement/relocation of residents or businesses

Property is currently on the tax rolls

Project would change property tax status

Other:

None of the above

7. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.

NA

8. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements.

If construction, have you managed a project subject to federal Davis-Bacon prevailing wages or HUD Section 3?

The project would be accomplished by City of Evanston engineering staff experienced in the preparation of alley paving construction plans and specifications, bidding and contract procurement, and construction administration subject to federal Davis-Bacon prevailing wages.

9. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.

City of Evanston

10. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.

This project includes the concrete paving of unpaved alleys within the public right of way which includes the installation of an underground sewer drainage system, excavation of the existing unpaved alley surface, construction of new concrete alley pavement, restoration of adjacent garage aprons, parking areas, and landscape areas and other miscellaneous work. This project would be scheduled to be completed during the 2018 construction season.

11. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2018?

This project will provide an improved alley surface for the people residing adjacent to the alley and any other service providers that serve these properties. Benefits include an improved riding surface, better stormwater drainage, and cleaner environment by reducing the amount of dirt and debris that are tracked by vehicles into garages, parking areas, and adjacent street surfaces from the unpaved alley. Postponing this project will delay improvements to the quality of life that a paved alley would provide.

12. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)

NA

13. Provide a summary of your organization's mission and work including services, organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA" below.

NA

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." City of Evanston applicants, enter 074390907 below.

074390907

15. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this

application for 2018 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Dan Manis, Senior Project Manager, Public Works Agency

Budget

Funding Sources/Revenues	Project Sources	Amount Committed
Evanston CDBG	\$ 600,000.00	
Total	\$ 600,000.00	\$ 0.00

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
Alley Paving		\$ 600,000.00
Total	\$ 0.00	\$ 600,000.00

Funding Secured	\$
The portion of project funding that is committed and will be available if 2018 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed.	0.00

Budget Narrative

The sole funding source being pursued for this project is from CDBG. Costs were estimated based on recent construction costs on projects of the same scope and similar size. If revenues are less than the project budget then an entire alley would have to be postponed since it is not advisable to stage the construction of any single alley over multiple years.

Documents

Documents Requested * Required? Attached Documents *

Audited financial statement and Form 990 for the most recent completed fiscal year.

Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.

Articles of incorporation/bylaws.

Brief biographies of key staff or outside experts involved in project management.

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response.

Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

[Location Map](#)

Documentation of CDBG eligibility as indicated in Question 3 (map of service area if Area Benefit, form for income documentation if Limited Clientele).

[CDBG Alley Paving Map](#)

Quotations or other pricing information used to develop your project budget.

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which

applications will be reviewed has not been finalized.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Agency Strategic Plan, including any Facilities plans.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2017.

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Application ID: 87976

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City of Evanston – 2017 Community Development Block Grant Housing Application

APPLICANT INFORMATION

Organization Name: City of Evanston

Address: 2100 Ridge Avenue City Evanston State IL Zip 60201

Contact person: Gary Gerdes

Phone: 847 448-8030 Email: ggerdes@cityofevanston.org

Project or program for which CDBG funds are requested: Hosing Rehab Administration

Total project or program budget: \$210,244 Amount of CDBG funds requested: \$210,244

The Housing and Community Development Committee is seeking proposals for the use of Evanston's CDBG funds that address the goals of the CDBG Program as set forth in 24 CFR 570 and meet community development needs and objectives as set forth in Evanston's Consolidated Plan for 2015-2019 and Neighborhood Revitalization Strategy Areas (NRSAs) Plan. The NRSA Plan targets an economically disadvantaged neighborhood in west and central Evanston. The Consolidated Plan and the NRSAs Plan are available at

<https://www.cityofevanston.org/government/departments/community-development/housing-and-grants-division/consolidated-plan>.

Neighborhood Revitalization Strategy Area (NRSA) Objectives: Indicate below if your program/project will benefit clientele/take place within the defined NRSA and if you wish to participate pursuant to the NRSAs Plan:

- Benefits individuals residing in the Evanston NRSA

If you are unsure if your program qualifies under the NRSA Plan, please contact Sarah Flax, Housing & Grants Administrator, at 847-448-8684.

National Objectives Federal regulations specify that all activities undertaken using CDBG funds must meet at least one of three national objectives. (24 CFR 570.208) Indicate which objective(s) your program or project addresses:

- Benefits primarily low- and moderate-income households defined as households with incomes \leq 80% of the area median income
- Aids in the prevention of elimination of slums or blight
- Meets community development needs having a particular urgency

Program Objectives The primary goal of the CDBG Program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities for low- and moderate-income residents. Indicate the primary objective addressed by your program or project:

- Provides decent housing that is affordable for LMI households
- Provides a suitable living environment by providing needed services primarily to LMI people
- Expands economic opportunities by creating or retaining jobs for LMI individuals, expands products or services available to LMI people or builds the capacity of businesses serving LMI people.

Program Outcomes: All programs or projects must achieve one of three outcomes of the CDBG Program, to improve availability or accessibility of services, improve affordability of services or improve sustainability by promoting viable communities. Indicate the outcome of your program or project:

- Expands the availability or accessibility of decent housing for LMI families
- Makes decent housing more affordable to LMI families
- Helps sustain a viable community by contributing to a suitable living environment

City of Evanston – 2017 Community Development Block Grant Housing Application

EXECUTIVE SUMMARY

Summarize your project or program in the space provided below (1,000 character max.).

The City of Evanston is dedicated to promoting safe, sanitary, and decent housing for its citizens. The CDBG Housing Rehabilitation Program strives to encourage the revitalization, preservation, and stabilization of Evanston neighborhoods by: enabling low to moderate income ownership households who may not be able to obtain conventional financing the opportunity to rehabilitate their homes; and conserve and rehabilitate multi-family housing for moderate to low-income households. Another goal of the CDBG Housing Rehabilitation Program is to reduce household utility costs by incorporating energy conservation techniques during the rehabilitation process. Emergency financial and technical assistance is especially important during the winter season; therefore the CDBG Housing Rehabilitation program offers emergency assistance to eligible households for the replacement of furnaces, roofs, hot water heaters, and structural defects that may make a home unlivable.

PROJECT/PROGRAM DESCRIPTION

Identify the appropriate category for the proposed housing project or program:

- Rehabilitation of substandard existing housing (single- or multi-family; owner-occupied or rental)
- Rehabilitation to increase the efficient use of water and/or energy in existing housing units
- Conversion of a non-residential building into housing
- Rehabilitation of a residential unit to improve accessibility for persons with mobility impairments
- Acquisition of property for the purpose of rehabilitation for use or resale for residential purposes
- Other (describe):

Is this a new project/program? Yes No

If existing, in what year was it founded? 1975

What is the number of units completed in past years?

2017 (January 1, 2017-December 31, 2017) - projected	14
2016 (January 1, 2016-December 31, 2016) - actual	17

Provide address(es) of the property(ies) if known; if not known, explain how eligible properties will be selected. Describe the scope of work for individual properties and how CDBG funds will be used. (2,000 characters max)

Housing Rehab clients may be located anywhere in the City of Evanston but are generally concentrated in the Community Development Block Grant (CDBG) Target Area and NRSA. The scope of work will be determined by the Housing Rehabilitation Specialist and the available project funding.

Income eligibility is based on household size and income limits for the Chicago MSA including Cook County published by HUD. A staff committee reviews all applications then approves or rejects the application based on the supporting documents and with consideration of the recommendation of the Rehab Specialist.

Indicate the estimated number of housing units involved in the project or program. 15

The federal government requires that at least 51% of the households benefiting from CDBG-funded housing projects are low- and moderate-income. Single-family residences must be occupied by households with incomes at or below 80% of the area median income (AMI). With multi-unit buildings, 51% or more of the units must be occupied by LMI households. Explain how you determine income eligibility and what records will be maintained (2,000 characters max)

The program uses the method prescribed by 24 CFR Part 5 and the manual "Determining Income and Allowances" (2005) published by HUD for determining income eligibility. The Housing Rehabilitation Specialist brings completed applications with supporting verification documents, including an appraisal of the property with his recommendation to a CDBG Loan Committee made up of Department staff with housing and loan underwriting expertise. All submittals are maintained.

City of Evanston – 2017 Community Development Block Grant Housing Application

Provide a narrative description of your housing project or program, including location, whether rental or ownership, and if the property(ies) are currently occupied. If rental, explain how you will establish affordable rents for LMI HHs, your plan for maintaining affordability and how the property(ies) will be managed. (5,000 characters max)

Does the proposed housing project/program serve households with incomes at or below 50% AMI or with special needs such as senior citizens, homeless, developmentally or physically disabled? (1,000 characters max.)

The Housing Rehab program is designed to help households below 50% AMI, and with a variety of special needs including seniors. Loan terms are zero interest and payments may be deferred until title transfer for very low income households without the income to make monthly payments. Improving accessibility in existing housing to enable residents to age in place is a goal of the program.

Describe how you market your project/program to low/moderate income households, the process and documentation for determining income eligibility, and selection criteria. (2,000 characters max.)

The program is advertised on the City of Evanston website, 311 call center, City cable station, community meetings, brochures, and word of mouth. Brochures have been distributed to City Alderman and local home improvement stores. Property Standards Inspectors also have brochures to hand out to residents who may have been cited for property maintenance violations.

Where (address/location) will your program take place and how will clients get to the location/facility?

Administration for the program is at the Morton Civic Center, 2100 Ridge Avenue, Evanston, IL 60201.

Is your program office in compliance with the Americans with Disabilities Act (ADA)? x Yes No

If "No," describe what areas are not compliant and what accommodations will be made to enable disabled individuals to benefit. Does your organization have experience making accommodations for the disabled? (2,000 characters max)

City of Evanston – 2017 Community Development Block Grant Housing Application

PROGRAM/PROJECT BUDGET AND FUNDING

Complete the table below for your program budget. Explain any significant budget differences between your 2017 and 2018 budgets. (1,000 characters max)

Line Item Expenses	2016 Actual	% of Budget	2017 Projected	% of Budget	2018 Proposed	% of Budget
Staff Salaries & benefits	170,033	91.91	181,649	92.57	191,702	92.0
Printing	450	.0024	450	.0023	450	.2
Office Supplies	400	.0022	400	.0043	400	.2
Postage Chargebacks	200	.0011	200	.0010	200	.1
Training & Travel	1,300	.0070	1,000	.0051	1,000	.5
Rental of Auto Fleet Maint	744	.0040	744	.0038	744	.4
Rental of Auto Replacement	1,300	.0070	1,300	.0066	1,300	.6
Membership Dues	200	.0011	200	.0010	200	.1
Copy Machines Charges	250	.0014	250	.0013	250	.1
Service Agreements	3,200	.0173	5,830	.030	5,830	2.8
Software Updates	2,500	.0135	0	0	2,000	1.0
Shoe Allowance	130	.0007	180	.0009	180	.1
Transfer to Debt Service	1,285	.0069	1,285	.0065	1,285	.6
Transfer to Insurance Fund	2,281	.0123	2,281	.0116	2,281	1.1
Telecommunication – Wireless	425	.0023	404	.0021	404	.2
Total Expenditures:	185,000	100%	196,225	100%	210,244	100%

Revenues						
CDBG	185,000	100%	143,499	73%	210,244	100%
CDBG Revolving Loan Fund			52,726	27%		
Total Revenues:	185,000	100%	196,225	100%	210,244	100%

What percent of your program budget is requested from CDBG and how is that percentage determined? 100% of the Housing Rehab Administration budget is CDBG-funded. This program was established when the City began receiving CDBG funding to address the need to maintain the quality of housing units owned and occupied by low income households. Funding for the projects is also CDBG, from the Revolving Loan Fund.

Has your organization received CDBG funds from the City for this project/program, or any other project or program in prior years? No Yes

If yes, please list the program or project name, year(s) and amount(s) below.

Program or Project	CDBG Year	Amount
CDBG Housing Rehab Admin	2017	196,225
CDBG Housing Rehab Admin	2016	185,000
CDBG Housing Rehab Admin	2015	187,916

Explain why CDBG funds are appropriate this project or program and what other funding sources were investigated. If this application is for a program currently receiving CDBG funding, discuss what actions have been taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on Evanston CDBG funds. (1,000 characters max)

City of Evanston – 2017 Community Development Block Grant Housing Application

If one or more of the funding sources listed above is not realized, what impact would this have on your project or program? Explain what changes to the scope of work or timeline to complete it would be considered. (1,000 characters max)

City of Evanston – 2017 Community Development Block Grant Housing Application

APPLICANT INFORMATION

Organization Name: City of Evanston Health and Human Services Department

Address: 2100 Ridge Ave. City Evanston State IL Zip 60201

Contact person: Carl Caneva

Phone: 847-859-7831 Email: ccaneva@cityofevanston.org

Project or program for which CDBG funds are requested: Housing

Total project or program budget: \$671,468 Amount of CDBG funds requested: \$375,000

The Housing and Community Development Committee is seeking proposals for the use of Evanston's CDBG funds that address the goals of the CDBG Program as set forth in 24 CFR 570 and meet community development needs and objectives as set forth in Evanston's Consolidated Plan for 2015-2019 and Neighborhood Revitalization Strategy Areas (NRSAs) Plan. The NRSA Plan targets an economically disadvantaged neighborhood in west and central Evanston. The Consolidated Plan and the NRSAs Plan are available at <https://www.cityofevanston.org/government/departments/community-development/housing-and-grants-division/consolidated-plan>.

Neighborhood Revitalization Strategy Area (NRSA) Objectives: Indicate below if your program/project will benefit clientele/take place within the defined NRSA and if you wish to participate pursuant to the NRSAs Plan:

- Benefits individuals residing in the Evanston NRSA

If you are unsure if your program qualifies under the NRSA Plan, please contact Sarah Flax, Housing & Grants Administrator, at 847-448-8684.

National Objectives Federal regulations specify that all activities undertaken using CDBG funds must meet at least one of three national objectives. (24 CFR 570.208) Indicate which objective(s) your program or project addresses:

- Benefits primarily low- and moderate-income households defined as households with incomes \leq 80% of the area median income
- Aids in the prevention of elimination of slums or blight
- Meets community development needs having a particular urgency

Program Objectives The primary goal of the CDBG Program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities for low- and moderate-income residents. Indicate the primary objective addressed by your program or project:

- Provides decent housing that is affordable for LMI households
- Provides a suitable living environment by providing needed services primarily to LMI people
- Expands economic opportunities by creating or retaining jobs for LMI individuals, expands products or services available to LMI people or builds the capacity of businesses serving LMI people.

Program Outcomes: All programs or projects must achieve one of three outcomes of the CDBG Program, to improve availability or accessibility of services, improve affordability of services or improve sustainability by promoting viable communities. Indicate the outcome of your program or project:

- Expands the availability or accessibility of decent housing for LMI families
- Makes decent housing more affordable to LMI families
- Helps sustain a viable community by contributing to a suitable living environment

City of Evanston – 2017 Community Development Block Grant Housing Application

EXECUTIVE SUMMARY

Summarize your project or program in the space provided below (1,000 character max.).

Housing Quality is key to the public's health. The Targeted Code Enforcement Program addresses code violations that create unsafe and unhealthy living conditions and blight and assures minimum housing quality standards are met. Rental units in the Community Development Block Grant Target Area and NRSA are inspected regularly to address property maintenance issues. Inspectors also respond to requests for inspections from occupants, conduct area surveys to identify external code violations that contribute to blight, and conduct inspections of vacant properties in compliance with the City's Vacant Building requirements.

PROJECT/PROGRAM DESCRIPTION

Identify the appropriate category for the proposed housing project or program:

- Rehabilitation of substandard existing housing (single- or multi-family; owner-occupied or rental)
- Rehabilitation to increase the efficient use of water and/or energy in existing housing units
- Conversion of a non-residential building into housing
- Rehabilitation of a residential unit to accommodate a home-based business
- Acquisition of property for the purpose of rehabilitation for use or resale for residential purposes
- Other (describe): Targeted Code Enforcement

Is this a new project/program? Yes No

If existing, in what year was it founded? 1974

What is the number of units completed in past years?

2017 (January 1, 2017-December 31, 2017) - projected 1250

2016 (January 1, 2016-December 31, 2016) - actual 1315

Provide address(es) of the property(ies) if known; if not known, explain how eligible properties will be selected. Describe the scope of work for individual properties and how CDBG funds will be used. (2,000 characters max)

CDBG funds inspections of buildings with 3+ dwelling units in the CDBG Target Area on a two-year cycle. There are 760 buildings with more than 10,500 dwelling units in this category. Housing Code Compliance is a Property Maintenance program that conducts on-going inspections throughout the City. Inspectors respond to requests for service relating but not limited to weeds, litter, trash, debris, abandoned vehicles, graffiti, public sidewalks in disrepair, un-shoveled sidewalks, over-occupancy, utility shut-offs, illegal dwelling units, abandoned buildings, illegal parking of vehicles on property, hazardous trees/limbs, plant encroachment of public ways, pests, as well as all other applicable building or dwelling unit housing code violations.

Indicate the estimated number of housing units involved in the project or program. 4500

If a multi-unit building, indicate the existing number of units, how many are occupied by households with incomes \leq 80% (LMI households) of the area median income (AMI) and any change planned in either the total units or LMI-occupied units:

Before rehab: Total units NA LMI-occupied units NA

Following rehab: Total units NA LMI-occupied units NA

The federal government requires that at least 51% of the households benefiting from CDBG-funded housing projects are low- and moderate-income. Single-family residences must be occupied by households with incomes at or below 80% of the area median income (AMI). With multi-unit buildings, 51% or more of the units must be occupied by LMI households. Explain how you determine income eligibility and what records will be maintained (2,000 characters max)

Eligibility is established using Low/Mod Area benefit, which is based on the percentage of low/moderate residents in the area exceeding 45.13% using American Community Survey data provided by HUD.

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Provide a narrative description of your housing project or program, including location, whether rental or ownership, and if the property(ies) are currently occupied. If rental, explain how you will establish affordable rents for LMI HHs, your plan for maintaining affordability and how the property(ies) will be managed. (5,000 characters max)

NA

Does the proposed housing project/program serve households with incomes at or below 50% AMI or with special needs such as senior citizens, homeless, developmentally or physically disabled? (1,000 characters max.)

NA

Describe how you market your project/program to low/moderate income households, the process and documentation for determining income eligibility, and selection criteria. (2,000 characters max.)

The City restricts use of Community Development Block Grant Funds to code enforcement activities in the CDBG Target Area, which uses ACS data on low/mod residents to qualify for CDBG on an area basis. Staff time inspecting in the CDBG Target area is tracked on an electronic time keeping system in order to comply with federal requirements..

Where (address/location) will your program take place and how will clients get to the location/facility?

NA

City of Evanston – 2017 Community Development Block Grant Housing Application

PROGRAM/PROJECT BUDGET AND FUNDING

Complete the table below for your program budget. Explain any significant budget differences between your 2017 and 2018 budgets. (1,000 characters max)

The only significant change is \$30,000 for a software system to effectively track rental housing inspections. This will aid the department in determining the quality of inspections and become more transparent with inspection results to the public.

Line Item Expenses	2016 Actual	% of Budget	2017 Projected	% of Budget	2018 Proposed	% of Budget
Staff Salaries and benefits	\$594,290	95.3%	\$612,118	91.2%	\$612,118	91.2%
Overtime	\$3600	0.6%	\$3600	0.5%	\$3600	0.5%
Printing	\$1200	0.2%	\$1200	0.2%	\$1200	0.2%
Postage	\$2800	0.4%	\$2800	0.4%	\$2800	0.4%
Training and Travel	\$1500	0.2%	\$1500	0.2%	\$1500	0.2%
Rental Auto-fleet Maint.	\$8100	1.3%	\$8100	1.2%	\$8100	1.2%
Rental Auto-Fleet Replacement	\$5600	0.9%	\$5600	0.8%	\$5600	0.8%
Court Costs/ Litigation	\$500	0.1%	\$500	0.1%	\$500	0.1%
Membership Dues	\$400	0.1%	\$400	0.1%	\$400	0.1%
Equipment and tools	\$1500	0.2%	\$1500	0.2%	\$1500	0.2%
Office Supplies	\$1500	0.2%	\$1500	0.2%	\$1500	0.2%
Shoe Allowance	\$650	0.1%	\$650	0.1%	\$650	0.1%
Uniforms	\$2,000	0.3%	\$2,000	0.3%	\$2000	0.3%
Rental Housing software	\$0	0.0%	\$30,000	4.5%	\$30,000	4.5%
Total Expenditures:	\$623,640	100%	\$671,468	100%	671,468	671,468

Revenues						
CDBG	\$325,000	51%	\$300,000	45%	375,000	56%
General Fund	\$298,640	49%	\$371,468	55%	296,468	44%
Total Revenues:	\$623,640	100%	\$671,468	100%	\$671,468	100%

What percent of your program budget is requested from CDBG and how is that percentage determined?

Has your project or program received CDBG funds in prior years? No Yes

If yes, please list the program or project name, year(s) and amount(s) below.

Program or Project	CDBG Year	Amount
Targeted Code Enforcement	2017	\$300,000
Targeted Code Enforcement	2016	\$325,000
Targeted Code Enforcement	2015	\$350,000

City of Evanston – 2017 Community Development Block Grant Housing Application

Explain why CDBG funds are appropriate this project or program and what other funding sources were investigated. If this application is for a program currently receiving CDBG funding, discuss what actions have been taken and what other funding sources have been investigated in the last 12 months to reduce your organization's dependence on Evanston CDBG funds. (1,000 characters max)

In 2016 a proposal was put forth to license rental properties in Evanston and fees would be based on housing size. The proposal was not passed. From 2014-2016 the City also received funds from the Illinois Housing Development Authority, IHDA, to address unmaintained vacant properties, this grant is no longer available. Also in 2017, the City received funds from IHDA for the same purpose.

If 2018 CDBG funds are not awarded as requested, what impact would this have on your project or program? Explain what changes to the scope of work or timeline to complete it would be considered. (1,000 characters max)

If CDBG funds are not awarded as requested, the City's General Fund would bear a greater percent of funding for the 2018 Property Maintenance budget, including the more intensive work undertaken in the CDBG Target Area and NRSA.

City of Evanston – 2014 Community Development Block Grant Economic Development Application

Application Summary

Application Title/Project Name: CDBG Economic Development Fund

Amount Requested: \$100,000

Applicant Information

Name: City of Evanston

Address: 2100 Ridge Ave, Evanston, IL 60201

Staff: Paul Zalmezak Telephone: 847-448-8013 Email: pzalmezak@cityofevanston.org

Program/Project Description

Staff requests \$100,000 for the CDBG Economic Development Fund to support a wide range of economic development needs in 2018. Economic development projects and programs would be evaluated and recommended for funding by the City's Economic Development staff, following City and CDBG underwriting guidelines for direct assistance to businesses and working with the Housing & Grants Administrator to ensure compliance with federal regulations. Projects and programs would be evaluated/approved by the Economic Development Committee and City Council.

Consolidating all CDBG-funded economic development activities under the Economic Development Division provides greater flexibility to respond to opportunities as they arise and enables more efficient layering of CDBG with TIF and/or Economic Development Funds, as appropriate.

Activities eligible for CDBG Economic Development funding include loans to businesses, programs that provide business consulting services/technical assistance to Micro-enterprises, and direct financial assistance to low/moderate income Micro-enterprises. The CDBG Economic Development Fund may also be used for Façade improvement grants in neighborhood retail/commercial areas located in primarily low- and moderate-income neighborhoods, particularly in the Neighborhood Revitalization Strategy Area (NRSA). Recently, CDBG has been used to provide loans to help new businesses to open in vacant properties on Howard Street and to support low/mod entrepreneurs seeking to launch startup businesses (technical support for low/moderate income micro-enterprises). To continue to support economic development activities in 2018, staff requests that the City allocate CDBG entitlement funds for this in 2018. Ward Eight loan payments are deposited in the CDBG revolving loan fund account and also may be used to fund additional economic development projects in the future, subject to availability. Loans made to Good To Go and Coralie South are not currently generating repayments; payment will begin in the 13th month after opening. The City's CDBG Revolving loan fund also contains repayments from housing rehab loans and HUD regulations require us to use revolving loan funds on the first available project, whether

City of Evanston – 2014 Community Development Block Grant Economic Development Application

economic development or housing rehab. By allocating 2018 entitlement funds for economic development, we assure that at least the 2018 allocated amount will be available.

Consolidated Plan goals to be addressed by the Economic Development Fund include to:

- Provide businesses with access to capital, particularly gap financing, to create or retain jobs for low and moderate income residents or provide needed goods and services to low/moderate income neighborhoods.
- Provide technical assistance (business consulting) and direct financial assistance to expand entrepreneurial efforts/business start-ups.
- Improve the facades of retail/commercial buildings in neighborhood business districts in the City's NRSA.

Budget Rationale

The fund currently has a fund balance of \$2,957. Recent Economic Development projects have received loans of \$25,000. In many cases Northwestern University's LEND program has provided support to address smaller loan requests. However, CDBG continues to be a valuable source of funding for business loans because it can be used for a wide variety of needs including equipment, furnishings and fixtures and working capital. CDBG may be used for construction/buildout, but its use triggers payment of Davis-Bacon prevailing wages on all construction in the project, which often increases costs substantially. To avoid this, CDBG and City economic development funds are sometimes layered in the same project with CDBG limited to non-construction expenses. CDBG's use for economic development purposes is not limited to low and moderate income neighborhoods if job creation or retention is used to achieve CDBG national objective.

City of Evanston – 2018 Community Development Block Grant CDBG Administration & Planning Application

Application Summary

Application Title/Project Name: CDBG Administration & Planning

Amount Requested: 20% of 2018 CDBG grant + 2017 program income, estimated at \$300,000 minimum

Applicant Information

Name: City of Evanston

Address: 2100 Ridge Ave, Evanston, IL 60201

Staff: Sarah Flax 847-448-8684 sflax@cityofevanston.org
 Jessica Wingader 847-859-7889 jwingader@cityofevanston.org

Description

CDBG Administration & Planning provides administrative oversight and management for the CDBG Program to ensure that funding is spent on programs and projects that address the needs of primarily low and moderate income residents per statute and as detailed in the City's Consolidated Plan. In addition, staff monitors and reports on CDBG-funded projects to ensure compliance with Federal, State and City regulations and processes.

2018 will be governed by the 2015-19 Consolidated Plan; it is the fourth year in that plan. In addition to the usual administrative work, some work, specifically the Assessment of Fair Housing that is required for the 2020-2024 Consolidated Plan, will be undertaken in 2018.

Responsibilities include:

- Prepare the City's 2017 Consolidated Annual Performance and Evaluation Report (CAPER) submit to HUD for approval
- Manage the 2019 funding application process and prepare the 2019 Action Plan
- Manage HUD IDIS database (drawing funds & reporting activities/accomplishments)
- Staff the Housing & Community Development Act Committee
- Implement funded programs and projects, including providing technical assistance to subrecipients, developing subrecipient agreements, performing desk and site monitoring, reporting and compliance
- Ensure compliance with Davis-Bacon and related wage acts on construction projects; file HUD 4710, 2516 and FFATA reports, as required
- Section 3 compliance and reporting
- Environmental reviews for all CDBG, HOME and ESG projects and programs
- Financial management and reporting for CDBG, HOME and ESG programs, including providing information for the City and federal single audits
- Implement programs such as Alley Special Assessment Assistance

City of Evanston – 2018 Community Development Block Grant CDBG Administration & Planning Application

- Fair Housing Assessment required for the 2020-2014 consolidated Plan. (Cook County regional effort with Cook County as the lead agency; other partners include the Housing Authority of Cook County, City of Chicago, Chicago Housing Authority, Oak Park and other suburban entitlement communities.)

Budget & Rationale

CDBG regulations permit entitlement communities to spend up to 20% of their annual grant plus current year program income on planning and administrative needs in order to maintain compliance with all requirements and achieve the goals of their Consolidated Plan. The proposed budget is based on an estimated 2018 CDBG grant of \$1,500,000. Because the amount available for administration and planning is contingent on the City's actual grant amount, it is requested that 20% of the City's 2018 grant be allocated for CDBG Administration and Planning in the final allocation of funds following receipt of 2018 grant amounts from HUD. In addition, staff also requests to be allowed to use up to 20% of 2018 program income, as allowed by HUD if needed based on the City's actual grant amount.

Funding Sources/Revenues	2016	2017	2018 Request
CDBG	\$ 320,949	\$ 324,413	\$ 300,000
Total:	\$ 320,949	\$ 324,413	\$ 300,000
Funding Uses/Expenses	2016	2017	2018 Request
Salaries & benefits	\$ 285,357	\$ 291,137	\$ 286,505
Advertising	\$ 1,000	\$ 750	\$ 500
Postage	\$ 1,000	\$ 500	\$ 350
Courier charges	\$ 300	\$ 250	\$ 150
Training & travel	\$ 1,500	\$ 1,500	\$ 1,500
Copy machine charges	\$ 1,200	\$ 900	\$ 800
Other program costs	\$ 9,500	\$ 8,000	\$ 500
Office supplies	\$ 500	\$ 500	\$ 400
Fair Housing Assessment	\$ -	\$ -	\$ 13,000
Trans to DS Fund-ERI Debt service	\$ 3,144	\$ 3,388	\$ 3,388
Transfer to Insurance Fund	\$ 17,448	\$ 17,488	\$ 17,448
Total:	\$ 320,949	\$ 324,413	\$ 324,541

Staff salaries and benefits equivalent to 2.75 FTEs are included in this budget: 55% of Housing & Grants Administrator, 90% of Grants & Compliance Specialist, 50% of Grants & Compliance Specialist (Social Services), 100% of Financial Analyst-Federal Grants (part-time position, so 50% of an FTE), and 30% of Housing Policy & Planning Analyst.