



HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE and MENTAL HEALTH BOARD

Thursday, September 6, 2018, 7:00 pm
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, G300-Lake Superior Conference Room

AGENDA

- I. CALL TO ORDER / DECLARATION OF QUORUM
- II. 2019 CDBG-PS and MHB - REVIEW OF APPLICATIONS

<u>App.#</u>	<u>EST. TIME</u>	<u>Agency/Program</u>
1	7:10 PM	Books and Breakfast/ <i>Books and Breakfast Program</i>
2	7:20 PM	The Harbor/ <i>Safe Harbor Emergency Shelter</i>
3	7:30 PM	James B. Moran Center/ <i>Legal & Social Work Services</i>
4	7:40 PM	Meals at Home/ <i>Home Delivered Meals</i>
5	7:50 PM	Connections for the Homeless/ <i>Drop-In Program</i>
6	8:00 PM	Family Focus/ <i>Afterschool Program</i>
7	8:10 PM	Interfaith Action/ <i>Emergency Overnight Shelter</i>
8	8:20 PM	Open Studio Project/ <i>Art & Action</i>
9	8:30 PM	YOU/ <i>Trauma Informed Youth & Family Services (MHB)</i> <i>STEAM if for Teens (CDBG)</i>
10	8:50 PM	Impact Behavioral Health Partners/ <i>Employment Services (CDBG)</i> <i>Clinical Services (MHB)</i>

III. STAFF/CITIZEN COMMENT

IV. ADJOURNMENT

The next *Housing & Community Development Act Committee* meeting will be held **Tuesday, September 25 at 7 PM** in James C. Lytle City Council Chambers to review applications for 2019 CDBG funding.

The next *Mental Health Board* meeting will be held **Saturday, September 22 at 9 AM** in room G300 to review applications for 2019 MHB funding.

Order of Agenda Items is subject to change. Information about the *Housing & Community Development Act Committee* and the *Mental Health Board* is available at: www.cityofevanston.org/government/boards-commissions. Questions can be directed to Jessica Wingader, Public Services – Grants & Compliance Specialist, at 847-859-7889 and via e-mail at jwingader@cityofevanston.org.

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).



**FY 2017 Audit – Financial statements present fairly
 FY 2017 Single Federal Audit – NA**

The Safe Harbor Emergency Shelter provides 24-hour crisis intervention, year round, short-term shelter and case management services to homeless girls ages 12-21; average length of stay is 2 weeks; staff works to reunite youth with their family or divert eligible clients to longer term supportive housing. At-risk population includes victims of domestic violence and youth who identify as LGBTQ; Evanston residents comprise approximately 11% of population served. Agency received non-Evanston CDBG award of \$27,000 in 2017 as well as state and local awards indicating program has financial and programmatic reporting capacity. Program is located in Des Plaines and transportation can be provided. People of color make up 70% of population served, 50% of staff and 40% of board comprised of people of color; no equity statement provided. Partnerships with Evanston agencies that may have contact with homeless youth are not identified in application. Award would support Intake Coordinator, Youth Development Specialist; additionally, City award would support a portion of occupancy costs and program services.

3. The James B. Moran Center for Youth Advocacy

2018 Request	2018 Award	2019 Request	% Increase of 2019 Request over 2018 Award
\$30,000 - CDBG	\$20,000 - CDBG	\$35,000 - CDBG	25% - CDBG
\$45,000 - MHB	\$39,360 - MHB	\$48,000 - MHB	22% - MHB

2018 Evanston Residents Served: 590

Evanston % of total served: 54%

2019 Evanston Residents Estimated: 625

Evanston % of total served: 55%

2018 CDBG/MHB Proportion of Budget: 11%

2019 CDBG/MHB Proportion of Budget: 9%

**FY 2017 Audit – Financial statements present fairly
 FY 2017 Single Federal Audit – NA**

The Moran Center provides free legal representation, advocacy and trauma-informed counseling to income-eligible Evanston youth navigating the criminal justice system and their families. Agency expanding capacity by serving youth up to age 26 (services previously provided to youth 22 and younger). Award would support 2 main programs: the Education Advocacy Project, which provides services to children with special needs and their families and the School-Based Civil Legal Clinic which supports youth who have civil cases. Both programs are over capacity; awards would be used to hire additional staff for both programs to meet community need. Equity statement provided. Board is 23% people of color, staff is 31% people of color, and population served is 87% people of color. Majority of clients are low/moderate income, 36% identified as having additional special needs, and client demographic aligns with students at-risk of increased suspension/expulsion rates. Agency is a long-time CDBG and MHB



fund recipient and provides consistent and timely programmatic/financial reporting in compliance with all CDBG and MHB requirements.

4. Meals at Home – Prevention of Malnutrition and Hunger Through Home Delivered Meals

2018 Request	2018 Award	2019 Request	% Increase of 2019 Request over 2018 Award
\$20,000 - CDBG \$10,000 - MHB	\$15,000 - CDBG \$10,000 - MHB	\$20,000 – CDBG \$10,000 – MHB	33% - CDBG 0% - MHB

2018 Evanston Residents Served: 120

Evanston % of total served: 60%

2019 Evanston Residents Estimated: 165

Evanston % of total served: 60%

2018 CDBG/MHB Proportion of Budget: 4%

2019 CDBG/MHB Proportion of Budget: 5%

FY 2017 Audit – Financial statements present fairly

FY 2017 Single Federal Audit – NA

Meals at Home provides hot lunches and dinners, including medically prescribed meals (diabetic, salt free, gluten free, chopped or pureed meals). All clients are home bound; 81% are elderly, approximately 20% have a disability and 18% have a mental health diagnosis. Volunteers, approximately half of whom are Evanston residents, deliver food Monday-Saturday and provide social interaction/wellness checks. Meals are offered at reduced or no cost for income eligible clients. Agency leverages partnerships with Northwestern University’s Campus Kitchen and CJE; both organizations provide meals, but not at the same scope or consistency. Demand for services fluctuates. Demographic information for board and equity statement not provided; approximately 36% of clients served are people of color and people of color make up 33% of staff. CDBG/MHB would support staff salaries and cover meal costs. Staff (2FT, 4PT) includes the Executive Director, Volunteer Coordinator, Program Coordinator, Development Coordinator and Bookkeeper; all positions are currently filled. Agency is a long-time recipient of CDBG/MHB funds, provides consistent programmatic/financial reporting, and is in compliance with all CDBG and MHB requirements.

5. Connections for the Homeless – Drop-In Program

2017 Request	2017 Award	2018 Request	% Increase of 2019 Request over 2018 Award
\$20,000 – CDBG* \$60,000 - MHB	\$15,000 – CDBG* \$55,000 - MHB	\$25,000 – CDBG \$70,000 - MHB	66% - CDBG 27% - MHB

2018 Evanston Residents Served: 225

Evanston % of total served: 50%

2019 Evanston Residents Estimated: 275

Evanston % of total served 50%

2018 CDBG/MHB Proportion of Actual Budget: 32%

2019 CDBG/MHB Proportion of Proposed Budget: 21%



**FY 2017 Audit – Financial statements present fairly
 FY 2017 Single Federal Audit – no findings**

*2017 CDBG request was for the Supportive Housing Program. For the 2019 program year, Connections is not requesting funding for the Supportive Housing Program. Instead, Connections is requesting CDBG funding for the Drop-In program. Connections is part of the Continuum of Care which provides coordinated entry services; coordinated entry identifies and matches clients with services in partnership with service providers throughout suburban Cook County. The CoC is competitive McKinney-Vento homeless funding managed by the Alliance to End Homelessness in Suburban Cook County. As a CoC member, Connections must maintain services provided by the Drop-In program.

The Drop-In program works in tandem with Connections’ street outreach to provide case management services, laundry/showers, health services, food and other supports. Drop-in hours expanded in April to include Monday - Thursday afternoons and Friday mornings and have more than doubled capacity from serving 20 per week to up to 55 per week. An equity statement was not provided. Client population is approximately 68% people of color, half of staff and 22% of board is people of color. Agency is compliant with all reporting requirements; outcomes are clearly defined and measurable.

6. Family Focus – Afterschool Program

2018 Request	2018 Award	2019 Request	% Increase of 2019 Request over 2018 Award
\$20,000 - CDBG	\$15,000 - CDBG	\$20,000 - CDBG	33% - CDBG
\$35,000 - MHB	\$33,600 - MHB	\$35,000 - MHB	4% - MHB

2018 Evanston Residents Served: 69 Evanston % of total served: 91%
2019 Evanston Residents Estimated: 65 Evanston % of total served: 93%

2018 CDBG/MHB Proportion of Actual Budget: 34%
2019 CDBG/MHB Proportion of Proposed Budget: 43%

**FY 2017 Audit – Financial statements present fairly
 FY 2017 Single Federal Audit – findings present**

The after school and summer services run by Family Focus continues to provide STEM (Science, Technology, Engineering, and Mathematics), Literacy and social-emotional skills to predominantly low/moderate income residents; programming works to address education gap. Literacy portion of programming has expanded to include a book club; past participants have won awards in poetry and science competitions. No equity statement was provided; program staff is 54% people of color and serves predominantly black and Hispanic students thereby working to address the education gap. Agency partners with Northwestern’s Family Institute to provide on-site counseling, making mental health services available to participants and their families. Program available to students 8 to 18 from 3 PM-6 PM, Monday – Friday, during



holidays throughout the school year, and for 6 weeks during the summer. Program had 10 people on the wait list and priority is given to returning participants. Outcomes remain well defined and measurable. City funding would directly support program staff. Agency provides consistent programmatic/financial reporting and is compliant with federal requirements. The independent auditor’s report on internal control over financial reporting disclosed significant deficiencies and material weaknesses related to the agency’s reporting of the Early Childhood Block Grant, Lease Evaluation, and Temporarily Restricted Net Assets. These findings do not relate to City or CDBG funds. Disbursements of both awards are made following receipt of program reports and source documents for program expenses. Agency will comply with plan recommended by auditor and included in audit to address findings.

7. Interfaith Action – Emergency Overnight Shelter

2018 Request	2018 Award	2019 Request	% Increase of 2019 Request over 2018 Award
\$20,000 - CDBG \$0 - MHB	\$15,000 - CDBG \$0 - MHB	\$18,000 - CDBG \$7,000 - MHB	20% - CDBG NA - MHB

2018 Evanston Residents Served: 70

Evanston % of total served: 100%

2019 Evanston Residents Estimated: 70

Evanston % of total served: 100%

2018 CDBG/MHB Proportion of Budget: %

2019 CDBG/MHB Proportion of Budget: %

FY 2017 Audit – Financial statements present fairly

FY 2017 Single Federal Audit – NA

Interfaith Action provides overnight shelter during winter nights that are 15 degrees or colder by rotating cots and overnight set up among 6 faith-based sites. The Emergency Overnight Shelter is open from 9pm to 7am; 35 cots are available and additional mats are used as needed. Agency is hoping to increase the number of open nights to 90 in program year 2019 and has raised the opening temperature to 20 degrees. The request would provide shelter for an estimated 70 unduplicated individuals. Award would support the Overnight Supervisor and Volunteer Coordinator; 2019 program budget increase to provide additional staff hours, more food, and laundry services. Both CDBG funded positions are part-time; program receives no state or federal funding. There is no wait list; program has been able to accommodate all who request services. No equity statement provided. Population served approximately 78% people of color; Staff is 43% people of color. Agency has received CDBG funds in prior years, provides consistent programmatic/financial reporting, and is compliant with federal requirements.

8. Open Studio Project – Evanston Outreach Program

2018 Request	2018 Award	2019 Request	% Increase of 2019 Request over 2018 Award
\$10,000 – CDBG	\$4,000 – CDBG	\$10,000 – CDBG	150% – CDBG



\$15,000 – MHB	\$0 – MHB	\$10,000 – MHB	NA – MHB
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2018 Evanston Residents Served: 80 **Evanston % of total served: 100%**

2019 Evanston Residents Estimated: 200 **Evanston % of total served: 95%**

2018 CDBG/MHB Proportion of Budget: 13%

2019 CDBG/MHB Proportion of Budget: 35%

FY 2017 Audit – NA

FY 2017 Single Federal Audit – NA

Open Studio Project partners with YOU, District 65, Curt’s Café and James B. Moran Center for Youth Advocacy to provide Social/Emotional Learning (SEL) using art-based curriculum. CDBG request would support program facilitator(s); MHB request would support facilitators, administrative services and occupancy. Agency reporting has shown limited improvements in 2018. Program outcomes for 2019 are based on attendance and surveys submitted by partner agencies. Art & Action program may provide depth of services to participants already receiving SEL services from other sources. It is unclear to what extent OSP programs result in additional outcomes for these participants or to what degree they improve program outcomes of those agencies. More than doubling Evanston residents to be served appears to come from new partnerships for program year 2019 with early childcare providers: REBA Early Learning Center, Learning Bridges, and Childcare Network of Evanston. Outcome for pre-school population includes increase in healthy expression of emotions as indicated by attendance, but it is unclear how OSP SEL program differs from curriculum provided. Additionally, it appears that the adult caregivers are included in those served under new programs. Board includes 17% people of color, staff includes one person of color; equity statement not provided. Demographic composition of participants approximately 80% people of color.

9. YOU – Trauma Informed Youth & Family Services (MHB)

2018 Request	2018 Award	2019 Request	% Increase of 2019 Request over 2018 Award
\$100,000 - MHB	\$70,250 - MHB	\$100,000 - MHB	42%

2018 Evanston Residents Served: 750 **Evanston % of total served: 79%**

2019 Evanston Residents Estimated: 750 **Evanston % of total served: 79%**

2018 MHB Proportion of Budget: 7%

2019 MHB Proportion of Budget: 10%

FY 2017 Audit – Financial statements present fairly

FY 2017 Single Federal Audit – No findings

YOU works in partnership with seven District 65 Title 1 schools and ETHS to provide afterschool and enrichment programming to youth; program operates for 3 hours after school Monday-Friday for 36 weeks during the school year and for 7.6 hours each weekday for 8 weeks during



the summer. There are no eligibility requirements; YOU staff receives referrals from teachers and social workers to connect with youth in need of academic, social, and emotional supports. Program services are tailored based on needs of the individual participants and include case management, individual and group counseling for youth and their families, project-based learning opportunities, civic engagement and psychoeducational groups. YOU’s indicators include surveys and attendance; outcomes remain relatively unchanged. Program reporting is consistent. Agency provided an Equal Employment Opportunity and Anti-Harassment Policy; program serves 93% people of color; 81% of those served are from low/moderate income families.

10. YOU – STEAM is for Teens (CDBG)

2018 Request	2018 Award	2019 Request	% Increase of 2019 Request over 2018 Award
\$25,000 - CDBG	\$0 - CDBG	\$20,000 - CDBG	NA

2018 Evanston Residents Served: Not provided **Evanston % of total served: Not provided**
2019 Evanston Residents Estimated: 100-250 **Evanston % of total served: 33-83%**

2018 CDBG Proportion of Budget: 0%
2019 CDBG Proportion of Program Budget: 19%

FY 2017 Audit – Financial statements present fairly
FY 2017 Single Federal Audit – No findings

YOU’s STEAM program partners with the McGaw YMCA and Northwestern to offer after school enrichment, workshops and short-term programming to an estimated 100 - 250 ETHS students and 5th Ward youth around the following topics: Science, Technology, Engineering, Arts and Math (STEAM). Program’s goal is to address academic achievement gap and will target eligible youth. It is unclear how program will balance participant selection versus participant interest. Participants will come from YOU’s pool of existing clientele and will provide deeper services. Program anticipates a short wait list, but hopes to enroll those interested in upcoming events. Program advisors include 5th ward representatives, approximately half of main staff members are people of color and executive leadership team is 25% people of color. Agency has a Race Equity Committee to review internal agency operations including programming, human resources and communications.

11. Impact Behavioral Health Partners – Employment Services (CDBG)

2018 Request	2018 Award	2019 Request	% Increase of 2019 Request over 2018 Award
\$25,000 - MHB	\$15,000 - MHB	\$20,000 - MHB	33%

2018 Evanston Residents Served: 35 **Evanston % of total served: 29%**
2019 Evanston Residents Estimated: 40 **Evanston % of total served: 20%**



2018 MHB Proportion of Budget: 3%

2019 MHB Proportion of Budget: 4%

FY 2017 Audit – Financial statements present fairly

FY 2017 Single Federal Audit – NA

The Employment Services program provides high levels of employment placement and employment support to participants with severe mental illness; clients are medically and economically vulnerable. Program is evidence based and highly ranked by the state according to IPS Fidelity Standards. Agency did not provide and equity statement or demographic information for board; 34% of Evanston residents served are people of color. Participants are referred from the Josselyn Center, Connections for the Homeless, Turning Point, City of Evanston and the IL Department of Rehabilitative Services (DRS). 2019 program budget shows a decrease from 2018 budget. Agency experiences challenges to increasing program revenue; Medicaid patients have filled program and agency has been unable to enroll participants with the ability to pay so has removed fee for service revenue. Agency removed administrative costs from 2019 budget. Program outcomes are defined and measurable; agency has the capacity to provide program and comply with financial/ programmatic reporting requirements. Agency is a past recipient of CDBG funds and is in compliance with CDBG regulations.

12. Impact Behavioral Health Partners – Clinical Services (MHB)

2018 Request	2018 Award	2019 Request	% Increase of 2019 Request over 2018 Award
\$60,000 - MHB	\$57,600 - MHB	\$60,000 - MHB	4%

2018 Evanston Residents Served: 100

Evanston % of total served: 77%

2019 Evanston Residents Estimated: 110

Evanston % of total served: 76%

2018 MHB Proportion of Budget: 12%

2019 MHB Proportion of Budget: 10%

FY 2017 Audit – Financial Statements present fairly

FY 2017 Single Federal Audit – NA

Impact Behavioral Health Partners’ Clinical Services provides individualized mental health services to residents of their supportive housing and community members; all participants are 18 or older with severe and persistent chronic mental illness. Agency did not provide and equity statement or demographic information for board; 39% of Evanston population served includes people of color. 2019 budget increase over 2018 budget is due to 10 unit expansion of supportive housing program and anticipated hiring of new staff including an additional nurse and clinician. Outcomes are measurable and are reported quarterly. Agency has received MHB and CDBG awards for different programs in previous years. Program is compliant with all requirements and agency provides timely and accurate programmatic and financial reporting.



City of Evanston
Community Development
2019 CDBG Public Services & Mental Health Board
8/15/2018 deadline

Books and Breakfast Books and Breakfast

USD\$ 30,000.00 Requested
USD\$ 20,000 MHB Request

Submitted: 8/15/2018 1:33:12 PM (Pacific)

Project Contact

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Tel: 8472262788

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Books and Breakfast

419 Greenwood St.
Evanston, IL 60201

Executive Director

Kim Hammock
kimh@booksbreakfast.org

Telephone 847-477-0716

Fax

Web www.booksbreakfast.org

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.

Books & Breakfast - Morning 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. 2019 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 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- ⊖ Renewal of 2018 CDBG funding
- ⊖ Renewal of 2018 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 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 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.

Books & Breakfast (B&B) is a before school program that provides a healthy morning meal and homework help to Evanston-Skokie School District 65 (D65) students in need of additional support. We exist so that every child can enter his or her classroom prepared physically, emotionally, and academically for the most critical 7 hours of the day. B&B has been part of the Evanston community in various forms for over 30 years and became an independent non-profit in 2013.

Each weekday, B&B uses the hour before school (8-9AM) to create a community where children feel valued and empowered as learners. A typical morning at a B&B site includes a good morning hug, a healthy breakfast, and time with an individual tutor. In more detail, our daily program components include:

- Healthy Meal: We offer a source of protein, multiple fresh fruit options and low sugar cereals.
- Daily Academic Focus: Children work with a diverse team of tutors (Northwestern University students, teachers, parent and community volunteers) on homework or reading. This daily commitment builds strong academic habits and builds the student's confidence in their ability to succeed.
- Relational Connections: Our tutors provide daily social and emotional support in addition to academic help. Tutors spend time building relationships with individual students and affirming the child's deep value and potential. We strive to maintain a 1:1 or 2:1 student to volunteer ratio, allowing us to provide individualized support.

Our student selection process is a collaborative effort where classroom teachers, school social workers, and school principals identify students who need additional support (physically, emotionally and academically). Priority is then given to students who qualify for free or reduced lunch.

Our tutors are drawn equally from three main groups: community volunteers, parent volunteers at our B&B schools, and paid Northwestern student tutors. Our community and parent tutors each commit to tutoring at least one day per week throughout the school year. Our Northwestern tutors work 2-3 days per week. All of our tutors go through a rigorous screening and training process. As we hire tutors from Northwestern or recruit volunteers from the community, we actively seek out communities of color so that B&B students will see themselves reflected in as many of our tutors as possible.

In the 2017-18 school year, our reach included:

- 120 students across 3 Evanston elementary schools (Dewey, Kingsley, and Lincolnwood);
- 132 tutors who spent over 3,100 hours helping our students complete 8,100+ homeworks assignments;
- 13,500+ breakfasts served

Our 120 students self-identified as follows: 35 as Hispanic or Latino, 65 as African American or Black, 19 as multi-racial; and 1 as White. 95% of our students qualify for free or reduced lunch within D65 parameters.

At each of the three schools where we currently provide programming (Dewey, Kingsley, and Lincolnwood), about 30% of the student body is identified as low income and none of these schools receive Title I funding or have access to its related supports. In total, there are over 750 elementary students in D65 who qualify for free or reduced lunch but do not benefit from Title I funding or its supports. B&B is focused on leveling the playing field for the D65 students who need homework assistance and breakfast, but may not otherwise get it.

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.

All of our elementary schools in Evanston have large gaps in outcomes between low-income children and children from more financially stable homes, but few of our schools provide before-school programming targeted towards improving educational outcomes for these children. The need for greater equity in District 65's educational outcomes is well documented. The District's most recent reports on "Black Student Achievement" and "Latino Student Achievement" confirm that students of color and students from low-income backgrounds are not realizing the same academic outcomes as their white peers. For example, according to the 2017 Illinois School Report Card, only 4% of Black students and 24% of Latino students in 4th grade at Lincoln Elementary School met standards while 66% of their white peers met or exceeded grade level standards. The District's numbers at the 4th grade level prove fairly consistent with 17% of Black students, 24% of Latino students and 70% of white students meeting or exceeding grade level standards. The long-term vision of B&B is to work to fill these gaps in resources in a sustainable way over time ensuring greater equity in our educational outcomes. We want to partner with parents, teachers and school leaders to achieve District 65's mission - "Every child, every day, whatever it takes." B&B envisions an Evanston community in which every child is understood to be a valued and connected part of the community and where every child is able to reach his or her full academic potential.

Research supports what we see everyday in our B&B schools - starting the school day with a nutritious breakfast, completed homework, and an academic mindset are predictors of school success. Students who start the day with breakfast are more likely to be at school, are better learners, and are more willing to participate in the classroom. Among such students, there are positive behavioral outcomes including lower tardy rates, fewer disciplinary office referrals, and improved attendance rates. School breakfast has also been shown to improve students' concentration, alertness, comprehension, memory, and learning. This all then ties to improved performance on standardized tests, mathematical tasks, vocabulary tests, demanding mental tasks, and reaction to frustration.

We also know that before school tutoring sets students up for a successful day. Research shows that when children from low-income families take part in programs outside of the school day that provide homework help, they see positive gains. Consistent participation in high-quality programs has been shown to help students improve their work habits and demonstrate higher levels of persistence, and helps to close the achievement gap that exists between children from low-income families and their more affluent peers.

School success also comes from non-cognitive factors. Research-based evidence suggests that one of the best levers for increasing students' perseverance and improving their academic outcomes is by supporting the development of four key "Academic Mindsets" - each of which is independently associated with increased perseverance, better academic behaviors, and higher grades. These are: I belong in this academic community; I can succeed at this; my ability and my confidence grow with my efforts; and this works has value for me. We incorporate each of these mindsets into our daily work to bolster the resilience and perseverance of our students in their overall school experience.

On a daily basis, the B&B morning program reinforces the belief that all children are valued and capable, specifically speaking against a narrative that often devalues children of color and children from low-income backgrounds. Our goal is that every child carries that confidence and sense of belonging with them into the classroom. To this end, Books & Breakfast actively works to create a culture of greater racial inclusivity in our leadership structures, volunteer teams and school communities. As we build relationships with parents, teachers and the local PTA, we also seek to strengthen the school community providing greater access for parents who often do not feel a part of the school community, knowing that this parent engagement is integral to long-term student success.

In the next 5 years, B&B desires to build on our strong foundation to further level the playing field in District 65 schools. B&B has received requests for expansion from over 6 additional D65 school sites. As a result of this demonstrated need, B&B endeavors to expand to the majority of District 65 sites within the next 5 years. By the end of 2023, B&B desires to operate our morning program in 8-10 sites in the District.

In the 2018-19 school year, B&B will add Lincoln Elementary as our fourth site. This will increase our reach to 170 students across 4 D65 elementary schools, 160 tutors, over 10,500 homework assignments completed, and over 17,500 breakfasts served.

Documents Requested *

Documents Requested *	Required?	Attached Documents *
Current year agency operating budget. (City of Evanston applicants, please upload a blank page).	✓	Draft 2019 B&B Operating Budget
REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards	✓	B&B Board 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		B&B Conflicts Disclosure

Application Questions

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

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

Books & Breakfast (B&B) is a before school program that provides a healthy morning meal and homework help to Evanston-Skokie School District 65 (D65) students in need of additional support. We exist so that every child can enter his or her classroom prepared physically, emotionally, and academically for the most critical 7 hours of the day. In addition to providing daily holistic support for students, B&B builds strong relationships with teachers and parents, connects families to the larger school community, and acts as a bridge for families to additional Evanston resources. We currently provide programming at 3 Evanston elementary schools, engaging over 120 students and their families.

Each weekday, the B&B Morning Program uses the hour before school (8-9AM) to create a community where children feel valued and empowered as learners. A typical morning at a B&B site includes a good morning hug, a healthy breakfast, and time with an individual tutor. In more detail, our daily program components include:

-Healthy Meal: We offer a source of protein, multiple fresh fruit options and low sugar cereals.

-Daily Academic Focus: Children work with a diverse team of tutors (Northwestern University students, teachers, parent and community volunteers) on homework or reading. This daily commitment builds strong academic habits and builds the student's confidence in their ability to succeed.

-Relational Connections: Our tutors provide daily social and emotional support in addition to academic help. Tutors spend time building relationships with individual students and affirming the child's deep value and potential. We strive to maintain a 1:1 or 2:1 student to volunteer ratio, allowing us to provide individualized support.

Our students (and their families) commit to participating in the B&B Morning Program throughout the academic year. Most students attend the Morning Program regularly (4-5 days per week).

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

Our student selection process is a collaborative effort where classroom teachers, school social workers, and school principals identify students who need additional support (physically, emotionally and academically). Priority is then given to students who qualify for free or reduced lunch.

In the 2017-18 school year, our reach included 120 students across 3 Evanston elementary schools (Dewey, Kingsley, and Lincolnwood). These 120 students self-identified as follows: 35 as Hispanic or Latino, 65 as African American or Black, 19 as multi-racial; and 1 as White. 95% of our students qualify for free or reduced lunch within D65 parameters. We are adding a new site at Lincoln Elementary in the 2018-19 school year and project that our total reach will grow to 170 students who reflect the same demographic characteristics.

Books & Breakfast requires an application form for every student on our roster. Our application requests the parent to self identify from a range of racial and ethnic classifications. This application is required each year the student is involved in the B&B program.

3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

D65 consists of 15 total schools (10 elementary, 3 middle, and 2 magnet). Six D65 schools have over 40% of the student body identified as low income, receive Title I funding, have access to before/after school tutoring programs, and provide some form of school breakfast. At each of the 3 schools where we currently provide programming (Dewey, Kingsley, and Lincolnwood), about 30% of the student body is identified as low income and none of these schools receive Title I funding or access to its related supports. In total, there are over 750 elementary students in D65 who qualify for free or reduced lunch but do not benefit from Title I funding or related school-based supports. B&B is focused on leveling the playing field for the D65 students who need homework assistance and breakfast, but may not otherwise get it.

The need for greater equity in D65's educational outcomes is well documented. The District's most recent reports on "Black Student Achievement" and "Latino Student Achievement" confirm that students of color and students from low-income backgrounds are not realizing the same academic outcomes as their white peers. For example, according to the 2017 Illinois School Report Card, only 4% of Black students and 24% of Latino students in 4th grade at Lincoln Elementary School met standards while 66% of their white peers met or exceeded grade level standards. The District's numbers at the 4th grade level prove fairly consistent with 17% of Black students, 24% of Latino students and 70% of white students meeting or exceeding grade level standards. The long-term vision of Books & Breakfast is to work to fill these gaps in resources in a sustainable way over time ensuring greater equity in our educational outcomes. We want to partner with parents, teachers and school leaders to achieve District 65's mission - "Every child, every day, whatever it takes." B&B envisions an Evanston community in which every child is understood to be a valued and connected part of the community and where every child is able to reach his or her full academic potential.

On a daily basis, the B&B morning program reinforces the belief that all children are valued and capable, specifically speaking against a narrative that often devalues children of color and children from low-income backgrounds. Our goal is that every child carries that confidence and sense of belonging with them into the classroom. To this end, Books & Breakfast actively works to create a culture of greater racial inclusivity in our leadership structures, volunteer teams and school communities.

We know that starting the school day with a nutritious breakfast, completed homework, and an academic mindset are predictors of school success. B&B addresses the physical, emotional and academic needs of Evanston youth enrolled in D65 schools who may not otherwise get these supports - particularly focusing on those who qualify for free/reduced lunch. We improve educational outcomes for our students. In so doing, B&B is addressing the need for supportive services among Evanston's low income youth as identified in the City of Evanston's Consolidated Plan for 2015-2019.

4. 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.

	Intake/assessment
	Referrals
	Individual case management plan/services
	Services delivered on an individual basis (e.g. home delivered meals)
170	One time event or activity (e.g. field trips, tax preparation)
170	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)
340.00	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

We work with classroom teachers, social workers and principals at each of our B&B schools to identify the students who would benefit from B&B supports. Ultimately, the D65 school principals recommend students to our program. Demand exceeds capacity and we maintain wait-lists at all our schools, filling spots as possible if they open up during the school year. Our goal is to take at least 75% of the students recommended to our program by their principals. We are limited in who we can accept by two key constraints - space and transportation. We partner with D65 schools to run our program, using the space they make available to us each morning. Each space has limits on the number of children it can accommodate. We also rely on students and their families to provide transportation to our schools each morning, as there is no D65 early bus (this is explained further in Question 7 below).

6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.

As we build relationships with parents, teachers and the local PTA, we also seek to strengthen the school community providing greater access for parents who often do not feel a part of the school community, knowing that this parent engagement is integral to long-term student success. In addition, we are grateful to partner with multiple community organizations to increase the resources of and community access for B&B families. As a result of B&B's partnerships with other local organizations, B&B students and their families have benefitted from field trips to Northwestern University, mentors from the Chessman Club, swimming lessons at the YWCA, summer book packages from KPMG, and weekly art projects in the summer from the Evanston Art Center.

7. 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.

We collaborate with D65 in providing our Morning Program to D65 students. We partner with each of our D65 schools, running our program at the schools each morning and working together with the school principals, social workers and classroom teachers throughout the year. These relationships are integral to our success - as the team identifies the students who would most benefit from our supports and they become partners in our work making sure that we are meeting student needs over the school year. Our goal is to reach the D65 students who need homework assistance and breakfast, but may not otherwise get it. At each of the 4 schools where we will provide programming in 2018-19 (Dewey, Kingsley, Lincoln and Lincolnwood), about 30% of the student body is identified as low income and none of these schools receive Title I funding or have access to its related supports.

We are unique in Evanston, as the only nonprofit focused on before school homework support and breakfast. We take a holistic approach to our services, addressing not only the physical and academic components to student success but also the emotional side. We know that school success also comes from non-cognitive factors. Research-based evidence suggests that one of the best levers for increasing students' perseverance and improving their academic outcomes is by supporting the development of four key "Academic Mindsets" - each of which is independently associated with increased perseverance, better academic behaviors, and higher grades. These are: I belong in this academic community; I can succeed at this; my ability and my confidence grow with my efforts; and this works has value for me. We incorporate each of these mindsets into our daily work to bolster the resilience and perseverance of our students in their overall school experience (University of Chicago Consortium on Chicago School Research, Camille A. Farrington, "Academic Mindsets as a Critical Component of Deeper Learning" 2013; https://www.hewlett.org/wpcontent/uploads/2016/08/Academic_Mindsets_as_a_Critical_Component_of_Deep Learning_CAMILLE_FARRINGTON_April_20_2013.pdf).

We strive to reach at least 75% of the students recommended to B&B by their school principals. The main challenge we face in increasing access to our Morning Program is transportation. D65 does not offer an early bus option for before school programming. This creates inequitable access to resources throughout the district, including the ability of some students to get to the B&B Morning Program. This particularly effects our Kingsley and Lincolnwood students residing in the Fifth Ward, as they do not live within walking distance of their schools and, without an early school bus, are dependent upon themselves/family/friends to get them to our before school program. This is a systemic problem within D65 and we are working with the D65 administration to resolve it and thereby increase access to morning programs for all.

8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to

analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?

We currently track and document our progress in both quantitative and qualitative ways. We track the number of: students enrolled in the program, breakfasts served, homework assignments completed with the help of our tutors, 1 on 1 tutor sessions, and our staff/teacher and staff/parent communications. We also complete beginning and end of year feedback and evaluation surveys with our students, parents, teachers, and school principals. These surveys are used to assess the impact B&B has on the student's homework completion and comprehension, the student's affect and mood, the student's sense of belonging in the school community, and the student's general academic progress.

We recently entered into a data sharing agreement with D65 that allows us to see school data associated with our students' attendance, tardy rate, office disciplinary referrals, and standardized test scores. We are also working with graduate students at Northwestern University to establish methods and systems to track B&B metrics - both through the data sharing agreement and those that we independently measure. We expect to have this process completed and operational by the end of the 2018-19 school year and be able to share expanded metrics soon thereafter.

We know the following about our B&B students from 2017-18:

- 91% of B&B students improved their homework completion
- 87% of B&B students were more socially and emotionally ready for the school day
- 89% of B&B students had an increased belief that they can succeed

In the 2017-18 school year, our reach included:

- 120 students across 3 Evanston elementary schools (Dewey, Kingsley, and Lincolnwood);
- 132 tutors who spent over 3,100 hours helping our students complete 8100+ homeworks assignments;
- 13,500+ breakfasts served

For 2018-19, our reach will grow to include:

- 170 students across 4 Evanston elementary schools (Dewey, Kingsley, Lincolnwood and Lincoln);
- 160 tutors spending over 3,900 hours helping our students complete 10,500+ homeworks assignments;
- 17,500+ breakfasts served

Most importantly, we know that B&B works because our community tells us so. Our students say B&B helps them become better students by helping with focus, getting homework completed and turned in, providing a safe and supportive space, starting the day with good food, and the message to "never give up". One of our 5th graders recently told us that "When I come into B&B each morning, it feels like an extra family. There's someone there to say "Good morning" to me and "Have a great day!" every time. It's awesome."

A kindergarten teacher at Dewey shared that "Books and Breakfast is the best way for students to get a jump start on their day! Children are greeted with a hug and smile, given a nutritious breakfast and are shown the support they need to have a great day at school. The Books and Breakfast community is filled with volunteers who truly care for the success and well being of each child. Anytime you walk into Books and Breakfast, the room is buzzing with excitement of kids and adults who are all happy to be there. As a teacher, I feel thankful that my students have the chance to go to Books and Breakfast each morning and start their day feeling a part of such a special, loving community."

9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.

170	Unduplicated people to be served in 2019
170	Unduplicated Evanston residents to be served in 2019
169	Unduplicated low/moderate income people to be served in 2019
169	Unduplicated low/moderate income Evanston residents to be served in 2019
120	Unduplicated people served in 2018
120	Unduplicated Evanston residents served in 2018
119	Unduplicated low/moderate income people served in 2018
119	Unduplicated low/moderate Evanston residents served in 2018
1,156.00	TOTAL

10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."

Books & Breakfast (B&B) is a before school program that provides a healthy morning meal and homework help to Evanston-Skokie School District 65 (D65) students in need of additional support. We exist so that every child can enter his or her classroom prepared physically, emotionally, and academically for the most critical 7 hours of the day.

Books & Breakfast started in Evanston more than 30 years ago when parents and school leaders at Orrington Elementary recognized a need for breakfast and decided to act. Through the years, D65 staff and Evanston community members partnered at multiple schools making sure children had access to a healthy meal through the B&B program. At Dewey Elementary, B&B began in the early 1990's and lasted for over 20 years through volunteer efforts alone. Faced with dwindling volunteer support in 2012, a decision was made not to cut the program but to reinvent it. In addition to the morning meal, B&B made a commitment to provide a daily academic boost from caring and supportive tutors. In order to sustain this new level of holistic supports, Books & Breakfast became an independent non-profit in July 2013.

The history of B&B confirms several important things. First, the Evanston community has demonstrated a deep commitment to providing needed resources to District 65 students over a very long period of time. However, the very existence of B&B shows that the need for these very critical resources has never been satisfactorily remedied in our schools. In addition, the inconsistency of multiple B&B programs coupled with the lack of holistic student support over that time shows the challenge of a sustained and effective effort through volunteer efforts alone.

In 2018, we completed all of the goals in our most recent strategic plan. Our Board is now in the process of writing and adopting a new strategic plan for 2019-2024. The high-level goals currently include the following:

-B&B will have programming in five additional D65 sites (elementary or middle schools) within five years. Programmatic Expansion will be guided by our commitments to educational equity and authentic community building.

-B&B will be governed by an effective board that embodies its commitment to equity and inclusive community.

-B&B programming will be supported by a strong, equitable staff structure that allows both staff and students to flourish and reflects the community we serve.

-B&B will have effective marketing and development efforts that introduce B&B to the majority of people in Evanston and expand the numbers of committed donors. These efforts will be guided by a compelling vision for an inclusive and engaged community.

11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?

Books & Breakfast's work specifically addresses a lack of racial equity in Evanston's educational outcomes. Because of our student racial makeup and the underlying issue of racial injustice that drives academic outcomes, racial and ethnic diversity is a top commitment in every level of our work. Our goal is a majority non-white leadership team at both the board and staff levels. Our board and staff teams are currently 50% white and 50% non-white, with 2 African Americans and one Latina on our Board (of 7 total) and 2 African Americans and one Latina on our staff team (of 6 total). This racial balance is also a priority as we think of our tutoring teams. As we hire tutors from Northwestern or recruit volunteers from the Evanston community we actively seek out communities of color so that B&B students will see themselves reflected in as many of our tutors as possible. Board recruitment, staff hiring and tutor recruitment efforts are all constantly evaluated in terms of racial and ethnic diversity and representation. Our commitment to diversity and an equitable voice in our leadership and volunteer teams is a part of a larger commitment to creating authentic communities where all constituent groups are working together.

Ultimately, B&B envisions an Evanston community in which every child is understood to be a valued and connected part of the community, where every school community reflects this reality, and where every child is able to reach his or her full academic potential. We envision an Evanston community that is actively committed to just and equitable outcomes for all its children.

12. Describe 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).

In August 2018, Books & Breakfast will celebrate its 5th anniversary as an Evanston non-profit organization. In our first 5 years, B&B launched a new model of programming for elementary students, replicated that model at multiple District 65 sites, increased the number of students served from 20 to over 120 and established a partnership among parents, volunteers, District 65 staff and other community organizations. In addition, we built an engaged and committed donor base, growing from a \$60,000 budget in 2013 to a \$234,000 budget in 2018 while retaining a surplus each year. In the next 5 years, B&B desires to build on that strong foundation to further address the issue of equity in District 65 schools. B&B has received inquiries and requests for expansion from 6 additional school sites. As a result of this demonstrated need, B&B endeavors to expand to the majority of District 65 sites within the next 5 years. By the end of 2023, B&B desires to operate programs in 8-10 sites in the District. We are committed to our mission and vision for Evanston's youth and are strategically positioning ourselves to ensure our success for decades to come.

Our Associate Director of Operations, Kyle Hannawalt, is responsible for managing the B&B finances. To date, we have not received any federal funding. Our Executive Director and Associate Director of Operations will work with the City of Evanston to make sure that B&B is in full compliance with all federal recording keeping, use of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al.

13. 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)

14. 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? Also provide staff demographics.

For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.
B&B has a total staff of 6 - Executive Director (Kim Hammock), Associate Director of Operations (Kyle Hannawalt), Associate Director of Programming and Kingsley Site Director (Tasha Triplett), Dewey Site Director (Tania Margonza) and Assistant Site Director (Keziah Brackett) and Lincolnwood Site Director (Tana Francellino). All staff have strong connections to Evanston and backgrounds in education. Our staff ranges in age from 30-48, 5/6 are female, and consists of 2 individuals who identify as African American, 1 as Latina and 3 as White. Full biographies and corresponding demographic information for each individual are attached in the Documents section of this application.

Our staff supervises the tutors who assist with delivery of our Morning Program. Our tutors are drawn equally from three main groups: community volunteers, parent volunteers at our B&B schools, and paid Northwestern student tutors. Our community and parent tutors each commit to tutoring at least one day per week throughout the school year. Our Northwestern tutors work 2-3 days per week. All of our tutors go through a rigorous screening and training process. As we hire tutors from Northwestern or recruit volunteers from the community, we actively seek out communities of color so that B&B students will see themselves reflected in as many of our tutors as possible. In the 2017-2018 school year, we had over 130 total tutors participate in our Morning Program. Our staff to student ratio for 2017-2018 was 20:1 - but with the inclusion of our tutors (who are integral to the delivery of our program), we strive for a maximum of 2 students to each tutor and are frequently able to tutor on a 1:1 basis.

We are requesting CDBG and MHB funds to assist with the hiring of a Site Director at our new location (Lincoln Elementary), elevating one of our Site Directors to the Executive Team as Assistant Director of Programming (on a part-time basis, as she will also remain as the Kingsley Site Director) and shifting our Executive Director into a full-time role (in the 2017-18 school year she served as the part-time Executive Director and also the Dewey Site Director). These changes and support from the City of Evanston and the Mental Health Board are key to our ability to reach more Evanston youth through our Morning Program.

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

Aimee Long, aimeel@booksbreakfast.org, 847-477-0716

16. 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)

NA

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

- Yes
- No

18. 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

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

The B&B Morning Program operates within D65 elementary schools (Dewey, Kingsley, Lincoln, Lincolnwood) in the hour before school starts. Students arrive on foot, by car, and/or public transportation.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 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.

Kim Hammock, Executive Director

Budget

Funding Sources/Revenues	2018	2019	2019 Committed
City of Evanston CDBG	USD\$ 0.00	USD\$ 10,000.00	
City of Evanston Mental Health Board Funds	USD\$ 0.00	USD\$ 20,000.00	
Corporate	USD\$ 20,000.00	USD\$ 43,000.00	
PTAs	USD\$ 9,000.00	USD\$ 12,000.00	
Individual	USD\$ 100,000.00	USD\$ 111,000.00	
Foundation	USD\$ 160,000.00	USD\$ 175,000.00	
Total	USD\$ 289,000.00	USD\$ 371,000.00	USD\$ 0.00

Funding Uses/Expenses	2018	2019 Total	2019 CDBG	2019 MHB
Professional Services	USD\$ 6,000.00	USD\$ 8,180.00		
Cradle to Career Membership	USD\$ 125.00	USD\$ 125.00		
Office Supplies & Materials	USD\$ 1,880.00	USD\$ 1,980.00		
Food & Supplies at School Sites	USD\$ 26,000.00	USD\$ 43,950.00		
Postage & Shipping	USD\$ 500.00	USD\$ 500.00		
Staff Training	USD\$ 1,125.00	USD\$ 1,125.00		
Marketing	USD\$ 2,000.00	USD\$ 3,850.00		
Insurance	USD\$ 4,050.00	USD\$ 4,085.00		
Salaries & Benefits	USD\$ 246,700.00	USD\$ 306,050.00	USD\$ 10,000.00	USD\$ 20,000.00
Travel	USD\$ 0.00	USD\$ 0.00		
Occupancy	USD\$ 0.00	USD\$ 0.00		
Total	USD\$ 288,380.00	USD\$ 369,845.00	USD\$ 10,000.00	USD\$ 20,000.00

Budget Narrative

B&B is on a July 1 - June 30 fiscal year. We have projected our calendar year 2019 based on our current FY19 budget.

B&B has received inquiries and requests for expansion from 6 additional D65 schools. As a result of this need, B&B endeavors to expand to the majority of District 65 sites within the next 5 years. By the end of 2023, B&B desires to operate programs at 8-10 D65 sites. During the 2018-2019 school year, B&B will be working diligently to establish the groundwork for this expansion.

The first step toward sustainable growth will be moving the Executive Director to a full-time role. The Executive Director currently splits her time evenly between E.D. tasks (development, staff management, networking, board leadership) and programming tasks as the Dewey Site Director. In order to provide adequate support for a growing staff team, continue our partnership with District 65, build relationships for new B&B sites, and to secure additional funding, the Executive Director will step down as Dewey Site Director and shift to a full time E.D. role. A new Dewey Site Director will be hired to replace her. This shift to a full time E.D. will add \$35,000 to our current budget. We are asking for \$10,000 in CDBG funds to assist with change (17% of her total salary of \$58,240).

In addition, with the addition of Lincoln Elementary as our fourth D65 site, we need to hire a new Site Director to run the Morning Program at this location. This adds \$27,000 to our budget. We are asking for \$10,000 in MHB funds to support this addition (37% of her/his total salary). We are also elevating a current staff member (Tasha Triplett) to our executive team. We are excited for this opportunity as she will help lead program operation, volunteer recruitment, and training. This will add \$25,000 to our current budget. We are asking for \$10,000 in MHB funds to support this change (40% of the total increase).

We do not currently receive any funding from the State of Illinois or any federal programs. All of our students are Evanston residents.

We are fortunate to have the financial support of many people in our local community. Individuals and foundations have largely sustained our budget and allowed it to grow from \$60,000 in 2013 to the \$230,000 needed to run our program in 2017-18. As we strive to meet the demand for new B&B sites within our community, we are committed to broadening our fundraising efforts. Our largest supporters thus far in 2018 include the Lewis-Sebring Family Foundation (\$30,000), Jennifer Cless Zehr (\$25,000) and the Evanston Community Foundation (\$20,000).

Program Outcomes

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	1	1	1	1	1		1	1
White/Hispanic	35	34	50	49	35	34	50	49
Black or African American	65	65	92	92	65	65	92	92
Black, African American/Hispanic								
Asian								
Asian/Hispanic								
Native American								
Native American/Hispanic								
Other	19	19	27	27	19	19	27	27
Other/Hispanic								
Total	120	119	170	169	120	118	170	169

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	Improved homework completion	148	148	148		444					0
2	Improved social/emotional readiness for the school day	145	145	145		435					0
3	Increased belief in the ability to succeed in school	145	145	145		435					0
4						0					0
5						0					0
Total		438	438	438	0	1,314	0	0	0	0	0

Program Line Item Expenditures

Item Description	Total 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

Item Description	Total 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									

Documents

Documents Requested *	Required?	Attached Documents *
REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.	✓	B&B 990
REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments including strategic plan.		B&B 2017-18 Summary of Activities
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).	✓	B&B IRS Letter
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 2017 only if changed).		B&B Articles
Brief biographies of key staff including demographic information.	✓	B&B Staff Biographies
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.		B&B Bylaws
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		
REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.		B&B 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.	✓	B&B 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 FY2018.	✓	B&B Statement of Revenues & Expenditures
Organizational commitment to equity, diversity and inclusion.		

Extra

How are the students selected within the designated schools?
-no answer-

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Application ID: 121892

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City of Evanston
Community Development
2019 CDBG Public Services & Mental Health Board
8/15/2018 deadline

The Harbour, Inc.
Safe Harbour Emergency Shelter

USD\$ 20,000.00 Requested
USD\$ 10,000 MHB Request

Submitted: 8/15/2018 1:53:24 PM (Pacific)

Project Contact

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Additional Contacts

none entered

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Executive Director

Kris Salyards
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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.

The Harbour, Inc. - Safe Harbour Emergency 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.

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. 2019 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 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 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 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 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 Safe Harbour Emergency Shelter serves locked-out, runaway, and otherwise unaccompanied homeless young women ages 12-21 in the N & NW suburbs of Cook County (young men are served via referral & linkage). The goal of the Safe Harbour Emergency Shelter is to provide immediate safe housing and therapeutic crisis intervention with the goal of reuniting families when it is safe to do so. When this is not possible, our goal is to provide a gateway to longer-term housing (which may be our own transitional housing) in tandem with services designed to foster self-sufficiency and prevent chronic adult homelessness. Youth enter the program as a result of being locked out or running away to escape severe family dysfunction, neglect, or abuse. A large percentage of girls entering the shelter have either witnessed or experienced domestic violence. Nationally, approximately 40% of homeless youth identify as LGBTQ, a statistic that is reflected in those served in the shelter. Under standards established by HUD, all Harbour clients are presumed to be low-to-moderate income due to their homeless status. Evanston is our most represented single community in the Emergency Shelter; approximately 20-25% of youth served each year are Evanston residents.

The following summarizes our specific outcomes and achievements for the most recently completed fiscal year:

- * 58 youth were provided with Shelter services
- * 85% of youth with a planned discharge reported feeling safe while at The Harbour (goal=100%)
- * 96% of youth enrolled in school did not miss more than one day of school as a result of placement (goal=80%)
- * 100% of youth with a planned discharge received linkage to one or more community resources (goal=100%)
- * Contact was made with 100% of parents of youth 17 and under within 72 hours of admission (goal =100%)
- * 100% of parents or family members of minor youth placed for at least 72 hours participated in services while their child was at The Harbour (goal=80%)
- * 69% of stays resulted in a planned discharge (goal=80%)
- * 85% of youth discharged to a home setting (goal=80%)
- * 69% of minor youth were discharged within three weeks of admission (goal=90%)
- * 43% of youth with a planned discharge were in the same place three months after discharge (goal=80%)

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.

The Chicago Coalition for the Homeless estimates that 25,000 unaccompanied youth ages 14-20 are homeless each year in

Illinois, and 92% do not receive needed services. A recent study conducted by Voices of Youth Count cited numerous factors that contribute to youth homelessness in our community. A major finding of the report is that homelessness is not an isolated event, but caused by deep and complex challenges. Between 1990 and 2011, the number of people experiencing poverty in the suburbs increased 95%, resulting in now nearly equal numbers of people experiencing poverty in the suburbs as in the City of Chicago. Unemployment and low wages are strongly associated with episodes of homelessness; youth reporting an annual household income of less than \$24,000 have a 162% higher risk of being homeless. In addition to low wages and poverty, The Harbour's service area also suffers from a lack of affordable housing. Family dysfunction is a common reason for youth homelessness with 36% of Harbour youth reporting abuse or neglect as the reason for homelessness. According to the VOY Cook County count, 45% of homeless youth reported a death of a parent or caregiver contributed to their instability. Additionally, teen pregnancy is common among homeless youth; nearly a third of all homeless youth in Cook County report having one or more children. Homeless youth are at increased risk for anxiety disorders, depression, PTSD, and suicide, and an estimated 5,000 unaccompanied homeless youth die each year as a result of assault, illness, or suicide. Despite this need, a 2013 Heartland Alliance report indicates that homeless youth services are dramatically less available in our suburban area, as compared to the City of Chicago.

Opened in 1975, the Safe Harbour Emergency Shelter serves as the agency's flagship program, providing safe, short-term shelter and wraparound case management to runaway, locked-out, and otherwise homeless girls ages 12-21 (young men are served via referral and linkage). The Safe Harbour Emergency Shelter intervenes at the start of homelessness and provides short-term housing, crisis intervention, and case management with the goal of reuniting youth with their families when safe to do so. When family reunification is not possible, we locate alternative safe placement, which may be our own transitional housing. At intake, youth are provided with a comprehensive needs assessment to connect them to community resources and appropriate benefits. A plan is immediately made for the youth's continued school attendance, with the goal of minimizing school days missed. Staff collaborates with youth to develop a discharge plan, involving the youth's family when appropriate. While in the program, youth receive a variety of services that may include individual, group, or family counseling, medical and mental health services, therapeutic recreation, health education, educational support, and life skills education.

The Harbour is licensed as a Child Welfare Agency by the Illinois Department of Child and Family Services (DCFS). The Harbour is a member of the Suburban Chicago Homeless and Runaway Program (a four-agency collaboration), as well as a member of the Alliance to End Homelessness in Suburban Cook County and the Association of Homeless Advocates in the North/Northwest District (AHAND). The Harbour partners with agencies specializing in domestic violence such as Apna Ghar, WINGS, and YWCA. The Harbour is recognized as a member of the Cook County Human Trafficking Task Force and part of the Coordinated Service Referral Network (for survivors of human trafficking). We fill an unmet need in the community; we are the only state-licensed program providing youth-focused, developmentally appropriate shelter services to youth 18 and over in the north and northwest suburbs of Cook County. Youth-specific shelter services offer many advantages over adult shelters such as PADS and further increase positive outcomes for youth.

We have recently launched Harbour 24/7, an initiative which leverages technology to lower barriers for accessing the Emergency Shelter. In addition to implementing a Text-4-Help line which offers 24-hour crisis response, we have also launched a youth-specific microsite which will include an app created by the Chicago Coalition for the Homeless, showing real-time availability of shelter beds in the area. Harbour 24/7 utilizes an evolving social media platform including Twitter, Facebook, and Instagram to meet the communication preferences of our youth demographic. As a result of these efforts, along with increased outreach, we anticipate a 50% increase in our reach and a 20% increase in shelter utilization over the next fiscal year.

Documents Requested *

Required? **Attached Documents ***

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).	✓	FY19 Agency Budget
REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards	✓	Board of Directors
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		Conflict of Interest Disclosure

Application Questions

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

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 Chicago Coalition for the Homeless estimates that 25,000 unaccompanied youth ages 14-20 are homeless each year in Illinois, and 92% do not receive needed services. A recent study conducted by Voices of Youth Count cited numerous factors that contribute to youth homelessness in our community. A major finding of the report is that homelessness is not an isolated event, but caused by deep and complex challenges. Between 1990 and 2011, the number of people experiencing poverty in the suburbs increased 95%, resulting in now nearly equal numbers of people experiencing poverty in the suburbs as in the City of Chicago. Unemployment and low wages are strongly associated with episodes of homelessness; youth reporting an annual household income of less than \$24,000 have a 162% higher risk of being homeless. In addition to low wages and poverty, The Harbour's service area also suffers from a lack of affordable housing. Family dysfunction is a common reason for youth homelessness with 36% of Harbour youth reporting abuse or neglect as the reason for homelessness. According to the VOY Cook County count, 45% of homeless youth reported a death of a parent or caregiver contributed to their instability. Additionally, teen pregnancy is common among homeless youth; nearly a third of all homeless youth in Cook County report having one or more children. Homeless youth are at increased risk for anxiety disorders, depression, PTSD, and suicide, and an estimated 5,000 unaccompanied homeless youth die each year as a result of assault, illness, or suicide. Despite this need, a 2013 Heartland Alliance report indicates that homeless youth services are dramatically less available in our suburban area, as compared to the City of Chicago.

Opened in 1975, the Safe Harbour Emergency Shelter serves as the agency's flagship program, providing 24-hour crisis response and 24/7 safe, short-term shelter and wraparound case management to runaway, locked-out, and otherwise homeless girls ages 12-21 (young men are served via referral and linkage). The Safe Harbour Emergency Shelter intervenes at the start of homelessness and provides short-term housing, crisis intervention, and case management with the goal of reuniting youth with their families when safe to do so. When family reunification is not possible, we locate alternative safe placement, which may be our own transitional housing. Most youth stay an average of two weeks at the Shelter, although length of stay is flexible based upon the needs of youth. At intake, youth are provided with a comprehensive needs assessment to connect them to community resources and appropriate benefits. A plan is immediately made for the youth's continued school attendance, with the goal of minimizing school days missed. Staff collaborates with youth to develop a discharge plan, involving the youth's family when appropriate. While in the program, youth receive a variety of services that may include individual, group, or family counseling, medical and mental health services, therapeutic recreation, health education, educational support, and life skills education. The Harbour provides three months of continued case management to youth post-discharge, with follow-up contacts up to three years after discharge to ensure the youth's housing situation remains safe and stable.

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

The Safe Harbour Emergency Shelter serves locked-out, runaway, and otherwise unaccompanied homeless girls ages 12-21 in the N & NW suburbs of Cook County (young men are served via referral & linkage). Youth enter the program as a result of being locked out or running away to escape severe family dysfunction, neglect, or abuse. A large percentage of girls entering the shelter have either witnessed or experienced domestic violence. Nationally, approximately 40% of homeless youth identify as LGBTQ, a statistic that is reflected in those served in the shelter. Under standards established by HUD, all Harbour clients are presumed to be low-to-moderate income due to their homeless status. Evanston is our most represented single community in the Emergency Shelter; historically approximately 20-25% of youth served each year are Evanston residents. The race/ethnicity of youth served in our Safe Harbour Emergency Shelter last year was: African-American: 28%, Caucasian: 28%, Hispanic: 19%, Multiracial: 12%, Asian: 9%, Native American: 2%, Not disclosed: 2%.

3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

The Harbour serves homeless suburban youth – a population that is often denied and overlooked. Unlike their urban counterparts, suburban homeless youth are typically less visible on the street and therefore often difficult to reach through traditional outreach methods. The political climate continues to widen the gap between needs and available services for homeless youth. In addition to what we know about the prevalence of youth homelessness in the Evanston community, youth feedback has informed us of several factors acting as barriers to accessibility for the Emergency Shelter. We have implemented an initiative for our Emergency Shelter, Harbour 24/7, which leverages technology to address barriers to ensure all youth in need of housing are aware of our services and can access the shelter. In addition to a 24-hour text-4-help line, Harbour 24/7 includes expanded social media presence and a youth-specific microsite with instant case manager access to move youth quickly into housing. As cited in the City of Evanston's 2015-2019 Consolidated Plan, Evanston struggles with high homelessness figures, with every homeless category expected to increase with the exception of chronically homeless families. The Harbour addresses this need in line with the City's strategic goal to address housing instability by providing outreach and support services designed to intervene at the start of homelessness and move youth towards self-sufficiency. Indeed, in addition to the Safe Harbour Emergency Shelter, The Harbour offers longer-term transitional housing for youth unable to safely return home. Funds from the City of Evanston would help offset cost of service to Evanston youth served in

the Emergency Shelter, ensuring that all Evanston youth in need of service can be safely housed and deflected from homelessness.

On an individual scale, outcomes are assessed by youth self-report through interview questions on entry and discharge, and through weekly progress meetings with their caseworker (the Emergency Services Manager). The Clinical Coordinator monitors progress during weekly meetings with the caseworker and signs off on discharge plans. This plan is a working document which identifies discharge goals and steps to achieving them, and may change during the youth's stay. On an agency scale, outcomes are established at the beginning of each year; data is reviewed quarterly to find trends, challenges, and other issues. A quarterly utilization review is compiled by the Executive Director, and findings are communicated to the Board via written report. Once evaluated, the program team determines new strategies and objectives to drive toward best practice for the upcoming year. The Harbour has implemented Continuous Quality Improvement (CQI), and is a participant in a CQI workgroup which promotes best practice, data integrity, program development, and trends in the fields.

4. 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.

9	Intake/assessment
30	Referrals
9	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)
30	Phone or online help (e.g. 24-hour help lines)
78.00	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

Due to the immediate need youth experience when seeking shelter, we typically do not have a wait list. When we approach capacity, we prioritize younger youth and those in our primary service area, collaborating with other agencies to serve those that we cannot immediately shelter. The Harbour maintains a "no decline" policy for youth under the age of 17 and works in partnership with CCBYS agencies to support the reunification plan if applicable.

Demand tends to spike slightly over holidays and winter break, as many youth become homeless as a result of family dysfunction which tends to peak at these times.

6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.

The Harbour works cooperatively with the five agencies that provide Comprehensive Community Based Youth Services (CCBYS) in our service area, receiving referrals and utilizing them to provide community-based services to minor youth. The Harbour is a member of the Suburban Chicago Homeless and Runaway Program (a four-agency collaboration), as well as a member of the Chicago Coalition for the Homeless, the Alliance to End Homelessness in Suburban Cook County (local Continuum of Care), the Association of Homeless Advocates in the North/Northwest District (AHAND), Illinois Collaboration on Youth (ICOY), and the Coordinated Service Referral Network for trafficking victims. We are very well known to community resources and receive many referrals from local sources that have been working with us as a part of community youth for years, including the National Runaway Safeline in Chicago.

We collaborate in delivering a continuum of care to area youth with multiple local agencies in providing prevention, outreach, crisis intervention, and shelter services. While our own emergency shelter is available to young women ages 12-21, shelter services to young men are provided via linkage to Journeys – The Road Home. The Harbour believes that when possible, community referrals for physical and mental health, substance abuse prevention treatment, etc. are necessary for youth to be optimally self-sufficient within the community. As our ultimate goal is to transition youth with a network of community support which can be sustained after leaving The Harbour, we find this model preferable in that it does not disrupt youths' established community network by requiring new supports to be located upon discharge. Our goal is to gradually decrease contact frequency and to transfer relationships to community providers, leaving our youths' structure of support intact. On an agency level, this allows us to identify professionals in the field ensuring quality services for youth in our care. Additionally, The Harbour utilizes an extensive list of referral partners to provide a variety of expertise including parenting support, education and employment support, citizenship/nationality services, juvenile justice services, LGBT services, and others to augment our own

wraparound case management. Regular staffings are held for youth involved in multiple systems to ensure efficient coordination of resources and alignment of services.

7. 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 our service area, we are the only agency providing youth-specific housing services to unaccompanied youth over 17. Youth-specific housing to this demographic offers many advantages over adult shelters such as PADS and increases positive outcomes for youth. We have complementary partnerships with several Evanston-based agencies such as Y.O.U. (for youth in crisis), Connections for the Homeless (for young men in need of housing), Infant Welfare Society of Evanston (for parenting youth), and Curt's Café and Evanston Youth Job Center (for workforce development). We have begun to work more intimately with our Evanston partners to prevent duplication of services and share resources.

8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?

We anticipate the following outcomes in the Safe Harbour Emergency Shelter for FY19:

- 100% of youth with a planned discharge will report feeling safe while at The Harbour, as evidenced by youth self-report (FY18 result = 85%)
- 80% of youth enrolled in school will not miss more than one day of school as a result of placement, as evidenced by case notes and school attendance records (FY18 result = 96%)
- 100% of youth with a planned discharge will receive linkage to one or more community resources, as evidenced by case notes (FY18 result = 100%)
- Contact will be made with 100% of parents or guardians of youth 17 and under within 72 hours of admission, as evidenced by case notes (FY18 result = 100%)
- 80% of parents or family members of minor youth placed for at least 72 hours will participate in services while their child is at The Harbour, as evidenced by case notes (FY18 result = 100%)
- 80% of stays will result in a planned discharge, as evidenced by case notes (FY18 result = 69%)
- 80% of youth will be discharged to a home setting, as evidenced by case notes (FY18 result = 85%)
- 90% of minor youth will discharge within three weeks of admission, as evidenced by case notes and utilization data (FY18 result = 69%)
- 80% of youth with a planned discharge will be in the same place three months post-discharge, as evidenced by ability to reach youth at post-discharge follow-up (FY18 result = 43%)
- Referrals and linkages for youth in crisis will increase by 50% as a result of our Harbour 24/7 initiative, as evidenced by utilization data
- The Safe Harbour Emergency Shelter will experience a 20% greater utilization rate as a result of Harbour 24/7, as evidenced by utilization data

Outcomes are established at the beginning of each year; data is reviewed quarterly to find trends, challenges, and other issues. A quarterly utilization review is compiled by the Executive Director, and findings are communicated to the Board via written report. Once evaluated, the program team determines new strategies and objectives to drive toward best practice for the upcoming year. The Harbour has implemented Continuous Quality Improvement (CQI), and is a participant in a CQI workgroup which promotes best practice, data integrity, program development, and trends in the fields.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="60"/>	Unduplicated people to be served in 2019
<input type="text" value="9"/>	Unduplicated Evanston residents to be served in 2019
<input type="text" value="60"/>	Unduplicated low/moderate income people to be served in 2019
<input type="text" value="9"/>	Unduplicated low/moderate income Evanston residents to be served in 2019
<input type="text" value="37"/>	Unduplicated people served in 2018
<input type="text" value="4"/>	Unduplicated Evanston residents served in 2018
<input type="text" value="37"/>	Unduplicated low/moderate income people served in 2018
<input type="text" value="4"/>	Unduplicated low/moderate Evanston residents served in 2018
<input type="text" value="220.00"/>	TOTAL

10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."

The Harbour has over 45 years of experience serving adolescents, and has provided shelter services to Evanston residents since its inception. Today, The Harbour's mission is to provide emergency housing and services to youth experiencing homelessness in order to promote safety, stability, and personal growth. Our vision is that we will empower young people to be self-sufficient through safe housing and support services to prevent homelessness. Our 16-member Board of Directors provides comprehensive governance and oversight of all of our operations, including administrative, financial, and service delivery. There are four functioning Board committees: Program & Personnel, Finance, Governance, and Development, with each committee meeting monthly. Finance and Program & Personnel monitor the performance of the agency in their respective areas. Additionally, Program & Personnel reviews and recommends to the Board proposed changes to the personnel policy, as well as major changes in program planning or structure. Governance is responsible for recruiting and orienting Board members, developing a slate of officers, and reviewing the By-Laws as needed. The Board Development Committee is largely responsible for cultivation and stewardship of individual donors and for soliciting attendees and donations for our events in cooperation with staff. The Board leads the organization in governance, setting policy and ensuring adequate resource. We are in the process of recruiting for our Partnership Board, which focuses on three key areas: lower level fundraising, awareness building, and working with youth throughout the year.

11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?

The Harbour employs a diverse staff, with over half of the direct care staff representing minority racial/ethnic groups, reflecting the diversity of young women we serve. Our Board of Directors is comprised of individuals representing many ethnic/racial groups to further ensure that leadership reflects our youth. Developing a more diverse Board is a strategic goal for adequate representation of our youth and programs. As a youth led organization, The Harbour considers the youth voice to be the most important in the development of services and service delivery. Focus group are held with youth at intervals throughout the year to provide a feedback opportunity to leadership.

12. Describe 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).

For over 45 years, The Harbour's programs have worked to address youth homelessness in our service area, and we continue to evolve our programs to meet the needs of youth. The Harbour is a licensed Child Welfare Agency through the Illinois Department of Children and Family Services (DCFS) and our shelter is a DCFS licensed Group Home. Representatives audit our license annually, and renew our licenses every four years. The Harbour maintains compliance and good standing with DCFS. Our 16-member Board of Directors provides comprehensive governance and oversight of all of our operations, including administrative, financial, and service delivery. All grants are directly overseen by The Harbour's Executive Director, Kris Salyards, and its Chief Financial Officer (Consultant), Mildred Frawley. Ms. Salyards has 11 years of experience overseeing federal grants that target at-risk populations, while Ms. Frawley has over 40 years of experience in accounting and 28 years managing government grants. In addition, all federal grants are also monitored by The Harbour's Board of Directors. Our Board Finance Committee and staff leadership team review monthly revenue and expense reports in comparison to our budgeted numbers and update our projections on an as-needed basis. All annual program and agency budgets must be approved by the Board Finance Committee, and ratified by a quorum of the Board. Our agency's financial operations are audited annually by an independent outside firm and the Illinois DCFS. Additionally, The Harbour has extensive experience managing CDBG funds, with grants from Cook County CDBG, Village of Skokie CDBG, and the City of Des Plaines CDBG for many years.

13. 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)

14. 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? Also provide staff demographics.

For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.

The Harbour's Emergency Shelter maintains compliance with all requirements of the Illinois Department of Children and Family Services, including conducting criminal background checks for all staff and volunteers working directly with youth, maintaining mandated staff to client ratios, and ensuring all staff and volunteers obtain Mandated Reporter Status. The Emergency Shelter provides a 1:6 staff/youth ratio if any youth in residence are age 16 or under, or 1:10 if all youth are age 17 or over. The Emergency Shelter is staffed by an Emergency Services Manager, Elizabeth Werner, who serves as the Case

Manager for shelter youth to document progress, advocate for them in the community, ensure that they develop basic life skills, and maintain client records. Ms. Werner received her Master of Social Work from the University of Illinois at Chicago and has over 4 years of experience working with Harbour youth. The Residential Supervisor, Valencia Smith, supervises the shelter facility and site staff, and is responsible for overseeing daily operations, budgets, regulatory compliance, and house maintenance. Ms. Smith has a BS in Psychology and Criminal Justice from Evangel University and has 10 years of experience working with youth. The Emergency Shelter program is also staffed by a Clinical Coordinator, Jessica Wright, who is responsible for direct supervision of the Emergency Services Manager, coordinates clinical services, and oversees program and monitors for compliance. Ms. Wright received a Master of Social Work from Governors State University, and she is a Licensed Clinical Social Worker. She brings over 8 years of experience working with youth to her role. The Harbour's Executive Director, Kris Salyards, provides ultimate oversight of the Emergency Shelter program and implements programming in compliance with good casework practice, agency policy, and state and federal performance standards. Ms. Salyards received her MA in Social Service Administration from the University of Chicago and she is a Licensed Clinical Social Worker. She brings over 20 years of experience in providing and supervising services to foster and disadvantaged youth. The Intake & Community Relations Coordinator, Sandy Godinez, is responsible for all initial client intake, screening, interviews, and assessments, and she conducts outreach in the community. Ms. Godinez has a BS in Criminal Justice from Loyola University and previously served as a Youth Development Specialist for The Harbour. The Shelter is staffed by Youth Development Specialists, who provide 24-hour direct care and support services, including life skills education. These staff must have at least a Bachelor's degree in a related field and at least 3 years experience in youth services. As an existing program, no additional staff will be hired upon funding and retention is not dependent upon future funding. As many youth in our care have had tumultuous and/or traumatic relationships, and our current services are all residentially based, The Harbour employs an all-female direct care staff, serving the best interest of our youth and meeting DCFs licensing standards. Further, The Harbour employs a diverse staff, with over half of the direct care staff representing minority racial/ethnic groups, reflecting the diversity of young women we serve. Many of our direct care staff are young women in their early twenties to further reflect the demographics of those we serve.

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

Terri Szewczyk, terri@theharbour.org, (847) 893-0619

16. 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)

104012315

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

Yes

No

18. 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."

The Harbour is in compliance with the Americans with Disabilities Act to the best of our ability; however, our Shelter is not fully accessible due to the age of the structure and financial limitations. Please see attachments for more information.

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

355 N. East River Rd, Des Plaines, IL 60016. While most clients access the shelter by public transit, The Harbour will provide transportation if that is the only barrier to access.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 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.

Terri Szewczyk

Budget

Funding Sources/Revenues	2018	2019	2019 Committed
City of Evanston CDBG		USD\$ 10,000.00	
City of Evanston Mental Health Board Funds		USD\$ 10,000.00	
CCBYS	USD\$ 28,150.00	USD\$ 30,500.00	USD\$ 30,500.00
Townships	USD\$ 53,490.00	USD\$ 44,160.00	USD\$ 39,160.00
County/Cities	USD\$ 58,000.00	USD\$ 29,300.00	USD\$ 8,700.00
Private Contributions	USD\$ 30,913.00	USD\$ 131,025.00	

Total	USD\$ 170,553.00	USD\$ 254,985.00	USD\$ 78,360.00	
Funding Uses/Expenses				
	2018	2019 Total	2019 CDBG	2019 MHB
Personnel	USD\$ 115,080.00	USD\$ 207,973.00	USD\$ 10,000.00	USD\$ 7,820.00
Occupancy	USD\$ 21,914.00	USD\$ 31,399.00		USD\$ 1,430.00
Program Services	USD\$ 9,190.00	USD\$ 6,736.00		USD\$ 750.00
Administration	USD\$ 24,369.00	USD\$ 8,877.00		
		USD\$ 0.00		
Total	USD\$ 170,553.00	USD\$ 254,985.00	USD\$ 10,000.00	USD\$ 10,000.00

Budget Narrative

Please see attachments for detailed Shelter budget.

The Harbour is requesting \$10,000 from City of Des Plaines CDBG to support personnel costs associated with the Shelter. Specifically, the Emergency Services Manager, Elizabeth Werner, would be .15 FTE on the project ($\$34,278 \times 0.15 = \$5,142$) to provide case management services to clients. Additionally, the Clinical Coordinator, Jessica Wright, would be .10 FTE on the project ($\$46,946 \times .10 = \$4,695$) to provide clinical programming oversight. Payroll taxes/benefits are \$164. These staff positions do not serve Evanston clients exclusively; an estimated allocation has been made for services to Evanston residents.

In line with our newly implemented strategic plan, we have established a robust fund development strategy which includes aggressively working to increase private revenues, particularly around individual giving. Currently, The Harbour's overall operating budget is comprised of 24% private revenues; within three years, we expect to be 40% privately funded.

The Harbour is requesting \$10,000 from the City of Des Plaines MHB to support personnel, occupancy, and program service costs associated with the Shelter. Specifically, the Intake Coordinator, Sandy Godinez, would be on the project .10 FTE ($\$32,074 \times .10 = \$3,207$) to provide outreach and intake/assessment services to youth. The Youth Development Specialist, Amanda Coleman-Mitchell, would be on the project .15 FTE ($\$27,040 \times .15 = \$4,056$). Payroll taxes/benefits are \$557. These positions do not serve Evanston clients exclusively; an estimated allocation has been made for services to Evanston residents. Occupancy costs are \$1,430 and include utilities and maintenance and repairs for the shelter facility. Program services costs are \$750 and include food for shelter residents.

Program Outcomes

Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	13	13	21	21	2	2	3	3
White/Hispanic	6	6	10	10			2	2
Black or African American	12	12	20	20	2	2	3	
Black, African American/Hispanic								
Asian	3	3	5	5			1	1
Asian/Hispanic								
Native American	1	1	2	2				
Native								

American/Hispanic									
Other	2	2	2	2					
Other/Hispanic									
Total	37	37	60	60	4	4	9	6	

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	100% of youth with a planned discharge will report feeling safe while at The Harbour	3	2	2	2	9	15					0
2	80% of youth enrolled in 3 school will not miss more than one day of school as a result of placement		2		2	7	11					0
3	Contact will be made with 100% of parents or guardians of youth 17 and under within 72 hours of admission	3	2	2	2	9	15					0
4	80% of youth with a planned discharge will be in the same place 3 months post-discharge	1	2	2	2	7	13					0
5							0					0
Total			8	6	8	32	54	0	0	0	0	0

Program Line Item Expenditures

Item Description	Total 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

Item Description	Total 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, federal single audit (if applicable), 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 including strategic plan.

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 2017 only if changed).

Brief biographies of key staff including demographic information.

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

Required? Attached Documents *

✓ [FY17 Audit](#)

[FY17 990](#)

[FY17 Annual Report](#)

✓ [IRS Letter](#)

[Non Discrimination/EEO](#)

[Articles of Incorporation](#)

[By-Laws](#)

✓ [Staff Bios](#)

[ADA compliance](#)

eligibility for CDBG funding and for reporting demographic characteristics of participants.
[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.

[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.

[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.

[Shelter 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 FY2018.

[FY18 Revenues and Expenditures](#)

Organizational commitment to equity, diversity and inclusion.

Extra

The city of Des Plaines is referred to in the Budget Narrative rather than Evanston. Why? Should this read Evanston?

My apologies; this should read Evanston. We also receive funding from the City of Des Plaines CDBG, therefore I erroneously typed Des Plaines rather than Evanston.

Question 2 states: "...historically approximately 20-25% of youth served each year are Evanston residents", however #9, projected residents served in 19 is 9 (9/60 is 15%. In 2018 data, 4/37 is 11%). Should figure in #2 actually be 10-15%?

Our historic shelter utilization has averaged around 20-25% (for example, 26% of clients in our shelter were Evanston residents in our FY16, 35% in FY15, and 41% in FY14). 2018 saw lower utilization by Evanston residents, due in part to the fact that we concluded a federal grant meant to serve Y.O.U. clients. While a 5-year look at shelter utilization shows a steady decline in terms of number of Evanston residents served, an analysis of bed days reveals a more level trend (averaging 26%), with 2018 being the lowest outlier at 17%. We believe our 2019 projection of 9 Evanston residents is conservative; however, we acknowledge the low utilization of 2018 and want to ensure we do not overestimate. We recently received a grant from the Evanston Community Foundation (for the period of 7/1/18 - 6/30/19) to conduct Evanston-specific outreach via our Harbour 24/7 initiative. We believe this will increase Evanston utilization of the shelter, possibly to levels which would bring us much closer to 25% once again.

Please provide a breakdown of the Townships funding line of \$39,160 committed funds.

New Trier Township - \$15,000
Schaumburg Township - \$5,000
Wheeling Township - \$5,000
Maine Township - \$4,160
Niles Township - \$5,000
Palatine Township - \$5,000

Where in the program budget is the grant from the Evanston Community Foundation reflected in funding and what expenses does that grant cover?

The grant from the Evanston Community Foundation is not reflected in the submitted program budget because it is specifically for the Harbour 24/7 initiative, which is considered separate and has its own budget. The Evanston Community Foundation grant funds QPR training (suicide prevention) for staff, the cost of a youth-specific microsite, and a dedicated crisis staff position to provide immediate assessments (suicide risk, human trafficking risk, and drug/alcohol use) and transport youth seeking services to the shelter using the agency van. A key outcome stated for the grant is building community awareness within Evanston, which includes a volunteer to conduct outreach. Although the Harbour 24/7 budget is separate from the

Emergency Shelter budget, we anticipate that it will positively impact service utilization within the Shelter.

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Application ID: 120568

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City of Evanston
Community Development
2019 CDBG Public Services & Mental Health Board
8/15/2018 deadline

James B. Moran Center for Youth Advocacy
James B. Moran Center for Youth Advocacy

USD\$ 83,000.00 Requested
USD\$ 48,000 MHB Request

Submitted: 8/15/2018 12:27:11 PM (Pacific)

Project Contact

Susan Knight
sknight@moran-center.org
Tel: 847-492-1410

Additional Contacts

jrussell@moran-center.org, dmasini@moran-center.org

James B. Moran Center for Youth Advocacy

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United States

Executive Director/Staff Attorney

Patrick Keenan-Devlin
pkeenandevlin@moran-center.org

Telephone 847-492-1410
Fax 847-859-5836
Web <http://moran-center.org/>

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.

James B. Moran Center for Youth Advocacy

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. 2019 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 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 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 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 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.

As part of our vision to ensure justice in the courtroom, access to the classroom, and support in the community, the James B. Moran Center for Youth Advocacy deepened its engagement with the Evanston community this year by launching a new school-based Civil Legal Clinic at Chute Middle School. The Civil Legal Clinic is designed to address basic human needs including safe and affordable housing, public benefits, family law, and relief from financial exploitation. The goal of the Clinic is to close the "justice gap" for under-resourced families who are unable to afford legal assistance and prevent family crises involving legal challenges, relieving them of legal burdens, promoting family stability, and increasing the likelihood of school success. Modeled after the successful school-based civil legal clinic in New Haven, Connecticut, The Moran Center partnered with Evanston/Skokie School District 65, Metropolitan Family Services, and Y.O.U. to create the clinic as one of several "wrap around" services for families to foster improved student learning, stronger families, and a healthier community. Without support, legal issues related to housing, family, and financial stability often disrupt children's ability to attend and succeed in school. When children disengage from school, they are more likely to be suspended, drop out, and become entangled with the juvenile justice system.

To understand the civil legal needs of low-income Evanston families in the Chute attendance area, an area that houses some of the most under-resourced families in Evanston, the Moran Center surveyed a sample of community members about their legal needs. (Chute Middle School is comprised of 57% low-income students, 74% students of color, and 19% students with disabilities.) 62% of those who responded to the survey indicated that they, or a member of their family, had experienced a legal problem recently, primarily with family law, housing or employment issues. Respondents also indicated an interest in legal educational sessions around the areas of housing, child support/custody, and expungement and sealing of criminal records. Results from this survey, along with input from school social workers and school administrators, were used to tailor legal services to residents' needs and priorities, identify times and days that would provide easy access to the clinic, and to recruit pro-bono attorneys with knowledge and expertise in the identified legal areas. A bilingual, full-time Civil Legal Clinic attorney was hired in January, pro-bono attorneys and volunteers were recruited and trained, and the Clinic was up and running by April 2018. A marketing committee for the Clinic was recently formed to inform community members about this

critical resource, and Moran Center staff will attend various community events such as the Y.O.U. Summer Showcase, Evanston CommUnity picnic, the Superintendent's Community Cafe, and various parent organization meetings to spread the word about the Moran Center's new, free, civil legal clinic. Our attorneys have already seen a number of clients, primarily around landlord/tenant issues and brief legal advice and support. With the Moran Center's 37-year history of providing integrated legal and social work services to low-income youth and families in Evanston, and an experienced, culturally-attuned, highly skilled staff, we have demonstrated our capacity to implement new initiatives and improve equity by serving the most marginalized residents in our community.

Currently, the School-based Civil Legal Clinic is funded through a small sub-contract with District 65 with United Way funding by way of Evanston Cradle to Career and Evanston Community Foundation, and our generous individual donors, inspired to put "justice in action." We are including this vital legal service in our request for funding from CDBG as it aligns well with the HUD Consolidated Plan which focuses on "provid(ing) decent housing and a suitable living environment, and expand(ing) economic opportunities, principally for low and moderate income persons." Other than individual donations which are our primary source of revenue, there are no other funds committed to this program at this time. We envision great potential for the School-Based Civil Legal Clinic to grow over the next year, enabling 75-100 families to stabilize their lives, and advancing equity in the Evanston community.

Documents Requested *

Required? Attached Documents *

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).	✓	Moran Center FY 2018-19 Budget
REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards	✓	Board of Directors w. Demographics
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		Conflict of Interest Form Moran Center

Application Questions

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

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 James B. Moran Center for Youth Advocacy ("Moran Center") has been a zealous advocate for thousands of Evanston low-income youth and their families for 37 years. Providing integrated legal and social work services, the Moran Center works to ensure justice in the courtroom, access to the classroom, and support in the community. Through legal representation, advocacy, trauma-informed social work services, and collaboration with community resources, we aim to dismantle the destructive school-to-prison pipeline, which disproportionately drives low-income children, youth of color, and children with special needs out of school and into broken institutions.

The Moran Center's application for funding this year focuses on putting supports in place to increase opportunities for low-income youth and their families, primarily of color, to succeed in achieving their educational and career goals. Disparities in opportunities and achievement between students of color and white students persist in Evanston. Research undertaken by Sean Reardon at Stanford University, revealed that Evanston has one of the largest achievement gaps in the nation. According to the Illinois State Board of Education School Report Card in 2017, only 26.4% of ETHS black students met or exceeded standards on the Language Arts SAT test, while 86.9% of white students met or exceeded standards. In District 65, 15.2% of black and 64% of white students met or exceeded expectations based on PARCC tests at 3rd grade for Language Arts.

Equally disturbing is the disproportionality between black and white students in regards to school suspension rates. The 2017 ISBE School Discipline Report noted that both school districts in Evanston were among the top 20% of schools in the state for rates of suspension, expulsion, and racial disproportionality. Out of 99 students suspended from school in District 65 in 2017, 24% were Hispanic or Latino, 60% were black or African-American, and 16% were white. Disturbingly, students who have been suspended are 3 times more likely to drop out of school, and 3 times more likely to become entangled in the juvenile (in)justice system.

With funding from CDBG and the MHB, the Moran Center seeks to remedy these inequities through integrated legal and social work services – exemplified by the Education Advocacy Project and new School-Based Civil Legal Clinic (SBCLC). Our

Education Advocacy Project represents low-income children with special needs, advocates for children facing school discipline, educates caregivers about their children's educational rights, and leads workshops to foster students' social-emotional growth. Since many of the youth we serve come from families stressed by socio-emotional, economic, and systemic factors that contribute to the challenges they encounter, our social workers offer trauma-informed therapy and case management. Our SBCLC, supported by a staff attorney and pro-bono attorneys, closes the "justice gap" for low-income families by providing legal assistance and preventive counsel to families at risk of destabilization due to civil legal crises.

The Moran Center is officially open Monday-Friday from 9 to 5; however many of the situations in which our staff become involved require 24-7 coverage via cell phone. The frequency and duration of client contact vary depending on the situation. Typically, our social workers see clients weekly until their goals are met, which could be for a year or more.

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

The Moran Center serves more than 1100 children and families per year, providing free advocacy, legal representation, and trauma-informed counseling to foster the development of all youth and their families in Evanston so that they have the opportunity to be successful in school, jobs, and the community. Our primary client population is comprised of Evanston youth and their families who have limited financial resources and are in need of legal and social work services. Approximately 70% of our clients are male. With the exception of the Moran Center's Expungement & Sealing Help Desk at the Skokie Courthouse, which provides assistance in petitioning for criminal record relief, all of the Moran Center's clients are from Evanston. While previously serving children and families from birth to age 22, the Moran Center Board of Directors and staff recently made the decision to extend criminal representation to youth up to the age of 26 in light of emerging brain science suggesting that the male brain does not fully mature until age 25. By 26 years of age, the prefrontal cortex, which is the part of the brain that helps curb impulsive behavior, is generally mature. The greatest concentration of clients we currently serve through our integrated legal and social work model are between the ages of 12 and 19.

Our Evanston client population is racially and ethnically diverse and identify as 13% white, non-Hispanic; 5% white, Hispanic; 56% black, African-American/non-Hispanic; 3% Asian, non-Hispanic; and 23% multi-racial. In regard to family income, 61% of our Evanston clients earn less than 30% of the median income, considered very-low income; 15% earn less than 50% of the median (low income); 7% earn less than 80% of the median (moderate); and 17% earn 80% of the median income. At client intake, Moran Center staff inquire as to the individual's income, residency, and age to determine eligibility for services. Clients who are not eligible for our services are referred to other appropriate community resources.

Notably, 36% of our clients from Evanston identify as having "special needs," and are either homeless, from female-headed households, or have learning or mental health challenges. Many of the youth we serve come from families stressed by poverty, unemployment, homelessness, substance abuse, violence, and mental health concerns stemming from historic systemic racism and economic injustices. The youth served through the Education Advocacy Project generally have some kind of learning or mental health issue requiring educational and other supportive services. Almost all of our clients have experienced Adverse Childhood Experiences, or ACES, such as child abuse or neglect, exposure to violence, and/or parental loss. When protective factors are not put into place with children experiencing such adverse childhood experiences, there can be long-term learning, physical health, and mental health consequences including increased likelihood of substance abuse and juvenile delinquency. With the Moran Center's model of integrating legal and social work services, our clients are well-represented in the courtroom and/or classroom, as well as supported emotionally as they grapple with past traumas, begin to heal, and develop tools to redirect their lives toward a more hopeful and productive future.

With the addition of the School-Based Civil Legal Clinic ("SBCLC") to the Moran Center's menu of services, we anticipate providing legal assistance to between 75 and 100 additional under-resourced families who are challenged by legal issues related to housing, family law, and financial stability. (See full description of the SBCLC in Letter of Intent, Question 11.) The SBCLC represents the Moran Center's deeper commitment to equity, and is designed to remove barriers and provide opportunities to families who otherwise may not have the resources to access such services. When basic human needs including safe and affordable housing and a means of support are established, children are more likely to be successful in school.

3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. The Moran Center's belief, reflected in its mission and programs, is that all Evanston youth – not just youth from privileged backgrounds – deserve justice in the courtroom, access to the classroom, and support in the community. Equity is embedded in our vision that all youth and their families have the opportunity to be successful in school, jobs, and the community; and that we foster a community that is equitable and just, with a strong workforce and opportunities for all youth. The goals and strategies to achieve our vision align with the Consolidated Plan: "to provide decent housing and a suitable living environment, and expand economic opportunities, principally for low and moderate income persons." Specific to Evanston, the key goal identified in the Plan is to expand the availability of and increase access to needed services including mental health, job training, and youth programs, as well as legal, homelessness prevention, anti-poverty, and violence-prevention services -- all services the Moran Center provides by way of direct legal representation, advocacy, and social work

counseling and case management.

Over the years, the Moran Center has built trusting relationships with key Evanston organizations and families to reach youth that do not typically seek services or are written off as “bad kids.” We work closely with the City of Evanston's Youth & Young Adult Division, School Districts 65 and 202, Curt's Café, Erie Family Health, Connections for the Homeless, and Y.O.U. to respond to needs of some of the most disconnected youth in Evanston, youth affected by poverty and systemic racism. Since the Moran Center does not charge for services, we are only able to provide top-quality legal and social services to our clients thanks to the generosity of our donors, the City of Evanston (CDBG and MHB), and foundations. Without CDBG and MHB funds, the severe inequities in our community for marginalized families with limited resources will persist and grow. No other organization in Evanston provide the services that we do.

As conscientious stewards of the funds we raise, the Moran Center takes seriously the challenge of measuring and communicating the impact of our services. One of the priorities identified in our recently adopted Strategic Plan, is to “evaluate and learn,” leveraging our new client management system, LegalServer, for data collection, analysis and reporting. We are exploring potential university partnerships to expand capacity for evaluation and to ask the key question, “What would outcomes for the youth we serve be like if they had not been involved with the Moran Center?” In the meantime, we employ a variety of metrics with which to determine our impact. For example, we measure the percentage of legal clients who have successfully complied with court orders (Indicator for Success: 70%). Through a Pre/Post Youth Social Work Survey, we determine the percentage of clients who have grown in self-efficacy (i.e., self-awareness, confidence, advocacy, and conflict resolution skills) (Indicator for Success: 70%). We measure the percentage of clients served by the Education Advocacy Project who improve their participation in school (Indicator for Success: 70%). For the School-Based Civil Legal Clinic, we measure the percentage of families who successfully receive a referral, brief advice, and/or representation in their legal matter (Indicator for Success: 90%).

4. 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="625"/>	Intake/assessment
<input type="text" value="310"/>	Referrals
<input type="text" value="315"/>	Individual case management plan/services
<input type="text" value="315"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="50"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="50"/>	Multi-session program (e.g. after school program)
<input type="text" value="200"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text" value="335"/>	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text" value="0"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="2,200.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

The Moran Center makes every effort to serve all low-income residents who qualify for our services. We do not have a formal waiting list. We receive many calls from individuals who for one reason or another are not eligible for our services. We offer information and referral services for those individuals, frequently referring to the Legal Assistance Foundation (“LAF”) in Chicago, Coordinated Advice & Referral Program for Legal Services (“CARPLS”), among others.

The demand for educational advocacy services has significantly grown in the past year, and we are currently operating well over capacity. While attorneys in private practice typically work on 10–12 school law cases at a time, the Moran Center's Education Advocacy attorney is often working on 25–30 cases at a time. During the 2017 calendar year, approximately 20 clients had to either be referred to other attorneys or provided with brief advice due to capacity limits. As a result, the Moran Center is in the process of hiring an Education Advocate to help meet the needs in our community. In order to be both creative and cost-effective, we are not boxing ourselves into hiring a particular licensed professional, and are seeking a bi-lingual professional with the right skill-set and rapport with community members to effectively advocate for the educational needs of the youth which we serve. We are respectfully requesting funding from CDBG to help support this position.

For both the Education Advocacy Project and the new School-Based Civil Legal Clinic, the demand for services is greater during the school year, but work on cases continues throughout the summer. There is also typically an increase in juvenile delinquency and adult criminal cases during the summer, when youth are not in school and time is less structured.

6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.

The Moran Center could not be fully effective in its work without collaboration both inside and outside of the organization. All of the court-involved youth with whom we engage, work with an attorney and social worker. Due to complex family situations, there have been increasing numbers of Education Advocacy clients referred to our social workers.

In order to provide comprehensive, wrap-around services to help clients meet their often complex needs and achieve their goals, the Moran Center refers clients to a web of human service organizations in Evanston. We work in partnership with Y.O.U. and the YMCA for youth development opportunities; Connections for the Homeless for housing homeless youth; Curt's Café, Rebuilding Warehouse, and the Youth Job Center for essential employment and job training skills; and Peer Services, Metropolitan Family Services, Rush Behavioral Health, Community Counseling Centers of Chicago, Thresholds, and Erie Family Health for access to primary care, mental health, substance abuse, and evaluation services. We are particularly pleased with a new partnership we have developed with Erie Family Health Center to provide both primary and urgent psychiatric care to our clients who do not present with emergent issues, but also cannot afford to wait 2-3 months for services. The Moran Center also works closely with the City of Evanston's Youth & Young Adult Division to provide mentorship, employment opportunities, and outreach to youth regarding their legal rights and responsibilities. We have partnered with both District 65 and 202 to implement restorative justice practices and alternative to discipline programming. We, in fact, continue our work at Oakton Elementary School with the Voices, Ideas, and Perspectives Program, providing a safe space for 4th and 5th graders to develop effective communication, problem-solving, and conflict resolution skills.

The Moran Center fosters our clients' engagement with multiple caring adults, equipping them with "social capital" and providing opportunities for the development of knowledge, skills, and confidence needed to succeed. Consistent with research findings that youth are less likely to demonstrate or further exhibit delinquent behaviors if they remain in their home communities with appropriate, coordinated services, the Moran Center works to keep youth out of institutions whenever possible. This approach not only redirects young people away from future criminal activity that erodes our community, but also saves millions of dollars in incarceration-related expenses. According to the Illinois State Bar Association, serving youth in their own communities costs less than \$10,000 per youth, while incarceration costs close to \$85,000. (<https://www.isba.org/sites/default/files/juvenilejustice.pdf>)

Referrals to other agencies are typically made and followed up by the Moran Center social workers. Consents for release of information are obtained so that information can be shared and continuity of care provided. Referrals are documented by the social worker in our new client database, LegalServer, which can track referrals for reporting purposes. One of the indicators that we track is the percentage of clients who want additional services and are then able to secure those services.

7. 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 is the only agency in Evanston that provides free legal and social work services for under-resourced youth and their families. Given our role and reputation in the community, Evanston families and social service agencies view the Moran Center as a critical resource – directly providing legal services, as well as connecting Evanston residents to appropriate resources if we are unable to serve them. Further, we are the only legal aid organization in the northern suburbs providing free legal assistance to individuals seeking criminal record relief.

As described in question 5, the Moran Center collaborates with a variety of agencies to ensure we provide a safety net for the youth and families we serve. If we have a homeless client, we work closely with Connections for the Homeless. In turn, the Moran Center provides training to Connections staff on the educational rights of homeless students. The Moran Center is currently collaborating with Evanston CASE, an organization that provides advocacy, support, and education services to families impacted by disability, with a grant from the Evanston Community Foundation. Together, we are training caregiver advocates to provide support to other caregivers in school meetings regarding their child with special needs. We are continuing our collaboration with the Evanston Police Department through Project Bridge, which brings police officers and disconnected youth together in a safe space to dialogue, break down harmful stereotypes, foster understanding of each other's perceptions and experiences, and enhance communication. We view these collaborations as means by which to strengthen and deepen each organization's ability to bring greater equity to marginalized Evanston youth and their families.

Persistent challenges include finding affordable housing for families with limited incomes, procuring local, temporary shelter for youth who have been "locked out," and filling overall gaps in opportunities for low-income youth and their families. For example, our Education Advocacy Project has found it difficult to secure high quality, comprehensive neuropsychological evaluations for youth without private insurance. Similarly, while our partnership with Erie Family Health has helped to improve access to urgent psychiatric care for our clients, access to mental health care for Evanston youth continues to be challenging. The Moran Center and our community partners have made progress in diverting youth from the juvenile justice system, while increasing the use of restorative justice practices, yet more can still be done in terms of decriminalizing youthful behavior and instituting policies and practices that provide opportunities for youth to repair harm, be heard, and learn skills to turn their lives around with positive choices.

What sets the Moran Center's services apart from others is our unique integration of legal and social work services, at no cost to clients. Our holistic approach reinforces our belief that we need to stop punishing kids who have had punishing lives. The integration of legal and social work services enables our clients to be well-represented in the courtroom and/or classroom, and

to be supported emotionally as they grapple with past traumas, begin to heal, and develop tools to redirect their lives toward a more hopeful and productive future.

8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?

The Moran Center's primary goal for requesting funding from CDBG/MHB is to deepen our engagement with marginalized Evanston youth and their families and to increase opportunities for the achievement of education and career goals. This is consistent with our long-term vision of all youth and their families having the opportunity to be successful in school, jobs, and the community; and creating an Evanston community that is equitable and just, with a strong workforce and opportunities for all. Our goals are in line with the Consolidated Plan, which identifies expanding economic opportunities and increasing access to needed services for low and moderate income Evanston residents as key goals.

To meet the growing demand for educational advocacy services for low-income families in Evanston, the Moran Center plans to hire an additional Education Advocate. Addressing the educational needs of students with disabilities is an investment in their future trajectory, preventing school failure. Launching the School-Based Civil Legal Clinic is an additional strategy, new this year, to help stabilize families who are affected by civil legal issues that can negatively affect children's engagement and success in school. Goals and outcomes anticipated in 2019 reflect these program enhancements and stem directly from our Theory of Change framework.

1. Clients engaged in the Education Advocacy Project will improve participation in school. 70% of clients will demonstrate improvement through grades, progress towards IEP goals, and/or attendance. Data source: School Records.
2. Families will have increased access to legal assistance through the Moran Center's School-Based Civil Legal Clinic. 90% of eligible families who seek legal services will receive brief advice, representation, and/or an appropriate referral. Data source: Review of records in LegalServer.
3. Criminal/Juvenile Delinquency clients will comply with court orders. 70% of clients will successfully comply with court orders. Data source: Review of records in LegalServer.
4. Social Work clients will successfully grow self-efficacy (i.e. self-awareness, confidence, advocacy, and conflict resolution skills). 70% of youth will report and/or demonstrate increased levels of self-efficacy. Data source: Pre- and post-intervention surveys.
5. Legal/Social Work clients will access necessary community services to strengthen their network of support. 90% of clients who desire access to additional resources will be assisted in obtaining services. Data source: Clinician surveys.
6. Individuals seeking criminal record relief through the Moran Center's Help Desk will have their records reviewed and receive assistance in the record-clearing process. 95% of individuals seeking Help Desk assistance will have their records reviewed and receive legal assistance in the record-clearing process. Data source: Review of client intake forms and LegalServer.

The new client management system, LegalServer, has been a valuable tool to improve effectiveness of data collection, storage, and determining outcomes of our work. Overall program evaluation and reporting is the responsibility of the Executive Director, and Directors of Legal Services and Social Work Services, with oversight provided by the Board of Directors. Measuring outcomes will not only help capture the impact of our work, but also guide us in program refinement and improvement.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="1145"/>	Unduplicated people to be served in 2019
<input type="text" value="625"/>	Unduplicated Evanston residents to be served in 2019
<input type="text" value="1088"/>	Unduplicated low/moderate income people to be served in 2019
<input type="text" value="575"/>	Unduplicated low/moderate income Evanston residents to be served in 2019
<input type="text" value="1100"/>	Unduplicated people served in 2018
<input type="text" value="590"/>	Unduplicated Evanston residents served in 2018
<input type="text" value="979"/>	Unduplicated low/moderate income people served in 2018
<input type="text" value="525"/>	Unduplicated low/moderate Evanston residents served in 2018
<input type="text" value="6,627.00"/>	TOTAL

10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."

The Moran Center was founded in 1981 as the Evanston Community Defender Office following the untimely death of a young man in police custody and the recognition that there was inadequate legal representation for low-income residents in Evanston. In 2010, the Board of Directors renamed the agency in honor of Judge James B. Moran, who was instrumental in founding the organization and highly respected for his legal acumen and commitment to the well-being of youth.

For the past 37 years, the Moran Center has continued to be a fervent advocate for thousands of Evanston youth and their families in need of legal and social work services. Ensuring justice and restoring hope, the Moran Center's mission is to provide free, integrated legal and social work services to low-income Evanston youth and their families to improve their quality of life at home, at school, and within the community. Central to our mission is the belief that all children deserve justice in the courtroom, access to the classroom, and support in the community to thrive. Our five staff attorneys represent and advocate for youth in the courts and in the schools. Our two social workers restore lives by providing trauma-informed counseling, skill development, and case management to struggling youth. Our Development team brings resources to the Moran Center to carry out our important mission and communicate impact to the community. Our Administrative Director oversees the internal operations of the agency, including human resources, technology, and finances. Our Executive Director/Attorney provides inspiration and leadership to staff. Our entire team - staff and volunteers - work together to rebuild lives through our holistic programming.

As a growing organization that is nimble and responsive to critical community needs, this year we added an attorney to launch our School-Based Civil Legal Clinic, a part-time Restorative Justice Coordinator, and a Community Advocate to help our clients get to appointments and complete paperwork for public benefits. We are also in the process of hiring an Education Advocate to join the Education Advocacy Project.

While providing vision and leadership for the Moran Center, our increasingly diverse and active 19 member Board of Directors comprises the majority membership of our Executive, Development, Advocacy, Board Advancement, and Ad Hoc Committees, including the Human Resources and Strategic Planning Committees. Our board works diligently to increase and diversify funding sources, communicate our mission, and strengthen our presence in the community. All board members are engaged in fundraising, including participating in community events and soliciting individual and corporate donors. Many of our board members also contribute their time and talents to Moran Center operations. This year, an ambitious group of board members worked with staff, community stakeholders, and Kellogg graduate students to craft a new Strategic Plan to drive the Moran Center forward for the next three years. One of our board members was critical in recruiting acclaimed civil rights icon, Representative John Lewis, to speak at the Moran Center's 2018 benefit.

To broaden and deepen our impact in the community, the Moran Center has a diverse, 16-member Advisory Council which provides feedback and guidance on the Moran Center's mission, programming, and community impact, including engagement with developing our Strategic Plan.

11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?

The Moran Center has made a concerted effort to diversify leadership to better reflect the population we serve by recruiting more persons of color to our staff, Board of Directors, and Advisory Board. Currently 38% of our Advisory Board, 22% of our Board of Directors, and 20% of our staff leadership team are persons of color. Recognizing this is a growth area for us, we identified as a priority in the 2018 Development Plan a goal to strengthen partnerships with organizations in communities of color through deeper engagement with such groups as the Fifth Ward Planning Committee, OPAL, and the faith community. In fiscal year 2018, we hired two Community Advocates, a Development Assistant, and a new attorney for the School-Based Civil Legal Clinic – all of color. We recently hired a Communications Manager who identifies as Hispanic. Overall, 4 of our 13 staff members (31%) identify as persons of color. As Board positions have opened, we have prioritized bringing on members of color. The current Vice-President of the Board of Directors is an alum of ETHS, brings strong skills in advocacy, and identifies as African American. In 2017, the Moran Center adopted an Equity Statement, which states, "The James B. Moran Center for Youth Advocacy commits to building an organization and community which values and advances equity. We recognize, however, that our goal of creating a more equitable community depends upon the Moran Center fostering and maintaining diversity within our staff and board, involving clients in framing issues and leading strategies to strengthen our community, developing a meaningful feedback loop with clients to ensure effective delivery of services, prioritizing growing financial support from diverse donors, and committing to only sharing details related to our clients' lives that empower and do not exploit..." Our board and staff are committed to equity as we move forward in putting "justice in action."

12. Describe 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 Moran Center has a 37-year track record of fighting for justice for low-income youth and their families in Evanston through

our approach of providing integrated legal and social work services. Impacting more than 1200 youth and their families annually, the Moran Center is proud of its record in empowering clients to reach or exceed their objectives. During the 2017 calendar year, 90% of legal/social work clients who received orders for probation or supervision from court complied with their supervisory orders. 86% of first-time legal service clients engaged with a social worker and identified improvement in at least one area of skill development within two months. 94% of students who participated in the Education Advocacy Project had their IEPs (Individual Educational Program) reviewed by our attorney and 80% of children improved their grades and/or attendance. 100% of clients who sought assistance for criminal record clearing from the Help Desk received assistance. Through direct service, community outreach, and connections with other Evanston organizations, we have earned the trust of Evanston residents.

The past five years have been a period of growth for the Moran Center, both in our capacity to serve an increasing number of clients with a wider range of services, and in our efforts to strengthen organizational capacity for long term sustainability. We have zealously pursued opportunities to impact the destructive school-to-prison pipeline in Evanston, which has required increased staffing and dedicated fundraising. In 2016-17, the Moran Center launched its multi-year "Justice Changes Everything" campaign with the support of the Evanston Community Foundation's Partners for the Future grant where our generous donors exceeded the \$100,000 challenge match. We have improved our ability to communicate with donors and community members through expanded outreach, an upgraded website, and enhanced social media channels. We are leveraging our growth to work toward greater equity in Evanston.

The Moran Center has consistently demonstrated our ability to meet goals, increase services in response to need, and meet funders' reporting and compliance requirements. In addition to fulfilling the reporting requirements for CDBG and MHB over the years, we have been diligent in fulfilling procurement and reporting requirements for the Cook County Justice Advisory Council, Evanston Community Foundation, Chicago Bar Foundation, and other funding entities. Our new client management system, LegalServer, has enabled us to track more effectively and efficiently the services provided, the clients we serve, and measure the impact of our work.

The Moran Center's financial records are audited annually by an independent audit firm and reported publicly through both state and federal reporting processes. We are current and fully compliant with all financial and legal reporting requirements. We have organizational protocols that include the handling of incoming mail, processing of received donations, and the review of monthly financial statements to ensure fiscal transparency. We are confident in our ability to be efficient, effective, and trustworthy managers of public funds entrusted to our organization for the benefit of our clients.

13. 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)

14. 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? Also provide staff demographics.

For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.

The Moran Center employs five attorneys, two social workers, one part-time Restorative Justice Coordinator, and one part-time Community Advocate (seeking) to deliver our primary programmatic services. We are currently interviewing candidates for the Education Advocate position. We have no requirements for program licensing or accreditation.

Patrick Keenan-Devlin, Executive Director/Attorney: Mr. Keenan-Devlin has been Executive Director of the Moran Center since 2016, previously serving as Deputy Director. He continues to represent youth in juvenile delinquency proceedings. Formerly, Mr. Keenan-Devlin served as the Health Policy Advocate for the Shriver Center and as Legislative Director of Citizen Action/Illinois. Law Degree: Loyola University; B.A./B.M.U.S., Northwestern University, cum laude. (W, M, 30's)

Thomas Verdun, Director of Legal Services: With 40+ years of experience, Mr. Verdun is a highly respected criminal defense attorney. Promoted to Director of Legal Services in 2016, Mr. Verdun directly serves young adult clients in criminal proceedings and individuals at the Expungement Help Desk. Previously, Mr. Verdun served with distinction as an attorney for the Cook County Public Defender's Office. Law Degree: John Marshall Law School; B.A., Ill. State University. (W, M, 60's)

Verity Sandell, Education Advocacy Attorney: Since 2016, Ms. Sandell has represented families in school related matters and facilitates forums on educational rights. Previously, she served as a staff attorney at the Legal Assistance Foundation. Ms. Sandell's interest in advocating for students stemmed from her experiences teaching in Chicago Public Schools. Law Degree: Loyola University, magna cum laude; B.A., Pomona College; M.A.T., Dominican University. (W, F, 30's)

Joan Clay, School-Based Civil Legal Clinic Attorney: Prior to her position at the Moran Center, Ms. Clay served as the Director of the Mortgage Foreclosure Clinic at Touro Law School. Ms. Clay has over 10 years' experience as a sole

practitioner who specialized in business, family, and real estate law in Chicago. Law Degree: University of Detroit's Mercy Law School; B.A., Loyola University. (B, F, 40's)

Kristen Kennard, Deputy Director/Director of Social Work Services: Ms. Kennard was promoted to Deputy Director in 2016 after serving as Director of Social Work since 2010. A LCSW, Ms. Kennard directly provides therapy and case management. She has prior experience working in a juvenile detention center and providing crisis counseling to runaway youth. M.S.W.: Loyola University; B.S., Eastern Illinois (W, F, 30's)

Asa Gezelius, Social Worker: Ms. Gezelius is a LCSW with experience working with children, adolescents, and adults in a variety of clinical settings, including therapeutic day schools. She provides counseling and case management and also manages youth referred by the City of Evanston's Diversion Program. M.S.W.: Loyola University. (W, F, 60's)

We also employ a Director of Strategic Partnerships (B, F, 40's) and a development and communications team consisting of two part-time (B, F, 50's & W, F, 60's) and one full-time staff (W/Hispanic, F, 20's) and a Director of Administration (W, F, 50's).

The Moran Center depends on City funding along with private donors and grants to maintain and grow our level of staffing and services. Without City funding, we would have to reduce services and cut back attorney and social work hours.

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

Susan Knight, sknight@moran-center.org, Donna Masini, dmasini@moran-center.org, (847)492-1410

16. 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)

085865483

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

Yes

No

18. 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."
N/A

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

The Moran Center is located at 1123 Emerson Street, Suite 203 in Evanston. We are steps away from the CTA, Metra, PACE and bus stops. Our offices are handicapped accessible. We also meet clients in their homes, at school, in court, or in jail.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 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.

Patrick Keenan-Devlin, Executive Director/Attorney

Budget

Funding Sources/Revenues	2018	2019	2019 Committed
City of Evanston CDBG	USD\$ 20,000.00	USD\$ 35,000.00	
City of Evanston Mental Health Board Funds	USD\$ 39,360.00	USD\$ 48,000.00	
Program Fees	USD\$ 30,000.00	USD\$ 48,000.00	USD\$ 18,000.00
Other Government Funds (Cook Co. JAC)	USD\$ 40,000.00	USD\$ 40,000.00	USD\$ 40,000.00
Foundation Grants-\$10,000 and under	USD\$ 61,000.00	USD\$ 84,844.00	
Foundations-Circle of Service Foundation	USD\$ 25,000.00	USD\$ 25,000.00	USD\$ 0.00
Foundations-Chicago Bar Foundation	USD\$ 20,000.00	USD\$ 20,000.00	
Corporate Sponsorships (Law School Fellowships)	USD\$ 20,000.00	USD\$ 100,000.00	USD\$ 100,000.00
Individual Contributions	USD\$ 265,640.00	USD\$ 448,925.00	
Special Events	USD\$ 20,000.00	USD\$ 28,000.00	
Total	USD\$ 541,000.00	USD\$ 877,769.00	USD\$ 158,000.00

Funding Uses/Expenses	2018	2019 Total	2019 CDBG	2019 MHB
Salary, Benefits and Payroll Taxes	USD\$ 427,000.00	USD\$ 606,359.00	USD\$ 35,000.00	USD\$ 48,000.00
Professional Fees & Contract Services	USD\$ 18,500.00	USD\$ 118,000.00		
Program Supplies/Materials	USD\$ 5,500.00	USD\$ 7,700.00		
Office/Program Space	USD\$ 38,000.00	USD\$ 76,500.00		
General Operating	USD\$ 49,500.00	USD\$ 57,160.00		
Equipment & Other Fixed Assets	USD\$ 2,500.00	USD\$ 12,050.00		
Total	USD\$ 541,000.00	USD\$ 877,769.00	USD\$ 35,000.00	USD\$ 48,000.00

Budget Narrative

The Moran Center operates on a fiscal year of July 1 through June 30. Thanks to growth in individual donors, public and private grants, and increasing partnerships across the community, the Moran Center is positioned to leverage success, expand capacity and fulfill a vision in which funders can invest for long-term sustainability. We were fortunate to have been the beneficiary of the one-time Evanston Community Foundation Partners for the Future \$100,000 challenge grant in FY 2016-17, which along with generous matching donations allowed us to “go deeper” in meeting critical needs of Evanston youth. We are extremely grateful to the City of Evanston for ongoing CDBG and MHB funding which has been a consistent source of revenue, and our largest source of public funding. The Moran Center has relied on these funds to support core attorney and social work staff who interface directly with Evanston youth and their families. The Cook County Justice Advisory Council partially funds the Moran Center’s Education Advocacy Project through November 2019.

New for 2019 and noted under "Corporate Sponsorships" in the budget is \$100,000. These funds are "pass through" funds from the University of Chicago and Northwestern Law Schools to support a post-graduate law school fellow from each University during the 2018-19 academic year. Income noted under "Program Fees" includes a \$30,000 contract from the City of Evanston to support the Certificate of Rehabilitation Initiative (unconfirmed for 2019), and \$18,000 in attorney's fees from an educational dispute involving Chicago Public Schools.

With few predictable sources of funding from year-to-year, we rely on the dedicated Moran Center leadership, development staff, Board of Directors, and generous individual donors to help us continue to grow and fulfill our mission. Many larger Chicago-area foundations restrict their funding to organizations serving Chicago residents. We are nevertheless ready to scale up so we can be more effective in addressing some of the deeply embedded inequities that plague our community. In order to do so, we are proposing to expand the Education Advocacy Project to ensure that children get the educational support they need to stay in school and on track for eventual job/career readiness, instead of being lost to dysfunctional institutions. With our new School-Based Civil Legal Clinic, the Moran Center also proposes to enhance support for marginalized families struggling with legal issues that threaten housing security, income, and family stability, so that their children can focus on school without worrying where their next meal will come from or whether they have a bed to sleep in at night.

It is for these reasons that we are requesting additional funding from the CDBG and MHB. Specifically, we are requesting \$35,000 from CDBG to partially support the salaries of three staff members: the Education Advocacy Attorney, the School-Based Civil Legal Clinic Attorney, and a new position, the Education Advocate. These staff serve exclusively Evanston residents.

1. The full-time Education Advocacy Attorney has an annual salary of \$62,400. We are requesting CDBG funding to pay \$12,480, or 20% of her salary.
2. The School-Based Civil Legal Attorney has an annual salary of \$60,000. We are requesting CDBG funding to pay \$17,500, or 29% of her salary.
3. The Education Advocate is a new position to help meet the overflow of requests for educational advocacy from Evanston families. The annual salary for this position is \$37,500. We are requesting CDBG funding to pay \$5,020, or 13% of the salary.

We are respectfully requesting \$48,000 in funds from the Mental Health Board to partially support the salaries of two licensed, experienced clinical social workers who provide trauma-informed, culturally-attuned therapeutic services and case management for Evanston youth and their families.

1. The Deputy Director/Director of Social Work Services has an annual salary of \$65,219. We are requesting MHB funding to pay \$21,500, or 33% of her salary.

2. The Social Worker has an annual salary of \$47,927. We are requesting MHB funding to pay \$26,500, or 55% of her salary.

Without these funds, the Moran Center would need to reduce services to already marginalized youth and their families, deepening the very inequities that the City of Evanston and the Moran Center are working so zealously to change.

Program Outcomes

Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	286	279	280	274	34	33	32	31
White/Hispanic	21	21	25	25	10	10	12	12
Black or African American	285	268	290	272	147	138	150	141
Black, African American/Hispanic	6	6	8	8	3	3	4	4
Asian	69	69	70	70	5	5	6	6
Asian/Hispanic	19	19	15	15	0	0	0	0
Native American	5	5	5	5	0	0	0	0
Native American/Hispanic	3	3	5	5	0	0	0	0
Other	95	90	100	94	24	22	25	24
Other/Hispanic	94	92	100	98	15	15	17	17
Total	883	852	898	866	238	226	246	235

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	Clients engaged in the Education Advocacy Project will improve participation in school.	70% of clients will demonstrate improvement through grades, progress towards IEP goals, and/or attendance. Data source: School Records.	29	29	29	29	116				0
2	Families will have increased access to legal assistance through the Moran Center's School-Based Civil Legal Clinic.	90% of eligible families who seek civil legal services will receive brief advice, representation, and/or an appropriate referral. Data source: Review of records in LegalServer.	25	25	25	25	100				0
3	Criminal/Juvenile Delinquency clients will comply with court orders.	70% of legal clients will successfully comply with court orders. Data source: Review of records in LegalServer.	44	44	44	44	176				0
4	Social Work clients will	70% of youth will report	44	44	44	176					0

	successfully grow self-efficacy (i.e. self-awareness, confidence, advocacy, and conflict resolution skills).	and/or demonstrate increased levels of self-efficacy. Data source: Pre- and post-intervention surveys.											
5	Legal/Social Work clients will access necessary community services to strengthen their network of support.	90% of clients who desire access to additional resources will be assisted in obtaining services. Data source: Clinician surveys.	44	44	44	44	176						0
	Individuals seeking criminal record relief through the Moran Center's Help Desk will have their records reviewed and receive assistance in the record-clearing process.	95% of individuals seeking Help Desk assistance will have their records reviewed and receive legal assistance in the record-clearing process. Data source: Review of client intake forms and LegalServer.	200	200	200	200							
Total			386	386	386	386	744	0	0	0	0	0	0

Program Line Item Expenditures

Item Description	Total 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

Item Description	Total 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, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.



[Audited Financial Statement 2016-17](#)
[Moran Center 990 2017](#)

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

[Strategic Plan 2018-2021](#)
[Moran Center Year End Review FY 2018](#)

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).



[Moran Center 501 \(c\)3](#)

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 2017 only if changed).

Brief biographies of key staff including demographic information.



[Moran Staff Bios](#)

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).

[Grievance policy Moran Center](#)

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

[Moran Center Board of Directors with demographics](#)

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

[Moran Client Intake Form](#)

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.
[download template](#)

[2018 HUD Family Income Limits](#)

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

[Moran Center Org. Chart 2018](#)

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 Moran Center](#)

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 FY2018.

[Rev/Exp Moran Center FY 2017-18](#)

Organizational commitment to equity, diversity and inclusion.

[Moran Equity Statement](#)

Extra

Is the SBCLC only available to students and families who attend Chute?

Initially, the SBCLC was based at Chute Middle School as part of the community school model, and only served low-income families with a child/children at Chute and/or one of the elementary feeder schools. In September, the SBCLC will expand to serve all low-income families with a child/children attending Evanston/Skokie School District 65 or anticipating attendance. The SBCLC will, again, offer referrals, advice, and representation for civil (non-criminal) legal services including assistance with adoption/guardianship, family law issues, housing, immigration, bankruptcy, consumer law, etc. In keeping with our approach to ensure that our legal services are easily accessible and embedded within the community, the clinic will operate at various times at Chute Middle School, Joseph E. Hill Education Center, and Dr. Martin Luther King Jr. Literary and Fine Arts School. Intakes and appointments may also be made in advance with the Moran Center's Staff Attorney, Joan Clay, at (847)278-4220.

What steps is the agency taking to relieve staff stress?

This is a great question! The Moran Center senior staff and Board of Directors are very concerned about staff stress and the potential for burn-out due to the intense nature of the work we do. Last year, the Moran Center engaged all staff in a series of in-service trainings on trauma, including a session on vicarious trauma. In addition to learning some strategies for preventing and addressing vicarious trauma, a cell phone app called Provider Resilience was recommended to monitor professional quality of life, burnout, resilience, compassion satisfaction, and secondary traumatic stress. Each quarter at a staff meeting, we take time to discuss how we are doing in relation to these stress and resilience scales. While the app is just one tool we use to ease the pressures inherent in our work, it is a regular reminder of the need to attend explicitly to burnout and the potential for vicarious trauma. The social workers meet weekly with a social work consultant, alternating between individual and group consultation, to review cases, discuss challenges, generate creative approaches to addressing client needs, and to vent when feeling overwhelmed. The attorneys and social workers also meet weekly to process cases and discuss strategies for work with clients. Due to the frequency of crises within our practice, senior management encourages staff to take mental health days, use flex-time, and use all earned vacation time. Recently, the agency has also allotted each staff member with a \$50 quarterly stipend to use for the purpose of meeting with an outside professional mentor for advice and counsel. Most importantly, all of the staff at the Moran Center appreciate the value of creating a professional environment that is collaborative, supportive, and restorative, as reflected in a recent staff survey conducted as part of the agency's 2018-2021 Strategic Planning Process.

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

Application ID: 120355

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City of Evanston
Community Development
2019 CDBG Public Services & Mental Health Board
8/15/2018 deadline

Meals at Home Prevention of Malnutrition and Hunger Through Home Delivered Meals

USD\$ 30,000.00 Requested
USD\$ 10,000 MHB Request

Submitted: 8/13/2018 11:52:44 AM (Pacific)

Project Contact

Deborah Genthe
mealsathome@sbcglobal.net
Tel: 847-332-2678

Additional Contacts

none entered

Meals at Home

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IL, IL 60201
United States

Telephone 847-332-2678
Fax 847-492-1037
Web www.mealsathome.org

Executive Director

Deborah Genthe
mealsathome@sbcglobal.net

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.

Meals at Home

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. 2019 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 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 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 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 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).



[2018-2019 budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[board roster 2017-2018](#)

Board of Directors, including demographic information, 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. Describe your program, including the need(s) that it addresses. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

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

funding.

Meals at Home (MaH) addresses the need of the homebound for a “decent quality of life that includes basic necessities, adequate food, and medical care.” (Consolidated Plan pages 58 and 139).

1. Need for support services such as home delivered meals so that seniors and persons with disabilities may maintain health. Sixteen percent of seniors consume fewer than 1,000 calories a day which is insufficient to maintain health. Persons who are unable to shop or cook for themselves often eat foods that are easy to fix but may have little nutritional value. They are at risk for hospital admission or placement in costly and restrictive institutions.

Answering the Need:

Meals at Home’s volunteers deliver freshly made lunches and dinners, as well as beverages 6 days per week, 52 weeks a year, including holidays. The meals are completely ready to eat. Each set of meals provides at least two thirds of an adult’s daily recommended dietary allowance.

96% of MaH clients are able to live in familiar surroundings with dignity and treasured independence.

2. Need for support to comply with medically prescribed diets.

As they age, increasing numbers of individuals suffer with diabetes, kidney disease swallowing problems and more, and need dietitian approved menus. But many individuals with chronic illnesses do not adhere to their recommended diets. They may be unable to measure portions, do not understand how to count calories or how to limit salt.

Answering the Need:

MaH offers clients diabetic, salt free, mechanically chopped or pureed food, and even gluten free meals which have been prepared under dieticians’ supervision. MaH clients often report that the meals contributed to their health. One client reports the meals were, “critical to my recovery.”

3. Need for social support and safety:

Individuals need to maintain social contacts to prevent the damaging effects of isolation and loneliness. Social isolation may lead to loss of appetite, depression, compromised immune system and even suicide. (Suicides among the elderly are 29 per 100,000 compared with the national average for all ages of 12.6.) Bereavement and isolation leave elders vulnerable.

Safety is a related concern for persons living alone. FEMA reports that people over the age of 65 have a greater risk of dying in a kitchen fire than the general population. Some elderly persons are unable to handle hot or heavy pots, others forget to turn off the gas. “It’s not safe for me to cook,” a MaH client declares. Some who cook are in danger of food borne illness from under cooking or unsafe food handling.

Answering the Need

MaH volunteers help stave off loneliness. At the time of a delivery, volunteers may chat with clients. This interaction – brief though it may be -- also is a buttress against the damaging effects of social isolation. At the time of delivery, volunteers do a subtle well-being check to assure client safety.

In its Friendly Visit program, MaH volunteers are paired with like-minded clients and offer them companionship.

4. Need for affordable meals to help reduce the nation’s health care costs

Persons who are malnourished tend to make more medical visits and utilize more health resources. They experience personal distress and incur higher medical bills.

Answering the Need:

MaH provides more than 64% of clients with subsidies to help pay for their meals. Some pay as little as 25 cents for a set of meals or those in dire circumstance

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

Meals at Home clients include persons over the age of 18 who reside in Lake and/or Cook County Illinois. This area covers Evanston, Kenilworth, Wilmette, Winnetka, Northfield, Glenview, Northbrook, and Skokie in Cook County and the eastern Lake County Cities of North Chicago, Waukegan, and Zion. The only eligibility requirement is need.

Participants in Meals at Home programs include adult

- a. Persons with disabilities who have no regular help with meal preparation
- b. Individuals who require medically prescribed diets which are difficult for them to prepare
- c. Individuals who need home delivered meals for a short time after hospitalization, accident, or during illness
- d. Persons in the MaH service area who live in SRO facilities with only limited cooking facilities
- e. Persons living alone (Living alone is a health risk.)
- f. The home bound
- g. Persons with a mental health diagnosis.
- h. Low income home bound individuals who need subsidies in order to pay for their meals

Descriptions of beneficiaries:

Diabetics, persons with kidney disease, those who have difficulty swallowing, and others with medical conditions which are dependent upon diet benefit from therapeutic meals. Persons who are post surgery benefit. “Meals were crucial to my

recovery," one client wrote. Individuals who live alone benefit. The son of another client says he likes the fact that someone (a volunteer who delivers meals) checks up on his mom when he is at work.

The home bound benefit. An estimated 1.9 million persons in the U.S. age 65 or older are completely or mostly home bound; another 5.3 million have functional limitations that make it hard for them to leave their homes or shop for food. (Medicare defines the "home bound" as individuals who require substantial effort or assistance to leave home and who may leave home briefly and infrequently.)

The community benefits: Meals at Home is one of a network of community social services "For too long, too many Americans have faced the impossible choice between moving to an institution or living at home without the long-term services and supports they need." (HHS Secretary Kathleen Sibelius in April 2012) Home delivered meals is one of the community services which Secretary Sibelius named specifically.

The economy benefits: A national study concluded that states could avoid costly and unnecessary nursing home care by investing in home delivered meals. (Thomas, KS and Mor, V. 2013, Health Services Research 48:3 p 1215 and (<http://www.mowaa.org/page.aspx?pid=1218>) One of the principals in the study estimated that if all states increased the number of older people receiving the meals by 1%, they would save more than \$100 million.

Meals at Home Demographics:

Age: The elderly make up 81% of MaH clients. But there is no age restriction. Twenty percent of MaH clients are younger adults with disabilities. The latter have disabilities such as serious mental illness, multiple sclerosis, or cerebral palsy. Roughly 18% of MaH clients have a mental health diagnosis. Some clients are undergoing chemotherapy.

Gender: Male 40%; Female 60%

Ethnicity: Caucasian 64%, African American 30%, Asian 3% Hispanic 3%.

Incomes: 48% live on less than \$15,500. 21% have incomes between \$15,500 and \$25,800. 31% have higher incomes.

Applicants have easy access to the service. They can complete applications over the phone and do not need to undergo in-home assessments. Service may begin within 48 hours of the phone call.

3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

Need of the homebound for a "decent quality of life that includes basic necessities, adequate food, and medical care." (Consolidated Plan pages 58 and 139).

Underserved populations which MaH serves or would like to serve in MaH service areas include

- a. The homebound elderly who are unable to prepare meals
- b. Younger Persons with mental physical disabilities
- c. Ethnic minorities, including the fast-growing, low income, medically underserved Hispanic population

How does MaH identify them? MaH identifies them

- a. By their location in Evanston (MaH has delivery routes serving persons in the area in which large minority populations reside)
- b. When they reside in low income housing, e.g. HACC
- c. When their ministers indicate their parishioners need MaH services e.g. health ministry of Second Baptist Church
- d. Recent residents of nursing homes who are transitioning to living in the community
- e. SRO residents who have limited cooking facilities, e.g. the McGaw YMCA residence for men
- f. By referrals from social service agencies, hospital discharge staff, etc.

How under represented persons are targeted. MaH has

- a. Conducted sample meal tastings at public housing owned by the Housing Authority of Cook County (HACC) in Evanston
- b. Met with pastors and representatives of churches with large numbers of African Americans
- c. Been guided by representatives of such persons by board members e.g. a member who has been a volunteer for housing and employment for homeless and exoffenders, and who has been a volunteer for the NAACP and Rainbow PUSH
- d. Translated brochures and other material into Spanish
- e. Conducted community events/public presence provide opportunities to inform underrepresented groups about MaH
- f. Employees represent minority groups

How would services increase to underrepresented with a CDBG award?

An award would help MaH underwrite additional efforts to reach minority populations, and to offer additional stipends to low-income persons who are at risk of malnourishment help them pay for their meals.

Resulting impacts of increased services to the underrepresented:

- a. Prevention of malnutrition or hunger to more Evanston residents, resulting in clients' better health – so they are hospitalized

- less, have better control of their chronic illnesses, e.g. diabetes, and are less lonely
- b. Offer greater client safety. As a result of having fully cooked meals delivered to them, the elderly or ill persons have fewer kitchen mishaps, e.g. burns or food-borne illness
- c. Well-being checkups by volunteers who deliver meals
- d. Clients feel more secure about getting enough food
- e. Avoidance of loneliness or social isolation which damages health
- f. Individuals experience greater emotional confidence about living independently.
- g. Offers economic benefits to the community

Impact would be measured by

- a. Numbers of persons served in the areas in which the underrepresented Evanston residents identified above reside
- b. How often volunteers identified a client needing additional help/services
- c. Annual survey of clients asking how their lives were changed i.e. their safety, their health, their independence, their satisfaction with their lives, or other criteria, as a result of receiving MaH services
- d. Numbers who remain living independently in the community
- e. How many vote or buy goods in Evanston.

4. 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.

	Intake/assessment
	Referrals
	Individual case management plan/services
135	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)
135.00	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

If MaH is unable to serve individuals, for example, they reside outside of MaH service area, they are referred to alternative sources for services. Demand for service fluctuates throughout the year; it is not predictable.

6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.

Referrals within the organization include

- *The website for Meals on Wheels America website <https://www.mealsonwheelsamerica.org/> has a search box into which one can enter a zip code and a nearby home delivered meals provider name and contact will appear/
- *Meals at Home staff answers the phone and will link the caller with appropriate services

Referrals to other agencies take place as follows

- *If the MaH volunteer suspects that a client is having difficulty, according to the nature of the suspected problem, the volunteer will phone the MaH office and reports his/her observations. The MaH staff first calls family or listed contact and, if warranted, will ask the local police to do a well-being checkup.
- *When a client or caller to the MaH office and asks for City of Evanston information or government help, a suggestion will be made to call the Evanston 311 service.
- *Referrals are made to organizations that provide halal or kosher meals to persons who request same.
- *Contact information to relevant agencies is given to callers who have questions about social services. For example, referral information is provided concerning senior services goes to the North Shore Senior Center, or for help at home, SASI is recommended, or for information about services to persons with disabilities, calling the Center for Independent Futures will be recommended, and so forth and so on. Or callers will be referred to <http://www.dhs.state.il.us/> with questions about State of Illinois programs
- *Some clients are asked whether they would like MaH volunteers to pick up items at the Hillside Free Methodist Church Food pantry in Wilmette or New Trier Township's food pantry (special arrangements need to be made).
- *Persons interested in the problems of hunger, food insecurity and food distribution are referred to the Evanston Public

Library. MaH is co-sponsoring with them a series of panel discussions on "A Piece of the Pie: Hunger and Food Insecurity in Evanston." This opportunity also was publicized widely in the community.

Referrals are noted in the internal Meals at Home "Daily Notes" which go to MaH staff.

7. 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.

Other agencies only partially address the need

Some other agencies

*Campus Kitchens uses student volunteers from Northwestern University who collect excess food from dining halls, repackage it, and deliver it to needy Evanston residents. Meals are delivered 3 times a week and only offer regular fare.

*Council for Jewish Elderly delivers meals only 5 days a week between 10 a.m. and 3 p.m., but does not deliver on Jewish or national holidays (vs MaH deliveries are between 11 am and 1, delivers 5 days/week, and on holidays)

*Food banks, food pantries, food stamps (SNAP) programs require users to be mobile and to prepare their meals.

*Home Chef, Blue Apron and other commercial home delivered meals products are expensive, usually require patrons to cook meals, and commonly do not offer therapeutic meals.

None of the above offer vital socialization and well-being checkups.

Collaboration to avoid duplication of services

Occasionally, MaH and CJE refer clients to each other. Otherwise, there has been little or no duplication.

Successes

* 95% of MaH clients remain in the community vs 92% of recipients of home delivered meals nationally. The continued presence of an elderly population enriches their communities.

*MaH is contributing the health. Some receiving MaH deliveries after surgery reported that the meals had been critical to their recovery. Another says, [Without MaH], "I would probably become anemic again."

*Meals at Home is engaging in more community outreach and in public education about hunger in America. MaH sponsored a series of panel discussions, "A Piece of the Pie: Hunger and Food Insecurity in Evanston." which increased public awareness of if the problem.

*MaH is receiving greater recognition for its important role in the community. Last year, the Mayor of Evanston declared October 9 as Meals at Home Day.

*Meals at Home is proud to be subsidizing increasing numbers of clients who need help paying for their meals.

*The MaH board of directors has become more diversified: More members who are from the business world have been added. They are providing new expertise and perspectives. An MaH client also is offering insights into issues affecting low income African Americans.

Challenges

Challenge: Food vendors are reaching their limit to supply MaH, therefore, we face the approaching challenge of obtaining the required quantities of food and do so in an efficient way, while making sure that the vendors offer standardization of quality, sufficient quantity, accommodation to MaH's scheduling, and with costs that meet our budget.

Challenge: To subsidize the increasing number of individuals who need help paying for their food. Adequate financial resources are required to meet these clients' needs.

Challenge: To recruit and retain volunteers in order to keep up with the growing demands for services. More volunteers are needed to serve added clients on current routes as well as to keep up with clients in a larger service area.

Challenge: To keep meals appealing. About half of seniors has diminished sense of taste and may not eat what is served.

What sets MaH services apart. MaH

*Furnishes freshly prepared meals, not frozen or leftover food.

*Delivers daily 6 days/week, 52 weeks/year, including Saturdays

*Offers medically prescribed diets supervised by dietitians

*Subsidizes persons who need help paying for their meals

*Provides clients with vital social support

data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?

Goal 1: To provide nutritional support for the elderly and persons with disabilities who wish to age in place for as long as possible.

Outcome anticipated:

95% of clients receiving regular MaH deliveries will continue to live their homes or in other independent living environments in the community during 2019.

Change from 2018: None

Data collected:

Numbers generated from MaH financial records and tabulation of the percent of those who have stopped delivery i.e. not moved to nursing homes or other institutions.

Success achieved

For 50 years Meals at Home has been able to fulfill its mission -- to promote health and independence. Of clients receiving MaH meal deliveries, 95% remain in independent living environments in the community. Up to 3.6 million people are considered housebound and need home-based care. Home delivered meals helps delay their entry into costly and restrictive institutions.

Goal 2: To provide meals that will help clients maintain or improve their health.

Outcome anticipated:

At least 88% of MaH clients will say that MaH meals benefit their health.

Change: MaH hopes to repeat this outcome

Data Collected:

Responses collected from MaH's annual client survey.

Anecdotal evidence from clients who phone the MaH office

Success achieved

Result: 88% of clients who are receiving MaH's therapeutic meals report improvements in their well-being.

Goal 3: To prevent harmful effects of social isolation while acting as a safety net provider.

Outcomes anticipated:

83% of clients in the Friendly Visitor program will demonstrate that they have received social support.

Of other clients receiving meal deliveries, 70% will report having increased social ties/social support.

100% will have received well-being checkups for their safety.

Possible Change: The numbers are expected to rise.

Data Collected:

Client survey results

Anecdotal reports by volunteers when they deliver meals.

Numbers of alerts about clients' wellbeing will indicate whether the anticipated 100% outcome will have been met

Success achieved

Goals were met. Social isolation is a threat to health. Home-delivered meals can significantly reduce feelings of loneliness and promotes emotional well-being.

Goal 4: To provide affordable meals.

Anticipated Outcome: Meals at Home will provide subsidies to at least 60% of its clients to help them pay for their meals.

Possible Change: Increasing number of clients are requesting subsidies, so the percent may increase

Data Collected:

The MaH bookkeeper does quarterly client subsidy analysis to determine the numbers, percentages, and trends in MaH subsidization. Last year the rate of MaH subsidization was 64%.

Success achieved

More than 60% of MaH low income clients are receiving subsidies to help them pay for their meals. This is an important factor for individuals' finances and for the U.S. economy, as well. Research findings suggest that meal delivery programs have the potential to reduce the use of costly health care for vulnerable patients. (Health Affairs vol. 37, No. 4: April 2018)

The Meals at Home Executive Director is responsible for ensuring that the program is implemented well.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.

Unduplicated people to be served in 2019

Unduplicated Evanston residents to be served in 2019

Unduplicated low/moderate income people to be served in 2019

99	Unduplicated low/moderate income Evanston residents to be served in 2019
200	Unduplicated people served in 2018
120	Unduplicated Evanston residents served in 2018
115	Unduplicated low/moderate income people served in 2018
80	Unduplicated low/moderate Evanston residents served in 2018
1,219.00	TOTAL

10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."

History in Evanston

In 1968, CEDA (Community and Economic Development Association) of Cook County and concerned citizens saw that numbers of Evanston seniors, were at risk of malnutrition. Saint Francis Hospital kitchen was asked to prepare meals for home delivery.

Area churches and organizations helped recruit volunteers, and Meals at Home's first deliveries were made in October 1968 to residents of Evanston and nearby Chicago.

In 1975, Wilmette clients were added, and Evanston Hospital's kitchen began to prepare meals for delivery. In 1982, Kenilworth and Winnetka were added to MaH's service area. Subsequently, East Glenview and East Northfield were covered. In 2002, a Friendly Visit program was introduced, followed by a Grocery Shopping program.

In 2016, the MaH service area expanded to include Skokie and north eastern Lake County.

More recently the Glenbrook area home delivered meals program joined with Meals at Home.

MaH also has engaged in additional outreach activities, educating the community about food insecurity and related societal issues.

Organization Mission:

The mission of Meals at Home is to foster health and contribute to individual well-being and independence by delivering nutritious meals and medically prescribed diets and by providing other support services to the homebound, elderly, disabled, and persons unable to care for their nutritional needs.

Purpose:

The purpose of the MaH program is to prevent malnutrition, which leads to poor health, among the elderly and adults with disabilities who wish to continue to live in their homes for as long as possible and to avoid their premature placement in costly and restrictive institutions.

Organizational structure

Meals at Home operates with a staff of six (two full time and four part timers.) They include the full-time executive director and volunteer coordinator as well as two part time program coordinators, a development coordinator, and a bookkeeper. They all report to the executive director who reports to the board.

The organization is grateful to its 400 volunteers who deliver meals, monitor the wellbeing of clients, and buoy their spirits. Their generosity and dedication are greatly valued.

Size and functions of the board

The 14-member board of Meals at Home reviews and approves the budget, provides input into and approves the strategic plan, and participates in fundraising activities. Board members serve on committees and make financial contributions to the organization. Many also deliver meals. Board meetings are held on the third Wednesdays of odd-numbered months.

Significant organizational changes in the last year.

- *Meals at Home is preparing for expansion and has a blueprint for food production options.
- *To assure that growth is orderly, fiscally responsible, continues to offer quality, and answers community needs, MaH is undertaking a process to culminate in a comprehensive Strategic Plan.
- *A part time development coordinator was added to the employee roster who has generated substantial funds.
- *The Glenbrook Meals at Home program is now integrated into Evanston's Meals at Home
- *The Board Development Committee has recruited more board members who have been in business
- *A client who is familiar with the African American community (re housing and employment for homeless and exoffenders, the NAACP, and Rainbow PUSH Coalition) is now a member of the Board
- *Meals at Home initiated a community dialogue about nutri

11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?

Of the six Meals at Home staff, there is one African American and one Hispanic. The Executive Director who is Caucasian has a participatory management style. As befits a small staff and in order to assure team work, all employees' input is

involved in when significant decisions are to be made.

12. Describe 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).

Capacity of Meals at Home to Undertake the Program:

The ability of Meals at Home to carry out the program is greater than ever. Meals at Home is serving increasing numbers of clients in an extended geographical area. The organization has a strong financial base and growing fundraising success. Its Executive Director is strengthening the administration.

The MaH volunteer pool is replenished regularly, and enthusiasm continues to be high among veteran volunteers. Its Board of Directors is replete with active members who have more diverse backgrounds, and whose leadership is more dynamic than ever.

MaH has a strong staff, every one of whom has top notch experience and expertise. The Executive Director has had many years of relevant experience providing services to seniors. The program coordinator has strong organizations skills. The development coordinator has had 20 years of experience in the field. The other staffers have had strong organizational experience in their functions.

Because Meals at Home is poised for growth, management has called on outside experts to make certain that MaH's courses of action taken are based on the most authoritative intelligence. A food business consultant was engaged to determine how best to ensure the organization can consistently secure and deliver quality meals at an appropriate cost. Accordingly, a report recently was completed which set out feasible strategies for obtain the required quantities of food and do so in an efficient way, while making sure that the vendors offer standardization of quality, accommodation to MaH's scheduling, and with costs that meet our budget.

Further, to create a roadmap for moving in a new direction, MaH is is being guided by independent consultants in developing a strategic plan.

Experience of Staff with Federal Policies and Procedures

* The Executive Director of Meals at Home has managed a federal Department of Transportation grant and has complied with appropriate record keeping, and other federal grants requirements.

* The bookkeeper follows federal record keeping requirements.

Their experience assures that financial management reflects federal procedures where appropriate for Meals at Home.

Procedures for management of Meals at Home finances include:

- 1) An annual audit is prepared by a certified accounting firm and is available for inspection.
- 2) The board of directors approves an annual budget for its current fiscal year, outlining projected expenses for major program activities, fund raising, and administration.
- 3) Meals at Home complies with all Federal, State, and local financial regulations

13. 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)

14. 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? Also provide staff demographics.

For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.

Meals at Home operates with a staff of six (two full time and four part time) employees.

Full time staff

Executive Director (Full time), Deborah Genthe, BA, has directed the streamlining and growth of Meals at Home's program, financial, and community outreach since taking on the position in 2013. Prior to assuming the position at Meals at Home, Ms. Genthe served as the first Executive Director of Interfaith Caregivers of Washington County, Wisconsin, a not for profit network of volunteers which under her leadership grew to serve more than 1,200 seniors with transportation, access to food, and good

neighbor deeds such as snow shoveling and grass cutting. Earlier, she worked for the American Heart Association as both an Area Director and a Fund-Raising Specialist in multiple counties in the Milwaukee region.

Volunteer Coordinator, (Full time), Matti Moran, BS, has experience conducting market research, web design, and customer service. She also has volunteered at Deborah's Place which provides supportive housing and services to homeless women.

Part time staff

Program Coordinator, (Part time shared), Don Tinsley, BS, has been a counselor for troubled children in residential care, has been a research assistant in the Department of Psychology at Loyola University Chicago, and has a certificate in Therapeutic Crisis Intervention.

Program Coordinator, (Part time shared), Joseph Widener, BA, has spent a number of years in the food service industry, is a writer, and had previously been volunteering in the Meals at Home office.

Development Coordinator (Part time), Jennifer Shreve, MPA, BA has nearly 20 years of experience in development. She has been Director of Development at Community Power Network an organization which helps communities build renewable energy projects and policies, at Capital Area Asset builders, which helps empower low- and moderate-income residents of the Greater DC Area to take control of their finance and build wealth; and at Rebuilding Together, an agency that makes free home repairs for low-income homeowners.

Bookkeeper (Part time), Mike Claudio, BS in Accounting, has been Director of Finance at the national Museum of Puerto Rican Arts and Culture and a staff accountant at the Puerto Rican Culture Center. He has developed and implemented financial policies and procedures, prepared for audits, generated financial statements, and filed Federal and State tax forms.

Volunteers are de facto staff: MaH volunteers are the heart of the organization. There are about 400 of them, some serving for 20 or more years. Last year they drove nearly 24,000 miles delivering more than 47,00 meals. They deliver meals in the bitter cold and blistering heat. They come from area towns and mirror the community: there are young mothers, husband and wife teams, retired teachers, professional musicians, realtors, retired executives, and more. They are greatly valued.

Staff Demographics: Estimated average age: 32; gender: 3 male, 3 female; and race/ethnicity 1 African American, 1 Hispanic.

Staff to participant ratio is 1:30. There are seven staff members serving 210 clients. (The calculation does not include Meals at Home's 400+ volunteers).

All staff members are all vital to the operations of Meals at Home, so their positions will be retained whether or not City funding is received.

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

Deborah Genthe, mealsathome@sbcglobal.net, 847-332-2678

16. 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)

164242562

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

Yes

No

18. 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

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

The office is ADA compliant, but the program primarily takes place in clients' homes

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 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.

Deborah Genthe, Executive Director

Budget

Funding Sources/Revenues	2018	2019	2019 Committed	
City of Evanston CDBG	USD\$ 20,000.00	USD\$ 20,000.00		
City of Evanston Mental Health Board Funds	USD\$ 10,000.00	USD\$ 10,000.00		
Total	USD\$ 30,000.00	USD\$ 30,000.00	USD\$ 0.00	

Funding Uses/Expenses	2018	2019 Total	2019 CDBG	2019 MHB
Salaries & Wages	USD\$ 200,000.00	USD\$ 223,600.00	USD\$ 10,000.00	USD\$ 5,000.00
Fringe	USD\$ 3,600.00			
Fundraising	USD\$ 23,250.00	USD\$ 23,250.00		
MArketting	USD\$ 6,000.00	USD\$ 6,000.00		
Meal Costs	USD\$ 217,000.00	USD\$ 217,000.00	USD\$ 10,000.00	USD\$ 5,000.00
Insurance	USD\$ 10,000.00	USD\$ 10,000.00		
Volunteer Relations	USD\$ 31,500.00	USD\$ 31,500.00		
Technology	USD\$ 11,000.00	USD\$ 11,000.00		
Postage	USD\$ 3,000.00	USD\$ 3,000.00		
	USD\$ 0.00			
Professional Services	USD\$ 26,000.00	USD\$ 26,000.00		
Fees	USD\$ 3,000.00	USD\$ 3,000.00		
Office Rent/Maint, utilities	USD\$ 35,000.00	USD\$ 47,000.00		
Supplies	USD\$ 9,000.00	USD\$ 9,000.00		
Telephone	USD\$ 10,000.00	USD\$ 10,000.00		
Non Collectible Client Payments	USD\$ 12,000.00	USD\$ 12,000.00		
Financial Assistance	USD\$ 10,000.00			
CLient Services	USD\$ 1,000.00	USD\$ 1,000.00		
R&D Program set up	USD\$ 5,000.00	USD\$ 5,000.00		
Misc-PR Taxes, Serv, Security	USD\$ 25,000.00	USD\$ 1,230.00		
Total	USD\$ 641,350.00	USD\$ 639,580.00	USD\$ 20,000.00	USD\$ 10,000.00

Budget Narrative

Meals at Home's fiscal year runs July 1 - June 30.

While this program has existed for 50 years, it has grown considerably in both community need and in number of clients served. As a result changes have been made and will continue to be made to increase efficiencies, improve quality, and ensure personal touch is not lost.

There is little change in our current budget as we prepare for a potentially large increase in the number of people we will serve in the next several years. The amount of our request reflects this in that it is the same amount requested last year.

Program Outcomes

Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	82	54	90	60	55	45	60	62
White/Hispanic								
Black or African American	40	32	50	35	32	22	35	30
Black, African								

American/Hispanic								
Asian								
Asian/Hispanic								
Native American								
Native American/Hispanic								
Other	12	7	20	15	12	7	15	8
Other/Hispanic	7	6	10	8	7	6	10	8
Total	141	99	170	118	106	80	120	108

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	Numbers are generated from MaH financial records and a tabulation is made of the percent of those who have stopped delivery i.e. not moved to nursing homes or other institutions with the anticipated result that 95% of unduplicated clients will remain in their homes	95%				0					0
2	Responses are collected from MaH's annual client survey which ask questions about their health. At least 88% of MaH clients will say that MaH meals benefit their health.	88%				0					0
3	Clients answered a survey that included questions about their interactions with MaH volunteers. 83% of clients in the Friendly Visitor program will demonstrate that they have received social support. Of other clients receiving meal deliveries, 70% will report having increased social ties/social support.	83%				0					0
4	The MaH bookkeeper does quarterly client subsidy analysis to determine the numbers, percentages, and trends in MaH subsidization. The rate of MaH subsidization is expected to be at least 64%.	64%				0					0
5						0					0
Total			0	0	0	0	0	0	0	0	0

Program Line Item Expenditures

Item	Total	CDBG	MHB	Q1 Jan-	Q2 Apr-	Q3 Jul-	Q4 Oct-	Spent to
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Description	Budget	Funds	Funds	Mar	Jun	Sep	Dec	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

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1 Salaries & Wages	223,600	10,000	5,000	3,500	3,500	3,500	3,500	\$ 14,000
2 Meal Costs	217,000	10,000	5,000	3,500	3,500	3,500	3,500	\$ 14,000
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	440,600	20,000	10,000	7,000	7,000	7,000	7,000	\$28,000

Documents

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement, federal single audit (if applicable), 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 including strategic plan.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies

Required? Attached Documents *

✓ [Audit](#)

60 of 156 ✓ [IRS letter](#)

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 2017 only if changed).

Brief biographies of key staff including demographic information.



[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 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.

[proof of income letter](#)

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

[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.



[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 FY2018.



[p&L](#)

Organizational commitment to equity, diversity and inclusion.

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

Application ID: 119198

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City of Evanston
Community Development
2019 CDBG Public Services & Mental Health Board
8/15/2018 deadline

Connections for the Homeless, Inc. Outreach and Drop-In Program

USD\$ 95,000.00 Requested
USD\$ 70,000 MHB Request

Submitted: 8/15/2018 1:46:52 PM (Pacific)

Project Contact

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

Additional Contacts

none entered

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

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 funding for our Outreach and Drop-In program that connects people living on the street to stabilization resources and housing solutions.

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.

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. 2019 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.

<input type="text" value="25000"/>	CDBG
<input type="text" value="70000"/>	MHB (Human Services Fund)
<input type="text" value="95,000.00"/>	TOTAL

9. Funding request is:

Programs funded in 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 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 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 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.

We are applying for Mental Health Board (MHB) and CDBG funding for our Outreach and Drop-In program and currently receive support from the MHB for this program. New this year, we are also requesting 2019 CDBG support for this program.

According to the City of Evanston's 2015-2019 Consolidated Plan, there are more than 1,000 people on any given night in Evanston who are homeless. It is often a complicated web of factors that ultimately result in someone being homeless, including the lack of affordable housing, health challenges, domestic violence, and discrimination, among others.

We are the only agency in our region providing a comprehensive response to meet the needs of people living on the street through our Outreach and Drop-In program. Monday through Friday, our Outreach Specialist is traveling across Evanston and visiting places where people who are homeless are known to congregate including parks, 24-hour restaurants, soup kitchens, public libraries and forest preserves. The Outreach Specialist connects with people least likely to engage in our programs and encourages people to visit our drop-in center to access basic necessities. Five days a week our drop-in center is open as a safe, welcoming place for people to meet their basic needs. We have an on-site health clinic that includes a full-time Nurse Practitioner and a full-time Mental Health Specialist, community case managers, showers, laundry, food, clothing, and storage. Having all of these services in a single location is critical to not only meet participants varying needs, but also to encourage long-term engagement and trust. It is the combination of services and relationship-building that help us to talk about housing solutions and move people out of homelessness.

The importance of our drop-in services was highlighted when we had to close the program for 9 months due to the State of Illinois budget impasse during 2015 and 2016. While closed, the community provided feedback that there was an increase in the number of people using public facilities, and some private businesses, to attend to personal hygiene and seek respite from the weather. When we were able to reopen the drop-in program in April of 2016 there was some relief, however the program was only open two days per week. We conducted a needs assessment in the spring of 2017 to determine how to best meet the needs of our participants living on the street. We interviewed current and potential participants and found that 13% of

respondents took care of personal hygiene at public parks, libraries, community centers, and businesses. 40% of respondents used the same location for respite from the weather.

The needs assessment helped to inform our strategic plan, which our Board of Directors officially approved in January of 2018. As a result of this plan, we prioritized expanding the drop-in program. In April of 2018, the drop-in program began operating five days per week. To serve more people and provide more services, we expanded our staff by increasing our Nurse Practitioner to full-time, hired a full-time Mental Health Specialist, added a Drop-In Program Manager and an additional Community Case Manager, along with hiring a Housing Locator. We also actively recruited more volunteers to manage the clothing closet, provide reception functions, and oversee the overall safety of the space. Combined, we hired 4.5 new staff for the drop-in program and recruited dozens of new volunteers. This increased staff capacity is helping us to serve, on average, the 40 people a day that access our outreach and drop-in services.

Documents Requested *

Required? **Attached Documents ***

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



[Connections FY19 Budget](#)

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



[Connections FY19 Board of Directors](#)

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](#)

[Connections - Conflict of Interest 2018](#)

Application Questions

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

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

According to the City of Evanston's 2015-2019 Consolidated Plan, on an average night, there are 1,000 people in Evanston who are homeless. It is often a complicated web of factors that result in someone being homeless. This can include the lack of affordable housing, poverty, domestic violence, health challenges, divorce, violence, and discrimination. People who are homeless are at-risk for greater health issues, decreased educational attainment, and increased involvement in the criminal justice system.

Connections operates an Outreach and Drop-In program to engage with people living on the street and connect them to programs and services as we work to end their homelessness.

Monday through Friday our Outreach Specialist is on the streets of Evanston and surrounding communities. He visits parks, 24-hour restaurants, libraries, soup kitchens, and other places where people who are homeless are known to congregate. He also works closely with community groups, police departments, government institutions, and service providers to reach people in need. As he travels, the Outreach Specialist keeps outreach kits with him that include packaged food, socks, light toiletries, and seasonal items like hand warmers or ponchos. These kits, along with his ongoing contact, help to build relationships that encourage the participant to connect more deeply to services. He is working with those least likely to engage, and it often takes multiple visits with a person before they start to identify and share their needs.

Our Drop-In center works in tandem with our street-based outreach effort. Five days per week, as of April 2, our drop-in program is open for people living on the street to access basic necessities. The program is open Monday-Thursday afternoons and Friday mornings. Participants can access showers, laundry, food, clothing, storage, on-site health services, and case management. On average, we see 40 people a day at drop-in.

For many of our participants, our health team are the first people they start to engage with when accessing drop-in services. The health clinic is managed by our Nurse Practitioner and supported by our full-time Mental Health Specialist, volunteer nurses, and contracted physicians and psychiatrist. They provide immediate health stabilization and engagement, as well as ongoing medical case management, to meet participants' short-and long-term health goals.

The health team works in coordination with our Community Case Managers. The case managers conduct intakes and assessments each day of the week to determine needs and assess vulnerability for dying on the street. The case managers

also determine whether the participant is eligible for any of Connections' other programs and services or other any other housing/assistance programs offered in the region. As part of the case management sessions with participants, case managers help participants to:

- Apply for and maintain public benefits (LINK, Medicaid, SSI, SSDI, General Assistance, etc)
- Connect to transportation assistance
- Collect documentation and identification (birth certificates, state IDs, social security cards)
- Prepare for employment, with resume, job search, and interview support
- Refer participants to other specialty providers (substance use treatment)

The frequency and duration a participant engages in our services varies greatly from person to person.

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

Our Outreach and Drop-In programs serves people who are homeless.

Since January, we have served 441 people through the programs. Drop-in hours expanded in April from two days per week to five. This expansion in service hours has dramatically increased the number of participants engaging in our services. From January through July, 34% of the people we served identify as female and 66% as male. Most people accessing our services are between the ages of 40 - 55 years old. In terms of race and ethnicity, 60% identify as Black, 5% as Hispanic, 28% as white, 1% as Asian, and 6% either refuse, don't know, or indicate they are multi-racial. All are low or no income, and homeless, and more than half indicate they have some type of disability.

Both programs are low threshold, meaning there are no pre-conditions or eligibility requirements for acceptance. Additionally, there is not a prescribed manner by which participants are required to engage in programs or services. Our overall goal is to engage with those who are experiencing homelessness, help them to be as safe as possible while living on the street, and determine how to best support them through our assessment process. We also work closely with the Alliance to End Homelessness in Suburban Cook County, our regional Continuum of Care, to assess eligibility for permanent supportive housing. We participate in the Alliance's Coordinated Entry process, that assesses chronically homeless individuals for their vulnerability and risk for dying on the street and places them on a waiting list for permanent supportive housing according to the risk-level. When openings become available across the suburban Cook County region for permanent supportive housing, people are placed into the unit from the Alliance's waiting list. This is the Coordinated Entry process that is helping to streamline access points for people who are homeless to connect to housing.

3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. There is considerable research that demonstrates that people who are homeless have a higher prevalence of health issues, including acute, chronic, and mental health conditions. For some, health conditions have lead to homelessness, and for others, homelessness is the cause of worsening health. Despite the clear need for health services for people living in poverty, health disparities persist between low-income residents and moderate to high-income residents, including access to healthcare, as noted in the City of Evanston Health Department's EPlan 2011-2016. When combined with the lack of affordable housing available in the community based on the City's own estimates in the Consolidated Plan, there are many barriers to stable housing for low-and moderate-income families and individuals. We take a two prong approach to addressing homelessness and improving equity to create a community where everyone has the opportunity to live and thrive.

Through our direct service efforts of our Outreach and Drop-In programs, we ensure all people who are homeless are identified and targeted to receive the most basic necessities and services they need to remain as healthy and safe as possible while living on the street. By supporting Connections' efforts to provide these most basic necessities to underrepresented communities, you help us to facilitate improved well-being, housing stability, and overall health among people who are experiencing homelessness. As the only programs of it's kind in our community providing the array of services that connect people who are homeless to housing, we are helping people move beyond just meeting their day to day needs and think about their future. In addition, offering all of these services on a regular schedule and in the same location removes barriers to ongoing engagement and connections to services. Our progress toward achieving our goals, including strengthening housing stability, building healthy relationships, increasing income, and improving well-being are all measured to show our impact and success toward creating a more equitable community where we all have an opportunity to access the tools and resources we need to reach our full potential.

We are also actively engaged in advocacy efforts to address the root causes of homelessness and poverty. This is both a part of efforts through our leadership in the Joining Forces for Affordable Housing Coalition, as well as the agency's own advocacy for affordable housing and ensuring that all community members can meet their personal, financial, and health needs. We are actively seeking to engage our participants in this work and empower them to share their stories about how policies and procedures impact them. We believe our participants can help pave the way for change that helps to create more equitable

outcomes across our community.

4. 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.

275	Intake/assessment
110	Referrals
110	Individual case management plan/services
275	Services delivered on an individual basis (e.g. home delivered meals)
275	One time event or activity (e.g. field trips, tax preparation)
55	Multi-session program (e.g. after school program)
55	Focused topic activities (e.g. workshops, trainings)
250	Drop in services (e.g. computer lab, tutoring, help desk)
110	Phone or online help (e.g. 24-hour help lines)
1,515.00	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

Given the nature of our Outreach and Drop-In programs as low threshold, we do not turn people away. On average, we see approximately 40 people a day during drop-in hours and about X people per week. There is no wait list for drop-in services. However, for people seeking case management or health services, they may not be able to get an appointment on the same day. Occasionally, we will have more participants requesting case management or health services than slots are available. The case manager or health team will work with the participant to either schedule an appointment or encourage them to return the next day.

We have only operated the program at five days a week since April, however, we continue to see heavy demand for our services. On the high end, we have had 55 people in a single day served by the program, and on the low end 30. Previously, when open two days per week, we were seeing about 20 people, twice per week.

6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.

Across all of our programs and services, participants have access to referrals internally and externally. Internally, as participants engage through our Outreach and Drop-In programs, we connect them to other programs they are eligible for. This internal referral process happens through our intake and assessment.

Some participants may be connected to our overnight shelter, Hilda's Place, if openings are available. Our shelter is often full, and we maintain a wait list. Participants can be referred to external providers for emergency and transitional shelter in the region. We will provide transportation assistance and support in getting the participant to shelter.

For those that are eligible for permanent supportive housing, the Case Manager will start the process of collecting the necessary information and conducting the needed assessments as part of the Coordinated Entry process administered by the Alliance to End Homelessness in Suburban Cook County. Through this process, people who are chronically homeless and have a disability are able to get on a permanent supportive housing list that includes permanent supportive housing providers across the Cook County (excluding Chicago) region. Thus, while they might access our drop-in services and initially work with a Connections' Case Manager, they could end up securing a permanent supportive housing unit outside of Evanston with a different homeless service agency when an opening becomes available.

We also provide referrals for substance use disorder treatment, primary and mental healthcare, legal services, and any other specialty service we do not offer in-house. All of the referral information is tracked in our database, the Homeless Management Information System, and we regularly utilize the data to evaluate our programs. Case managers and our health team will provide follow-up on referrals, if needed, to ensure the participant has access to the services they need to achieve their goals.

7. 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.

We are the only agency in our region providing a comprehensive response to meet the needs of people living on the street through our Outreach and Drop-In programs. The importance of this work was made clear when when we had to close the program for 9 months due to the State of Illinois budget impasse during 2015 and 2016. While closed, the community provided feedback that there was an increase in the number of people using public facilities, and some private businesses, to attend to

personal hygiene and seek respite from the weather. When we were able to reopen the drop-in program in April of 2016 there was some relief, however, the program was only open two days per week. Our own needs assessment conducted in the spring of 2017 further illustrated that without regular, local drop-in services, many people continued to use public parks, libraries, community centers, and businesses to attend to personal hygiene and seek respite from the weather.

We were thrilled when we were able to expand drop-in hours to operation five days per week in April to better meet the needs of our community and our participants. It was a significant accomplishment for the agency to successfully recover from previous financial challenges and return services that were so desperately needed. In addition to the expanded hours, we also expanded the staff that is helping to serve more people and provide more services. We increased our Nurse Practitioner to full-time and hired a new, full-time Mental Health Specialist. Having on-site health and wellness services that can meet both the primary and mental health needs of our participants is particularly unique for an agency of our size. We have found these services critical to engaging with participants and helping to address their immediate health needs.

Additionally, to foster a healthy healing environment, all of our staff are trained and incorporate the principles of harm reduction and trauma-informed care into our work. We emphasize collaboration and empathy, as well as recognize our participants as experts in their own lives. We focus on safety and quality of life by creating a welcoming, non-judgmental space for people to meet their needs.

We work closely with a number of agencies, some of which also provide outreach efforts and engage with people who are homeless. Y.O.U., Impact Behavioral Healthcare, Evanston Public Library, and Interfaith Action of Evanston, among others, refer participants to us and we coordinate services. Interfaith offers complimentary services at the Hospitality Center that operates Monday through Friday mornings and our teams coordinate and collaborate in supporting participants. We also work closely with Trilogy Behavioral Health and Erie Family Health Center to connect participants to more long-term primary and mental health providers.

8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?

Since January, we have made significant staffing changes to serve more people and provide more services for people who are homeless. As noted above, we hired a new Chicago Avenue Manager to oversee operations and day-to-day management of the Drop-In program. We now have a team of 4 Community Case Managers, previously we had 2, to provide ongoing support of drop-in participants. A new Outreach Specialist was on-boarded in the Spring to provide street outreach. We increased our Nurse Practitioner to full-time to provide more immediate primary health services. A new, full-time Mental Health Specialist was hired in March to provide both group and one-on-one counseling, as well as art therapy groups, to better address the mental health needs of our participants. And, we hired a new, full-time Housing Coordinator in April to help participants find safe, affordable housing, including permanent supportive housing and market-rate rental units.

With this staff significant expansion and operation of the drop-in program five days per week, we expect to serve 550 people through our Outreach and Drop-In program during 2019. We anticipate that approximately half will be Evanston residents, or those with last known addresses in Evanston.

Our outcomes and goals for 2019 include:

OUTCOME 1: Foster positive relationships between participants, staff, and volunteers to establish trust and collaboratively develop solutions to end homelessness.

GOAL 1: Of the 550 people served by the programs, 40% of individuals will engage in ongoing case management.

OUTCOME 2: Improve participants' well-being to help them thrive in our community.

GOAL 2: Of the 550 people served by the programs, 50% of participants will be served by our Health & Wellness services or connected to a healthcare provider.

OUTCOME 3: Increase participants' income to help them reach their full potential.

GOAL 3: Of the 550 people served by programs, 15% will increase their income.

OUTCOME 4: Strengthen participants' housing stability to end homelessness.

GOAL 4: Of the 550 people served by the programs, 20% will exit to shelter or housing.

We collect data in our Homeless Management Information System (HMIS) about basic demographic information, service participation, income, benefits information, and housing status. This data can be exported from the database and used to evaluate whether we are helping our participants achieve their goals and moving people out of homelessness. Our Executive Director and Director of Community Programs are responsible for the implementation of the programs. The Director of Community Programs supervises the staff to ensure effective, informed services are delivered to participants.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="550"/>	Unduplicated people to be served in 2019
<input type="text" value="275"/>	Unduplicated Evanston residents to be served in 2019
<input type="text" value="550"/>	Unduplicated low/moderate income people to be served in 2019
<input type="text" value="275"/>	Unduplicated low/moderate income Evanston residents to be served in 2019
<input type="text" value="450"/>	Unduplicated people served in 2018
<input type="text" value="225"/>	Unduplicated Evanston residents served in 2018
<input type="text" value="450"/>	Unduplicated low/moderate income people served in 2018
<input type="text" value="225"/>	Unduplicated low/moderate Evanston residents served in 2018
<input type="text" value="3,000.00"/>	TOTAL

10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."

Connections for the Homeless was founded in Evanston more than 33 years ago by a group of rebellious religious leaders and a small army of community volunteers committed to supporting individuals and families who were homeless with dignity and compassion. This commitment continues on today. We are driven by values that promote equity and inclusion, foster community collaboration, and honor the resilience of the people we serve.

Our Board approved a new mission statement for Connections in October of 2017 as part of our strategic planning process. Our new mission is to serve and catalyze our community to end homelessness, one person at a time. We recognize that safe, stable housing is the foundation from which each of us can grow and work toward our full potential. Annually, we help 1,000 people maintain or connect to housing to ensure they have this critical foundation in place. We do this by preventing homelessness, sheltering those in crisis, housing individuals and families, and organizing our community through our direct advocacy efforts. In partnership with 1,300 annual volunteers, we build trust and relationships with our participants that make it possible for us to fulfill our mission, because it's only when every one of us has a home that our community can be whole, sustainable and thriving.

Our staff of 43 is led by our Executive Director, Betty Bogg. She has direct oversight of our Director of Finance & Administration, Director of Development, Manager of Advocacy, Director of Community Programs, and Director of Housing Programs. Each of these positions is responsible for their department and the activities performed, as well as supervising department staff. The Director of Community Programs oversees our Outreach, Drop-In, Health and Wellness Services, Homelessness Prevention program and Hilda's Place overnight shelter. Our Director of Housing Programs oversees our Permanent Supportive Housing, youth transitional living, Rapid Re-housing, and TBRA programs. The Executive Director is supervised by the Board of Directors. The Board leads an annual performance review of the Executive Director, approves the agency's budget, and establishes the organization's strategic direction.

We have successfully recovered from two challenging fiscal years in 2015 and 2016. We ended fiscal year 2017 with a surplus of approximately \$170,000 that helped to launch our expansion efforts during 2018 and restore our drop-in services to operation five days per week. Moving into fiscal year 2019, we will continue to focus on growing financial support for our programs and services to sustain our expansion.

As noted above, we have made significant changes in staffing to the organization since January. We've added new Community Case Managers, a new Mental Health Specialist, a new Housing Locator, and a new Manager at our Chicago Avenue location. We have also increased our Nurse Practitioner to full-time and hired a new Outreach Specialist. Our Community Programming has changed dramatically to serve more people and provide more robust services. We are expecting to serve more than 1,500 people in 2018, across the entire agency, up from 929 people in 2017.

11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?

Homelessness is a symptom of poverty. People living in poverty are disproportionately people of color. To end homelessness, we must address inequity. Having a diverse group of professional and volunteer support is crucial to helping us recognize, assist, and meet our participants' needs. We are actively working to engage more voices and perspectives that are

structurally and historically excluded from leadership positions and decision-making processes. 22% of our Board is currently people of color. Our Governance Committee is developing strategies to recruit and improve the racial, economic, gender, ethnic, and geographic diversity of our Board to better serve our community and our participants.

We are also committed to including people in leadership positions that have lived experience with homelessness and/or the homeless services systems. Their perspectives and voices are invaluable in evaluating our programs and services and improving our effectiveness.

We also recruit staff and volunteers who have lived experience with housing instability and reflect the diversity of the people we serve. More than half of our staff are people of color. 17% of our senior management team are people of color. The senior management team is participating in beyond diversity training, and we are developing a comprehensive equity and diversity training for the Board and entire staff at Connections.

12. Describe 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 Outreach and Drop-In services since 1999, and our programs have continued to evolve to meet the changing needs of our community. Our strength and success of moving people from homelessness to housing is because we have an experienced staff with a tenure 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 participants. 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, and 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 bi-monthly by the Finance Committee and Board of Directors. They review actuals compared to Board-approved budgeted revenues and expenses, as well as projections that may positively or negatively impact cash flow. The Board approves the annually operating budget for the entire agency.

13. 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)

14. 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? Also provide staff demographics.

For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.

Our Outreach and Drop-In programs rely on diverse revenue sources, including both public and private support. The Mental Health Board has been a core funder of these programs, and we are grateful for your ongoing support. We are also requesting CDBG funding in support of these programs. Combining these funding sources for the same programs will significantly reduce the time and resources we must dedicate to producing reports and documentation for the funds. This allows us to improve our operational efficiency and redirect the savings back into our programming.

We are not currently projecting to hire new staff with City funding, but instead maintain the expanded staff we've hired to restore our drop-in program to operation five days per week. If decreased City funding is received, or in future years no funding is received, Connections will have to utilize general operating support we raise from individuals, corporations, and foundations to offset the loss. Of course, this comes at a cost to the other programs and services we run. We intend to retain staff if City funding is not received.

Our staff consists of:

- Ms. Sallamah Aliah, Director of Community Programs, oversees our Outreach, Drop-In, Health and Wellness Services, Homelessness Prevention and overnight shelter, Hilda's Place. She supervises the program staff and has extensive experience working in community-based residential programs with people with disabilities.

- Mr. James Barnett, Outreach Specialist, has managed our street-based outreach efforts since February. He holds a

Master's degree in Social Work.

- Mr. Jeff Ayoub, Chicago Avenue Manager, oversees operations and staff of our drop-in and overnight shelter, Hilda's Place. He previously served as a health outreach worker with Night Ministry.

- Ms. Ayanna Brown, Ms. Jamia Dabney, Ms. Tiffany Green, and Ms. Petrine Pleas, Community Case Managers, provide intake, assessment, and case management services to outreach, drop-in, and Hilda's Place participants. Ms. Brown has worked for Connections for more than 5 years, Ms. Dabney and Ms. Green joined our team in the Spring, and Ms. Pleas just joined the team in May.

- Ms. Maggie Cross, Housing Coordinator, joined our team in April and helps connect our participants to safe, affordable housing. She previously worked at Sarah's Circle.

- Nurse Practitioner, we are in the process of hiring this position. A candidate recently accepted an offer, and we expect her to start in September.

- Ms. Caroline Heller, Mental Health Specialist, joined the team in March. She is a Licensed Clinical Professional Counselor and registered Art Therapist. She previously worked at Thresholds.

- Dr. Joshua Hauser, M.D., has provided physical health services for our participants for 10 years.

- Dr. Steve Lobacz, Psy. D, has provided psychiatric services to our participants for 6 years.

- Mr. Israel Vargas, Operations Manager, oversees the maintenance and operations of our shelter, drop-in space, administrative offices, and leased properties and just joined the team in April.

- Ms. Lisa Todd, Volunteer Coordinator, recruits, manages and trains the 1,300 annual volunteers that make it possible for us to serve more than 1,000 people annually.

- Mr. Tim Nolan and Mr. Michael Jones, Custodians, maintain our drop-in and shelter spaces.

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

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

16. 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)

601213295

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

Yes

No

18. 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."

Our main office at 2121 Dewey Avenue is ADA compliant. The Drop-In center in the basement of Lake Street Church is not wheelchair accessible. We directly transport participants to our Dewey location if they are not able to access the Drop-In center.

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

On the street and 1458 Chicago Avenue, Evanston. We provide direct transportation, as well as transportation passes via Ventra.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 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, Associate Director of Development

Funding Sources/Revenues	2018	2019	2019 Committed
Private Funding (Individuals, corps, found)	USD\$ 75,536.00	USD\$ 162,855.00	
City of Evanston Mental Health Board Funds	USD\$ 55,000.00	USD\$ 70,000.00	
City of Evanston CDBG		USD\$ 25,000.00	
City of Evanston ESG	USD\$ 14,447.00	USD\$ 14,602.00	
Illinois Department of Human Services		USD\$ 188,708.00	
Evanston Community Foundation	USD\$ 20,000.00		
Total	USD\$ 164,983.00	USD\$ 461,165.00	USD\$ 0.00

Funding Uses/Expenses	2018	2019 Total	2019 CDBG	2019 MHB
Personnel	USD\$ 138,493.00	USD\$ 376,142.00	USD\$ 25,000.00	USD\$ 59,000.00
Direct Support to Individuals	USD\$ 2,042.00	USD\$ 29,167.00	USD\$ 0.00	USD\$ 4,000.00
Operating and Overhead Costs	USD\$ 29,448.00	USD\$ 55,856.00	USD\$ 0.00	USD\$ 7,000.00
Total	USD\$ 169,983.00	USD\$ 461,165.00	USD\$ 25,000.00	USD\$ 70,000.00

Budget Narrative

Connections fiscal year is July 1 through June 30.

There is a substantial change in our 2018 budget compared to our 2019 budget. As noted in the narrative section and reflected above, we added and expanded multiple staff positions since January to better serve our participants and increase capacity for our Outreach and Drop-In programs. The 2018 numbers above match the budget we submitted last year as part of funding request to the Mental Health Board for both programs.

The personnel line item includes a full year to operate the Outreach and Drop-In programs at full-time capacity, with all staff positions in place. This includes the expanded case management team, new housing coordinator and program manager positions, and partial expenses for the Director of Community Programs, Operations Manager, and Custodians. All of these staff positions are making it possible for us to serve 550 people who are homeless during 2019. Personnel expenses include salaries and benefits.

We are also providing much more direct assistance to our participants, primarily in the form of transportation passes, which is substantially different from the 2018 budget. Our needs assessment and feedback we've collected from participants found that many struggled to access regular transit in order to attend appointments, meetings, and access other community services. We are significantly increasing our budget to provide more transportation passes to remove barriers that have prevented people from accessing the tools and resources they need to live and thrive.

Finally, the expansion of the Drop-In program has also resulted in increased operating costs. With approximately 40 people a day participating in drop-in services, we anticipate increased costs for maintenance of the space, general supplies, insurance, vehicle costs for street outreach, and communication tools for all staff.

In terms of revenue, the State of Illinois has restored our funding back to 2014 levels, which is providing some of the financial resources to support the expanded programmatic efforts. In addition, we expect to raise additional support from private donors, including individuals, corporations, and foundations to cover the remaining expenses. We are also requesting an increased grant from the Mental Health Board and CDBG funding for this program to provide more services to people who are homeless. By seeking support for the same programs for both funding sources, this will help to improve operational efficiencies and reduce the time spent on reporting and documentation.

We are seeking \$25,000 in CDBG support for 3 of our Community Case Manager Positions totaling approximately \$135,000 in annual salary and benefit costs. Approximately 20% of these costs will be covered by CDBG funding.

We are also seeking \$59,000 in Mental Health Board support for the following staffing costs:

- 1 Community Case Manager, totaling approximately \$55,000 in annual salary and benefit costs, of which 20% will be supported by MHB funding
- 1 Housing Coordinator, totaling approximately \$45,000 in annual salary and benefits costs, of which 20% will be supported by MHB funding
- 1 Chicago Avenue Manager, totaling approximately \$65,000 in annual salary and benefits costs, of which 20% will be supported by MHB funding
- 1 Director of Community Programs, totaling approximately \$90,000 in annual salary and benefits costs, of which 10%

will be supported by MHB funding

1 Operations Manager, totaling approximately \$60,000 in annual salary and benefits costs, of which 00% will be supported by MHB funding

2 Custodians, totaling approximately \$23,000 in annual salary and benefits costs, of which 20% will be supported by MHB funding

We are grateful for your consideration of this request and your ongoing partnership to serve and catalyze our community to end homelessness, one person at a time.

Program Outcomes

Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	125	125	150	150	63	63	75	75
White/Hispanic	15	15	20	20	7	7	10	10
Black or African American	265	265	325	325	132	132	163	163
Black, African American/Hispanic	15	15	20	20	8	8	10	10
Asian	5	5	5	5	2	2	2	2
Asian/Hispanic								
Native American								
Native American/Hispanic								
Other	10	10	10	10	5	5	5	5
Other/Hispanic	15	15	20	20	8	8	10	10
Total	450	450	550	550	225	225	275	275

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	1. Foster positive relationships between participants, staff, and volunteers to establish trust and collaboratively develop solutions to end homelessness.	Of the 550 people served by the programs, 40% of individuals will engage in ongoing case management.	50	55	55	60	220				0
2	2. Improve participants' well-being to help them thrive in our community.	Of the 550 people served by the programs, 50% of participants will be served by our Health & Wellness services or connected to a healthcare provider.	65	70	70	70	275				0
3	3. Increase participants' income	Of the 550 people served by programs, 15% will increase their income.	20	20	20	25	85				0

4	4. Strengthen clients' housing stability to end homelessness.	Of the 550 people served by the programs, 20% will exit to shelter or housing within one year of entry.	25	25	30	30	110					0
5								0				0
Total			160	170	175	185	690	0	0	0	0	0

Program Line Item Expenditures

Item Description	Total 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

Item Description	Total 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, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.



[Connections FY17 Audit](#)
[Connections FY17 990](#)

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

[Connections - FY17 Impact 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).



[Connections IRS Letter](#)

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 2017 only if changed).

Brief biographies of key staff including demographic information.



[Connections - Key Staff 2018](#)

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](#)

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

[Connections Org Chart - 2018](#)

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 - 2018](#)

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 FY2018.



[Connections - SoRE March 2018](#)

Organizational commitment to equity, diversity and inclusion.

Budget schedule and narrative do not match? Which is correct?

Our total budget request for CDBG funding is \$25,000. We will use this funding to support personnel expenses to operate the drop-in and outreach programs. Specifically, we seek support for 3 of our Community Case Manager Positions totaling approximately \$135,000 in annual salary and benefit costs. Approximately 20% of these costs will be covered by CDBG funding.

We also requested \$70,000 in Mental Health Board support. \$59,000 of the request will cover personnel expenses, \$4,000 will support direct support to our participants, and \$7,000 will support our operating costs to administer the programs.

For the \$59,000 in personnel expenses, we are seeking support of:

- 1 Community Case Manager, totaling approximately \$55,000 in annual salary and benefit costs, of which 20% will be supported by MHB funding
- 1 Housing Coordinator, totaling approximately \$45,000 in annual salary and benefits costs, of which 20% will be supported by MHB funding
- 1 Chicago Avenue Manager, totaling approximately \$65,000 in annual salary and benefits costs, of which 20% will be supported by MHB funding
- 1 Director of Community Programs, totaling approximately \$90,000 in annual salary and benefits costs, of which 10% will be supported by MHB funding
- 1 Operations Manager, totaling approximately \$60,000 in annual salary and benefits costs, of which 20% will be supported by MHB funding
- 2 Custodians, totaling approximately \$23,000 in annual salary and benefits costs, of which 20% will be supported by MHB funding

For the \$4,000 request for direct support to participants, this is primarily to support our efforts to provide transportation passes (Ventra cards) to participants to help them attend employment, medical, education, and well-being appointments. It also includes food items we purchase when donations run low and general supplies for the participants, like laundry detergent, to meet their most basic needs.

Finally, the \$7,000 request for operating costs includes our expenses to rent space from the Lake Street Church, where the drop-in center is located. It also includes utility costs, general maintenance and repair, general office supplies, communication tools for our staff to reach out to participants, and insurance.

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Application ID: 118669

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City of Evanston
Community Development
2019 CDBG Public Services & Mental Health Board
8/15/2018 deadline

Family Focus, Inc.
Family Focus Evanston After School Program

USD\$ 55,000.00 Requested
USD\$ 35,000 MHB Request

Submitted: 8/15/2018 11:36:29 AM (Pacific)

Project Contact

Sarah Holliday
sarah.holliday@family-focus.org
Tel: 312-421-5200

Additional Contacts

colette.allen@family-focus.org

Family Focus, Inc.

310 S. Peoria St. Ste 301
Chicago, IL 60607
United States, IL 60607

Telephone 3124215200
Fax 3124218085
Web www.family-focus.org

President and CEO

Merri Ex
merri.ex@family-focus.org

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.

Family Focus Evanston After School 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.

Family Focus Evanston (Our Place) is the founding location of Family Focus, Inc., which has an administrative office in the city of Chicago and six additional service locations within the metro Chicago area. The administrative office provides accounting and payroll, operations, IT, human resources, fund development and other back-office functions for the center. Family Focus Evanston has a very active local board that provides oversight and support for programming, community relations, and local fundraising events. The president of the local board also sits on the Family Focus, Inc. board as a voting member and represents the center and fellow local board members in the discussions and decisions made for the whole organization.

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. 2019 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 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 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 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 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).

[Budgets](#)

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

[Board Lists](#)

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

[Conflict of Interest Form](#)

[download template](#)

Application Questions

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

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

For many years, the support of the City of Evanston has allowed Family Focus to provide a warm and supportive environment for children during out-of-school time. Areas of program emphasis include:

- **STEM** – We continued to be a partner in the EvanSTEM initiative, which was created to build ecology of STEM services for students, more specifically low-income minority students such as the ones we serve. Staff received STEM education training at the Museum of Science and Industry focused on hands-on activities that complement the Common Core Curriculum and adhere to the Next Generation Science Standards designed to provide all students with internationally-benchmarked science education. Activities explore aerodynamics, rockets, and a series on movie making and its related science. Through an EvanSTEM grant, our middle school students finished second year of a science club ran by Northwestern's Science in Society weekly. During the last quarter the 6-8th graders learned about sports science. Our students took first place with place with their project. In addition, last fall students did a science fair and competed against the YMCA's MetaMedia students; our students won 1st, 2nd, and 4th place.

- **Literacy** – We continued to emphasize literacy through journaling and building creative writing skills. Earlier this year, students created their own "I Have a Dream" speeches. We also started an after school book club, called "Pages," with the goal to increase reading skills, and build reading confidence and comprehension. We also continued to host our annual poetry slam for participants ages 8-14 at the end of the school year, featuring individual and team performances of original poetry. Additionally, one student won a statewide poetry writing contest sponsored by the Illinois Council Against Handgun Violence.

- **Social-emotional skills** - The importance of social-emotional skills in the student's development is just as critical as the student's achievement in core school subjects. Staff at Family Focus Evanston realize the significance of social-emotional skills and involves students in discussions and activities dealing with the difficult issues and decisions they face throughout their childhood, while also engaging them in activities that promote positive self-esteem and self-development. Topics covered by youth include goal setting, effective communications, anger and stress management, and healthy relationships. Family Focus Evanston will continue anti-bullying and community violence prevention efforts.

Most Family Focus students attend regularly (4-5 days per week throughout the school year for three hours per day); our capacity based on current staffing is 60 during the school year and 60 during the summer. We expect to serve approximately 70 students in total in 2019. We also expect to serve 120 people through one-time events like STEMfest and 20 parents through parent engagement workshops.

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

To date in 2018, 91% of Family Focus afterschool students are Evanston residents, 88% are low-moderate income, 66% are female and 34% are male. A total of 91% are African American/Non-Hispanic; 9% are White-Hispanic. All participants are school age (under 18). Students attend Bessie Rhodes, Kingsley, King Lab, Haven, Lincolnwood, Willard, Orrington, Chute and Nichols.

Family Focus has been a part of the West Side 5th ward community for decades, serving multiple generations of Evanston families. The afterschool program serves students ages 8-18. Sixty percent or more of families in the census tracts surrounding the center are low/moderate income, and in Census tract 8092, 58.7% of residents are African American and 21.9% are Hispanic/Latino (a significant increase from 7.5% in 2000.)

According to D65 data, 20.4% of low-income Evanston students meet MAP standards in reading, while 69.9% of their non-low-income classmates meet or exceed the standards. The same gaps exist in math (13.5% vs. 56.7%). The achievement gap also exists along racial lines. While 20.1% of African American students meet or exceed the standards, 72.2% of their white classmates meet the standards in reading. The gap in math (10.4% vs. 59.8%) is just as pronounced, and the trend is continuing. Because Family Focus serves primarily low-income minority students, we are in a strong position to join our colleagues in the school district and other youth-serving organizations in the effort to reverse that trend.

The afterschool program takes place at the Family Focus Weissbourd-Holmes building, named after the organization's founder, Bernice Weissbourd and former director Delores Holmes. The center is located at 2010 Dewey Avenue in the 5th Ward, within Evanston's Neighborhood Revitalization Strategy Area. The building is also the former Foster School, and has large classrooms, a ten-station computer lab, a library, and a gym available to the program. The building is also home to many nonprofit tenants and partners, including Infant Welfare Society, CEDA, McGaw YMCA Early Literacy, Alliance Advocacy, Children's Advocacy Center, NAACP and AFSCME. The building has recently been named a historic site, and it has been listed for sale so that Family Focus can dedicate its resources to programs rather than the increasing maintenance

costs. A community group has expressed interest in acquiring the building to maintain its role as a community center.

3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. The program primarily serves students from Evanston's 5th Ward, most of whom are African American or Hispanic. Student from this part of Evanston are historically underserved and disproportionately low-income. We provide quality after school services targeting STEM and literacy skills to address the achievement gap noted above. We measure impact in STEM participation, whether students are reading at grade level, and in disciplinary issues and these outcomes are reported to the City of Evanston quarterly.

The City of Evanston's 2015-2019 Consolidated Plan noted the need for supportive services for youth, particularly among low-income residents. Data cited above shows that the low-income and minority youth who make up the population of our afterschool program are most likely to have achievement deficits in key subjects. The youth near our center also struggle disproportionately with poverty and community violence. By providing programs that directly address the academic and social-emotional needs of our students, we can help our youth grow into resilient, self-sufficient, educated, and socially responsible adults.

4. 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"/>	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" value="120"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="70"/>	Multi-session program (e.g. after school program)
<input type="text" value="20"/>	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="210.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

Applications for the fall session are due after the due date of this application, but we often have a wait list of new families for the fall; in 2017, we had ten families on the wait list. Priority is given to returning students. After the enrollment period, new students are invited to enroll until we reach capacity. Demand fluctuates based on the start of the new school year or the start of summer camp.

6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.

Our families are connected to many of our partners as needed, but we have a very close referral partnership with Northwestern's Family Institute. When a student is in need, we fill out a referral form. The Family Institute notifies us when a counselor is available and they follow up with the family. They provide counseling on-site at Family Focus to make mental health services accessible to our students and families.

7. 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.

Family Focus has a history of working with other agencies to maximize impact and avoid duplication of services. Partners include District 65, Evanston Cradle to Career, Northwestern, the Freedom School, Infant Welfare Society of Evanston, Fleetwood-Jourdain, Evanston Public Library, Y.O.U., YWCA, Loyola Academy High School, New Trier High School, Evanston Township High School, Mudlark and Piven Theater, The Art of Evolution Theater, Delta Sigma Theta Sorority, Kappa Alpha Psi Fraternity, Foster Reading Center, City of Evanston, and McGaw YMCA. Evanston Food Exchange, Childcare Network of Evanston

Family Focus has been a part of the fabric of the 5th ward community for decades, spanning multiple generations. Our deep roots in the community and reputation as a dependable resource keeps families involved over many years. Program alumni

often return as successful adults to mentor and speak to current students. In addition, all Family Focus services are based on the Principles of Family Support pioneered by Founder Bernice Weissbourd. Children do not exist in a vacuum, so we systematically involve parents and other family members in events and activities. We also offer additional services and referrals to support the healthy growth and development of all family members—adults, youth, and children.

8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?

Family Focus will continue tracking the goals and outcomes we established in 2016. In addition to basic demographic data collected in the intake process, we track participation in STEM activities through attendance sheets, reading levels by collecting student report cards, and disciplinary issues through report cards and our program files. Program coordinator JoAnn Avery is responsible for program implementation. Ms. Avery has an MS in Human Services and more than 35 years of experience working with youth at Family Focus. She has inspired and motivated hundreds of Evanston youth during her tenure with Family Focus. The program is supervised by Family Focus Evanston center director Colette Allen.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.

70	Unduplicated people to be served in 2019
65	Unduplicated Evanston residents to be served in 2019
65	Unduplicated low/moderate income people to be served in 2019
62	Unduplicated low/moderate income Evanston residents to be served in 2019
76	Unduplicated people served in 2018
69	Unduplicated Evanston residents served in 2018
67	Unduplicated low/moderate income people served in 2018
61	Unduplicated low/moderate Evanston residents served in 2018
535.00	TOTAL

10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."

Mission: Family Focus was founded in 1976 by Bernice Weissbourd, a leading scholar, educator in child development, and the originator of the Family Support movement. Her vision, to promote the well-being of children by supporting and strengthening families in and with their communities, has been the mission of Family Focus for nearly 40 years.

Services: Family Focus provides services for whole families—birth through adulthood—in one location. Early childhood services include home visiting to promote healthy development and school readiness. School-age programs address academic, extracurricular and social-emotional needs of students ages 8-18. Family support services such as the Family Advocacy Center and adult education programs promote positive parenting and increase self-sufficiency.

Organizational Structure: Family Focus Evanston is led by Director Colette Allen. Each of the major program areas –early childhood, school-age, and family support—is overseen by a qualified program manager reporting to Ms. Allen. Ms. Allen reports to President and CEO Merri Ex.

Family Focus Evanston is the founding location of Family Focus, Inc., which has an administrative office in the city of Chicago and six additional service locations within the metro Chicago area. The administrative office provides accounting and payroll, operations, IT, human resources, fund development and other back-office functions for the center.

Family Focus Boards: Family Focus Evanston has a very active local board that provides oversight and support for programming, community relations, and local fundraising events. The president of the local board also sits on the Family Focus, Inc. board as a voting member and represents the center and fellow local board members in the discussions and decisions made for the whole organization.

Strategic Plan: Family Focus recently finished a three-year strategic plan focused on sustainability and stability of the organization. In order to focus resources on programs, we examined our operational expenses, including occupancy, phones, printers/copiers, and worked on strategies for cost savings. We also increased our board of directors' give/get goals and

worked with them to lay the groundwork for a major gifts program. The organization's senior leadership is currently meeting to write our FY19-21 plan to guide the next three years. We expect the plan to be approved by our December board meeting and will share a copy with our partners at that time.

11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?

Family Focus' leadership team (director-level and above) is 54% staff of color.

12. Describe 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).

Family Focus Evanston has been the recipient of CDBG funding from the City of Evanston for many years. As an organization, Family Focus' resource development staff manage CDBG grants for multiple municipalities. Following transition of the previous center director, we will work with City of Evanston staff to make sure that the new director and supporting staff are familiar with federal procurement procedures and requirements as required in the new "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

Family Focus maintains a Finance Policy and Procedure Manual as approved by the board of directors, which includes parameters of responsibility, financial control procedures, and procurement policies. In many cases, the federal guidance and the City of Evanston maintain more restrictive procurement policies than those required by the Family Focus board. In those cases, we use the most restrictive set of procurement guidelines.

13. 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)

14. 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? Also provide staff demographics.

For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.

The program is supervised by Family Focus Evanston Center Director Colette Allen, who joined the organization in July 2015. An Evanstonian, Colette has worked in the nonprofit sector since 1984, most recently in fundraising as a corporate major gift officer at the Museum of Science and Industry and as the Midwest Director of Development for the Foundation Fighting Blindness. She was also the Executive Director of Literacy Volunteers of Atlanta and she worked for the United States Olympic Committee, managing community and media relations. Ms. Allen holds a Bachelor of Arts from Oberlin College, and a Master of Science in Elementary Education from Bank Street College of Education in New York. She also attended the School of Drama at Yale University.

Senior Program Coordinator JoAnn Avery has an MS in Human Services and more than 30 years of experience working with youth at Family Focus. JoAnn has inspired and motivated hundreds of Evanston youth during her tenure with Family Focus. Ronnie Cannon is a part-time instructor for the middle school class. He is a recent graduate of Claflin University where he majored in math and computer science and received a baseball scholarship. We also have secured the volunteer services of two local teachers funded by EvanSTEM. With the two permanent direct service afterschool staff, we expect a ratio staff-to-student of 1:30-35, but with the dedicated volunteers, the ratio will almost always be lower.

In addition to ensuring that our program plans increase the achievement and growth of our students, the purpose of our request for the support from the City of Evanston and the Mental Health Boards is to provide sustainability to retain current staffing levels. We have also secured significant in-kind staffing and programmatic support.

After school program demographics: 100% 18+; 100% African American; 50% F / 50%M

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

Colette Allen, colette.allen@family-focus.org, 849-475-7570

16. 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)

09-680-1998

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

- Yes
- No

18. 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."
n/a

19. Where (address/location) does your program take place and how will clients get to the location or facility?
2010 Dewey Avenue

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 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.
Sarah Holliday, Director of Grants and Operations

Budget

Funding Sources/Revenues	2018	2019	2019 Committed
City of Evanston CDBG	USD\$ 15,000.00	USD\$ 20,000.00	
City of Evanston Mental Health Board Funds	USD\$ 33,600.00	USD\$ 35,000.00	
Kendall Foundation	USD\$ 30,000.00	USD\$ 30,000.00	
Individual Contributions / Special Events	USD\$ 43,778.00	USD\$ 30,000.00	
Program Fees	USD\$ 20,915.00	USD\$ 14,000.00	
Total	USD\$ 143,293.00	USD\$ 129,000.00	USD\$ 0.00

Funding Uses/Expenses	2018	2019 Total	2019 CDBG	2019 MHB
Salaries and Benefits	USD\$ 114,072.00	USD\$ 103,948.00	USD\$ 20,000.00	USD\$ 28,274.00
Audit	USD\$ 578.00	USD\$ 398.00		USD\$ 0.00
Insurance	USD\$ 1,231.00	USD\$ 834.00		USD\$ 227.00
Occupancy	USD\$ 19,616.00	USD\$ 16,485.00		USD\$ 4,484.00
Transportation	USD\$ 500.00	USD\$ 1,100.00		USD\$ 299.00
Telephone	USD\$ 2,297.00	USD\$ 1,873.00		USD\$ 509.00
Supplies	USD\$ 2,600.00	USD\$ 3,090.00		USD\$ 888.00
Printing and Postage	USD\$ 100.00	USD\$ 154.00		USD\$ 15.00
Equipment Maintenance Contracts (printers)	USD\$ 2,299.00	USD\$ 1,118.00		USD\$ 304.00
Total	USD\$ 143,293.00	USD\$ 129,000.00	USD\$ 20,000.00	USD\$ 35,000.00

Budget Narrative

Because Family Focus is on a July-June fiscal year, we projected the 2019 calendar year budget on likely revenue and expenses in the last half of our FY18 (January – June 2019). Because we don't have an FY20 budget at this time, the remainder (July – December 2019) is projected based on the current year.

Revenue: Individual contributions and special event fundraising has been reduced in 2019 based on recent income from the annual fund and spring gala. Program fees have been reduced as well, based on the previous year's collections.

Expenses: Staff included in the afterschool program and supported by CDBG / MHB are: Sr. Coordinator \$50,146 at 1.0 FTE and an hourly after school worker at \$15/hour for approximately 10 hours per week. Additional support is from the Center Director \$63,654 at .08 FTE; two maintenance personnel (\$32,000 and \$27,810) at 0.1 FTE and 0.25 FTE.

Program Outcomes

Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White								
White/Hispanic	7	4	5	3	5	3	5	3
Black or African American	69	63	65	57	64	58	60	55
Black, African American/Hispanic								
Asian								
Asian/Hispanic								
Native American								
Native American/Hispanic								
Other								
Other/Hispanic								
Total	76	67	70	60	69	61	65	58

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	Improve academic performance in reading and writing	75% will read at/above grade level at the end of the academic year	53	53	53	53	212				0
2	Improve student knowledge of STEM subjects and STEM career options	100% of participants participate in hands-on experiential STEM activities	70	70	70	70	280				0
3	Increase positive behaviors and attitudes about school and school activities	75% of participants will improve their attitudes about school by participating in school + program activities and reducing school discipline reports.	53	53	53	53	212				0
4							0				0
5							0				0
Total			176	176	176	176	704	0	0	0	0

Program Line Item Expenditures

Item Description	Total 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

Item Description	Total 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, federal single audit (if applicable), 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 including strategic plan.

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 2017 only if changed).

Brief biographies of key staff including demographic

Required? Attached Documents *



[Audited Financials 990](#)

[FY17 Annual Report](#)



[501c3 Letter](#)



[Key Staff](#)

information.

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.

[Intake Form](#)

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

[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.

[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 FY2018.



[FY18 Financials Draft](#)

Organizational commitment to equity, diversity and inclusion.

Extra

Why is budget decreased for next year when there is a waiting list for service?

We do not have a waiting list for the upcoming school year yet. It is possible that we may still have one, but at this point we can accommodate the demand for the program. As stated in our proposal, there was a waiting list of ten children last fall (2017-18 school year).

The budget is driven by projected revenue, which is estimated using actuals from the last fiscal year. Total giving to Family Focus Evanston's annual fund and gala, as well as program fees dropped last year. All funding from those sources are being used to cover costs of the after school program. We will monitor revenue, and if we start to see an increase in giving in FY19, we may be able to add resources to the program.

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

Application ID: 122165

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City of Evanston
Community Development
2019 CDBG Public Services & Mental Health Board
8/15/2018 deadline

Interfaith Action of Evanston Emergency Overnight Shelter

USD\$ 25,000.00 Requested
USD\$ 7,000 MHB Request

Submitted: 8/14/2018 8:46:24 AM (Pacific)

Project Contact

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

Additional Contacts

none entered

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

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. 2019 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 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 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 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 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 2018](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[IAE Board of Directors](#)

Board of Directors, including demographic information, 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

[Conflict of Interest Form](#)

[download template](#)

Application Questions

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

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's 2015-2019 Consolidated Plan cites data from Connections for the Homeless, a local homeless service provider indicating an estimated 1,500 individuals that are homeless in Evanston. This includes a considerable number of those who are chronically homeless, who have traditionally had great difficulty obtaining or retaining housing.

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.

Interfaith Action of Evanston (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 Emergency Overnight Shelter (EOS) to operate each night throughout the winter, from December through Feb., without regard to temperatures. This will be a major expansion of the scope of the program that requires increased support from IAE member organizations to providing space and volunteers on a regular basis, in addition to IAE staff members on site each night.

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 9:00 pm to 7:00 am. 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 7:00 am to 11:00 am 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 2017-18, the EOS opened each night that the minimum temperature was 15 degrees. For the upcoming winter, IAE will increase the minimum opening temperature to 20 degrees. If sufficient funds can be raised, plans are to open the EOS every night during Dec.-Feb. for the following winter.

At the EOS each night guests are greeted at the door where they sign in. Each person receives a cot and bedding to use for the night, and a hot beverage. Men and women sleep in separate rooms and have separate restroom facilities. At 10:00 pm 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 those who are homeless decline.

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

The services of 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.

Last year Interfaith Action's Emergency Overnight Shelter (EOS) provided services to 45 men and 19 women, with an average age of 31-50 years. 37 were African-American, 14 were Caucasian, and 13 were from other ethnic groups or races. They spent a total of 370 nights at the EOS.

3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. According to The City of Evanston's 2015-2019 Consolidated Plan, "the City will continue to pursue strategies to address housing, economic, and social service needs of low- and moderate-income residents, the homeless and special needs populations. Neighborhood revitalization in areas which lag behind the rest of the community is also a priority. Evanston has established numerous tools and partnerships for these efforts, but the recent economic downturn and housing foreclosure crisis threaten to undo past progress and to lead to even greater disinvestment."

Serving people that are homeless is a priority of the city. Providing overnight shelter is one of the most critical unmet needs for this population. The city of Evanston does not currently offer this service. An extremely limited number of beds are provided by Connections for the Homeless, however these are only available to people who are in a program which will ultimately lead to permanent housing. This is not an option for many people who take advantage of the EOS. Many are incapable of holding a

job or maintaining a home due to mental or physical challenges.

According to The National Alliance to End Homelessness, in 2017 about ¼ of all homeless individuals were considered chronically homeless. In other words, they have experienced homelessness for at least a year – or repeatedly – while struggling with a disabling physical or mental condition. Nearly 70 percent of chronically homeless individuals were living on the street, in a car, park or other location unfit for habitation.

People experiencing chronic homelessness typically have complex and long-term health conditions, such as mental illness, substance use disorders, physical disabilities, or other medical conditions. Once they become homeless, it is difficult for them to get back into housing and they can experience long or repeated episodes. People experiencing chronic homelessness who have one or more disabilities are disproportionately sleeping in unsheltered locations.

Many of those who are homeless served their country. According to the Veteran's Administration veterans make up 12-14% of homeless adult males, and 2% of homeless adult females, and both groups were over-represented within the homeless population compared to the general population. Many of them suffer from illnesses that are related to their service.

4. 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.

70	Intake/assessment
	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)
70.00	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

The program can accommodate up to 35 people each night on cots, and mats are available for additional clients. To date that has been sufficient to accommodate the need.

6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.

Referrals are made to Connections for the Homeless if clients can benefit from their services. This includes people that may have need the services of a doctor and a psychiatrist. In the rare case of someone who may pose a danger to self and/or others we seek the help of Connection's mental health specialist. When necessary and if appropriate, IAE will consult with the Evanston Police Department who have been extremely responsive.

7. 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.

8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze 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 December through Feb., for people who are homeless. This goal will be met by making indoor facilities available for 10 hours each night of extreme weather conditions. During the 2017 winter IAE provided overnight shelter for up to 32 people from 9:00 pm to 7:00 am for 25 nights when the temperature was forecast to reach 15 degrees or lower. In 2018, 70 homeless people are expected to use the EOS.

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. Beginning in 2017 IAE began to offer the EOS the Shelter 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.

Outcome One: Up to 35 people that are homeless in Evanston will have access to overnight shelter during the winter. Indicator One: Six houses of worship in Evanston will be available to host the EOS for up to 90 nights by 2019. A warm and safe space to sleep will be provided for up to 35 men and women who have no other shelter available. Costs will be minimized through the use of donated space and volunteers whenever possible. Use of the EOS will be documented via sign-in sheets. Volunteers will be actively recruited and trained by IAE staff. Outcome Two: A total of 70 individuals that are homeless will receive overnight shelter in Evanston for the winter of 2019. Indicator Two: Sign-in sheets will be used to document use of the shelter. Outcome Three: Services of trained volunteers will be used to maintain effective operation while minimizing costs. Indicator Three: Volunteers will be recruited from throughout IAE's membership base via the delegate system that represents all member congregations. Three or more volunteer training sessions will be held as needed.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="70"/>	Unduplicated people to be served in 2019
<input type="text" value="70"/>	Unduplicated Evanston residents to be served in 2019
<input type="text" value="70"/>	Unduplicated low/moderate income people to be served in 2019
<input type="text" value="70"/>	Unduplicated low/moderate income Evanston residents to be served in 2019
<input type="text" value="64"/>	Unduplicated people served in 2018 ^{90 of 156}

64	Unduplicated Evanston residents served in 2018
64	Unduplicated low/moderate income people served in 2018
64	Unduplicated low/moderate Evanston residents served in 2018
536.00	TOTAL

10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

Also attach a list of current Board members including Board demographics including age, race/ethnicity under 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. Currently, there are ten additional board members. IAE Board maintains four working committees, Executive, Finance, Direct Service, and Community Relations and Development.

11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?

IAE currently has a total of 7 paid staff members - 3 are black and 4 are white. In addition, 2 people will be hired to supervise the EOS for the coming winter. IAE makes every effort to solicit applications and hire people of color whenever possible as well as to actively recruit members of minority groups to serve on IAE committees, as volunteers and on the IAE Board of Directors.

12. Describe 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).

IAE is well qualified to maintain the important programs that it offers. The organization has been serving the homeless and hungry of Evanston since 1970. The Hospitality Center has been operating for over 31 years. Executive Director Susan Murphy has held her position for 21 years. IAE members represent 40 faith-based organizations that are all committed to fulfilling the mission of the organization, as are the Board of Directors and hundreds of volunteers.

In the past, the Emergency Overnight Shelter had been funded through general operating support of IAE. Operation has been dependent upon the weather and had been limited to only a few nights until two years ago when prolonged severe weather led IAE to open the shelter many additional nights. This increase had not been anticipated. Expansion of the EOS will allow IAE to better plan and work with its partners to raise funds for the program.

Funding awarded by the city of Evanston is critical in the expansion of this program. Additional funding will be requested from a mix of individuals, member congregations, volunteers, major donors, foundations and corporations as well as special events.

IAE continues to diversify its funding sources to meet the increased need. These efforts are being spearheaded by a newly re-invigorated fundraising committee of the board of directors that is committed to exploring a more systematic approach to reaching and engaging donors.

13. 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)

14. 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? Also provide staff demographics.

For staff demographics provide age, gender, and race/ethnicity. Also provide 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 plus one-two seasonal employees that will be hired to supervise the EOS. Executive Director Sue Murphy supervises the programs, staff, and volunteers of IAE's programs. An additional two seasonal staff members will be hired to supervise the EOS. In prior years, on-site supervision of the EOS was provided by volunteers with support from current staff, but the increased number of nights the EOS is now available made it impractical to rely solely on volunteers. For the past few years volunteers continue to assist in

EOS supervision and services, with one staff person and at least one volunteer spending the night each time that the EOS is in operation.

The current permanent staff of seven includes five women and two men. Three staff members are Black/African American and four are Causasian.

15. 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

16. 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

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

Yes

No

18. 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

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

The program takes place at six Evanston houses of worship that alternate serving as host. Participants walk to the host site.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 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.

Susan Murphy, Executive Director

Budget

Funding Sources/Revenues	2018	2019	2019 Committed
City of Evanston CDBG	USD\$ 15,000.00	USD\$ 18,000.00	
City of Evanston Mental Health Board Funds	USD\$ 0.00	USD\$ 7,000.00	
Evanston Community Foundation	USD\$ 12,000.00	USD\$ 12,000.00	USD\$ 12,000.00
IAE Individual Donors	USD\$ 14,660.00	USD\$ 32,464.00	USD\$ 6,400.00
Events	USD\$ 2,500.00	USD\$ 6,000.00	USD\$ 21,000.00
Foundations	USD\$ 5,000.00	USD\$ 10,000.00	
Total	USD\$ 49,160.00	USD\$ 85,464.00	USD\$ 39,400.00

Funding Uses/Expenses	2018	2019 Total	2019 CDBG	2019 MHB
Overnight Manager (2)	USD\$ 8,100.00	USD\$ 32,404.00	USD\$ 15,000.00	USD\$ 7,000.00
Director and Office Staff	USD\$ 26,665.00	USD\$ 26,665.00	USD\$ 3,000.00	
Food and Supplies	USD\$ 3,000.00	USD\$ 6,000.00		
Laundry Service	USD\$ 9,000.00	USD\$ 18,000.00		
Cot and Bedding Transfer	USD\$ 1,000.00	USD\$ 1,000.00		
Cot Replacement	USD\$ 900.00	USD\$ 900.00		
Blanket and Sheet Replacement	USD\$ 495.00	USD\$ 495.00		
Total	USD\$ 49,160.00	USD\$ 85,464.00	USD\$ 18,000.00	USD\$ 7,000.00

Budget Narrative

IAE's fiscal year is January 1 to December 31. This program is based in space donated by several 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 and administration. 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

Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	14	14	15	15	14	14	15	15
White/Hispanic			4	4			4	4
Black or African American	37	37	38	38	37	37	38	38
Black, African American/Hispanic								
Asian								
Asian/Hispanic								
Native American								
Native American/Hispanic								
Other	13	13	13	13	13	13	13	13
Other/Hispanic								
Total	64	64	70	70	64	64	70	70

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 90 nights during the winter.	60		30	90	120					0
2	70 unduplicated homeless persons from Evanston will be sheltered at an EOS in the winter of 2017-18.	38		32	70	102					0
3	Maintain effective services by retaining and recruiting volunteers at 3 sessions.	3		3	3	6					0
4						0					0
5						0					0
Total		0	0	65	163	228	0	0	0	0	0

Program Line Item Expenditures

Item Description	Total 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

Item Description	Total 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, federal single audit (if applicable), 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 including strategic plan.

Required? Attached Documents *

✓ [IAE 990](#)

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).



[IAE 501 c 3](#)

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 2017 only if changed).

Brief biographies of key staff including demographic information.



[IAE Staff and Leadership](#)

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](#)

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.



[IAE 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 FY2018.



[IAE 2017 P/L](#)

Organizational commitment to equity, diversity and inclusion.

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

Application ID: 121823

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City of Evanston
Community Development
2019 CDBG Public Services & Mental Health Board
8/15/2018 deadline

Open Studio Project Art & Action for children, youth & adults

USD\$ 20,000.00 Requested
USD\$ 10,000 MHB Request

Submitted: 8/15/2018 8:47:48 AM
(Pacific)

Project Contact

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Additional Contacts

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Evanston, IL 60202

Executive Director

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Telephone 847/475-0390

Fax

Web <https://www.openstudioproject.org>

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.

Open Studio Project

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. 2019 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.

<input type="text" value="10,000"/>	CDBG
<input type="text" value="10,000"/>	MHB (Human Services Fund)
<input type="text" value="20,000.00"/>	TOTAL

9. Funding request is:

Programs funded in 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 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 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 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.

Open Studio Project (OSP) is an Evanston nonprofit offering young people and adults the opportunity to experience art for personal growth. OSP is committed to the concept that art promotes positive social change.

The OSP process combines writing and reflection with visual arts. Self-expression takes precedence over technique, and the art that is produced is not evaluated. Students are encouraged to analyze how their art impacts their emotional landscape. This method is foundational to all OSP programs.

Art in Action brings the OSP process to individuals served by other non-profit organizations.

Social and Emotional Learning Curriculum (SEL) Partnership

Children acquire the attitudes, behavior and emotional development that are fundamental to success in life through social and emotional learning. OSP is among the first art-based organizations in Illinois to develop a curriculum that teaches these skills using a creative methodology. The course meets SEL and visual arts goals for students, pre-k -8 including those with communication disorders, autism and special needs.

The Reba Early Learning Center, Childcare Network of Evanston and the Learning Bridge serve low-income families by promoting readiness for kindergarten and strategies for success in school. OSP has established a partnership, via Evanston's Cradle to Career Network, to provide the SEL curriculum to children ages 4 and 5. The curriculum enhances and strengthens the programs that are already offered by these groups.

Parents are not always able to offer the training or model the behavior that will ensure their child's smooth entry into elementary school. While the SEL classes are fun, the goals are therapeutic. Throughout the sessions, teachers demonstrate and encourage behavior that promotes self-awareness and management, social awareness and relationship building skills. These are critical attributes to a child's ability to integrate into an educational community.

Approximately 73 children will be served. Classes will be provided once or twice a week with about 10 students in each group.

James B. Moran Center

The Special Education Legal Advocacy Program supports the rights of special-needs children from low-income families, or youth already caught in the criminal justice system. While the children are the focus of the Moran Center's programs, the organization acknowledges that parents, or other caretakers, are also under considerable stress. In addition to coping with

economic issues. A history of family trauma often means that the caretakers are facing their own social and emotional challenges. OSP's Therapeutic Art Program provides an opportunity to address issues in a safe and productive manner. Approximately, 60 caretakers will participate in groups of 10 adults per class.

Curt's Cafe

Curt's Café teaches life-work skills to low income, at-risk women ages 16 to 22. A stipend and training program in food service are provided. OSP adds another dimension to this intervention. The program gives participants time to reflect, to write, and to make art free from directives or judgement. It is a chance to wordlessly explore complex feelings. Creative energy combined with the practical aspects of learning a job is a powerful force for building a more productive life. In the Fall of 2017 and Winter/Spring 2018, OSP provided therapeutic art programming to 27 young women. In FY 2019, Open Studio would like to offer up to 25 workshops for Curt's Café Clie

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.

Art in Action serves a diverse demographic, from children to young women and caregivers. Although the participants in OSP sessions vary in age and background, the need that is met and the benefits derived are similar. Stressful life situations and/or physical and emotional limitations may diminish the capacity for self-regulation, communication and experiencing personal accomplishment. OSP makes art the vehicle for learning and growth that would not occur under other circumstances. It opens a channel for participants' to view difficult life situations in a productive light.

The OSP process includes four phases:

- Stating an Intention. Artists document how they feel in the moment.
- Making Art. Techniques in a variety of mediums are introduced.
- Witnessing. Artists use their work as a springboard to reflection.
- Summarizing. Artists show their work, with the option to share their writing or not. The absence of comments promotes safety and community.

This sequence emphasizes the connections between emotion and experience and creativity and communication. Trained facilitators guide the group and participate along side them. Facilitators may approach the class differently depending on the participants' needs.

For example, SEL curriculum sessions are focused on modeling and encouraging positive social behavior and relationship building. Kids are encouraged to own their work and to create spontaneously and without regard for conventional notions of form or beauty. For the new Kindergarten Readiness Program, OSP will meet the community goal to increase kindergarten readiness of low income children.

Facilitators at Curts Café might emphasize the benefits of witnessing. Speaking from the heart can be a catalyst for a group who may feel marginalized and powerless to effect change in their circumstances. Caregivers at the Moran Center may derive the greatest benefit from having dedicated time to focus on themselves and their feelings.

The opportunity to showcase work to the community is one of the most impactful aspects of the program. Both children and adults relish the pride of having others admire a piece of art which they produced. For most participants, the gallery show is a new and invigorating experience. The art work on display represents both internal and external accomplishment.

OSP was launched in 1991 from the vision of three art therapists who sought to channel their passion into community service. Adults and children, who otherwise might not experience how painting or drawing can release untapped potential, were a target audience. The founders believed that creativity can provide the strength, stability, and solace to overcome significant social and emotional challenges. They developed this therapeutic program to support their mission. As OSP has established partnerships with nonprofits in the community, the organization's expertise in providing results-oriented services to a variety of constituents has grown.

OSP is staffed by an executive director who oversees operations, finances and fundraising. Seven facilitators lead the classes. Contributors to Art in Action: include but are not limited to: The Women's Club of Evanston, Evanston Community Foundation, City of Evanston Community Development Block Grant, Evanston Arts Council, Foundation 65, First Bank and Trust, Youth Opportunity United, Blick Art Materials, James B. Moran Center for Youth Advocacy, and Illinois Arts Council.

Documents Requested *

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

Required? Attached Documents *



[FY2019operatingbudget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.

98 156

[Boardlist.073118.doc](#)

Board of Directors, including demographic information, 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. Describe your program, including the need(s) that it addresses. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

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

Art & Action promotes mental and emotional stability among low-income children, youth and adults in partnership with these organizations:

- Y.O.U.
- Kindergarten Readiness, Social and Emotional Learning (SEL) with Reba Early Learning Center, Child Care Network of Evanston, the Learning Bridge (new program)
- District 65 (SEL)
- Curt's Café
- The James B. Moran Center (new program)

The OSP process makes art a vehicle for emotional stability and growth. It provides a channel for participants to view challenging economic and social situations productively. The following structured activities comprise all classes:

- Stating an Intention. Artists document their feelings in the moment.
- Making Art. Techniques in a variety of mediums are introduced.
- Witnessing. Artists describe and reflect on their work.
- Summarizing. Artists choose whether to share feelings with the group. To promote a sense of safety, commentary is not allowed.

Y.O.U

Y.O.U. is committed to closing the opportunity gap and preparing youth ages 8 to 19 for success. The organization provides learning programs, counseling and family outreach. Open Studio classes augment these services. The OSP process allows young people to discover that their own creativity can be a path toward self-esteem and emotional development. One to two classes for about 10 students are held weekly for 8 to 12 weeks.

Curt's Cafe

Curt's Café teaches life-work skills to women ages 16 to 22. A stipend and training program in food service are provided. OSP complements the skill-based activities with an emotionally supportive outlet. Women who are struggling to become economically and socially productive have limited opportunities for self-care. The program offers time to reflect, create and explore complex feelings. In the Fall of 2017 and Winter/Spring 2018, OSP provided programming to 27 women. In FY 2019, OSP would like to offer up to 25 one-hour workshops.

The James B. Moran Center

The Special Education Legal Advocacy Program supports the rights of special-needs children. In addition to coping with economic stress, a history of family trauma often means that parents and caregivers face social and emotional challenges. OSP's classes provide an opportunity to address issues in a safe and productive manner. An art facilitator and a trauma informed therapist lead the sessions. Sixty caregivers and children will be offered the opportunity to participate in two-hour art workshops for 5 weeks. Classes are limited to 10 people. Participants will be selected on a first come, first served basis.

Kindergarten Readiness and D65 SEL

OSP is among the first art-based organizations in Illinois to develop a curriculum that teaches SEL skills using a creative methodology. The curriculum is structured around the steps in the OPS process. The course meets Illinois' SEL and visual arts goals for children up to grade 8.

Parents are not always able to teach skills that will ensure their child's smooth entry into school. The curriculum bridges the learning gap and provides support so that younger children will be kindergarten ready and all ages will have greater academic success.

OSP will offer the curriculum to children served by the partner organizations listed above, including 73 children ages 4 to 5

(kindergarten readiness) and 20 students in grades K to 8 (D65). classes will be held once or twice a week for groups of 10. Ten parents will also have the opportunity to participate on

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

In FY 2017, January 1 through December 31, 2017, 160 individuals were served. Of the total:

- 50% African American
- 7% Asian
- 20% Caucasian
- 20% Latino
- 3% of unknown racial background
- 140 youth, and 20 adults
 - o Evanston Y.O.U. participants are males and females ages 8-19
 - o Curt's Café participants are young women ages 16-22
- 66 were male and 94 were female
- 4 were homeless
- 37 were female head of household
- 52 were disabled or special needs

New 2018 Fall Programs

- The James B. Moran SELA program serves about 60 adults and children. 10 adults and 10 children will have the opportunity to participate in OPS's program on a first come, first served basis.
- Reba Early Learning Center, Child Care Network of Evanston and the Learning Bridge participants are 4 and 5-year-olds (70 children 30 adults)
- District 65 participants are K to 8th graders. There will be approximately 20 participants this fall.

Y.O.U.; Reba Early Learning Center; Child Care Network of Evanston; the Learning Bridge; Curt's Café and the James B. Moran Center all restrict their programs to individuals identified as low income. Of the children served in District 65, 37.5 % were low income. OSP relies on its partner organizations to verify the income status of participants.

Relevant Characteristics—Curt's Café and Y.O.U.

Youth from low-income families are a significantly underserved population in Evanston. Clients served by Y.O.U. and Curt's Cafe have been exposed to traumatic challenges in their environment such as poverty, violence, teen parenthood and involvement with the judicial system. These social and economic circumstances are fraught with stress and sometimes characterized by violence, either within or outside the family. Young people whose attention is focused on survival have little motivation and few role models for growth and self-development. Limited resources are available to help with the needs specific to their unique situations, let alone provide the tools to enable them to move forward as strong, productive members of their community.

These young people have experienced ongoing disruption in their lives. Many of Curt's Cafe's clients are sole providers for their families. Some are homeless, others are teen mothers or have suffered abuse and violence. They are focused on the daily struggle of surviving with limited emotional and economic support. Therapeutic art sessions give participants time to reflect, to write, and to experience creativity free from directives or judgement. Making art is a chance to wordlessly explore complex feelings. The work that each participant completes is tangible evidence that even the most challenging emotions can be directed toward a positive outcome.

The inward exploration young people experience during OSP sessions, combined with the services they receive through Curt's Café and Y.O.U. offers a powerful combination of practical and emotional support for building a more productive life.

Relevant Characteristics—The James B. Moran Partnership

The adults in the Moran Center's SELA Program are parents, grandparents and guardians of special needs children. The caregivers are overburdened with both environmental and emotional stress. They confront neighborhood violence, economic instability and their own emotional trauma on a daily basis. These issues are compounded by the need to advocate for children who will not develop successfully without special services and attention. In 2017, of 56 caregivers, 24 were single mothers. Of children 5 to 21 years old, 54% were African American, 2.3% were Asian, 7% were latino, and 7% were multiracial and 19% were white.

Relevant Characteristics—SEL Curriculum Participants

The 4 to 5-year-olds served by the Reba Early Learning Center, Childcare Network of Evanston and the Learning Bridge come from low-income families. Parents may not have the time or the skill to provide appropriate kindergarten readiness activities. The SEL curriculum offers important socialization and self-moderation training that children do not receive at home. OSP will also provide therapeutic art classes for parents with a focus on helping them develop habits and skills to better academically and emotionally support their children. This is a new program to be initiated in the January 2019.

The K - 8th graders in D65 who will participate in the SEL program are have special needs. They may require educational

assistance for medical, mental or psychological challenges such as autism, and other types of communications disorders. Social and emotional learning (SEL) takes as a premise that a child's well-being depends on emotional health. The SEL curriculum helps children develop strength in the following core competencies through an artistic and creative methodology:

- Emotional management
- Achievement of goals
- Empathy
- Maintaining of positive relationships & Responsible Decision Making

Special needs students do better in OSP

3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

The following under-represented populations are targeted for services:

- Special needs children
- Low-income adults and children
- Low-income, at-risk teens and youth

OSP's Social and Emotional Learning curriculum promotes core strengths that are essential for children to succeed in life and in school. Families under economic and social stress are unlikely to be able to provide this essential support.

As a result of the classes, at-risk teens and youth learn to channel challenging emotions positively, build self-esteem and a sense of accomplishment and discover that creativity can be a bridge to a more productive life.

Caregivers of special needs children receive respite from their continuous focus on the needs of others and an opportunity to heal themselves. This realignment enables them to approach their child-rearing tasks with renewed energy and understanding.

Evanston's Consolidated Plan identifies a clear need for more public services and programs geared toward youth grappling with community and school violence, trauma, neglect, and abuse.

The plan also states "There exists a high need for supportive services aimed at low and moderate-income individuals for the purpose of increasing economic and educational opportunities. Additionally, other social services, including mental health services are needed to maintain a stable environment for those low and moderate-income residents most at risk of becoming homeless."

OSP provides these supportive and mental health services, especially to low to moderate income residents, supplementing and supporting the programs of other Evanston nonprofits.

OSP evaluates its youth workshops and activities using a system that was developed through the Envisioning Outcomes Program of the Evanston Community Foundation. Desired outcomes in content and process have been identified, and goals are set for each area. At the conclusion of a series, facilitators assess the group's progress against benchmarks. One significant measure is the percentage of artwork that mirrors life experience.

At the end of every session, Art & Action facilitators and partner agency staff complete an evaluation. SEL teachers complete a pre- and post-assessment of each child and an overall evaluation of the program at the conclusion of every class.

4. 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"/> | 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" value="210"/> | 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 helpline) |

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

Due to funding limitations the SEL curriculum is only available to a limited number of students in District 65. In 2019, Lincoln Elementary and Washington Elementary are on the waitlist for our services. OSP can accommodate all 4 and 5 year-olds served by Reba Early Learning Center, Child Care Network of Evanston and the Learning Bridge in the SEL program. All youth who are identified to participate from Curt's Café and the Y.O.U. program can also be accommodated.

A wait list may be developed for both the Moran Center and the SEL Kindergarten Readiness adult programs since only 10 participants can attend the workshop per five or six weeks session.

Demand for service remains constant throughout the year.

6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.

Providing referrals to other agencies is not a component of the program. In the event that our art facilitators identified a participant's need for additional services, we would inform the partner agency. The need for a referral has not occurred.

7. 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 OPS process was developed by our organization and is proprietary to it. Facilitators we have trained are using this process in other organizations and in their private practices, but no other nonprofit in the Evanston community offers this creative methodology.

OSP is the only visual arts organization in south Evanston that provides a judgment-free space for artistic production and exhibits. Unlike most art classes, the process excludes critique of the work and includes writing and self-exploration components that are beneficial for youth and adults who are challenged to express complex emotions. OSP's training in self-respect, honesty and empathy through artistic expression, with the goal of serving the community, is also unique among local nonprofit organizations.

Art & Action is specifically geared toward the underserved residents of Evanston. OSP's partnership with other nonprofits enhances and augments their services.

OSP has been offering Art & Action for over 15 years in collaboration with a variety of community partners. The program design is evaluated and revised based on feedback from participants and partners.

Most recently, OSP was the first organization to develop an art-based social and emotional learning curriculum to benefit all students, especially those with communication disorders and special needs.

8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?

GOAL # 1

Caregivers enrolled in the Moran Center SELA and the Kindergarten Readiness programs and the young adults clients of Curt's Café will have the opportunity to participate in OSP's therapeutic art program during the 2019-20 academic year. They will learn strategies to express their feelings in a healthy manner in order to develop the emotional strength to support both their children's and/or their own needs.

Objective # 1

Eighty percent of participants will have expressed their emotions in a healthy and safe manner following a workshop.

Objective #2

Eighty percent of participants in the adult or young adult program will learn a variety of ways to tell their stories allowing for healing and clarity following a workshop.

METHODS/STRATEGIES TO MEET OBJECTIVES:

Method 1: Hold therapeutic art programs in calendar 2019 for the caregivers or young adults at Open Studio Project.

Method 2: Provide child care services or children's art classes so the caregivers can attend the workshops.

Method 3: Encourage the caregivers to participate fully in all four key phases of the OSP Process: intention, writing, art

making, witness writing and reading aloud.

Method 4: Have a trauma informed art facilitator help lead the therapeutic art workshops.

OSP will help caregivers acquire skills and coping mechanisms to address the issues related to supporting children with special needs and/or preparing children for kindergarten. This will improve their children's development and their opportunities to thrive.

Following each 5 to 6-week adult workshop, OSP will request that participants complete an evaluation. The art facilitator will be responsible for the evaluation and for program supervision and oversight.

At the end of each session with Curt's Café clients, the OSP facilitator and agency staff will complete an evaluation.

GOAL #2: Art & Action Program in YOU Programs, D65 and Kindergarten Readiness Programs: Provide Art & Action creative workshops to our youth of Evanston's District 65 so they can learn ways to express their emotions in a healthy manner, clarify the mind and make responsible decisions.

Objective #1: Seventy percent of those who participate in OSP's creative workshops will have expressed their emotions in a healthy and safe manner following a workshop.

Objective #2: Seventy percent of youth participating in OSP's workshops will have increased their ability to see new possibilities and make healthy choices.

The following data will be collected by the OSP art facilitator and an agency staff member. The OSP facilitator is responsible for the program evaluation and oversight.

SEL teachers conduct a pre-and post-assessment of each participant and an overall evaluation at the conclusion of each workshop.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.

210	Unduplicated people to be served in 2019
200	Unduplicated Evanston residents to be served in 2019
200	Unduplicated low/moderate income people to be served in 2019
190	Unduplicated low/moderate income Evanston residents to be served in 2019
80	Unduplicated people served in 2018
80	Unduplicated Evanston residents served in 2018
80	Unduplicated low/moderate income people served in 2018
80	Unduplicated low/moderate Evanston residents served in 2018
1,120.00	TOTAL

10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."

OSP's mission is to serve the community by teaching and disseminating a creative process that allows individuals of all ages, abilities and backgrounds to experience art as a vehicle for personal growth. The organization, located in Evanston, Illinois, serves the Chicago metropolitan area. OSP is committed to the concept that art can transform lives through self-discovery and enrich communities by promoting positive social change.

OSP was launched in 1991 from the vision of three artists/art therapists who sought to channel their passion into community service. Adults and children, who otherwise might not experience how painting or drawing can release untapped internal potential, were a target audience. The founders believed that creativity can provide the strength, stability, and solace to overcome significant social and emotional challenges. As graduates of the Art Institute of Chicago's Art Therapy program, they drew on their training to develop a methodology that combines visual arts and writing to support their mission.

From its start as an innovative newcomer, the organization has embraced a strong service orientation. The continuing goal is to eliminate social and economic barriers to making art and provide a safe space to express emotions. Classes, workshops, and exhibits include participants who reflect the diversity of the city of Evanston. OSP has also expanded its outreach through collaborations with educational, healthcare, and social welfare agencies.

OSP is staffed by an executive director who oversees operations, finances and fundraising. A business manager is responsible for administrative activities. The organization's co-founder continues to offer her consultation and guidance. Seven facilitators lead the classes and workshops. Twenty-nine friends of OSP give their time and effort as volunteers or interns. A 12-person board provides governance and oversight. The board meets five times per year to evaluate the organization's performance, review plans for the coming months and develop long-term strategy. The board includes committees dedicated to finance, nominating, and special events. An advisory board contributes additional expertise and experience.

11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?

The Executive Director of OSP is a person of color. Two people (one male and one female) of color serve on the board. OSP will be offering scholarships to its art facilitator program for people of color.

12. Describe 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).

OSP has been offering Art & Action for over 15 years in collaboration with a variety of community partners. The program is continually evaluated and revised based on feedback from participants and partner organizations. Lead art facilitator, Jan Ellenstein, has over 30 years experience working in a variety of settings with youth and families.

Since 1991, OSP has been reporting to both public and private funders on key program aspects, such as outcomes and client demographics and complying with grant requirements. In addition to Evanston CDBG funding, funding has been received from government agencies such as New Trier Township for multiple years as well as the Illinois Arts Council, Evanston's District 65, and the Evanston Arts Council.

Since 2017 OSP has been actively strengthening and expanding its organizational policies and procedures with a goal of concurrently growing outreach activities.

Spectrum Non-Profit Services was hired in 2017 to analyze operations and provide guidance for the future. The resulting study explored how OSP could improve financial sustainability while increasing mission impact. Recommendations were made for staffing, board development, financial management, and program administration. Strategic priorities, which are being implemented, include:

- Building new community partnerships to leverage financial and program resources.
- Focusing the board on governance, strategy, and fundraising.
- Creating a program committee to reduce the amount of staff support needed for workshops and allow the executive director and staff to devote more time to fundraising and board development.
- Upgrading technology including the website and registration software.

To successfully build a wider network, OSP intends to expand on the formalization and documentation of its internal operations especially in the areas of finance and human resources. The organization has identified consultant, N. Phillip Hall, as an expert to guide it through this process. Mr. Hall is charged with:

- Developing a needs assessment and a strategy to promote stakeholder buy-in
- Revising and updating policy and practice manuals for finance and human resources
- Advising the executive director on the implementation of new systems

OSP also seeks to increase revenue by expanding its fundraising program. Consultant Penelope Doyle has been identified to undertake this project. Ms. Doyle's responsibilities will be to:

- Develop and implement a fundraising plan for donor retention and acquisition.
- Manage campaigns
- Build relationships with donors and other funders
- Oversee database management, gift processing, donor recognition and correspondence
- Organize donor cultivation events and stewardship plans
- Maintain donor records
- Analyze campaign progress and monitor the fundraising budget
- Develop a deferred giving program

13. 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)

14. 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? Also provide staff demographics.

For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.

Program staff for Art & Action includes art facilitators, Jan Ellenstein, Patti Vick, and Guylaine Herzig and Terry True, and possibly a trauma informed social/worker counselor if Ms. Herzig is unavailable. Most OSP staff work as independent contractors. The staff to participant ratio depends on the group. At YOU, 3 staff to 12 participants. At Curt's Cafe, 1 staff to 8 participants. At District 65, 2 staff to 8-10 participants. At the Moran Center SELA Program, most likely 1-2 staff for ten participants.

Jan Ellenstein, Lead Facilitator, Children and Youth Programs

Jan has been an integral part of OSP in Evanston since the doors opened in 2000. She has over 30 years of experience teaching parent/child classes. With a degree in Art and Art History from California State University, Jan has taught private classes at the Brentwood Art Center in Los Angeles, produced art festivals in Southern California, and was an Artist-in-Residence at Children's Hospital Los Angeles. She is also Family Arts Coordinator for the Evanston Ethnic Arts Festival for the 17th year.

Patti Vick, Art Facilitator

Patti has a Bachelor of Arts degree from Colorado College and a Master of Fine Arts degree from the School of the Art Institute. She has been an Art Director and a Senior Designer for a variety of firms and has been facilitating OSP adult and children's classes since 2014. Patti has represented OSP, bringing art programming to a variety of Evanston and Skokie public schools. Patti organized all adult programming as well as OSP's Intensive Facilitator Training for the past two years.

Terry True, Facilitator and Trainer

Terry has a Bachelor of Arts degree from the University of Illinois, and has been a mental health counselor for over a dozen years, including 8 years at the Psychiatric Unit of Christ Hospital in Oak Lawn. She has also been a Waldorf kindergarten teacher. She has been practicing at OSP since 1995, and began facilitating in 2015. She has supervised adult classes, one-day workshops, training sessions for new facilitators, and more.

Guylaine Herzig, Bilingual Psychotherapist & OSP Facilitator

Guylaine has been an OSP trained facilitator since 2013. She has recently received her degree from the Chicago School of Professional Psychology. She is also a trauma informed therapist.

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

Chantal M. Healey, Executive Director, chantalhealey@openstudioproject.org, 781-405-2115

16. 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)

06-770-6130

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

- Yes
- No

18. 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."

Our building is handicapp accessible except for our restrooms. Our neighbor, bookstore allows us to utilize their restrooms which are handicapp accessible if needed.

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

At the site of partner organization or at OSP 903 Sherman Ave. Evanston, IL 60201

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 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.

Chantal M. Healey, OSP Executive Director,

Budget

Funding Sources/Revenues	2018	2019	2019 Committed	
City of Evanston CDBG	USD\$ 4,000.00	USD\$ 10,000.00		
City of Evanston Mental Health Board Funds	USD\$ 0.00	USD\$ 10,000.00		
Y.O.U	USD\$ 4,000.00	USD\$ 4,000.00		
Artopia Paddle Raise	USD\$ 1,710.00	USD\$ 2,500.00		
Illinois Arts Council	USD\$ 5,000.00	USD\$ 5,000.00		
Breggi Foundation	USD\$ 0.00	USD\$ 5,000.00		
EVanston Community Foundation	USD\$ 4,945.00	USD\$ 20,000.00		
Chicago Foundation for Woman	USD\$ 7,900.00			
Evanston Arts Council/King Arts	USD\$ 1,100.00			
Women's Club of Evanston	USD\$ 3,000.00			
Total	USD\$ 31,655.00	USD\$ 56,500.00	USD\$ 0.00	

Funding Uses/Expenses	2018	2019 Total	2019 CDBG	2019 MHB
Art Supplies	USD\$ 4,050.00	USD\$ 8,032.00		
Admin(Planning, Eval., Eligibility, Tracking)	USD\$ 10,544.00	USD\$ 15,582.00		
Facilitators	USD\$ 4,000.00	USD\$ 15,390.00	USD\$ 10,000.00	USD\$ 5,390.00
Facilitator of Staff in Service Partner	USD\$ 2,080.00	USD\$ 4,662.00		
Fieldtrips	USD\$ 900.00	USD\$ 1,000.00		
Gallery Shows	USD\$ 2,080.00	USD\$ 2,082.00		
Supporting Services(space, finance, supervision)	USD\$ 7,000.00	USD\$ 9,746.00		USD\$ 4,610.00
Trauma Informed Counsellor	USD\$ 1,000.00			
Total	USD\$ 31,654.00	USD\$ 56,494.00	USD\$ 10,000.00	USD\$ 10,000.00

Budget Narrative

OSP Fiscal Year 19 is July 1, 2018 through June 30, 2019. This budget only includes Evanston multiple week Art & Action programming with services that we can evaluate and track.

Based on our new strategic directions, we are creating new partnerships, and this is represented in this budget. The local Breggi Foundation, the Illinois Arts Council, and the Evanston Community Foundation are all interested in and partially funding our work.

This budget is much larger than previous years as OSP has joined the Evanston Cradle to Career partnership and will be applying for funds with Learning Bridge, Childcare Network of Evanston, and Reba Early Learning Center to promote the kindergarten readiness goals outlined by the United Way. OSP and its partners will participate in "systems change" by providing its SEL Art curriculum to approximately 70, 4 and 5 year olds and therapeutic art program to the children's 30 caregivers as well as offering 6 family child art classes.

This program budget covers classes, field trips, art supplies, partner staff in-service training, a gallery show, , and the related administrative costs (planning, evaluation, tracking eligibility and evaluations, etc.), and supporting services (space rental, finance, Executive Director time for supervision, problem solving, etc. for our seven partner organizations in this venture - the Moran Center's, Curt's Cafe, District 65's Special Needs classrooms, YOU youth and Learning Bridge, Childcare Network of Evanston and Reba Early Learning Center.

The budget was specifically derived as follows:

Facilitators: in most cases \$50 an hour (which does NOT provide enough time for planning, evaluation, cleanup, supply purchase, transportation, etc.) x 2 or 3hours, which covers a 45 min to 1 hour class.

Facilitator time for Curt's Cafe is 12 classes in spring, 12 in summer, and 16 in the fall. For Moran Center's SELA, it is a total of 5 sessions for the year. For District 65, it is 2 classrooms x 12 sessions each, or 24 sessions. For YOU, it covers normally covers 7 sessions per year, but YOU may be changing its system to quarters. OSP will work

approximately 7 sessions but it will provide about 50 classes in a year. It is worth noting that YOU generally compensate OSP at the rate of \$50 per session, which does not cover costs. Other compensation parallels this ... namely that it adds to the bottom line but does not cover even total facilitator costs.

Field Trips are trips for OSP programs that operate at a partner site. For example, if OSP is doing an Art & Action program at King Arts school, we are in a classroom that is used by others during the day. We cannot use the walls, and most work must be done at a small desk or table. All materials must be brought in and cannot be stored in the classroom. All artwork must be taken home or taken back to the studio. We can't get too messy, because everything must be cleaned up by the end of the session. Therefore, Field Trips to Open Studio are important -- the walls can be painted on, materials are plentiful, and participants are in a "real" art studio with room to work and get messy. The cost is simply for Facilitator time to hold the class at Open Studio at \$50/hour.

We plan a Curt's Cafe field trip once a season. No field trips for SELA because they are already in our studio space. No field trips for District 65 children, because as special needs children with multiple disabilities, even getting to the studio would be challenging. 3 Field trips only are planned for YOU, because of transportation difficulties. If a school is near OSP, a trip can be planned. And, some YOU schools come to OSP for all classes.

Art supplies are costed out at \$25 per class session, whether the session is 8 or 15 participants.

Gallery show costs are also facilitator time to gather the artwork, organize and put up the show, and market it. We budgeted for 1 shows for Curt's Cafe (\$500 each), 2 for Kindergarten Readiness program, and 1 for District 65 SEL (as the programs run spring and fall) and 2 for Y.O.U. Gallery shows are an excellent way for children, youth, and adults to be seen in a new light, appreciated for their work, and to share who they are with others (all contributing to a healthier self).

Staffing is on a contract basis. Jan Ellenstein, who facilitates the majority of these groups, receives \$50 an hour. Patty Vick, another facilitator, receives \$20 an hour. We plan to compensate a contract trauma-informed art facilitator worker at \$60 an hour. Contract positions may not serve Evanston clients exclusively but can be tracked by the hour when they do. We are not requesting funding for administration or administrative staff time, although it is a necessary component of the program.

Program Outcomes

Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	12	12	23	20	12	12	23	20
White/Hispanic	30	30	52	44	30	30	52	44
Black or African American	79	79	156	145	74	74	156	145
Black, African American/Hispanic								
Asian	1	0		0	1	0		
Asian/Hispanic								
Native American								
Native American/Hispanic								
Other	7	4			7	4		
Other/Hispanic								
Total	129	125	231	209	124	120	231	209

Program Outcomes

Outcome	Indicator (How was success measured?)	Goal	G:	G:	G:	Goal Total	Actual	A:	A:	A:	Actual Total
		# (G): Jan- Mar	Apr- Jun	Jul- Sep	Oct- Dec		# (A): Jan- Mar	Apr- Jun	Jul- Sep	Oct- Dec	
		10	11	15	6						

1	Curt's Cafe, Moran Center and K-Readiness Adults will have increased healthy expression of emotions	80% of adults will participate as evidenced by attendance	0	0
2	YOU, D65 and pre-kindergartners will have increased healthy expression of emotions	70% of the students will participate as evidenced by attendance. OSP will hold at least 40 classes during the year for YOU.	0	0
3	Outside Agencies will recognize the added value of OSP's creative programs (2-7 agencies- YOU, Curt's Cafe, Moran, D65, LB, CNE & Reba)	100% of agencies will provide evaluations at the end of their sessions	0	0
4			0	0
5			0	0
Total			0 0 0 0	0 0 0 0 0

Program Line Item Expenditures

Item Description	Total 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

Item Description	Total 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, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.



[990](#)

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

[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).



[501 c 3 letter](#)

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 2017 only if changed).

Brief biographies of key staff including demographic information.



[Bios](#)

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.

[Moran letter of support](#)

[YOU letter of support](#)

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](#)

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



[Chart of Accounts](#)

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](#)

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 FY2018.

Organizational commitment to equity, diversity and inclusion.

Extra

In the Letter of Intent, Section 11, it states that the Moran Center is a Contributor to Art in Action, yet details are not provided in the budget. Please elaborate on their contribution.

-no answer-

Do collaborative agencies contribute to revenue stream?

-no answer-

Why don't collaborative agencies pay for transportation costs?

-no answer-

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Application ID: 122014

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City of Evanston
Community Development
2019 CDBG Public Services & Mental Health Board
8/15/2018 deadline

Youth & Opportunity United (Y.O.U.) Trauma Informed Counselling (EMHB)

USD\$ 100,000.00 Requested
USD\$ 100,000 MHB Request

Submitted: 8/15/2018 1:04:21 PM (Pacific)

Project Contact

Marianne Moberly
marianne.moberly@youevanston.org
Tel: 847-866-1200 ext. 231

Additional Contacts

none entered

Youth & Opportunity United (Y.O.U.)

1911 Church Street
Evanston, IL 60201
United States

Chief Executive Officer

Maggie Blinn DiNovi
mblinndnovi@youthopportunity.org

Telephone 847-866-1200
Fax 847-866-9143
Web www.youthopportunity.org

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 and Opportunity United (Y.O.U.) is applying for funding for its trauma-informed mental health initiatives

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. 2019 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
100,000	MHB (Human Services Fund)
100,000.00	TOTAL

9. Funding request is:

Programs funded in 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 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 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 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).



[Y.O.U. Operating Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[Board of Directors Roster](#)

Board of Directors, including demographic information, 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

[Conflict of Interest Form](#)

[download template](#)

Application Questions

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

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

funding.

Description: We offer free, high quality out-of-school time (OST) programs and integrated mental health services at eight Evanston school-based sites.. Our programs are trauma-informed, relationship based, and offer innovative and accessible socio-emotional supports for underserved, low-income, and minority youth.

Needs Addressed: Our program is designed to address the growing needs of Evanston youth and families. We: 1) provide mental health services in non-stigmatized, familiar locations; 2) draw on partnerships between community, school, and institutional resources; and 3) integrate clinical services into our high-quality OST programs to lower barriers to entry and improve school retention among low-income, immigrant, and refugee populations (Ellis 2011). Our OST programs enhance our mental health services by offering a network of caring adults and peers with whom youth can build trusting relationships and explore their abilities and identity.

Services Provided: Alongside an hour of intensive academic supports each day, we offer a holistic set of social-emotional supports. Our staff and licensed clinicians are trained in building deep, positive relationships to support youth coping with trauma and social and economic hardship. We offer:

- Project-Based-Learning: Youth participate in enrichment activities, civic engagement, and experiential learning to build empathy and agency and practice leadership skills.
- Violence Prevention: Our trauma-informed, age-appropriate sexual health education program follows an evidence-based curriculum addressing topics such as relational violence, positive body image, healthy relationships, gender stereotypes, consent and boundary communication, and puberty.
- Psychoeducational Groups: Our therapeutic groups are offered alongside experiential learning and enrichment activities to destigmatize counseling and provide a low-risk entryway for youth. Our clinicians also provide effective alternatives for many refugee, immigrant, and low-income youth for whom traditional psychotherapy conflicts with cultural norms.
- Individual/Family Counseling: Our clinicians provide individualized and family counseling to youth with significant mental health needs in order to support improved family functioning, communication, and relationship-building.
- Family Engagement: We facilitate weekly, trauma-informed support and skill-building groups for caregivers, as well as quarterly Family Nights where families and staff share food, learn from peers, and build support networks.
- Refugee/Immigrant Supports: We support immigrant and refugee youth and families through psychoeducational counseling to support youth's acculturation process; advocacy and mediation for caregivers within unfamiliar institutions; and workshops and case management to meet basic needs.

These services align with MHB funding priorities, as they: 1) offer free, accessible mental health services to Evanston residents; 2) meet basic needs of Evanston youth through afterschool programs and case management; 3) enhance the mental health, safety, and protection of Evanston residents through clinical and youth development services; and 4) contribute to Evanston's diversity through accessible supports for immigrant and refugee families.

Frequency/Duration: Our programs operate for 3 hours each weekday after school for 36 weeks during the school year and for 7.6 hours each weekday for eight weeks during the summer. Consistent attendance is highly encouraged.

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

Target Population: Y.O.U.'s Trauma-Informed Youth and Family Services Program will serve 750 Evanston youth who lack access to opportunities due to their socioeconomic status. These youth attend the eight highest-need, Title I schools in Evanston: Chute, Dawes, ETHS, King Arts, Nichols, Oakton, Walker, and Washington. Because these youth must often deal with adult issues such as poverty, racism, family trauma, and violence, their ability to succeed is threatened. By providing holistic social and emotional supports for these youth, we ensure they have the opportunity to realize their full potential.

When youth enroll in our programs, they are typically characterized by one or more of the following: baseline gaps in Math, English, or Science; disconnection from school; social and emotional challenges that disrupt learning; failing grades in one or more classes; and/or frequent failure to complete homework. Moreover, the majority of these youth do not have access to mental health services and other social, emotional, and academic supports due to financial, transportation, cultural, language, and/or other access barriers.

Demographic Description: The youth in this program are:

- 8 to 18 years of age (grades 3-12)
- 51% female; 49% male
- 93% minority (61% African American; 22% Latino; 10% multiracial or other)
- 80% low-income (eligible for free or reduced lunch)

Based on available data, we estimate that 15-20% of our families are Limited English Proficient (LEP) and that most of our families are single-parent households.

Eligibility Requirements: While we do not have formal eligibility requirements, we target youth who are from limited-income families and who have academic, social, and emotional needs through intentional outreach. Specifically, we work with

teachers and social workers at our partnering schools to identify and encourage high-need youth and families to participate in our programs. In addition, our staff follows a four-step protocol in order to engage youth identified as high-need in our programs: 1) work with school staff to better understand family needs; 2) develop a personal outreach plan for the youth and their family; 3) place a phone call to the youth's caregiver to request a meeting; and 4) make a home visit to personally invite participation.

Moreover, to ensure accessibility, Y.O.U. employs a multilingual staff team to communicate with LEP parents, and all informational materials are provided in both English and Spanish. In addition, the majority of Y.O.U. program staff members are people of color and approximately 40% are male. This helps attract diverse youth to our programs by ensuring that they have relatable role models.

We find that by targeting high-need youth, instead of using strict eligibility requirements, we are best able to uphold our commitment to serving all youth who lack the skills, self-confidence, and opportunity to participate fully, freely, and responsibly in their communities. Furthermore, we avoid the stigma that can be created by formal eligibility requirements.

3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. Our recent gap analysis showed community concerns and needs in regard to accessing mental and other health care. Trauma-based, comprehensive clinical services are key to supporting youth in their social-emotional and academic development. In recent years, families have been forced to grapple with issues such as long-term unemployment, homelessness, and hunger. These economic pressures have led to emotional upheaval and social insecurity in the lives of the youth we serve. Indeed, our clinicians report that community-based youth referrals have increased over 200% since 2010. Accompanying these trends is an unprecedented increase in new demand areas for treatment such as chronic trauma and suicidal pre-adolescents. Funding for our trauma-based counselling allows Y.O.U. to continue to fill this gap in services for some of Evanston's most vulnerable residents.

As articulated above, a large percentage of our service population is minority and/or low-income. The need for mental health care services is especially acute among these groups. The 2015 National Institute of Mental Health designated access to equal care for marginalized groups as a key issue to examine in future research and found that although quality of services have improved, access to mental health services for minorities and low-income groups has actually decreased in recent years (NIMH ORDGMH). Y.O.U. recognizes this gap and is conscious of the diverse needs of our population when constructing our mental health programming.

Y.O.U.'s services improve equitable service delivery in the community since we are targeting a population that is underserved and doesn't have easy access to services. By providing our services in schools - a familiar, accessible location - and developing trusting relationships with youth and families, we are closing the equity gap and creating impact. We have a robust evaluation and measurement program. Y.O.U. utilizes the Devereux Student Strengths Assessment, or DESSA, a nationally standardized tool, to measure social-emotional development. At quarterly site-based Family Nights, parent education programs focus on social-emotional learning goals that are incorporated into our OST programs, thus parents learn about the impact of programming on the social-emotional growth of their children.

Impact on these populations would be measured through Y.O.U.'s established survey procedure, where both youth and family members respond to questions regarding how the programming they have experienced has shaped their emotional and academic well-being.

4. 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="200"/>	Intake/assessment
<input type="text" value="50"/>	Referrals
<input type="text" value="115"/>	Individual case management plan/services
<input type="text" value="175"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="750"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="750"/>	Multi-session program (e.g. after school program)
<input type="text" value="250"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text" value="0"/>	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text" value="15"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="2,305.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

Y.O.U. has short waiting lists at some of its Evanston sites. The list at each school site is approximately 5-10 youth, and we are typically able to enroll these youth in our programs within six months.

In order to ensure high-quality programming for our youth, Y.O.U. is committed to maintaining a best-practice youth-to-staff ratio of 10:1 in our programs. Unfortunately, this means that we occasionally do not have the staffing capacity to immediately accept all youth who have been referred to our programs. To support these youth and families during the waiting period, we provide referrals and assistance on an as-needed basis.

6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.

Y.O.U. tracks referrals to other organizations on an aggregate level, marking whether or not the client is able to connect with the services. Our clinicians also provide case management for clients who are offered referral services. This can range from providing transportation to partner agencies or aiding clients in making calls and initiating contact with service providers. The most frequent referral Y.O.U. offers is connection to psychiatric services.

7. 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.

Both Family Focus and the McGaw YMCA address similar needs; however, we offer complimentary services to ensure collective impact, rather than a duplication of resources.

Family Focus provides similar afterschool services at its Evanston headquarters but focuses on youth at non-Title I elementary and middle schools. Meanwhile, Y.O.U. serves youth at Evanston's Title I schools. Because we serve distinct school populations, our services are not duplicative. Meanwhile, we partner closely in order to learn from one another and work together on numerous joint projects (e.g., STEM learning ecology network, Cradle to Career).

The McGaw YMCA provides three free services to our target population: a summer reading program, a mentoring program, and a digital arts drop-in center called MetaMedia. Once again, we collaborate to ensure collective impact. The YMCA's summer reading program serves youth in grades 1-2, whereas our summer programs begin in 3rd grade. Moreover, we have created linkages between these programs, encouraging youth in the YMCA's summer reading program to join Y.O.U. in 3rd grade. Meanwhile, we connect our youth to the YMCA's mentorship program, as well as one led by Big Brothers Big Sisters (which Y.O.U. hosts biweekly in its youth center and headquarters). Finally, we are a core collaborator in MetaMedia, serving as a co-designer and partner, and using the space to offer our middle schoolers opportunities not available on-site in our schools. Furthermore, our Maker Manager serves as a liaison to ensure a pathway between MetaMedia and Y.O.U.'s Maker programming (which targets elementary and high school youth).

Y.O.U. also has deep cooperative relationships with other service providers across the community, including both Evanston school districts, the Evanston Police Department, Erie Health Center (sexual health education), the James B. Moran Center for Youth Advocacy (legal representation), Metropolitan Family Services (general and mental health counseling and case ma), PEER Services (substance abuse counseling/treatment), and the Ethiopian Community Association and Jewish Child & Family Services (refugee services). Our formal partnerships with both Evanston school districts ensure our use of school space as well as access to data sharing resources and teachers, administrators, and social workers. These relationships are essential to our mental health and afterschool services because they enable communication across all of youths' settings – home, school, and afterschool – to ensure a comprehensive, complementary support system. A second strength of these collaborations is the increased mental health supports they create for our youth. By partnering with organizations to meet youth and families' basic needs and mental health needs, we ensure that youth in our programs are safe, healthy, and able to meet their full potential.

While we deeply value the services provided by our peers and our community, we believe that our holistic approach and accessibility set our no-cost services apart. By integrating clinical counseling, family engagement, and wraparound social services into our OST programs, we offer a program model that is uniquely designed to meet the needs of the whole child. Meanwhile, since we are on-site at each school, we uniquely eliminate transportation barriers for our youth and families.

8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?

Goals: Our program promotes the academic, social, and emotional development of youth. Thus, we have three core goals:

-Academic: Youth will be academically successful in core subject areas; Outcome: 55% of regular attendees will improve their academic performance and another 20% will maintain their academic performance based on teacher surveys.

-Social: Youth will develop self-awareness and self-management skills to achieve school and life success; Outcome 1: 75% of

participants will meet Illinois Social Emotional Standards; Outcome 2: 80% of enrolled youth will attend program regularly (30+ days).

-Emotional: Youth will believe in themselves and see that others believe in them; Outcome: 75% of participants will demonstrate high self-esteem.

We show the above goals and the corollary outcome indicators of success on the program outcomes tab.

Changes from 2018: Our program model has the same three core goals and outcome indicators in 2019 as it did in 2018.

Y.O.U. is committed to ongoing program evaluation and continuous improvement. We conduct a rigorous evaluation of our programs each year that includes assessing the academic performance and social-emotional growth of youth participants. Our evaluation process includes both qualitative and quantitative data and offers a formative and summative assessment of our effectiveness and impact. Our evaluation is structured around academic (e.g., grades), social (e.g., family relationships), and emotional (e.g., self-image) goals and performance indicators. We utilize three sets of data to measure our progress against these goals and indicators:

- Customized surveys from all of our stakeholders, including youth, teachers, and parents;
- Assessment data, such as grades and standardized test scores received through our robust data-sharing partnership with both Evanston school districts; and
- Clinical and social emotional evaluation data, such as participant scores on the nationally recognized Devereux Student Strengths Assessment (DESSA).

Beyond measuring our program's progress toward our goals and indicators, our annual evaluation analyzes program practices; assesses the strengths and weaknesses of each program; investigates how the program's structures and supports contribute to the academic success, social development, and emotional health of the participants; and explores how we promote family involvement and engagement.

Ensuring Program Implementation as Planned: All of the above programmatic and evaluation implementation will be supported and monitored by Y.O.U.'s CEO, Maggie Blinn DiNovi (15+ years of experience, J.D. University of Chicago); Director of Elementary Programs, Megan Orleans (5+ years of experience, M.Ed. Slippery Rock University of Pennsylvania); Director of High School Programs, Emily Roth (5+ years of experience, B.A., DePaul University); Director of Middle School Programs, Brian Parker (17+ years of experience, B.A. Northeastern Illinois University, M.B.A. in process) ; and Director of Youth and Family Counseling, Melody Rose (15+ years of experience, LSW, MSW, University of Indiana). Meanwhile, our Board Program Committee (composed of community leaders and education experts) annually reviews evaluation findings to make suggestions and changes.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="950"/>	Unduplicated people to be served in 2019
<input type="text" value="750"/>	Unduplicated Evanston residents to be served in 2019
<input type="text" value="950"/>	Unduplicated low/moderate income people to be served in 2019
<input type="text" value="750"/>	Unduplicated low/moderate income Evanston residents to be served in 2019
<input type="text" value="950"/>	Unduplicated people served in 2018
<input type="text" value="750"/>	Unduplicated Evanston residents served in 2018
<input type="text" value="950"/>	Unduplicated low/moderate income people served in 2018
<input type="text" value="750"/>	Unduplicated low/moderate Evanston residents served in 2018
<input type="text" value="6,800.00"/>	TOTAL

10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."

Y.O.U. was founded in 1971, after a group of parents, teachers, and government leaders from the community determined the need to create a new organization to serve "young people whose needs are not being met by more traditional agencies." Over the last 47 years, as the needs of youth in our community have changed, our programs have adapted to meet these needs. Our current focus on limited-income youth and families began in the early 1990s in response to the growing disparity in

accessing vital community services.

Y.O.U. is overseen by a Board of Directors and by a staff executive team composed of the Chief Executive Officer, Chief Talent Officer, Chief Advancement Officer, and Directors of After School Programming and Clinical Services. This Executive Team oversees a diverse staff that includes AmeriCorps and VISTA fellows as well as permanent staff and work study students from Loyola University and Northwestern University. The 25-member board meets ten times/year and is governed by an executive team of seven. Board members are individuals who are representative of the community and support Y.O.U. financially and with their unique skill sets and donated time. The board is responsible for defining mission and policies, gathering resources, monitoring the CEO, and managing funds and other assets of the organization.

In the past year, our organization has undergone a leadership change and restructuring of its executive team. Former executive director Seth Green transitioned out of his role August 2018 and the Board of Directors conducted a thorough and comprehensive search for a new leader. In March 2018 we were very excited to welcome a Chief Executive Officer, Maggie Blinn DiNovi. Ms. DiNovi holds a J.D. from the University of Chicago and has over fifteen years of experience working in the public school system as an officer and a consultant. We also restructured and eliminated the roles of Chief Operations Officer and Director of Human Resources. As result, Y.O.U. created a Chief Talent Officer position who will oversee staff recruitment, staff development and organizational culture.

11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?

Our executive team composition includes 25% persons of color. We have a Race Equity Staff Committee that meets regularly to discuss issues surrounding racial justice and representation. The Race Equity Committee also has sub-committees that address issues of racial equity in programming, human resources, and communications. In addition to this staff focus, Y.O.U. is advised by 5th Ward Community neighbors who are primarily area residents of color. This serves to keep an open line of communication between the community and Y.O.U. on issues of programming to the surrounding community. With such a large percentage of students of color, Y.O.U. makes it a priority to consider the complex needs of minority youth when developing programming. The regular feedback of our majority-minority youth through surveys and reviews is key in the evolution and growth of Y.O.U. programming. In addition, we are in the process of establishing a youth advisory committee at the middle school level which will be representative of the youth we serve.

12. Describe 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).

Programming Capacity: Our capacity to carry out successful programming is evidenced by the success of our holistic and evidence-based program model. This integrated model combines intensive, integrated clinical counseling and mental health supports with high-quality afterschool enrichment, parental engagement, and wraparound support. These services are intended to meet youth at their points of development and empower them to realize their full potential. Our high quality program manual outlines our curriculum, goals, and objectives in order to ensure consistency on expectations, policies, and standards across all of our sites. This structure allows us to uphold our service model and reliably support our participants' social and emotional growth, as well as their academic achievement.

Our evaluation data demonstrates that our holistic, integrated program model works. For example, youth and families who participated in our programs during the 2017-2018 school year made significant academic, social, and emotional gains:

- Academic: 98% of Y.O.U. youth are motivated to excel academically and 90% are improving or maintaining their academic performance (according to teacher surveys).
- Social: 90% of Y.O.U. youth are improving or maintaining their ability to get along well with their peers and 84% demonstrate strong self-regulation skills.
- Emotional: 83% of Y.O.U. demonstrate strong self-confidence and 94% are improving or maintaining healthy decision-making skills.

Meanwhile, among parents of youth participating in Y.O.U. programs, 83% reported that Y.O.U. helped them feel more involved in their child's learning.

Organizational Capacity: Y.O.U. is also committed to ensuring our success and integrity from an administrative standpoint. Our finances and procurement are directly overseen by our Chief Financial Officer, Melissa Lee Hohimer, and our Chief Executive Officer, Maggie Blinn DiNovi, respectively. Ms. Hohimer has over 10 years of experience working in finance and accounting at a wide variety of non-profits, as well as an MBA from the University of Chicago. Ms. DiNovi has more than a decade of experience in education consulting and has a JD from the University of Chicago and BA in Accounting from the University of Illinois..

We also have procedures to ensure accountability. Our organization operates in accordance with an annual budget that has been approved by our Board prior to the beginning of each fiscal year. Our Board Finance Committee and staff leadership team review monthly revenue and expense reports in comparison to our budgeted numbers and update our projections on an

as-needed basis. Likewise, we have systems in place to report our financial information and data to our external constituents.

We have written policies in place governing the investments of assets. We also have internal control procedures and purchasing practices. One example of an internal control procedure is that all Y.O.U. checks above \$10,000 must be signed by both a board member and a staff member.

Finally, each year, Y.O.U. completes a full financial audit under the supervision of CohnReznick, a nationally recognized C.P.A. firm; this audit is in accordance with all federal auditing standards and includes all OMB Circular A-133 requirements. This audit report is reviewed and approved by Y.O.U.'s Board of Directors. To date, Y.O.U. has received no findings in these audits, indicating the effectiveness of its procedures and system of o

13. 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)

14. 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? Also provide staff demographics.

For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.

Programming Capacity: Our capacity to carry out successful programming is evidenced by the success of our holistic and evidence-based program model. This integrated model combines intensive, integrated clinical counseling and mental health supports with high-quality afterschool enrichment, parental engagement, and wraparound support. These services are intended to meet youth at their points of development and empower them to realize their full potential. Our high quality program manual outlines our curriculum, goals, and objectives in order to ensure consistency on expectations, policies, and standards across all of our sites. This structure allows us to uphold our service model and reliably support our participants' social and emotional growth, as well as their academic achievement.

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

16. 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)
82-632-2919

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

- Yes
- No

18. 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

19. Where (address/location) does your program take place and how will clients get to the location or facility?
Our programs occur at Chute, Dawes, ETHS, King Arts, Nichols, Oakton, Walker, and Washington schools. Programs begin right after the school day ends, so youth are already onsite. Afterward, we offer transportation as needed.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 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.
Marianne Moberly, Chief Advancement Officer

Budget

Funding Sources/Revenues	2018	2019	2019 Committed	
City of Evanston CDBG				
City of Evanston Mental Health Board Funds	USD\$ 100,000.00	USD\$ 100,000.00	USD\$ 0.00	
Illinois State Board of Education	USD\$ 586,230.00	USD\$ 624,712.00	USD\$ 624,715.00	
Department of Health and Human Services	USD\$ 150,000.00	USD\$ 172,256.00	USD\$ 172,256.00	
Private Sources	USD\$ 120,181.00	USD\$ 131,271.00	USD\$ 131,271.00	
Total	USD\$ 956,411.00	USD\$ 1,028,239.00	USD\$ 928,242.00	

Funding Uses/Expenses	2018	2019 Total	2019 CDBG	2019 MHB
Personnel	USD\$ 646,090.00	USD\$ 702,382.00		USD\$ 86,207.00
Fringe Benefits	USD\$ 103,374.00	USD\$ 112,381.00		USD\$ 13,793.00
Travel	USD\$ 10,000.00	USD\$ 10,000.00		
Supplies	USD\$ 110,000.00	USD\$ 110,000.00	USD\$ 0.00	
Indirect Costs @10%	USD\$ 86,946.00	USD\$ 93,476.00		
Total	USD\$ 956,410.00	USD\$ 1,028,239.00	USD\$ 0.00	USD\$ 100,000.00

Budget Narrative

We are applying for funds to be dispersed during the grant period of January 2019 - December 2019. Our fiscal year runs from July through June. Our existing Trauma Informed Counseling Program does not contain any significant revenue or expense differences from the FY2018 proposal. Y.O.U. has also not experienced any major reductions from key funders such as the State of Illinois. We continue to receive direct and pass-through funding from the State via several different grants and programs. We receive Illinois State Board of Education funds, which are secured for the coming year. We also receive CCBYS and AmeriCorps funding, both of which are secured for FY19. Outside of these funds, we have a robust base of private donors, both individual and corporate. In addition, this year we were awarded our first national grant from the New York Life Foundation which is restricted to our middle school programming. We plan to aggressively pursue other opportunities on this level in the future. We are asking for a consistent amount of funding as what as was requested in the prior funding cycle, because we believe this amount is what will best meet the needs of the youth we

serve.

Mental Health Board funding will support the staffing costs of several key program leads. These are all existing positions; these funds would not create any new positions. This funding is specifically delegated to program staff that would exclusively serve Evanston community members.

25% of Manager of Sexual Education salary. Her salary is \$38,340 and 25% of that is \$9,585.

One Full Time Youth & Family Counselor at \$39,825

\$36,797 to pay for 100% of a salary for an APM.

Y.O.U. also applies a 16% benefit ratio under this funding, which includes FICA, medical, unemployment, and workers compensation.

Program Outcomes

Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	112	112	112	112	66	66	66	66
White/Hispanic	194	194	194	194	148	148	148	148
Black or African American	473	473	473	473	447	447	447	447
Black, African American/Hispanic	0	0	0	0	0	0	0	0
Asian	78	78	78	78	13	13	13	13
Asian/Hispanic	0	0	0	0	0	0	0	0
Native American	11	11	11	11	8	8	8	8
Native American/Hispanic	0	0	0	0	0	0	0	0
Other	82	82	82	82	68	68	68	68
Other/Hispanic	0	0	0	0	0	0	0	0
Total	950	950	950	950	750	750	750	750

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	Youth will be academically successful (demonstrate achievement in core subjects).	% of Y.O.U. participants improving or maintaining academic performance, according to teachers surveys.	55%	55%	55%	55%	0				0
2	Youth will develop self-awareness and self-management skills to achieve school and life success.	% of Y.O.U. participants that meet Illinois Social Emotional Standards as measured by youth surveys.	75%	75%	75%	75%	0				0
3	Youth will develop self-awareness and self-management skills to achieve	unduplicated # of youth participating in individual or group clinical counseling	37	18	14	8	77				0
			120 of 156								

	school and life success.													
4	Youth will develop self-awareness and self-management skills to achieve school and life success.	# of youth attending program regularly (20 or more days of program)	160	140	110	160	570							0
5	Youth will develop self-awareness and self-management skills to achieve school and life success.	unduplicated # of youth attending program regularly (30 or more days of program)	0	0	525	0	525							0
Total			197	158	649	168	1,172	0						

Program Line Item Expenditures

Item Description	Total 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

Item Description	Total 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, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.



[Audit + 990](#)

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

[Annual Report + Strategic Plan](#)

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).



[501\(c\)\(3\) Letter](#)

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 2017 only if changed).

Brief biographies of key staff including demographic information.



[Board of Directors Roster + Staff Bios](#)

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.

[Income Form](#)

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

[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.

[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.



[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



[Y.O.U. Operating Budget](#)

City programs). Example, if your fiscal year is July 1-
June 30, this will be for FY2018.

Organizational commitment to equity, diversity and
inclusion.

[Commitment Statement](#)

Extra

Are fundraising projections for next year realistic?

-no answer-

There are under-served, low income and minority youth enrolled at every school in Evanston (not just at the eight Title 1 schools). What plans are in place to make the program accessible to all?

-no answer-

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

Application ID: 122491

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City of Evanston
Community Development
2019 CDBG Public Services & Mental Health Board
8/15/2018 deadline

Youth & Opportunity United (Y.O.U.) CDBG STEAM for Teens

USD\$ 20,000.00 Requested
USD\$ 0 MHB Request

Submitted: 8/15/2018 1:04:41 PM (Pacific)

Project Contact

Marianne Moberly
marianne.moberly@youevanston.org
Tel: 847-866-1200 ext. 231

Additional Contacts

none entered

Youth & Opportunity United (Y.O.U.)

1911 Church Street
Evanston, IL 60201
United States

Chief Executive Officer

Maggie Blinn DiNovi
mblinndnovi@youthopportunity.org

Telephone 847-866-1200
Fax 847-866-9143
Web www.youthopportunity.org

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.

Y.O.U. is applying for support for our trauma informed counseling services (EMHB) and our STEAM programming for low income youth and residents of the 5th Ward (CDBG).

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. 2019 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.

<input type="text" value="20,000"/>	CDBG
<input type="text" value="100,000"/>	MHB (Human Services Fund)
<input type="text" value="120,000.00"/>	TOTAL

9. Funding request is:

Programs funded in 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 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 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 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.

Our STEAM programming for youth and residents of the Fifth Ward will serve 450 individuals annually through one-time workshops and ongoing STEAM (Science, Technology, Engineering, Arts and Math) programming for low-income Evanston youth and families. We anticipate that 95% of participants will be Evanston residents with 50% male and 50% female participation. The majority (85%) of participants will be youth between the ages of 8 and 18. Programs will be led by Y.O.U.'s Maker Manager, other Y.O.U. staff, and local providers and partners such as Chef Q. Ibraheem, The Talking Farm, Paula Bee, the Evanston Public Library and Evanston Arts Center. Programming will include one-time week-end workshops featuring culinary and visual arts, robotics, coding, urban gardening, environmental science, sound engineering and graphic design to ensure accessibility for all youth and local residents. In addition, ongoing evening and week-end programming on STEAM subjects will be targeted to high school youth attending ETHS. Specifically programming will be designed to 1) increase youth interest in STEAM subjects and fields; 2) build youth's 21st century skills; 3) increase youth's academic interest, engagement and performance; 4) empower youth to set aspirations for their learning and their future; and 5) providing STEAM-related enrichment and education to families. Y.O.U. completed its first year of STEAM programming in our facility at 1911 Church Street.

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.

Need

The City of Evanston's 2018 Action Plan identifies as a key goal "...maintaining and expanding the availability of, and increasing access to needed services..." Included in the identification for services are youth programs. Y.O.U. is specifically focused on filling the needs of youth and families who lack access to quality STEAM activities. STEAM activities are hard for low-income youth to access due to cost and transportation barriers.

The low-income youth we serve lack access to quality STEAM programs, resulting in a stark academic achievement gap: only 33% of low-income students in our service area now meet or exceed grade-level standards in math and science, compared with 89% of their non-low-income peers (Illinois State Report Card). This under-performance is especially troubling because low-income and minority youth are some of the least represented populations in the STEAM fields, due largely to a lack of access to quality STEAM education programming(L.H. Migus 2014 "Broadening Access to STEM Learning").

Extensive research shows that quality out-of-school time STEM programs can effectively increase underrepresented youth's interest and achievement in STEM fields (National Academy of Sciences 2014). Indeed, our initiative will provide an innovative, evidence-based means of engaging underserved youth in STEM early on, and build aspirations for careers in STEM fields.

Our free programming will provide an innovative and evidence-based means of engaging underserved Evanston youth in STEAM immersion activities focused on building technology and design thinking competencies, and promoting aspiration setting and academic motivation. Moreover, because of our facility's proximate location to ETHS and three of Evanston's low/moderate income census blocks, our programming will be accessible and convenient for underserved Evanston youth and families.

In the past year we have offered programming for area residents (approximately 50% of attendees reside in the 5th Ward) including workshops in culinary arts, coding and Robotics. At these events we've surveyed participants concerning their interest in future enrichment opportunities; 85% indicated a desire for activities in culinary arts, STEM and the arts (respondents could select their top three choices of activities). In addition, we have formed a Neighborhood Council composed of Fifth Ward residents who are helping inform STEAM activities for youth and families. Based on their initial input, Y.O.U. sponsored a Community Farm Day in June 2018 and invited local community participation.

Programmatic Capacity

This initiative builds on the overall infrastructure of Y.O.U., which has 47 years of experience building impactful relationships with youth to promote academic achievement and social emotional well-being. Y.O.U.'s staff, as well as all providers we partner with, have extensive experience and training in building deep, meaningful relationships with low-income and minority youth.

Last August, Y.O.U. hired a Maker Manager to enhance and expand STEAM experiences by leveraging the programming spaces in our youth center and headquarters. These spaces include 1)a Makerspace which provides space and technology for youth to practice STEAM skills and competencies; 2) a Demonstration Kitchen which offers world-class culinary equipment for youth and families to engage in the culinary arts and build hospitality skills; and 3)a Learning Garden which offers 12 raised beds for youth to plant, maintain and harvest while learning environmental science concepts.

Funding Capacity

Y.O.U.'s strong, diversified fundraising plan will allow us to sustain our STEAM initiative beyond the grant period. As a leading youth service organization in Evanston since 1971 we are fortunate to have a diversified revenue base and nearly 1000 individual donors in the community. Our demonstrated commitment to enhancing our STEAM programming and engaging our local community makes us confident that with planning and foresight, we can gradually expand our revenue base to sustain this initiative beyond the grant period.

Documents Requested *

Required? Attached Documents *

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



[Y.O.U. Operating Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[Board of Directors Roster](#)

Board of Directors, including demographic information, 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

[Conflict of Interest Form](#)

[download template](#)

Application Questions

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

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

Program Description: Our STEAM for Teens will serve 250 Evanston residents annually through drop-in and ongoing STEAM (Science, Technology, Engineering, Arts, and Math) programs at our youth center and headquarters. This program will improve access to high quality STEAM programming after school and on week-ends for limited-income Evanston youth and

families through drop-in (up to three times/week), multi-week, and one-time workshops featuring culinary and visual arts, robotics, urban gardening, environmental science, sound engineering and graphic design, as well as ongoing STEAM programs to ensure accessibility for all youth. Although targeted to teens, we anticipate also reaching a range of youth 8-18 and their families, through week-end workshops.

Needs Addressed: The lack of high-quality, accessible STEAM programming for Evanston youth has led to a stark achievement gap among low-income and minority Evanston youth. At ETHS in 2016, only 12% of low-income students met or exceeded grade-level standards in PARCC tests, and only 24% of black ETHS students met or exceeded college readiness benchmarks in math, compared to 85% of white students (Illinois Report Card). This underperformance is troubling, as low-income and minority youth are some of the least represented populations in the STEAM fields, due largely to a lack of access to quality STEAM education programming (L.H. Migus 2014). Meanwhile, the City of Evanston's 2015-2019 Consolidated Plan has confirmed this need, indicating that accessible youth programs – especially those that enhance college and career readiness for low-income youth – are one of the greatest public service-related needs in the city. Our program will address this need by providing an innovative and evidence-based means of engaging underserved Evanston youth in STEAM activities, building technology and design thinking competencies, and promoting aspiration-setting and academic motivation.

Services Provided: We will offer three types of STEAM programming:

-ETHS Programs: Our Maker Manager will develop curriculum that incorporates STEAM learning and tools into our existing ETHS program. The Manager will also provide academic and career mentorship, and link youth to STEAM opportunities and professionals that fit their interests. For example, in partnership with experts from the Talking Farm, we will offer biweekly gardening and environmental science lessons in our Learning Garden throughout the year.

-Ongoing Programs: Our Maker Manager and Partnerships team will work with external partners to offer evening and weekend programming in a variety of STEAM subjects. For example, we partner with TizMedia to bring their Quest4Earth program to 5th Ward youth in Y.O.U.'s Makerspace. Ongoing STEAM programs will consist of a series of at least three hour-long sessions, to be offered on weekends and/or evenings.

-One-Time Workshops: We will also invite STEAM partners into our space to provide single-session STEAM activities. These workshops include an educational component for parents and opportunities for parents to both observe and participate as their children create in the Makerspace. Programs will last at least 1.5 hours, be held on weekends and/or evenings, and be offered at least every other month.

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

Target Population: Y.O.U.'s STEAM for Teens Program will serve 100 Evanston residents who lack access to opportunities due to their socioeconomic status. Specifically, we expect these youth to be residents of the 5th Ward neighborhood and/or enrolled at Evanston Township High School (ETHS). All services for our STEAM is for Teens Initiative will be operated from Y.O.U.'s youth center and headquarters, located at 1911 Church Street. This location will be convenient and accessible for our target population, as it is across the street from ETHS and borders census blocks 8092002, 8096002, and 8096003, all of which have been identified in Evanston's 2015-2019 Consolidated Plan as low/moderate income block groups that have great need for accessible public services.

Demographic Description: Based on demographic data for our existing teen programming, as well as the demographics of the neighborhoods these programs will target, we expect at least 85% of participants to be from limited-income households (i.e., eligible for free or reduced lunch), and at least 90% to be youth of color. We expect youth to be between 12-18 years of age; approximately 50% to be male; 50% to be female; and 20% to be from a single parent household and/or homeless. We anticipate that half the youth and families served will reside in the Fifth Ward.

Eligibility Requirements: While we do not have formal eligibility requirements, we target youth who are limited-income and who have academic, social, and emotional needs. Specifically, we work with teachers and social workers at ETHS and its Title I feeder schools to identify and encourage high-need youth and families to participate in our programs. Meanwhile, we will also recruit participants via targeted, bilingual outreach through our network of over 1,000 families; outreach to disconnected teens through our Street Outreach team; and community outreach through youth-serving partners. All services are offered at no-cost to participants.

Moreover, to ensure accessibility, Y.O.U. employs a multilingual staff team to communicate with English Language Learner (ELL) parents, and all informational materials are provided in both English and Spanish. In addition, the majority of Y.O.U. program staff members are people of color and approximately 40% are male. This helps attract diverse youth to our programs by ensuring that they have relatable role models.

We find that by targeting high-need youth, instead of using strict eligibility requirements, we are best able to uphold our commitment to serving all youth who lack the skills, self-confidence, and opportunity to participate fully, freely, and

responsibly in their communities. Furthermore, we avoid the stigma that can be created by formal eligibility requirements.

3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. Our target population is majority black, Hispanic, or mixed race, as well as majority low-income. These students are historically excluded from STEAM activities. The National Action Council for Minorities in Engineering reports that underrepresented minorities make up only 12% of degrees in STEM fields, despite how rapidly those fields have grown in recent years. The foundations of this gap appear during secondary education and before. These students are often discouraged by a lack of representation and may suffer from inadequate support or ability to focus on schoolwork due to other stressors. Y.O.U.'s STEAM Teens is specifically designed with those concerns in mind to help low-income and minority students thrive in STEAM environments. In addition, our programs target an equal number of male and female students. Women, particularly those of color, are also often excluded from STEAM activities and will benefit from targeted support in pursuing STEAM interests. Additional funding from the city of Evanston would allow Y.O.U. to reach even more of these youth and to deepen their knowledge of STEAM topics and innovative technologies by providing additional staffing support to help address their concerns and answer their questions. The impact of these programs would be measured through surveys given to participants and their families that ask for demographic information as well as results and effects of the programming.

Y.O.U. has also been working with a team of Fifth Ward representatives who have been functioning as a neighborhood council to advise us on week-end programming that might be of interest to families and that fill identified gaps in learning and enrichment. For example, our June Community Farm Day which featured lessons in urban gardening, culinary demonstrations in the kitchen and activities in the Makerspace was designed with their input. We advertise programming through flyers posted at local businesses, outreach to area block clubs, through partner organizations like Family Focus and occasional attendance at Fifth Ward meetings and through the Fifth Ward newsletter.

Youth and Child Care centers were identified by the 2015-2019 Consolidated Plan as a major need in the Evanston Community. The Plan also cites a need for youth development services and programs to keep youth occupied and off the streets in order to reduce violence. These needs were identified both by the community and by agencies in the city who work to address inequality and youth education. Y.O.U.'s programming through STEAM for Teens and through other OST initiatives fill this service gap and help youth develop relevant, engaging skills while redirecting them from negative behaviors.

Impact on these populations would be measured through Y.O.U.'s established survey procedure, where both youth and family members respond to questions regarding how the programming they have experienced has shaped their emotional and academic well-being.

4. 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="0"/>	Intake/assessment
<input type="text" value="0"/>	Referrals
<input type="text" value="0"/>	Individual case management plan/services
<input type="text" value="0"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="160"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="75"/>	Multi-session program (e.g. after school program)
<input type="text" value="175"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text" value="35"/>	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text" value="0"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="445.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

Y.O.U. has short waiting lists for some of its Evanston programs. However, because much of the STEAM is for Teens programming will be short term, we expect that most youth who are unable to participate in one program due to capacity limits will be able to participate in subsequent programs.

Meanwhile, in order to ensure high-quality programming for our youth, Y.O.U. is committed to maintaining a best-practice youth-to-staff ratio of 10:1 in our programs. Unfortunately, this means that we occasionally do not have the staffing capacity to immediately accept all youth who have been referred to our programs. To support these youth and families during the waiting

period, we provide referrals and assistance on an as-needed basis.

6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.

Y.O.U. tracks referrals to other organizations on an aggregate level, marking whether or not the client is able to connect with the services. Our clinicians also provide case management for clients who are offered referral services. This can range from providing transportation to partner agencies or aiding clients in making calls and initiating contact with service providers. The most frequent referral Y.O.U. offers is connection to psychiatric services.

In STEAM programming, we have referred youth to other STEAM enrichment activities. We work closely with MetaMedia at the YMCA where we are a key partner. Our Maker Manager Chris Essex spends one day/week at MetaMedia and is also a participant in the EvanSTEM network. In addition, in the past we have made referrals to for-profit STEM providers, providing youth scholarships for enrichment activities that were funded through a specific private grant.

7. 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.

EvanSTEM, the McGaw YMCA, ETHS, and Northwestern University address similar needs; however, we offer complimentary services to ensure collective impact, rather than a duplication of services.

-EvanSTEM: Through EvanSTEM, we are able to partner with STEAM providers throughout Evanston to drive collective impact and create an accessible pathway of STEAM services across ages and school transition points. Y.O.U.'s Maker Manager serves as Y.O.U.'s EvanSTEM liaison to incorporate feedback and collaboration with STEAM providers from across Evanston into our objectives for our STEAM for Teens programming.

-ETHS: While many of the youth we serve will attend ETHS, our programming will occur outside of school hours. Moreover, Y.O.U.'s Maker Manager partners with ETHS staff to recruit students for our STEAM programs, as well as to coordinate afterschool and in-school programming to ensure complementary and connected STEAM learning. Y.O.U. staff will also encourage Y.O.U. participants to enroll in complementary STEAM courses offered at ETHS.

-McGaw YMCA: A primary role of Y.O.U.'s Maker Manager is to serve as a liaison to MetaMedia, establishing a pathway between MetaMedia and Y.O.U.'s Makerspace to create more impactful, long-term opportunities for youth. The Manager works with the YMCA to discuss programmatic collaboration and participant recruitment, needs, and referrals. Moreover, Y.O.U.'s STEAM for Teens and MetaMedia will serve distinct populations: while MetaMedia serves only middle school youth, and is less accessible to youth in the 5th Ward due to its location, Y.O.U.'s programming targets high school aged youth (creating a pathway for middle schoolers who were involved in MetaMedia) and youth living in the surrounding 5th Ward area.

-Northwestern University: Youth in our STEAM programs will have the opportunity to work with Northwestern professors, graduate students, and researchers to solve STEAM challenges in topics from space exploration to sustainable energy sources. By bringing Northwestern resources into our youth center, we will ensure accessibility to high-quality, world-class STEAM opportunities and experts for underserved Evanston teens in our service area.

While we deeply value the services provided by our peers and our community, we believe that our holistic approach and accessibility set our no-cost services apart. By offering high-quality STEAM activities within our OST programs, as well as through shorter-term, weekend and evening workshops, our services are uniquely designed to be accessible and engaging for all underserved teens in Evanston. Meanwhile, since we are located across from ETHS and in the heart of the 5th Ward community, we uniquely eliminate transportation barriers for our youth and families.

8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?

Goals: Our initiative seeks to improve access to high quality STEAM programming for low-income Evanston youth. Thus, we have three core goals:

- 1) Increase interest in STEAM subjects and fields. Outcome: 70% of youth will report increased interest in STEAM subjects.
- 2) Build 21st century skills. Outcome: 80% of youth will report strong leadership skills.
- 3) Empower youth to set aspirations for their learning and their future. Outcome: 70% of youth will report greater confidence in their skills, including in STEAM.

All outcomes will be measured through surveys given to participants. We show the above goals and the corollary outcome indicators of success on the program outcomes tab.

Changes from 2017: We launched our Makerspace and STEAM programming with the hiring of a Maker Manager in the August of 2017. The 2017-18 school year was spent developing and piloting programming to determine the best fit for student interests and skill-building. Some of the challenges were simply testing curriculum, materials and ideas. In addition, in offering activities to the local community (Fifth Ward), we established a neighborhood engagement strategy to involve residents in selecting topics and assist in planning STEM activities. In 2018 we are adding more structured programming based on our experience last year.

Data Collected and Analyzed: Y.O.U. is committed to ongoing program evaluation and continuous improvement. We conduct a rigorous evaluation of our programs each year that includes assessing the academic performance and social/emotional growth of youth participants. Our evaluation process is overseen by an evaluation consultant, includes both qualitative and quantitative data, and offers a formative and summative assessment of our effectiveness and impact. Our evaluation is structured around academic (e.g., grades), social (e.g., family relationships), and emotional (e.g., self-image) goals and performance indicators. We utilize three sets of data to measure our progress against these goals and indicators:

- Customized surveys from all of our stakeholders, including youth, teachers, and parents;
- Assessment data, such as grades and standardized test scores received through our robust data-sharing partnership with School District 202; and
- Clinical and social emotional evaluation data, such as participant scores on the nationally recognized Devereux Student Strengths Assessment (DESSA).

Beyond measuring our program's progress toward our goals and indicators, our annual evaluation analyzes program practices; assesses the strengths and weaknesses of each program; investigates how the program's structures and supports contribute to the academic success, social development, and emotional health of the participants; and explores how we promote family involvement and engagement.

Ensuring Implementation as Planned: All of the above programmatic and evaluation implementation will be supported and monitored by Y.O.U.'s Chief Executive Officer, Maggie Blinn DiNovi (15+ years of experience; J.D., University of Chicago); Director of High School Programs, Emily Roth (5+ years of experience, B.A., DePaul University); and Manager of Strategic Partnerships, Casey Varela (10+ years of experience, MSW, University of Chicago). Y.O.U.'s Data and Evaluation Committee meets regularly to select evaluation tools and guide evaluation efforts. Meanwhile, our Board Programs Committee annually reviews evaluation findings to make suggestions and

9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="300"/>	Unduplicated people to be served in 2019
<input type="text" value="250"/>	Unduplicated Evanston residents to be served in 2019
<input type="text" value="300"/>	Unduplicated low/moderate income people to be served in 2019
<input type="text" value="250"/>	Unduplicated low/moderate income Evanston residents to be served in 2019
<input type="text" value="0"/>	Unduplicated people served in 2018
<input type="text" value="0"/>	Unduplicated Evanston residents served in 2018
<input type="text" value="0"/>	Unduplicated low/moderate income people served in 2018
<input type="text" value="0"/>	Unduplicated low/moderate Evanston residents served in 2018
<input type="text" value="1,100.00"/>	TOTAL

10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."

Y.O.U. was founded in 1971, after a group of parents, teachers, and government leaders from the community determined the need to create a new organization to serve "young people whose needs are not being met by more traditional agencies." Over the last 47 years, as the needs of youth in our community have changed, our programs have adapted to meet these needs. Our current focus on limited-income youth and families began in the early 1990s in response to the growing disparity in accessing vital community services.

Y.O.U. is overseen by a Board of Directors and by a staff Executive Team composed of the Chief Executive Officer, Chief Talent Officer, Chief Advancement Officer, and Directors of After School Programming and Clinical Services. This Executive Team oversees a diverse staff that includes AmeriCorps and VISTA fellows as well as permanent staff and work study

students from Loyola University and Northwestern University. The 25-member board meets ten times/year and is governed by a seven member executive committee. Board members are individuals who are representative of the community and support Y.O.U. financially and with their unique skill sets and donated time. The board is responsible for defining mission and policies, gathering resources, monitoring the CEO, and managing funds and other assets of the organization.

In the past year, our organization has undergone a leadership change and restructuring of its executive team. Former executive director Seth Green transitioned out of his role August 2018 and the Board of Directors conducted a thorough and comprehensive search for a new leader. In March 2018 we were very excited to welcome a Chief Executive Officer, Maggie Blinn DiNovi. Ms. DiNovi holds a J.D. from the University of Chicago and has over fifteen years of experience working in the public school system as an officer and a consultant. We also restructured and eliminated the roles of Chief Operations Officer and Director of Human Resources. As result, Y.O.U. created a Chief Talent Officer position to oversee staff recruitment, staff development and organizational culture.

11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?

On our executive leadership team, 25% are people of color. Beyond that representation, we have an Race Equity Committee that meets regularly to discuss issues surrounding racial justice and representation. The Race Equity Committee also has sub-committees that address issues of racial equity in programming, human resources, and communications. In addition to this staff organization, Y.O.U. is advised by 5th Ward Community members, who are primarily people of color, through a Neighborhood Council. This serves to keep an open line of communication between the community and Y.O.U. on issues of equity. With such a large percentage of students of color, Y.O.U. makes it a priority to consider the complex needs of minority youth when developing programming. The regular feedback of our majority-minority youth through surveys and reviews is key in the evolution and growth of Y.O.U. programming.

12. Describe 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).

Programmatic Capacity: This initiative builds on the overall infrastructure of Y.O.U., which has 47 years of experience building transformative relationships with youth to promote academic achievement and social emotional well-being. Indeed, as identified in a study by The Search Institute, a key aspect for engaging youth in high-quality programming is forming deep, positive relationships between youth participants and adult mentors. Our staff, as well as all providers we work with, have extensive experience and training in building deep, meaningful relationships with low-income and minority youth.

Meanwhile, we hired a Maker Manager in August 2017 to enhance and expand STEAM experiences by leveraging the state-of-the-art programming spaces in Y.O.U.'s new youth center and headquarters. These spaces include: 1) a Makerspace which provides space and technology for youth to practice STEAM skills and competencies; 2) a Demonstration Kitchen which offers world-class culinary equipment for youth to engage in the culinary arts and build hospitality skills; and 3) a Learning Garden which offers twelve raised beds for youth to plant, maintain, and harvest produce and learn environmental science concepts. Indeed, Evanston CDBG provided transformational support to complete the construction of our facility, and we are eager to further leverage this space through enhanced programming. Moreover, we also have existing relationships with local service providers, such as Chef Q. Ibraheem and Paula Evans, all of whom have extensive experience providing high quality culinary arts programming to youth.

Administrative Capacity: Y.O.U. is committed to ensuring our success and integrity from an administrative standpoint. Our finances and procurement are overseen by our Chief Financial Officer, Melissa Lee Hohimer and CEO Maggie Blinn DiNovi. Ms. Hohimer has over 10 years of experience working in finance and accounting at a wide variety of non-profits, as well as an MBA from the University of Chicago. Ms. Blinn DiNovi has 15 years experience in non-profit and public education and has a BA in Accounting from University of Illinois and JD from the University of Chicago.

We also have robust policies and procedures to ensure accountability. Our organization operates in accordance with an annual budget that has been approved by our Board prior to the beginning of each fiscal year. We have written policies in place governing the investments of assets. We also have internal control procedures and purchasing practices. For example, all Y.O.U. checks above \$10,000 must be signed by both a board member and a staff member.

Finally, each year, we complete a full financial audit under the supervision of CohnReznick, a nationally recognized C.P.A. firm; this audit is in accordance with all federal auditing standards and includes all OMB Circular A-133 requirements. This audit report is reviewed and approved by our Board of Directors. To date, Y.O.U. has received no findings in these audits. Y.O.U. has extensive experience in implementing its accounting procedures and system of oversight of federal funds. Indeed, we receive more than \$2,000,000 annually in federal funds, including currently managing awards from the AmeriCorps* Program, the U.S. Department of Education, the U.S. Department of Health and Human Services, and the U.S. Department of Justice. Across all of these grants, we have been in compliance with every final regulation and deadline.

13. 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)

14. 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? Also provide staff demographics.

For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.

Number of Staff: STEAM is for Teens will be led and implemented by Y.O.U.'s Director of High School Programs, part-time Manager of Strategic Partnerships, and Maker Manager. Programming will also be supported by one full-time Senior Youth Development Specialist, one full-time AmeriCorps VISTA member, and two full-time AmeriCorps*National members. In total, the program will be supported by three full time staff members, one part-time staff member, and three full-time AmeriCorps members.

Roles, Qualifications, and Experience: We have a talented and devoted staff that is deeply involved in the lives of our youth and families. Because we serve youth in such broad and impactful ways, we seek to hire qualified staff members with significant experience working directly with youth. A brief overview of the role, qualifications, and experience for key members follows:

Director of High School Programs:

-Role: Oversight of high school programming, including developing and coordinating activities, collaborating with partners, supervising site staff and Maker Manager, and coordinating parent involvement.

-Qualifications/Experience: At least 5 years of youth services and supervisory experience, as well as a Bachelor's degree.

Manager of Strategic Partnerships:

-Role: Oversight, development, and evaluation of partnerships across Y.O.U. programs; secondary supervision of Maker Manager and external STEAM partners within Y.O.U.'s youth center and headquarters; and supervision of Building Partnerships Assistant.

-Qualifications/Experience: At least 5 years of youth services and partnership experience; deep understanding and involvement of Evanston community, as well as a Bachelor's degree.

Maker Manager:

-Role: Development and implementation of STEAM programming and curriculum in the Makerspace, liaising with STEAM partners such as MetaMedia and EvanSTEM, development of STEAM pathway across Y.O.U. sites and other Evanston STEAM providers, and STEAM mentorship for teens in the Makerspace.

-Qualifications/Experience: At least 2 years of youth services experience, as well as a Bachelor's degree, preferably in a STEAM-related field.

Hiring: We do not plan to hire new staff with this grant; instead your support goes to ensure the existing staffing described above can effectively expand our STEAM programming to serve 250 limited-income Evanston residents..

Ratio: Our staff-to-participant ratio is 1:10, as we are committed to ensuring that youth receive the individualized, small group attention they need to thrive.

Demographics: Half of our approximately sixty main staff members are people of color. This includes twenty black/African-American, four Latinx, and four Asian-American staff members.

95% are between ages 21-35. Ages 35-65 comprise 5% of staff.

Approximately 75% are Female and 25% are Male.

Outside of these staff members, we also have a constantly evolving staff of program workers. In hiring we seek to find a diverse and representative staff.

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

Olivia Kuncio, okuncio@youthopportunity.org, 847-866-1200 x227

16. 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)

82-632-2919

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

Yes

No

18. 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

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

1911 Church Street, Evanston, IL 60201. We are located across the street from ETHS, where most of our youth come from. Y.O.U. is accessible by several bus routes and in an area with sufficient parking. We will offer bus passes as needed.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 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.

Marianne Moberly, Chief Advancement Officer

Budget

Funding Sources/Revenues	2018	2019	2019 Committed	
City of Evanston CDBG	USD\$ 0.00	USD\$ 25,000.00	USD\$ 0.00	
City of Evanston Mental Health Board Funds	USD\$ 0.00	USD\$ 0.00	USD\$ 0.00	
Illinois State Board of Education	USD\$ 10,231.00	USD\$ 5,000.00	USD\$ 5,000.00	
Private Sources	USD\$ 91,255.00	USD\$ 75,246.00	USD\$ 75,246.00	
Total	USD\$ 101,486.00	USD\$ 105,246.00	USD\$ 80,246.00	

Funding Uses/Expenses	2018	2019 Total	2019 CDBG	2019 MHB
Personnel	USD\$ 66,807.00	USD\$ 68,171.00	USD\$ 21,552.00	
Fringe Benefits	USD\$ 10,689.00	USD\$ 10,907.00	USD\$ 3,448.00	
Supplies	USD\$ 8,144.00	USD\$ 10,600.00		
Contractual	USD\$ 6,620.00	USD\$ 6,000.00		
Indirect Costs @10%	USD\$ 9,226.00	USD\$ 9,568.00		
		USD\$ 0.00		
Total	USD\$ 101,486.00	USD\$ 105,246.00	USD\$ 25,000.00	USD\$ 0.00

Budget Narrative

We are applying for funds to be dispersed during the grant period of January 2019 - December 2019. Our fiscal year runs from July through June. Y.O.U. receives direct and pass-through funding from the State via several different grants and programs. We receive Illinois Board of Education funds, which are secured for the coming year. We also receive CCBYS and AmeriCorps funding, both of which are secured for FY19. Outside of these funds, we have a robust base of private donors, both individual and corporate. In addition, this year we were awarded our first national grant from the New York Life Foundation which is restricted to middle school programming. We plan to aggressively pursue other opportunities on this level in the future. We believe that the amount of funding requested this cycle will efficiently and effectively serve our client population.

CDBG funding will support the staffing costs of several key program leads. These are all existing positions; these funds would not create any new positions. This funding is specifically delegated to program staff that would exclusively serve Evanston community members. The following is a breakdown of the funding allocated to salary costs.

54% of Maker's Managers salary goes to the CDBG budget. That's 54% of \$40,000 salary, or \$21,552. Benefits @ 16% will be \$3,448, for a total of \$25,000.

Y.O.U. also applies a 16% benefit ratio under this funding, which includes FICA, medical, unemployment, and workers

compensation.

Program Outcomes

Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	29	29	35	35	16	16	22	22
White/Hispanic	50	50	61	61	37	37	49	49
Black or African American	123	123	149	149	111	111	149	149
Black, African American/Hispanic	0	0	0	0	0	0	0	0
Asian	20	20	25	25	3	3	4	4
Asian/Hispanic	0	0	0	0	0	0	0	0
Native American	3	3	3	3	2	2	2	2
Native American/Hispanic	0	0	0	0	0	0	0	0
Other	21	21	27	27	17	17	24	24
Other/Hispanic	0	0	0	0	0	0	0	0
Total	246	246	300	300	186	186	250	250

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	Youth demonstrate strong interest in STEAM subjects and fields	% of youth reporting strong interest in STEAM subjects after participating in STEAM activities.	70%	70%	70%	70%	0				0
2	Youth demonstrate strong interest in STEAM subjects and fields	# of youth attending STEAM programs	50 youth	50 youth	100 youth	50 youth	0				0
3	Youth will build 21st century skills	% of youth reporting strong leadership skills	80%	80%	80%	80%	0				0
4	Youth will set aspirations for their learning and their future.	% of youth reporting greater confidence in their skills, including in STEAM	70%	70%	70%	70%	0				0
5							0				0
Total			0	0	0	0	0	0	0	0	0

Program Line Item Expenditures

Item Description	Total 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

Item Description	Total 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, federal single audit (if applicable), 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 including strategic plan.

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

Required? Attached Documents *



[Form 990 AND Audit](#)

[Annual Report + Strategic Plan](#)



[501\(c\)\(3\) Letter](#)

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 2017 only if changed).

Brief biographies of key staff including demographic information.



[Board of Directors Roster and Key Staff Bios](#)

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.

[Income Form](#)

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

[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.

[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.



[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 FY2018.



[Operating Revenues/Expenditures](#)

Organizational commitment to equity, diversity and inclusion.

[Commitment Statement](#)

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

Application ID: 120120

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City of Evanston
Community Development
2019 CDBG Public Services & Mental Health Board
8/15/2018 deadline

Impact Behavioral Health Partners Employment Services Program

USD\$ 20,000.00 Requested
USD\$ 0 MHB Request

Submitted: 8/15/2018 12:20:16 PM (Pacific)

Project Contact

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

Additional Contacts

none entered

Impact Behavioral Health Partners

2100 Ridge Avenue
Suite G320
Evanston, IL 60201
United States

CEO/ Executive Director

Patti Capouch
pcapouch@impactbehavioral.org

Telephone 847-688-2977
Fax 866-877-6126
Web www.impactbehavioral.org

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.

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.

Commission on Accreditation of Rehabilitation Facilities, 7/19/17

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: Adults 18 and older

8. 2019 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 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 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 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 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).



[FY19 Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[FY19 Board of Directors](#)

Board of Directors, including demographic information, 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

[Impact Disclosure Form](#)

[download template](#)

Application Questions

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

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

funding.

Impact's Employment Services Program assists Participants to seek, acquire, and maintain competitive employment in their community. Impact launched its supported employment program in 2011 and has had great success since. The Individual Placement and Support (IPS) treatment model developed by Dartmouth College guides Impact's Supportive Employment Program. The IPS model has been proven to aid in symptom reduction, increase self-esteem, and promote higher levels of independence. Services provided by the IPS team are Participant-driven, highly individualized and fully integrated with other services provided by Impact. Participants work with an employment specialist to identify career interests, develop professional goals, and determine employment's effect on benefits. Employment specialists assist participants with creating resumes and searching for jobs, as well as providing time-unlimited support for on the job once employment is secured. The overall goal of IPS is to provide the support that will lead to sustainable, open-market employment for participants. This program is evidence-based and extremely effective. In the IPS model, employment is about more than a job or a paycheck; the work is part of the treatment. According to a study conducted in 2014 published by the Psychiatric Rehabilitation Journal "The benefits of competitive employment include a positive impact on self-esteem, life satisfaction and reducing symptoms" (Luciano, Bond & Drake, 2014). Support for the IPS model continues to grow. 25 randomized trials have been conducted to and support the advantage of IPS based employment.

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

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.

3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. Impact serves only those in the high-barrier segment of the population. Severe mental illness is a barrier in itself due to its debilitating nature. However, for many of Impact's participants, it often exists in combination with homelessness, criminal backgrounds, and other high-barrier factors. Impact's Employment Services Program works to ensure that these barriers do not prevent success in the workforce or recovery process. The IPS model is designed for people with disabilities and takes into account the other barrier categories that coincide with severe mental illness. Because this program is geared specifically towards this population, all of its features address the needs of those in question. Some specific examples include:

- Job Development to identify opportunities with criminal backgrounds or physical disabilities
- Benefits planning to assist individuals on disability income to maintain benefits while returning to the workforce
- Job search planning to account for limited transportation options
- Ongoing post job placement support for those with unstable living conditions

Impact's Employment Services Program is in line with the "Economic Development" and "Homelessness" identified needs.

4. 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="15"/>	Intake/assessment
<input type="text"/>	Referrals
<input type="text" value="40"/>	Individual case management plan/services
<input type="text" value="40"/>	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="95.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

Eligible individuals are not turned away from services. Impact's Employment Program does maintain wait lists at two of its referral locations as it works to expand capacity and meet a demand for services. Demand for employment services has consistently increased.

6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.

Impact's Employment Program receives referrals from our internal clinicians as well as from partnering agencies with whom an effective plan for the integration of clinical and employment services has been developed. Clinical staff members are asked to complete a referral form for all interested participants. Referrals are received by the Employment Program Manager and tracked using an electronic spreadsheet.

7. 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, The Josselyn Center, 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.

Impact's in-depth Clinical Services Program, as well as the quality of its employment services, sets it apart from other providers that may provide housing for individuals who have been homeless. Impact's Employment Services Program is one of the highest ranked employment programs in the state according to IPS Fidelity Standards.

8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?

Christopher Knoper, Impact's 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, number of job starts, and the number of Participants that reach 15, 45 and 90 day retention on the job. Goals for 2018 are:

- Provide supported employment services to 200 individuals suffering from mental illness (+80 from 2018)
- Increase Impact's profile in the business community by making 800 job development contacts (+200 from 2018)
- Assist 40 individuals in achieving job retention for 90 days (+10 from 2018)

9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="200"/>	Unduplicated people to be served in 2019
<input type="text" value="40"/>	Unduplicated Evanston residents to be served in 2019
<input type="text" value="200"/>	Unduplicated low/moderate income people to be served in 2019
<input type="text" value="40"/>	Unduplicated low/moderate income Evanston residents to be served in 2019
<input type="text" value="120"/>	Unduplicated people served in 2018
<input type="text" value="35"/>	Unduplicated Evanston residents served in 2018
<input type="text" value="120"/>	Unduplicated low/moderate income people served in 2018
<input type="text" value="35"/>	Unduplicated low/moderate Evanston residents served in 2018
<input type="text" value="790.00"/>	TOTAL

10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."

For nearly 30 years, Impact has been providing mental health services and affordable supportive housing to adults recovering from chronic mental illness in the Evanston area. Founded as Housing Options in 1988, Impact has been helping adults with serious mental illness get the support that they need. 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.

a has 21 staff that include the Chief Executive Officer, Director of Operations, Director of Finance, Clinical Services Manager,

Employment Services Manager, Resource Development and Communications Manager, 4 Mental Health Clinicians, a Clinical Benefits Specialist, the Program Nurse, 7 Employment Specialist, 2 Housing Coordinators, and an Accounting Assistant.

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

Impact's new CEO, Patti Capouch MSW, joined Impact on January 1, 2018. Impact has continued to implement its strategic plan, adopted in 2017. In September, the agency will have an additional 10 units available.

11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?

While 0 of the 6 individuals in leadership positions are people of color, 4 of these individuals are women. Impact has recently hired a new CEO who has engaged all staff in the decision-making process. The staff has been involved in decisions such as strategic planning, marketing and board engagement. Outreach to new, diverse communities is a priority for FY19.

12. Describe 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 Behavioral Health Partners has been providing a high level of quality employment services for many years. Impact receives support from a variety of federal, state and local funding sources, each with their own standard of success. Impact has complied with these reporting standards, regularly updating policies when necessary. Recently, Impact drafted a new procurement policy, which was approved by the Board of Directors in April 2018.

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 contribute to the program and agency's capacity:

- A consistent employment rate above 60% - far exceeding the State average
- 3 staff members certified as IPS fidelity reviewers and actively conducting reviews of other IPS programs (an increase from last year)
- 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

In August 2017, Impact received an additional 3 year accreditation, the highest level of accreditation available, from CARF, the international accrediting body for rehabilitation facilities and programs.

On May 16 and 17, 2018, Impact underwent its IPS fidelity review. In its most recent Fidelity Review from June 7th, 2018, Impact scored Exemplary Fidelity. The Review noted that "Impact IPS is a clear example of best practice, they are a growing leader in the field and should be very proud of their many accomplishments working within complex systems. This team provides exemplary IPS to those that they serve and to the agencies that they are partnered with."

13. 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)

14. 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? Also provide staff demographics.

For staff demographics provide age, gender, and race/ethnicity. Also provide 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 8 staff members, allowing participants to receive services at a extremely individualized level.

Our staff for this program include:

- 5 full-time Employment Specialists- All 6 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.

As Impact grows and expands its program, it will need to hire new Employment Specialists to handle an increase in participants. Currently, the staff to participant ratio is about 1 to 20, as required by IPS Fidelity Standards. City of Evanston funding supports an Employment Specialist position. Impact’s Employment Specialists are crucial to addressing the growing need for support services in the Evanston area. If City funding is not received in future years, Impact will be forced to slow its rate of Employment Services growth in the Evanston area.

15. Provide the name, email and phone number of the individual who attended the pre-application meeting.
 Kristin Johanns, kjohanns@impactbehavioral.org

16. 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

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

18. 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

19. Where (address/location) does your program take place and how will clients get to the location or facility?
 2100 Ridge Ave. Suite G320

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 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, Resource Development and Communications Manager

Budget

Funding Sources/Revenues	2018	2019	2019 Committed
City of Evanston CDBG	USD\$ 15,000.00	USD\$ 20,000.00	
City of Evanston Mental Health Board Funds	USD\$ 0.00	USD\$ 0.00	
SSA Pilot Employment Program	USD\$ 71,784.00	USD\$ 86,433.00	USD\$ 86,433.00
Medicaid billing for Employment Services	USD\$ 180,276.00	USD\$ 60,135.00	
IDHS - Dept. of Rehabilitative Services	USD\$ 169,300.00	USD\$ 242,400.00	USD\$ 237,000.00
United Way of Metropolitan Chicago	USD\$ 50,000.00	USD\$ 50,000.00	USD\$ 50,000.00
New Trier Township		USD\$ 10,000.00	USD\$ 10,000.00
Angell Family Foundation	USD\$ 50,000.00		
Self Pay Individuals	USD\$ 12,000.00		
Total	USD\$ 548,360.00	USD\$ 468,968.00	USD\$ 383,433.00

Funding Uses/Expenses	2018	2019 Total	2019 CDBG	2019 MHB
Salaries	USD\$ 346,057.00	USD\$ 325,640.00		
Taxes and Fringe	USD\$ 70,795.00	USD\$ 88,004.00		
Participant Support and Meeting	USD\$ 4,910.00	USD\$ 3,924.00		
Continuing Education	USD\$ 450.00	USD\$ 2,000.00		
Mileage/Tolls/Parking	USD\$ 14,160.00	USD\$ 17,568.00		
Conference Travel	142 of 156	USD\$ 250.00		

Telephone	USD\$ 1,500.00	USD\$ 13,300.00		
Overhead Allocation	USD\$ 120,494.00	USD\$ 18,282.00		
Total	USD\$ 558,366.00	USD\$ 468,968.00	USD\$ 0.00	USD\$ 0.00

Budget Narrative

Our fiscal year is July 1 - June 30.

Income Variance: Our SSA pilot income increased as we are now out of the set-up phase of the program and into the service delivery phase of the study. This was a planned increase by SSA as we have hired new staff to provide the employment services, as well as hiring a part-time nurse (required by the study) and paying for some clinician services for SSA study participants as needed. Our Dept. of Rehab Services grant increased because of our record of placing and keeping individuals in employment. The State has indicated that we are the highest ranked agency for long-term placement in employment and therefore have given us additional funds for more placements. We also have a waiting of individuals with mental illness needing placement and needed additional staff. As work requirements expand for individuals with Medicaid, that need will increase. We reduced our Medicaid allocation as employment services are less likely to be paid with Medicaid funding by MCOs, and more and more individuals with Medicaid coverage are being moved from State billing to private MCOs. By moving some Medicaid fee for service money out of the Employment Program, we were able to shift some of that to the administrative side to pay for overhead services that we are no longer charging to the Employment Program (see the explanation under Expense Variance below). We did not receive the full Angell Foundation grant for which we had applied and budgeted last year. We will be applying for a new grant but do not yet know whether it will be funded or at what level. I have not included that in our income for the calendar year 2019. We eliminated the income line for self-pay individuals. We had such a backlog of individuals on Medicaid who needed employment services that we had no capacity to seek to attract individuals paying for our services.

Expense Variance: Our primary change is in the overhead allocation. We were able to change financial systems this past year and move from an allocation method based on numbers of participants in each program to an allocation model based on actual expenses and usage. We realized that the portion of overhead being allocated to the employment program was too high. We have also increased our benefit costs based on actual for our last fiscal year. It became clear that the amount we had budgeted previously was too low. We have increased continuing education costs as we realized we had some gaps in our training and that we would have several new staff members who would need training.

Program Outcomes

Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	106	106	110	110	25	25	20	20
White/Hispanic	9	9	30	30	2	2	5	5
Black or African American	20	20	30	30	11	11	15	15
Black, African American/Hispanic	2	2	10	10	0	0	0	0
Asian	7	7	5	5	0	0	0	0
Asian/Hispanic	1	1	2	2	0	0	0	0
Native American	0	0	0	0	0	0	0	0
Native American/Hispanic	0	0	0	0	0	0	0	0
Other	7	7	13	13	0	0	0	0
Other/Hispanic	0	0	0	0	0	0	0	0
Total	152	152	200	200	38	38	40	40

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 800 job development contacts in 2018.	Participant input, Employment Specialists progress notes, tracked in AWARDS	200	200	200	200	800					0
2	Assist 40 individuals in achieving job retention for 90 days in 2018.	Employment Specialists have monthly contact goals, tracked in AWARDS database	10	10	10	10	40					0
3							0					0
4							0					0
5							0					0
Total			210	210	210	210	840	0	0	0	0	0

Program Line Item Expenditures

Item Description	Total 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

Item Description	Total 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, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.



[2017 Audited Financials](#)
[FY17 990](#)

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

[2017 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).



[501c3 Letter](#)

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 2017 only if changed).

Brief biographies of key staff including demographic information.



[Employment Services Bios](#)
[FY19 Board of Directors](#)

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.

[Impact Brochure](#)

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](#)

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

[Organizational Chart 2018](#)

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 FY2018.



[Statement of Activity](#)

Organizational commitment to equity, diversity and inclusion.

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

Application ID: 121831

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City of Evanston
Community Development
2019 CDBG Public Services & Mental Health Board
8/15/2018 deadline

Impact Behavioral Health Partners Clinical Services Program

USD\$ 60,000.00 Requested
USD\$ 60,000 MHB Request

Submitted: 8/15/2018 11:55:45 AM (Pacific)

Project Contact

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

Additional Contacts

none entered

Impact Behavioral Health Partners

2100 Ridge Avenue
Suite G320
Evanston, IL 60201
United States

CEO/ Executive Director

Patti Capouch
pcapouch@impactbehavioral.org

Telephone 847-688-2977
Fax 866-877-6126
Web www.impactbehavioral.org

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 Clinical 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.

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.

Commission on Accreditation of Rehabilitation Facilities, 7/19/17

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: Adults 18 and older

8. 2019 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 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 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 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 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).



[FY19 Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[FY19 Board of Directors](#)

Board of Directors, including demographic information, 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

[Impact Disclosure Form](#)

[download template](#)

Application Questions

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

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

funding.

Impact's Clinical Services Program provides individualized mental health services to all participants in the agency's supportive housing, along with individuals residing in the community who may not be in our housing program. Impact's programs and services are integrated to ensure that participants receive the support they need to recover, attain wellness, and reclaim his/her life in their community. All services are voluntary. Refusing certain services does not affect a participant's eligibility for housing; however, about 85% of supportive housing participants engage fully in clinical services. The average frequency and duration of services is one hour of service per week. The majority of services occur during the workweek of Monday-Friday from 9am-5pm; however, our services can be flexible with time if need be. Impact manages a 24-hour crisis line that all our participants have access to, in case of an emergency. Based on participant-driven goals, services include:

- Clinical Counseling Services - to address current individual goals and independent living, utilizing a trauma-informed and harm reduction approach.
- Psychiatric Support - to provide on-going treatment and monitor medications as needed.
- Independent Living Skills Training and Support - (e.g. transportation training for taking public transportation independently)
- Preventative Health Services
- Symptom and Medication Management Training
- Daily Life Skills Training (e.g. housekeeping and hygiene skills)
- Group Classes/ Workshops

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

All of Impact's participants are adults (18 years or older) who have a severe and persistent chronic mental illness, and are within a highly vulnerable population, both medically and economically. The program's eligibility requirements include being 18 years or older and having a documented/diagnosed chronic mental illness. About 40% of the program's participants were considered homeless or chronically homeless prior to entering the program. Impact's participants have extreme low-income status, with 90% falling below 30% of the AMI. Impact's participant population is aging, with about 60% of supportive housing participants being over the age of 50. 43% of participants are female, with 57% being male. 45% of participants have a diagnosis of Schizophrenia or Schizoaffective Disorder, 26% have a diagnosis of Bipolar Disorder, and 19% have a diagnosis of Major Depressive Disorder, with 10% of participants having an other diagnosis (such as Anxiety Disorder or Post-Traumatic Stress Disorder). 25% of our participants have 2 or more diagnoses. All of Impact's current participants in supportive housing are individuals, rather than families. The race/ethnicity composition of our participants is 60% White/Non-Hispanic, 27% Black - African American/Non-Hispanic, 6% White/Hispanic, 1% Native Hawaiian-Pacific/Non-Hispanic, and 4% Other multi-racial/Non-Hispanic.

3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses. Impact serves only those in the high-barrier segment of the population. Severe mental illness is a barrier in itself due to its debilitating nature. However, for many of Impact's participants, it often exists in combination with homelessness, criminal backgrounds, and other high-barrier factors. Impact's clinical staff is trained in a wide range of areas and have experience with a variety of populations. This contributes to a high quality of services. City funding will improve service delivery, because Impact's nurse has extensive experience in the field. She treats individuals that often have both medical and mental health conditions which puts them at greater risk.

4. 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.

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

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

If an individual is seeking clinical services along with housing services he or she may be turned away due to Impact's current demand for housing. Due to the lack of affordable housing in the Evanston area, Impact's Housing Services Program does have a waitlist; however, the wait list is currently closed. Impact only holds a waitlist for Non-HUD housing units, which is about half of all Impact housing units. There is no waitlist available for HUD funded units; rather, Impact receives referrals from the Coordinated Entry process of Suburban Cook County. Impact receives several inquiries for housing each day, and those individuals that are homeless are directed to the Coordinated Entry system. Demand for housing is consistent throughout the year, but there is a higher volume of application for housing in the winter months.

6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.

Impact does provide referrals within the organization. Participants can be referred to another program if they are not already connected with that program. The majority of referrals from the Clinical program are to the Employment program. When a participant in the Clinical program expresses a desire to look for work, the Clinician will send a referral (email) to the Employment Services Manager at Impact, along with completing a referral form in the Electronic Health Record (AWARDS). The Employment Manager administrates the caseloads and capacity for opening up new referrals to their program. Participants in the Employment program who are not housed in our Housing Program can also be referred to Clinical Services. That internal referral process works the same as referring to the Employment Program.

Impact does refer participants to other agencies for services that not provided in-house, such as Peer Services for substance abuse services; Turning Point, Trilogy, or Thresholds for day programs or more intense services, such as group home or supervised residential; Connections for the Homeless for additional resources, such as the clothing closet or tutoring services; Coordinated Entry with the Alliance to End Homelessness in Suburban Cook County for housing needs for homeless individuals; and referrals to medical and psychiatric providers in the community.

7. 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 has developed strong relationships with social service agencies in Evanston for service coordination and referrals, specifically PEER Services and Connections for the Homeless. Impact also works closely with Turning Point, Trilogy, and Thresholds, as those agencies work with individuals living in Evanston that are in need of affordable housing. In addition, Impact works with the Alliance to End Homelessness in Suburban Cook County to help reduce and prevent the number of homeless individuals. To avoid duplication, Impact works to ensure that it has open communication with its partner agencies. This helps providers to give the level of care needed at the time, taking into account an individual's history as well.

Impact is unique because it provides housing, clinical, and employment services in one agency. While Impact collaborates with other agencies often, there is a high level of integration between programs as well. This allows Impact to provide a continuum of care for an individual that may not be available at other agencies.

8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?

In 2019, Impact's focus for program goals and outcomes is to provide sound clinical wrap-around services to our participants to assist them with enhancing and improving their health and wellness and increasing connections with medical and psychiatric providers, to increase overall wellness and recovery. These program goals and outcomes include:

- Health - By December 2019; 75% of participants will receive nursing services from an Impact Nurse
- Health - By December 2019; 90% of participants will be linked with a Primary Medical Doctor for on-going physical health care
- Psychiatric - By December 2019; 85% of participants will be connected with a psychiatrist for on-going psychiatric care
- Health Education - By December 2019; Impact's nurse(s) will conduct and run events to promote and educate health and wellness for participants. There will be 13 events for the year 2019 - 1 group per month and 1 annual Health Fair
- Health Education - By December 2019; Impact's nurse(s) will provide 2 in-service trainings for Impact staff to provide tools and strategies for assisting participants with health and wellness care

There have been a couple changes in anticipated goals and outcomes from 2018. Impact would like to expand upon the expertise of its nurse to provide in-service trainings for Impact staff, which will provide indirect service to participants and increase the quality of clinical services. Impact will also focus on the nurse being able to directly serve as many participants as possible by having a goal of the nurse to directly provide services to at least 75% of participants. While Impact continues to want to focus on participant engagement and treatment plan goals, there is a stronger focus on more direct nursing services and educational opportunities to directly assist participants with clinical and health services.

The data used to track, analysis of the program, and measurement of success will be based on documentation (progress notes, nursing notes, assessments) in our electronic health record (AWARDS). Impact will utilize AWARDS to run reports on data and information gathered, along with gathering data at initial intake. Impact will utilize sign-in/attendance sheets to track the number of participants utilizing group services related to health/wellness.

The Clinical Manager is responsible for program implementation and oversight of the Clinical staff (nurse and clinicians), along with the services that are delivered to participants.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="145"/>	Unduplicated people to be served in 2019
<input type="text" value="110"/>	Unduplicated Evanston residents to be served in 2019
<input type="text" value="145"/>	Unduplicated low/moderate income people to be served in 2019
<input type="text" value="110"/>	Unduplicated low/moderate income Evanston residents to be served in 2019
<input type="text" value="130"/>	Unduplicated people served in 2018
<input type="text" value="100"/>	Unduplicated Evanston residents served in 2018
<input type="text" value="130"/>	Unduplicated low/moderate income people served in 2018
<input type="text" value="100"/>	Unduplicated low/moderate Evanston residents served in 2018
<input type="text" value="970.00"/>	TOTAL

10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

Also attach a list of current Board members including Board demographics including age, race/ethnicity under 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, Director of Operations, Director of Finance, Clinical Services Manager, Employment Services Manager, Resource Development and Communications Manager, 4 Mental Health Clinicians, a Clinical Benefits Specialist, the Program Nurse, 6 Employment Specialist, 2 Housing Coordinators, and an Accounting Assistant.

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

Impact's new CEO, Patti Capouch MSW, joined Impact on January 1, 2018. Impact has continued to implement its strategic plan, adopted in 2017. In September, the agency will have an additional 10 units available.

11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?

While 0 of the 6 individuals in leadership positions are people of color, 4 of these individuals are women. Impact has recently hired a new CEO who has engaged all staff in the decision making process. Staff has been involved in decisions such strategic planning, marketing and board engagement. Outreach to new, diverse communities is a priority for FY19.

12. Describe 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 Behavioral Health Partners has been providing a high level of quality clinical services for many years. Impact receives support from a variety of federal, state and local funding sources, each with their own standard of success. Impact has complied with these standards, regularly updating policies when necessary.

In August 2017, Impact received an additional 3 year accreditation, the highest level of accreditation available, from CARF, the international accrediting body for rehabilitation facilities and programs.

13. 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)

14. 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? Also provide staff demographics.

For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.

Impact's highly-trained multidisciplinary team, allows participants to receive services from a wide array of experienced staff. The staff for this program includes:

- 4 full-time Mental Health Clinicians – 1 of these clinicians is a Licensed Clinical Professional Counselor, 1 of these clinicians is Licensed Professional Counselors, 1 is a Licensed Clinical Social Worker and 1 is a Masters Social Worker. All 3 of these clinicians have Masters Degrees and many years of experience in the clinical and social work field and working with individuals with mental illnesses and multiple needs.
- 1 Clinical Benefits Specialist - a Licensed Clinical Social Worker with a Masters Degree and many years of experience doing direct clinical work with individuals with mental illnesses along with ensuring agency quality control and improvement.
- 1 Program Nurse - a Registered Nurse with many years of providing high quality and compassionate services to individuals with chronic mental illness and multiple needs.
- 1 Clinical Manager - a Licensed Clinical Social Worker with a Masters Degree and several years of experience providing direct service and managing teams of staff in the field of social work and with individuals with mental illness.

Impact's staff to participant ratio is about 1 to 20.

Impact's Program Nurse has been invaluable, as she is the vital conduit between the participant, the psychiatrist, and the primary care provider. Mental Health Board funding is vital to the retention of our Program Nurse position, and our health and wellness objectives cannot be met without City of Evanston financial support.

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

Kristin Johanns, kjohanns@impactbehavioral.org

16. 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

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

- Yes
- No

18. 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

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

2100 Ridge Ave. Suite G320, Evanston IL 60201

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 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, Resource Development and Communications Manager

Budget

Funding Sources/Revenues	2018	2019	2019 Committed
City of Evanston CDBG	152 of 156		

City of Evanston Mental Health Board Funds	USD\$ 60,000.00	USD\$ 60,000.00	
IDHS - Medicaid Services	USD\$ 286,100.00	USD\$ 313,883.00	
HUD	USD\$ 99,138.00	USD\$ 124,257.00	USD\$ 124,257.00
SSA Pilot Study		USD\$ 84,532.00	USD\$ 84,532.00
Evanston Community Foundation	USD\$ 12,500.00	USD\$ 14,000.00	USD\$ 14,000.00
In-Kind	USD\$ 40,000.00	USD\$ 30,828.00	
Total	USD\$ 497,738.00	USD\$ 627,500.00	USD\$ 222,789.00

Funding Uses/Expenses	2018	2019 Total	2019 CDBG	2019 MHB
Clinical Salaries	USD\$ 337,198.00	USD\$ 336,840.00		
Taxes and Fringe	USD\$ 64,940.00	USD\$ 82,680.00		
1.5 FTE Nurse Salary and Fringe		USD\$ 106,824.00		
Specific assistance to individuals	USD\$ 5,000.00	USD\$ 15,550.00		
Psychiatrist	USD\$ 57,000.00	USD\$ 49,700.00		
Local Mileage		USD\$ 10,216.00		
Telephone		USD\$ 4,580.00		
Continuing Education		USD\$ 2,250.00		
Overhead Allocation	USD\$ 33,600.00	USD\$ 18,860.00		
Total	USD\$ 497,738.00	USD\$ 627,500.00	USD\$ 0.00	USD\$ 0.00

Budget Narrative

Fiscal Year July - June

Income Variance: There are two significant differences between our 2018 and 2019 income amounts. The first is the additional money from HUD. We were awarded an expansion grant by HUD which begins Sept. 1, 2018. We will have 10 new scattered site apartments to house low-income adults with mental illness. We will begin to add apartments in September and will gradually increase until we have 10 additional units as our capacity to find, furnish, and provide services to new participants allows. We are now also in the programmatic phase of a pilot study grant from the Social Security Administration studying the effectiveness of placing persons with a mental illness in employment with proper support. Most of the funding for that will go to our employment program. However, the study also requires that case management and clinical support as well as the support of a nurse be available to study participants. We will receive funding from that grant for our clinical program as clinical and health support services are utilized. While the funding is secured, we do not know how much will go to the clinical program. That will be determined by utilization.

Expenses Variance: We will be adding one full-time clinical position to provide services for participants in our new HUD units as well as for SSA study participants so our salary and benefits expenditures will go up. In addition, as mentioned above, we will be adding an additional .5 FTE position for a nurse. We have separated out the cost for the nurse positions so that the specific cost for that service is clear. We have also separated out the costs for phone, mileage and continuing education which were previously part of the general administration line item since those are specific to the clinical program.

Program Outcomes

Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	77	77	82	82	61	61	64	64
White/Hispanic	6	6	10	10	3	3	5	5
Black or African American	33	33	37	37	27	27	30	30
Black, African American/Hispanic	4	4	5	5	2	2	3	3
Asian	0	0	1	1	0	0	1	1
Asian/Hispanic	1	1	1	1	0	0	0	0
Native American	1	1	1	1	1	1	1	1

Native American/Hispanic	0	0	0	0	0	0	0	0	0
Other	5	5	5	5	3	3	3	3	3
Other/Hispanic	3	3	3	3	3	3	3	3	3
Total	130	130	145	145	100	100	110	110	110

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	By December 2019; 75% of participants will receive nursing services from an Impact Nurse.	Tracked through nursing progress notes and reports in the Electronic Health Record (AWARDS)	66	6	7	4	83				0
2	By December 2019; 90% of participants will be linked with a Primary Medical Doctor for on-going physical health care.	Tracked through reports in AWARDS and quarterly meeting updates.	73	9	9	8	99				0
3	By December 2019; 85% of participants will be connected with a psychiatrist for on-going psychiatric care.	Tracked through reports in AWARDS and quarterly meeting updates.	70	8	8	8	94				0
4	By December 2019; Impact's nurse(s) will conduct and run events to promote and educate health and wellness for participants. There will be 13 events for the year 2019 - 1 group per month and 1 annual Health Fair.	Tracked through nursing progress notes in AWARDS and attendance sheets for groups/events.	3	3	4	3	13				0
5	By December 2019; Impact's nurse(s) will provide 2 in-service trainings for Impact staff to provide tools and strategies for assisting participants with health and wellness care.	Tracked through training schedule and attendance sign-in sheets.	0	1	0	1	2				0
Total			212	27	28	24	291	0	0	0	0

Program Line Item Expenditures

Item Description	Total 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

Item Description	Total 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, federal single audit (if applicable), 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 including strategic plan.

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 2017 only if changed).

Brief biographies of key staff including demographic

Required? Attached Documents *



[Audited Financials FY 17 FY17 990](#)

[2017 Annual Report](#)



[501c3 Letter](#)



[FY19 Board of Directors](#)

information.

[Clinical Services Bios](#)

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.

[Agency Brochure](#)

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](#)

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

[Organizational Chart 2018](#)

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 FY2018.



[Statement of Activity](#)

Organizational commitment to equity, diversity and inclusion.

Extra

How will the agency achieve further equity diversity and inclusion with staff and board composition?

-no answer-

What does the expense "specific assistance to individuals" refer to, as outlined in the budget?

-no answer-

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

Application ID: 121931

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