

Memorandum

To: Housing & Community Development Act Committee and
Mental Health Board

From: Sarah Flax, Housing & Grants Manager
Jessica Wingader, Grants and Compliance Specialist

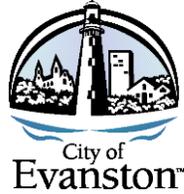
Subject: November 7, 2019 HCDA and MHB Meeting Cover Memo

Date: November 7, 2019

Attached please find:

- The meeting agenda
- Staff Summaries of Applicants Requesting FY 2020 CDBG and City Funding
- ZoomGrants Applications
- HUD's Implementation of the Fair Housing Act's Disparate Impact Standard

We look forward to seeing you on November 7th.



HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE and MENTAL HEALTH BOARD

Thursday, November 7, 2019, 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. APPLICATION DEADLINE REQUIREMENT (FOR ACTION)
- III. 2020 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	Family Focus/ <i>After School Program</i>
3	7:30 PM	James B. Moran Center/ <i>Center for Youth Advocacy</i>
4	7:40 PM	Meals on Wheels/ <i>Prevention of Malnutrition and Hunger</i>
5	7:50 PM	Connections for the Homeless/ <i>Drop-In and Outreach Program</i>
6	8:00 PM	The Harbour, Inc./ <i>Safe Harbour Emergency Shelter</i>
7	8:10 PM	Interfaith Action/ <i>Emergency Overnight Shelter</i>
8	8:20 PM	North Shore Senior Center/ <i>Grandparents Raising Grandchildren (CDBG)</i> <i>Social Services for Seniors and Their Families (MHB)</i> <i>Behavioral Health Programing (MHB)</i>
9	8:50 PM	Impact Behavioral Health Partners/ <i>Employment Services (CDBG)</i> <i>Clinical Services (MHB)</i>

IV. NOTICE OF PROPOSED RULEMAKING ON HUD'S IMPLEMENTATION OF THE FAIR HOUSING ACT'S DISPARATE IMPACT STANDARD – FOR DISCUSSION

V. STAFF/CITIZEN COMMENT

VI. ADJOURNMENT

The next *Housing & Community Development Act Committee* meeting will be held **Tuesday, November 19 at 7 PM** in James C. Lytle City Council Chambers to review applications for 2020 CDBG funding.

The next *Mental Health Board* meeting will be held **Saturday, November 16 at 9 AM** in room G300 to review applications for 2020 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).



2020 CDBG/MHB Application Review Meeting
November 7, 2019

1. Books and Breakfast – Books & Breakfast Program

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
\$10,000 – CDBG	\$5,620 – CDBG	\$15,000 – CDBG	167% - CDBG
\$20,000 – MHB	\$9,996 – MHB	\$25,000 – MHB	150% - MHB

2019 Evanston Residents Served: 151

Evanston % of total served: 100%

2020 Evanston Residents Estimated: 175

Evanston % of total served: 100%

2019 CDBG/MHB Proportion of Budget: 4.2%

2020 CDBG/MHB Proportion of Program Budget: 8.2%

FY 2018 Audit – NA

FY 2018 Single Federal Audit – NA

In FY 2019 the Books and Breakfast program opened a new site at Lincoln school; the program operated in 4 Evanston schools (Dewey, Kingsley, Lincolnwood, and Lincoln) that are not eligible for Title 1 supportive services. The program provides morning tutoring and breakfast to income eligible students identified by teachers as needing additional academic support. The program fills an unmet need for students in need of additional academic support and eligible for free/reduced lunch. Last year program supported a population that identified as 23% Hispanic/Latinx, 43% Black, and 13% Biracial. No equity statement provided, however 50% of staff and board are people of color and program works to recruit volunteers that reflect population served. In FY 2020, program proposes to expand to Haven Middle School with MHB/CDBG award; Haven does not currently have a breakfast or tutoring program and principle identified over 200 students who would be eligible for services. Proposed outcomes are similar to prior year and Agency’s reporting met all requirements; indicators included tracking enrollment, meals served, tutoring hours and surveys completed by participants, parents, teachers and principals. Program capacity is limited based on space and ability of participants to access early morning transportation. Majority of program budget comes from donations and grants, however, site expansion meets capacity requirement for increased funding. Full award would support current staff and two new positions: the Haven Site Director and the Parent Resource Liaison for all sites.

2. Family Focus – Afterschool Program

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
\$20,000 - CDBG	\$11,400 - CDBG	\$25,000 - CDBG	119% - CDBG
\$35,000 - MHB	\$33,600 - MHB	\$40,000 - MHB	19% - MHB



2019 Evanston Residents Served: 65 **Evanston % of total served: 88%**
2020 Evanston Residents Estimated: 70 **Evanston % of total served: 93%**

2019 CDBG/MHB Proportion of Actual Budget: 34%
2020 CDBG/MHB Proportion of Proposed Budget: 52%

FY 2018 Audit – Financial statements present fairly
FY 2018 Single Federal Audit – findings present

Family Focus has been operating in the community for generations, providing services to primarily 5th ward residents who are disproportionately low-income. The after school and summer services are 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. Programing provides STEM (Science, Technology, Engineering, and Mathematics), Literacy and social-emotional skills through culturally affirming curriculum including spoken word, poetry, and art. Participants attend Bessie Rhodes, Kingsley, King Lab, Haven, Willard and a number of other schools; the After School Program works to promote inclusion and reduce education gap. Program prioritizes returning students and often has a wait list. Agency works with community partners to serve participants and families; one such partnership with Northwestern’s Family Institute makes mental health services more accessible by providing on-site counseling. No equity statement provided; program staff is 54% people of color and serves predominantly black and Hispanic students. Outcomes remain well defined and measurable; it is unclear how increased award would expand program capacity. City funding would directly support program staff including the Senior Coordinator, After School worker, Center Director and two Maintenance Workers. Agency address all prior year audit deficiencies and material weaknesses related to reporting of the Early Childhood Block Grant, Lease Evaluation, and Temporarily Restricted Net Assets. These findings did not relate to City or CDBG funds. Agency provides consistent programmatic/financial reporting and is compliant with federal requirements.

3. The James B. Moran Center for Youth Advocacy

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
\$35,000 - CDBG	\$20,400 - CDBG	\$36,000 - CDBG	76% - CDBG
\$48,000 - MHB	\$39,360 - MHB	\$50,000 - MHB	27% - MHB

2019 Evanston Residents Served: 625 **Evanston % of total served: 68%**
2020 Evanston Residents Estimated: 860 **Evanston % of total served: 55%**

2019 CDBG/MHB Proportion of Budget: 6.8%
2020 CDBG/MHB Proportion of Budget: 9%

FY 2018 Audit – Financial statements present fairly
FY 2018 Single Federal Audit – NA



The Moran Center’s core programs include the Education Advocacy Program (EAP) which provides advocacy and case management services to children with special needs and their families and the School-Based Civil Legal Clinic (SBCLC) run out of three satellite locations (Joseph E. Hill Center, Nichols and Chute middle schools) and supports youth who have civil cases. Agency provides free legal representation, advocacy and trauma-informed counseling to income-eligible Evanston youth who are up to age 26 and navigating the criminal justice system and their families. Demand for services exceeds capacity of programs and additional attorneys, one of whom is bi-lingual and bi-cultural, have been hired. Additional prior year service expansion included hiring a Parent Partner to support parents and caregivers. Without City funding, Agency would have to reduce services and cut staff. Planned increases to services for FY 2020 include expansion to services for caregivers to teach advocacy; proposed expansion provides depth of service that warrants increased award request. 93% of clients are low/moderate income, 66% identified as having additional special needs including homelessness, coming from a female-headed household, and/or identified as having a learning or emotional disability; the special needs almost doubled from prior year. Population served is racially and ethnically diverse and Agency’s commitment to diversity is reflected in board, staff, and Advisory Council; equity statement provided. Agency has received CDBG and MHB fund in prior years and provides consistent and timely programmatic/financial reporting in compliance with all CDBG and MHB requirements.

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

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
\$20,000 - CDBG \$10,000 - MHB	\$14,200 - CDBG \$9,000 - MHB	\$20,000 – CDBG \$10,000 – MHB	41% - CDBG 11% - MHB

2019 Evanston Residents Served: 75
2020 Evanston Residents Estimated: 100

Evanston % of total served: 30%
Evanston % of total served: 29%

2019 CDBG/MHB Proportion of Budget: 4%
2020 CDBG/MHB Proportion of Budget: 3%

FY 2018 Audit – Financial statements present fairly
FY 2018 Single Federal Audit – NA

Meals at Home delivers midday meals that can meet medical specifications (including diabetic, gluten free, vegetarian, renal, and modified texture when needed), to clients who are home bound; 81% of clients are elderly, 50% are on therapeutic diets and 64% receive subsidized meals. 36% of people served are minorities and agency continues to include culturally conscious menu items, provide menus and brochures translated into other languages, build relationships with minority organizations to expand volunteer base and promote services. 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. Prior year reports are not available at this time; staff is working with agency to resolve reporting issues. Services, goals and outcomes remain relatively unchanged from prior years; program appears to be stable. Staff is unable to evaluate program capacity and services to Evanston residents; in FY 2018 Evanston residents comprised 64% of population served. Agency has a new kitchen located at 1723 Simpson Street in Evanston that is anticipated to increase meal production and add authentic Indian, Thai, and Mexican entrees. It is unclear, from the projected number of Evanston residents estimated to receive services in FY 2020, that awards and expansion of facility will increase services to Evanston residents; however, program reports additional partnerships and expansion of services to provide before and after school food to community members. Additionally, all eligible participants receive services for as long as desired.

5. Connections for the Homeless – Drop-In and Outreach Program

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
\$25,000 – CDBG \$70,000 - MHB	\$25,000 – CDBG \$56,000 - MHB	\$25,000 – CDBG \$60,000 - MHB	0% - CDBG 7% - MHB

2019 Evanston Residents Served: 275 **Evanston % of total served: 50%**
2020 Evanston Residents Estimated: 425 **Evanston % of total served 50%**

2019 CDBG/MHB Proportion of Actual Budget: 18%
2020 CDBG/MHB Proportion of Proposed Budget: 16%

FY 2018 Audit – Financial statements present fairly
FY 2018 Single Federal Audit – no findings

The Drop-In and Outreach program has 4 main components including outreach to people living on the streets or in places not meant for habitation, a drop-in center where people can access basic services five days per week, shelter diversion and case management services. This program has grown. The two Drop-In sites include Lakes Street Church and Connections’ main office; additional support staff includes two new case managers, a Housing Locator, a mental health specialist and a contract psychiatrist; The Agency’s health staff has tripled and the projected number of people to be served in 2020 reflect this increase in capacity. The agency is part of the Continuum of Care (CoC), a federally mandated initiative, which provides services that match clients to resources 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 and Outreach program. Participants identify as follows: 66% Black, 8% Latinx, 23% White, 1% Asian. Half of staff and 24% of board is people of color; members of the board have lived experience with homelessness. Agency is conducting an equity assessment in partnership with the YWCA to create more equitable policies and



2019 CDBG/MHB Proportion of Budget: 31%
2020 CDBG/MHB Proportion of Budget: 25 %

FY 2018 Audit – NA

FY 2018 Single Federal Audit – NA

*2019 Evanston residents served taken from 2019 quarterly reports in ZoomGrants. Interfaith Action provides overnight shelter from 9 pm to 7 am during winter nights; program proposes increase to capacity by providing shelter from mid-November through February of the following year. Program rotates 38 cots and overnight set up among 6 faith-based sites; guests are also invited to breakfast at the Hospitality Center each morning at St. Mark’s Church. The program projects services for 85 unduplicated individuals. Award would support the Overnight Supervisor, Volunteer Coordinator, and fees associated with providing bedding; budget increase would provide additional staff, more training for volunteers, and increases services associated with providing bedding. 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. Program offers 38 cots with additional mats to accommodate all who request shelter. Any increases to awards would increase capacity by allowing shelter to remain open for more nights. No equity statement provided. Program serves predominantly minority population and has a diverse staff. Agency has received CDBG funds in prior years, provides consistent programmatic/financial reporting, and is compliant with federal requirements.

8. North Shore Senior Center – Grandparents Raising Grandchildren (CDBG)

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
\$12,000	\$8,600	\$10,000	16%

2019 Evanston Residents Served: 46

Evanston % of total served: 53%

2020 Evanston Residents Estimated: 49

Evanston % of total served: 54%

2019 CDBG Proportion of Budget: 18%

2020 CDBG Proportion of Budget: 20%

FY 2018 Audit – Financial statements present fairly

FY 2018 Single Federal Audit – NA

The Grandparents Raising Grandchildren program works primarily with grandparents to provide a support group and connections to community resources including benefits enrollment, access to financial assistance and legal services. The program also offers educational and enrichment activities for the grandchildren; there is no wait list. The program currently has 25 grandparents and 87 grandchildren (who range in age from birth to 18 years of age). Program outcomes have changed; success includes financial stability, grandchildren remaining active in program, and positive participant self-reports after program attendance. It



is unclear how award increase would expand capacity. Award supports two case managers and two Child Specialists who provide services to children while grandparents participate in programming; all positions are currently filled. Agency has the capacity to provide services and is compliant with all reporting requirements.

9. North Shore Senior Center – Social Services for Seniors and Their Families (MHB)

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
\$35,000	\$25,920	\$35,000	35%

2019 Evanston Residents Projected: 1986

Evanston % of total served: 12%

2020 Evanston Residents Estimated: 2100

Evanston % of total served: 12%

2019 MHB Proportion of Budget: 1%

2020 MHB Proportion of Budget: 2%

FY 2018 Audit – Financial statements present fairly

FY 2018 Single Federal Audit – NA

North Shore Senior Center (NSSC) serves primarily low and moderate income seniors and their families; seniors are connected to the Older Adults Benefit Program, Housekeeping services, transportation and meal services, support groups, and other safety-net benefits. Counseling and case management services are foundations of the program; outcomes include enrolling seniors in LIHEAP and program participants remaining in independent living situations. Program also offers support groups to caregivers. Program projects increase in participants served and Evanston residents projected to comprise same percent of population; if additional Evanston residents do receive services, increase to request would provide increased capacity. Award would support the Senior Services Coordinator, three Case Managers and the Older Adults Benefits Specialist. Agency has a satellite office in the Civic Center and demographics of clients served mirrors Evanston demographics. Community referring partners include but are not limited to Evanston Hospital, St. Francis, Family Focus, and CEDA. Agency is a long-time CDBG/MHB recipient with consistent programmatic/financial reporting. Agency is financially stable and staff is experienced.

10. North Shore Senior Center – Behavioral Health Programing (MHB)

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
\$12,000	\$10,000	\$10,000	0%

2019 Evanston Residents Projected: 16

Evanston % of total served: 18%

2020 Evanston Residents Estimated: 20

Evanston % of total served: 22%

2019 MHB Proportion of Budget: 12%



2020 MHB Proportion of Budget: 4%

FY 2018 Audit – Financial statements present fairly

FY 2018 Single Federal Audit – NA

Agency offers a comprehensive behavioral health program for people over 55 who experience behavioral health disorders including depression and anxiety. Program offers psychotherapy and therapeutic counseling; award would partially support salaries for the Therapist, Program Specialist, and Clinical Supervisor. Participants must be enrolled in Medicare Part B or able to pay for services on a sliding scale. The Program to Encourage Active and Rewarding Lives for Seniors (PEARLS) is one component of the broader program and received funding in FY 2019. PEARLS provides a LCSW for 9 meetings over a 19-week period to the same target population. Prior year award for PEARLS used to support sliding scale fees for Evanston residents who lack insurance to cover program. Demographics of prior year participants are as follows: 43% White, 50% Black, and 7% Asian/Hispanic. FY 2020 request is for broader behavioral health program which offers short and long term psychotherapy and therapeutic counseling to individuals and groups to reduce symptoms including, but not limited to disturbed sleep, depressed mood, and feelings of worthlessness or extreme guilt. Of the 93 participants anticipated in FY 2020, 15 Evanston residents will be recruited; additional outcomes include the provision of psychotherapy to 40 clients, 12 of whom will meet goal. It is unclear how many service hours people will receive or the number of Evanston residents expected to present with reduced symptoms. Agency is a long-time CDBG/MHB recipient with consistent programmatic/financial reporting. Agency is financially stable and staff is experienced. It is unclear how funding will increase capacity for or services to residents.

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

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
\$15,000	\$13,000	\$20,000	35%

2019 Evanston Residents Served: 48

Evanston % of total served: 22%

2020 Evanston Residents Estimated: 40

Evanston % of total served: 16%

2019 CDBG Proportion of Budget: 3%

2020 CDBG Proportion of Budget: 3%

FY 2018 Audit – Financial statements present fairly

FY 2018 Single Federal Audit – NA

The Employment Services program works with participants who are over 18, have a diagnosed mental illness and are receiving or eligible to receive Medicaid; program provides employment placement and support that is individualized, unlimited and integrated with other supportive services. Program is evidence based and exemplary IPS model integrates services with mental health treatment; there is a wait list for services at the Agency’s Skokie and Chicago locations.



Agency did not provide an equity statement and acknowledges the lack of diversity in leadership positions. Program is working to expand services to a more diverse population by partnering with Erie Family Health Center to receive participant referrals. Program budget has increased due to program success and proposed allocation of award would not change from prior year; it is unclear how an increase in funding would increase program capacity or depth of services. Program outcomes are defined and measurable; agency is compliant with financial/ programmatic reporting requirements and a past recipient of funding for this program.

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

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
\$60,000 - MHB	\$51,841 - MHB	\$60,000 - MHB	16%

2019 Evanston Residents Served: 94
2020 Evanston Residents Estimated: 110

Evanston % of total served: 72%
Evanston % of total served: 77%

2019 MHB Proportion of Budget: 12%
2020 MHB Proportion of Budget: 10%

FY 2018 Audit – Financial Statements present fairly
FY 2018 Single Federal Audit – NA

The Clinical Services program works with people 18 and older who have a diagnosed chronic mental illness and are Medicaid eligible or have a history of chronic homelessness; the program provides individualized mental health services primarily to participants of their Permanent Supportive Housing Program but also to eligible community members. It is unclear if increase in award will increase capacity to people not currently enrolled in the housing program. Impact works closely with a number of community partners including Connections for the Homeless and PEER Services; Impact also works in partnership with the Alliance to End Homelessness and receives referrals for their housing program from Coordinated Entry. The agency recognizes the restrictions this federally mandated partnership has on their housing program and does keep a wait list for participants interested/eligible for clinical services. Agency did not provide an equity statement and acknowledges a lack of diversity among staff and board. It is unclear how feedback from minority communities is gathered or impacts services of this program. Employment Services Program, also offered by agency, is working to receive referrals from agencies that work primarily with populations of color. Agency has received City funding in prior years and, due to the stable nature of the program and services provided, will report against similar outcomes/indicators for the FY 2020 program. Outcomes are measurable and program is compliant with all reporting requirements; programmatic and financial reports are accurate and timely.

City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

Books and Breakfast Books & Breakfast

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

\$ 40,000.00 Requested
\$ 25,000 MHB Request

Submitted: 10/21/2019 1:53:42 PM (Pacific)

Project Contact

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Additional Contacts

none entered

Books and Breakfast

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Web www.booksbreakfast.org

Executive Director

Kim Hammock
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Pre-Application (Letter of Intent) [top](#)

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
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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. 2020 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.

15,000	CDBG
25,000	MHB (Human Services Fund)
40,000.00	TOTAL

9. Funding request is:

Programs funded in 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).	<input checked="" type="checkbox"/>	2020 Budget
REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home address. If a regional organization with a local board of directors, attach listings of both boards	<input checked="" type="checkbox"/>	Board List with 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		
HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs		

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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 4 Evanston elementary schools, engaging over 150 students and their families. Our mission is to advance educational equity in partnership with District 65.

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, reading or math facts. This daily commitment builds strong academic habits and builds the student's confidence in their ability to succeed. In addition, District 65 teachers provide ongoing guidance on B&B's academic focus for individual students allowing us to address the areas of greatest need and to best support teacher efforts in the classroom.

-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.

In January 2020, B&B will expand its programming to Haven Middle School. Our mission of daily school readiness will stay the same but will be shifted to best meet the needs of 6th, 7th and 8th graders. Haven Middle School currently has over 200 students who qualify for free or reduced lunch but does not have a District 65 breakfast program or an accessible before/after school tutoring program. B&B families from Lincolnwood and Kingsley as well as the Haven Middle School principal requested the expansion. Our middle school model will include additional mentoring opportunities for students, a priority expressed by Haven's principal. This additional focus of mentoring will allow B&B to increase the emotional and mental health supports offered at a critical time for young people. We are excited to extend our support and resources from the start of kindergarten to the start of Evanston Township High School.

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/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

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 2018-19 school year, our reach included 151 students across 4 Evanston elementary schools (Dewey, Kingsley, Lincolnwood, and Lincoln). Our students ranged between the ages of 5-11 years old and were 53% male and 47% female. These 151 students self-identified as follows: 35 as Hispanic or Latino, 65 as African American or Black, 19 as Multi-racial; and 1 as White. 96% of our students qualify for free or reduced lunch within D65 parameters. We are adding a new site at Haven Middle School in the 2019-20 school year extending our student age range to include 12-14 year olds. We project that our total reach will grow to 175 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 how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

D65 consists of 17 schools, including 10 attendance-area elementary schools and 3 attendance-area middle schools. Four of the ten D65 elementary 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 4 schools where B&B currently provides programming (Dewey, Kingsley, Lincolnwood, and Lincoln), about 30% of the student body is identified as low income yet 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 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 2018 Illinois School Report Card, only 9% of Black students and 10% of Latino students in 6th grade at Haven Middle School met math proficiency standards while 70% of their white peers met or exceeded grade-level standards. In regards to language arts proficiency, only 11% of Black students and 12% of Latino students in 6th grade met their grade-level standards, compared to 70% of their white peers. Due to these discrepancies, Haven was also designated as an "underperforming school" by the Illinois State Board of Education in 2018.

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.

<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="175"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="175"/>	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="350.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 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 give priority to students who qualify for free and reduced lunch and 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. Creating opportunities for greater inclusion in Evanston schools for families of color and families from low-income backgrounds is a key priority in our work.

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 from the Evanston Art Center. Due to our commitment to strong relationship building, B&B families regularly reach out to our staff members in times of crisis. Our staff members work to expand access to District 65 resources by actively connecting our families to teachers, principals, social workers, school psychologists, and District administrators as appropriate. Often, the resources our families need cannot be met within the district and our goal then becomes to provide a bridge to greater Evanston resources. In the past year, B&B staff members have connected families to multiple Evanston organizations helping them gain access to affordable housing, mental health providers, legal aid, summer programming, childcare, and food pantries. B&B does not currently track our referrals to other providers however this is an area designated for review and growth in the 2019-2020 school year. The creation of a new staff role in 2020, the B&B Parent Resource Liaison, will address the increasing need for connecting B&B families to additional agencies and organizations. (See Budget Narrative for more information)

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 directly 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 5 schools where we will provide programming in 2019-20 (Dewey, Kingsley, Lincolnwood, Lincoln, and Haven), 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 socio-emotional health and 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 work 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).

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 affects 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.

One organization we are working to build a deeper collaboration with in 2020 is Family Focus. There is already some overlap in the children that attend Family Focus for after school care and the children attending B&B in the morning. By launching B&B at Haven Middle School, we will increase the number of students who interact with both organizations. We have started conversations with Family Focus leaders about how to best support students and families and think our services will be especially complimentary, extending the amount of time and resources available in out of school hours.

8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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 know the following about our B&B students from 2018-19:

- 91% of B&B students improved their homework completion
- 84% of B&B students were more socially and emotionally ready for the school day
- 92% of B&B students had an increased belief that they can succeed

In the 2019-20 school year, our reach included:

- 151 students across 4 Evanston elementary schools (Dewey, Kingsley, Lincolnwood and Lincoln);
- 193 tutors who spent over 3,800 hours helping our students complete 7000+ homework assignments;
- 8,500+ breakfasts served

For 2019-20, our reach will grow to include:

- 175 students across 5 Evanston school (Dewey, Kingsley, Lincolnwood, Lincoln and Haven);
- 200+ tutors spending over 4,500 hours helping our students complete 7,750+ homework assignments;
- 11,000+ 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 new Lincoln student described being apart of B&B in this way, "When I don't have anyone to help me with homework it's like being in a dark room." How has that changed with B&B? "It's like a rainbow" he said. Another Lincoln student simply said, "I like B&B because I belong."

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 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="175"/>	Unduplicated people to be served in 2020
<input type="text" value="175"/>	Unduplicated Evanston residents to be served in 2020
<input type="text" value="168"/>	Unduplicated low/moderate income people to be served in 2020
<input type="text" value="168"/>	Unduplicated low/moderate income Evanston residents to be served in 2020
<input type="text" value="151"/>	Unduplicated people served in 2019
<input type="text" value="151"/>	Unduplicated Evanston residents served in 2019
<input type="text" value="143"/>	Unduplicated low/moderate income people served in 2019
<input type="text" value="143"/>	Unduplicated low/moderate Evanston residents served in 2019
<input type="text" value="1,274.00"/>	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 2019, the B&B Board approved 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? Describe how the agency is engaging people of color and other minorities 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 is currently 50% white and 50% non-white, with 4 African Americans and one Latina on our board (of 10 total) and our staff teams is currently 43% white and 57% non-white, with one African American, one Latina and 2 Multiracial on staff (of 7 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 our first 6 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 \$439,000 budget in 2019.

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 Hanawalt, 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 7 - Executive Director (Kim Hammock), Associate Director of Operations and Lincolnwood Site Director (Kyle Hanawalt), Associate Director of Programming and Kingsley Site Director (Tasha Triplett), Dewey Site Director (Tania Margonza) and Assistant Site Director (Keziah Brackett), Lincoln Site Director (Cara Carothers) and Americorps Service Member (Michelle Foster). All staff have strong connections to Evanston and backgrounds in education. Our staff ranges in age from 23-48, 6/7 are female, and consists of 3 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 2018-2019 school year, we had over 190 total tutors participate in our Morning Program. Our staff to student ratio for 2018-2019 was 25:1 - 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.

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

Kim Hammock, kimh@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, Lincolnwood, Lincoln) 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 2020 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 [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed
City of Evanston CDBG	\$ 5,620.00	\$ 15,000.00	
City of Evanston Mental Health Board Funds	\$ 9,996.00	\$ 25,000.00	
Corporate	\$ 43,000.00	\$ 20,000.00	
PTAs	\$ 12,000.00	\$ 12,500.00	
Individuals	\$ 111,000.00	\$ 355,500.00	
Grants	\$ 189,384.00	\$ 61,000.00	
Total	\$ 371,000.00	\$ 489,000.00	\$ 0.00

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
Professional Services	\$ 8,180.00	\$ 18,200.00		
Cradle to Career Membership	\$ 125.00	\$ 125.00		
Food & Supplies at School Sites	\$ 43,950.00	\$ 53,075.00		
Postage & Shipping	\$ 500.00	\$ 500.00		
Staff Training	\$ 1,125.00	\$ 4,000.00		
Marketing	\$ 3,850.00	\$ 2,500.00		
Insurance	\$ 4,085.00	\$ 7,003.00		
Salaries & Benefits	\$ 306,050.00	\$ 395,005.00	\$ 15,000.00	\$ 25,000.00
Occupancy	\$ 0.00	\$ 7,200.00		
Office Supplies and Materials	\$ 1,980.00	\$ 1,000.00		
Total	\$ 369,845.00	\$ 488,608.00	\$ 15,000.00	\$ 25,000.00

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 parents and school staff from over 6 additional District 65 school sites. In response to these requests, B&B is in its second year of a five-year expansion process. The increase in our budget from 2019 to 2020 reflects the second step of our expansion process to meet the demand of our program from additional sites.

We request \$15,000 of CDBG funding to help us in this next phase of our expansion. \$5,000 would fund a new position - the B&B Parent Resource Liaison. B&B staff are often a trusted friend and confidant of parents in our schools when need or crises arise, our staff members are often the first to know. Creating the position of Parent Resource Liaison will help us better respond to the needs of the parents and families of our students and to connect parents to the resources already available in Evanston that they may not otherwise be aware of. In addition, the creation of this position would allow B&B to better track referrals and coordinate with other nonprofit organizations. \$10,000 of CDBG funding would support the sustainability of our existing school sites. These funds would support the following staff: \$5,000 to the Kingsley Site Director (16% of \$30,640 salary) and \$5,000 to the Lincolnwood Site Director (18% of \$28,080 salary).

We request \$25,000 in MHB funding to help us in this second phase of our expansion plan. These funds would support the following staff: \$5,000 to the Lincoln Site Director (18% of \$28,080 salary), \$5,000 to the Dewey Site Director, \$5,000 to the Dewey Assistant Site Director and \$10,000 to the new Haven Site Director (27% of \$36,360 salary)

For both our CDBG and MHB requests, the ability to fund our existing programs is a critical piece of our expansion. It is essential that we grow and expand responsibly, without jeopardizing the sustainability of our current schools. Helping us fund our current sites allows us to keep growing. If adequately funded, we can sustain our current sites and expand our resources to Haven Middle School in January 2020 thereby supporting more Evanston students and families, all of whom 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 \$354,000 needed to run our program in 2018-19. As we strive to meet the demand for new B&B sites within our community, we are committed to broadening our fundraising efforts. We do not currently receive any funding from the State of Illinois or any federal programs making funding from the City of Evanston even more critical.

Program Outcomes [top](#)

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	Students complete their homework	# of homework assignments completed during the school year	2,750	2,250	0	2,750	7,750				0

2	Students start the school day with a healthy breakfast	# of of meals served during the school year	3,000	3,000	0	3,000	9,000				0
3	Students show increased social emotional readiness for the school day	75% of our total students show increased social emotional readiness for the school day based on end of school year surveys	0	131	0	0	131				0
4	Students show increased belief in the ability to succeed in school	75% of our total students show an increased belief in their ability to succeed in school based on end of school year surveys	0	131	0	0	131				0
5							0				0
Total			5,750	5,512	0	5,750	17,012	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 Professional Services								\$ 0
2 Cradle to Career Membership								\$ 0
3 Office Supplies & Materials								\$ 0
4 Food & Supplies at School Sites								\$ 0
5 Postage & Shipping								\$ 0
6 Staff Training								\$ 0
7 Marketing								\$ 0
8 Insurance								\$ 0
9 Salaries & Benefits								\$ 0
10 Occupancy								\$ 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 CDBG								\$ 0
2 MHB								\$ 0
3 Corporate								\$ 0
4 PTA								\$ 0
5 Individual								\$ 0

6 Foundation Grants									\$ 0
7									\$ 0
8									\$ 0
9									\$ 0
10									\$ 0
11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
Total	0	\$0							

Documents [top](#)

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).	✓	Federal 501(c)(3) letter of determination
Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).		
Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).		
Brief biographies of key staff including demographic information.	✓	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.		Strategic Plan
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		
Evanston Livability Principles and MHB Funding Priorities. 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 FY2019.



[Operating Revenues and expenditures](#)

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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Application ID: 149809

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City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

Family Focus, Inc. After School Program

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

\$ 0.00 Requested
\$ 0 MHB Request

Submitted: 10/18/2019 6:31:05 AM (Pacific)

Project Contact

Mark Brown
mark.brown@family-focus.org
Tel: 312-421-5200

Additional Contacts

none entered

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) [top](#)

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 Programs

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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 entire 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.

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. 2020 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.

25000	CDBG
40000	MHB (Human Services Fund)
65,000.00	TOTAL

9. Funding request is:

Programs funded in 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).



[Family Focus 2020 Budgets](#)

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



[Family Focus 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

[conflict of interest disclosure](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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 over a decade, Family Focus (FF) has received youth services grant support from the City of Evanston which has allowed educational and cultural enrichment programs in a safe and supportive environment for children during out-of-school time. FF has targeted (3) main priorities in youth development as key to an academically prepared, socially responsible and emotionally stable adolescent as follow:

* STEM - Family Focus has continued it's partnership in the EvanSTEM initiative, which was created to build ecology of STEM services for low income minority students such as the participants in Family Focus-Evanston Programs. Staff has received STEM education training at the Museum of Science and Industry with focus on hands-on activities that complement the Common Core Curriculum and adhere to the Next Generation Service Standards designed to provide all students with intl bench marked science education. Through the EvanSTEM grant our participants were able to explore aerodynamics, rockets and a series on movie production and its related science. Participants also finished a 2nd year of a science club operated by Northwestern's Science in Society. Our participants competed in science workshop competitions, winning 1st, 2nd & 4th place.

* LITERACY - Family Focus continues to place emphasis on literacy through documenting and building creative writing skills. Participants created their own "I Have A Dream" Speeches. There is also an after school book club that has started entitled "Pages". Our goal is to increase reading skills, and build reading with confidence and comprehension in our participants. We host an annual poetry slam for our 8-14 participants at the end of the year featuring solo and team performances or original poetry.

* SOCIAL-EMOTIONAL SKILLS - The importance of social-emotional skills in a student's development is just as critical as the students achievements in core school subjects. Staff engage the students in discussions and activities dealing with difficult issues and decisions that they may face throughout childhood, while also engaging them in activities to promote positive self-esteem and development. Topics include, goal setting, effective communication, anger & stress management and creating and sustaining healthy relationships. We also discuss anti-bullying and community violence prevention efforts.

Family Focus participants attend regularly (4-5 days per week throughout the school year for 3 hours per day); our capacity based on staffing is 60-70 during school year and summer. With increased funding, we anticipate serving 80 students in 2020, with an expectation to serve 130 people through one-time events like STEMfest and up to 30 parents through parent engagement activities and workshops.

2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

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 gap exist in math (13.5% versus 56.7%). The achievement gap exist along racial lines. 20.1% of African-American students meet or exceed the standards, while their white classmates meet or exceed 72.2% standards in reading. The gap in math is 10.4% versus 59.8%, and the trend is continuing. Because Family Focus programs are to benefit primarily low-income minority students, we are in strong position to join our colleagues in the school district and other youth serving organizations to reverse those trends.

The after school program takes place at the Family Focus Weissbourd-Holems Building, named after the organization's founder, Bernice Weissbourd and former director, Delores Holmes. The center located at 2010 Dewey Ave in the 5th Ward, within Evanston's neighborhood Revitalization Strategy Area. The building is also the former Foster School, and has large classrooms, ten station computer lab, a library, and a gym available for program use. The building is also home to many other nonprofit tenants and partners, including CEDA, McGraw YMCA Early Literacy, Children's Advocacy Center, NAACP and AFSCME.

A goal of the after school programs at Family Focus Evanston is to level the playing field for underserved minority students in academic stimuli, self-esteem and cultural enrichment, and social-emotional expression. In 2019 90% of Family Focus participants are Evanston residents, with 88% being low-moderate income, 66% are female led households, and 90% are African American-Non Hispanic. All participants are from Bessie Rhodes, Kingsley, King Lab, Haven, Lincolnwood, Willard,

Orrington, Chute, and Nichols, all schools located in the City of Evanston.

Participants benefit in a variety of ways including improved test scores in core subjects in school which has proven a change in the attitudes toward attending school while reducing truancy and absenteeism. Our participants also gain a sense of self worth and improved self-esteem through our hands-on programs involving self expression, role playing, goal setting and anger and stress management lessons. Participants are taught to have the "I Can, and therefore I Shall" attitude and how to settle differences and conflicts amicably. Program Coordinator, Joann Avery with over 30 years of youth service experience has a disciplined hands-on approach to instruction and application with her students. "There are 1000s of FF Alumni that could have been lost to addiction, violence, incarceration or hopelessness but we are leading our families and our community because FF staff like Ms. Joann convinced us we are capable of doing anything we commit to and we are deserving a fulfilled life". A direct quote from Robin Rue Simmons, current Alderwoman of 5th Ward in the City of Evanston, and Family Focus Participant Alumnus.

Parents of participants have come to share success stories of their participating youth who have displayed positive attitude adjustments as well as new found sense of self and all of the possibilities life has to offer when hard work and dedication are applied.

Finally, the entire city of Evanston, particularly the 5th Ward benefits from the After School Programs at Family Focus Evanston funded by CDBG and MHB as students are better prepared for the next level in their lives, whether through higher education or full-time employment.

Flyers and notices are placed on the bulletin boards at all schools where participants matriculate for the sake of recruiting new participants. And with Family Focus Evanston being a staple organization for decades, there have been generations of families that have participated in various ways whether through program affiliations or philanthropy.

3. Describe how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

The quality programming primarily serves students from Evanston's 5th Ward, most of whom are African-American or Hispanic. Students from this part of Evanston are historically underserved and disproportionately low-income. Family Focus provides quality after school services targeting priority subjects such as STEM and Literacy to address the achievement gap reported above. Family Focus provides cultural stimulus programs, where spoken word, poetry, mural painting, art appreciation etc. enrich the lives and self-esteem of the students participating in the programs. Family Focus measures impact in STEM participation, whether students are reading at grade level, and disciplinary issues with the outcomes and being reported to the City of Evanston on a quarterly basis as well as all achievements, competitions, awards and recognition.

The City of Evanston's 2015-2019 consolidated Plan noted a need for supportive services for youth, particularly among low-income residents. Data cited above shows that low-income and minority youth who make up the population of our after school 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 relate to academic and social-emotional needs of our students, we can help our youth grow 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="130"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="80"/>	Multi-session program (e.g. after school program)
<input type="text" value="25"/>	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="235.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

Applications for fall session are due after the due date of this application, but we often have a wait list of new families for the fall. 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 complete a referral form, the institute notifies us when a Counselor is available and they then follow up with the family. They also 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 partnered with The Freedom School, District 65, Evanston Cradle to Career, Northwestern, Infant Welfare Society, YWCA, Y.O.U., Loyola Academy, Delta Sigma Theta Sorority, Kappa Alpha Psi Fraternity, Foster Reading Center, Childcare Network of Evanston, Evanston Township High School, Fleetwood-Jourdain, New Trier High School, McGraw YMCA and the Evanston Food Exchange.

The deep roots of Family Focus in the 5th Ward community of Evanston spans decades with a legacy as a dependable resource for families. Participant alumni often return as successful adults to provide mentoring and guidance to current students.

Family Focus services are based on the Principles of Family Support engineered by the Founder of FF, Bernice Weissbourd. Entire families of our participants are also invited and encouraged to participate in all events and activities. FF offers additional services and referrals to support the healthy growth and development of all family members.

8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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 measures goals and outcomes via collection of demographic data in the intake process, in addition to tracking participation in STEM activities through attendance sheets, reading levels on student report cards, and disciplinary issues through report cards and program files. The 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 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.

80	Unduplicated people to be served in 2020
70	Unduplicated Evanston residents to be served in 2020
70	Unduplicated low/moderate income people to be served in 2020
65	Unduplicated low/moderate income Evanston residents to be served in 2020
70	Unduplicated people served in 2019
65	Unduplicated Evanston residents served in 2019
67	Unduplicated low/moderate income people served in 2019
62	Unduplicated low/moderate Evanston residents served in 2019
549.00	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."

Family Focus was founded in 1976 by Bernice Weissbourd, a leading scholar, educator in child development, and the organizer 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 over 40 years.

Family Focus provides services for whole families, birth through adulthood in one location. Early childhood services includes home visiting to promote healthy development and school readiness. School-age programs address academic, extracurricular and social-emotional needs of students ages 8-28. Family support services such as the Family Focus Center and adult education programs promote positive parenting and increase self-sufficiency.

Family Focus Evanston is led by Director, Colette Allen. Each major program area, early childhood, school-age, and family

support are overseen by qualified program manger reporting to Ms. Allen. Ms. Allen reports to the President & CEO of Family Focus, 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, 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.

Family Focus recently finished a 3 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 goals and worked with them to lay the groundwork for major gifts program.

11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?

Family Focus' leadership team (director and above) is currently 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).

As an organization, Family Focus Evanston has been the recipient of CDBG funding from the city of Evanston for many years. Family Focus' resource development staff manage CDBG grants for multiple municipalities. The Director of FF Evanston works with the city of Evanston Reps to make sure all compliance matters are met, with procurement procedures and requirements as required in the 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 controls procedures, and procurement policies.

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 herself, Colette has worked in the nonprofit sector since 1984. She worked as a corporate major gift officer at the Museum of Science and Industry and as Midwest Director of Development for the Foundation of Fighting Blindness. Colette was also Executive Director of Literacy Volunteers of Atlanta and worked for the US Olympic Committee, managing community and media relations. Ms. Allen holds a Bachelor's of Art form Oberlin College, and a Master of Science in Elementary Education from Bank Street College of Education in New York. Colette was also a student at the the school of drama at Yale University.

Senior Program Coordinator, Joann Avery has a MS in Human Services and more than 35 years of experience working with youth at Family Focus. Ronnie Cannon is a part-time instructor for the middle school class. He is a graduate of Claflin University with a major in math and computer science. We also have volunteer Instructors provided by EvanSTEM. We expect that a ration staff-to-student of 1:30-35 with dedicated volunteers, the ratio will always be lower.

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

colette.allen@family-focus.org 847-475-7570 mark.brown@family-focus.org 312-421-5200

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, Evanston, IL 60201

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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.
Mark Brown, Director of Gov. Grants and Contracts

Budget [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed
City of Evanston CDBG	\$ 11,400.00	\$ 25,000.00	
City of Evanston Mental Health Board Funds	\$ 33,600.00	\$ 40,000.00	
Kendall Foundation	\$ 30,000.00	\$ 25,200.00	
Individual Contributions / Special Events	\$ 23,899.00	\$ 17,500.00	
Program Fees	\$ 14,000.00	\$ 7,900.00	
Northshore Exchange	\$ 10,000.00	\$ 0.00	
Evanston Community Focundation	\$ 10,000.00	\$ 0.00	
Aileen S Andrew Foundation		\$ 10,000.00	
Total	\$ 132,899.00	\$ 125,600.00	\$ 0.00

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
Salaries & Benefits	\$ 106,593.00	\$ 96,317.00		
Audit	\$ 452.00	\$ 500.00		
Insurance	\$ 714.00	\$ 850.00		
Occupancy	\$ 16,485.00	\$ 20,000.00		
Transportation	\$ 1,750.00	\$ 2,000.00		
Telephone	\$ 1,786.00	\$ 1,281.00		
Supplies	\$ 3,500.00	\$ 3,200.00		
Printing & Postage	\$ 250.00	\$ 300.00		
Equipment Maintenance (printers)	\$ 1,369.00	\$ 1,152.00		
		\$ 0.00		
Total	\$ 132,899.00	\$ 125,600.00	\$ 0.00	\$ 0.00

Budget Narrative

Family Focus operates on a July - June fiscal year. We projected the 2020 calendar year budget on actual revenue and expenses in the 2nd half of our FY19 (January - June 2019), with likely revenue and expenses for (July - December 2019).

Revenue: Individual contributions and special event fundraising remains relatively the same from 2019 based on recent income and income from the annual fund and spring gala. Same with Program Fees based on previous years collections.

Expenses include Staff working in support of the After School Programs supported by CDBG/MHB funding are: Sr. Coordinator, \$52K at 1.0 FTE, an hourly after school worker at \$15 per hour for approximately 10 hours per week.

Additional support is from Center Director \$68K at 0.10 FTE and 2 maintenance workers \$33K 0.10 FTE & \$14 per hour for 10 hours per week. 0.25 FTE.

Program Outcomes [top](#)

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 & writing	75% of participants will read at/above grade level at the end of the academic year.	57	52	53	53	215	57	52	53	162	
2	Improve student knowledge of STEM subjects and STEM career options.	100% of participants participate in hands-on experiential STEM activities.	60	50	50	50	210	60	50	50	160	
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.	60	58	53	53	224	60	58	53	171	
4							0				0	
5							0				0	
Total			177	160	156	156	649	177	160	156	0	493

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 Salaries & Benefits	96,317	25,000	32,050					\$ 0
2 Audit	500							\$ 0
3 Insurance	850		200					\$ 0
4 Occupancy	20,000		5,150					\$ 0
5 Transportation	2,000		520					\$ 0
6 Telephone	1,281		780					\$ 0
7 Supplies	3,200		1,000					\$ 0
8 Printing & Postage	300							\$ 0
9 Equipment Maintenance (printers)	1,152		300					\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	125,600	25,000	40,000	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 Evanston Mental Health Board	40,000		40,000	10,000	10,000	10,000	10,000	\$ 40,000

2 CDBG	25,000	25,000		6,250	6,250	6,250	6,250	\$ 25,000
3 Kendall Foundation	25,200							\$ 0
4 individual contributions/special events	17,500							\$ 0
5 Program Fees	7,900							\$ 0
6 Aileen S Andrew Foundation	10,000							\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	125,600	25,000	40,000	16,250	16,250	16,250	16,250	\$65,000

Documents [top](#)

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 Financials](#)
[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).



[501c3 Letter](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 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.

[Intake Form](#)

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

Priorities.

[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.

[Evanston Youth Services Org Chart](#)

[Family Focus Evanston Auxiliary Board](#)

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 FY2019.



[Statement of Activities](#)

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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

Application ID: 150806

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City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

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

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

\$ 86,000.00 Requested
\$ 50,000 MHB Request

Submitted: 10/21/2019 12:56:09 PM (Pacific)

Project Contact

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

Additional Contacts

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James B. Moran Center for Youth Advocacy

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Pre-Application (Letter of Intent) [top](#)

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
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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. 2020 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 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).



[Moran Center FY 2019-20 Budget](#)

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



[Board of Directors 2019-20](#)

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](#)

[Moran Center Conflict of Interest Form](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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.

Consistent with Evanston's goal to advance equity in all City operations, the Moran Center for Youth Advocacy zealously works to close the "justice gap" for low-income Evanston youth and their families by providing free holistic legal representation and social work services. We strive to ensure justice in the courtroom, access to the classroom, and support in the community. While Evanston is a city rich with resources, there is a significant number of marginalized youth and families who struggle with poverty, mental health issues, addiction, and trauma stemming from longstanding racial oppression and systemic injustices. Unacceptable disparities in opportunities and educational achievement between students of color and white students have persisted in both Evanston school districts. The disturbing findings by Stanford researcher, Dr. Sean Reardon, that Evanston has one of the largest racial achievement gaps in the nation, highlights the urgency of the Moran Center's work to achieve greater equity. Academic underachievement and social disengagement, particularly among youth of color, are strongly correlated with youth involvement in the (in)justice system.

The Moran Center respectfully requests funding for continuation of our core programs including representation of Evanston youth through the age of 26 involved in the criminal (in)justice systems, criminal record remediation, and trauma-informed social work services, as well as expansion of our Education Advocacy Program ("EAP") and School-Based Civil Legal Clinic ("SBCLC"). Our goal with these programs is to stem the poverty/school-to-institutionalization pipelines and improve opportunities for student success. The EAP, staffed by two attorneys, advises and represents low-income students with special needs to obtain the services they need to make progress in school, advocates for students facing school discipline, and empowers families with tools to advocate for their child's educational rights without representation. Social workers are available to provide crisis intervention, therapy, and case management. Evidence shows that early intervention and social support for families who have children with disabilities is one of the most effective ways to prevent problems of academic failure, disciplinary issues, and delinquency, and improves opportunities for jobs and higher education.

The Moran Center's SBCLC provides free legal advice and representation for disinvested families in School District 65 with issues related to basic human needs including safe and affordable housing, consumer protection, family law, public benefits, etc. When legal problems create family instability, there are often negative effects on students' learning. Launched in 2018, the goal of the SBCLC is to stabilize families so that children can stay on track in school. The Clinic serves families three times per month at three sites, Nichols Middle School, Chute Middle School, and Joseph E. Hill Education Center. Free childcare is available. Evidence supports that school-based legal clinics are valuable to help students avoid destructive pipelines and achieve educational equity. (<https://core.ac.uk/download/pdf/56359607.pdf>)

The Moran Center is open Monday-Friday from 9 to 5; however, in crisis situations, our staff can be reached via cell phone after hours. The frequency and duration of client contact vary depending on the complexity of the situation.

2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

The Moran Center serves 1400 under-resourced children and families per year, providing free advocacy, legal representation, and social work services, as well as promoting restorative practices and policies across government, schools, nonprofits and businesses in Evanston. Putting justice into action, we work to promote the social, emotional, and developmental needs of all children, youth, and their families in Evanston, especially those who are marginalized, so that they have opportunities to be successful in school, jobs, and the community. Primarily focusing on low-income Evanston youth and young adults of color up to age 26 and their families, we seek to remedy the injustices they experience while struggling to make ends meet, coping with mental health and/or substance abuse issues, contending with difficult legal challenges, and hoping to be granted a second chance to stay out of destructive institutions. Our trauma-informed social workers provide counseling and case management to promote the mental and behavioral health of the youth we serve, reducing social isolation and supporting community inclusion.

All clients of the Moran Center go through an intake process to help our team better understand their reasons for seeking assistance, and to determine eligibility in regard to income, residency, and age. Among our Evanston clients in 2018, 71% were identified as "very low income" (< 30% of the median income); 10% were low income (<50% of the median income); 12% had "moderate incomes" (<80% of median income); and 7% had incomes > 80% of median income. Notably, 66% of our new Evanston clients had some kind of special need. Among those clients, 11% were homeless; 48% resided in female-headed households, often with a grandparent; and 41% had some kind of learning or emotional disability. In regard to age, 26% of our Evanston clients are children under the age of 18 and 74% are adults ages 18 – 64. Our Expungement & Sealing Help Desk

provides assistance with criminal record relief to any adult, regardless of age, income, or residency. All of our other core programs exclusively serve Evanston youth under the age of 27 and their families. Three-quarters of our clients are male, which varies somewhat by program. Interestingly, the SBCLC primarily serves females (82%). Our Evanston client population is racially and ethnically diverse and identifies as 14% White/Non-Hispanic, 4% as White/Hispanic, 63% as Black-African American/Non-Hispanic, 1% as Black-African American/Hispanic, 12 % as Other Multi-Racial/Non-Hispanic, 5% as Other Multi-Racial/Hispanic, and 1% as other.

The Moran Center's relatively small size and deep connections to the community enable us to be agile and responsive to the critical legal, educational, and social needs of disempowered youth and families in Evanston. As noted previously, many of the youth and families we serve come from families stressed by poverty, housing insecurity, unemployment, substance abuse, violence, and mental health challenges, legacies of racial and ethnic oppression. Almost all of our clients have experienced Adverse Childhood Experiences, or ACES, such as child abuse or neglect, exposure to violence, and/or parent loss. When protective factors are not put into place with children experiencing such adverse childhood experiences, there can be long-term learning, physical and mental health consequences, including increased likelihood of substance abuse and delinquency. The Moran Center works to put protective factors in place, representing youth and families in the courtroom or classroom, while supporting them emotionally as they grapple with past traumas, begin to heal, and develop tools to redirect their lives toward a more hopeful and productive future.

Both the SBCLC and the Education Advocacy Programs embody the Moran Center's deep commitment to racial and socioeconomic equity and are designed to remove barriers and expand opportunities to families who may not otherwise have the social capital or resources to access legal and social work support. With additional funds, our Education Advocacy Program intends to expand programming to the pre-school population in order to reach families with young children with special needs as they transition into the public-school system. If caregivers are well-informed about their child's educational legal rights early, and appropriate educational services are put into place before entering kindergarten, we can begin to chip away at the unacceptable achievement gap and increase the likelihood of school success.

3. Describe how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

Committed to advancing racial equity, the Moran Center has built our services around ameliorating the injustices that have sidelined Evanston youth and families of color manifested by segregated neighborhoods, seismic gaps in educational outcomes, and disproportionate representation in school discipline and judicial involvement. The Moran Center's vision, as reflected in our work, is to close the "justice gap" for low-income Evanston youth of color and their families, and to achieve greater equity in the courtroom, classroom, and in the community. Equity is embedded in our long-term goal that all youth and their families have the opportunity to be successful in schools, jobs, and the community. These goals are well-aligned with the City of Evanston's 2019-20 goal of advancing racial equity.

Consistent with the priorities of the City of Evanston's 2015-19 Consolidated Plan which include the provision of decent housing, a suitable living environment, and expanded economic opportunities for low and moderate-income families, the Moran Center collaborates with Evanston's social service agencies to ensure our clients are able to secure stable housing, receive job counseling, and/or benefit from substance abuse treatment. When the Moran Center provides free legal assistance in our School-Based Civil Legal Clinic to resolve a tenant-landlord dispute and secure safe housing for a family, then we have provided family stability so that children can stay on track in school. When we successfully represent a young person in court who, in an impulsive moment, made a mistake and we follow up with counseling to heal traumatic wounds and resources to stabilize his life, then he has a chance to redirect his path with hope for the future. When we advocate for a child with autism to get the specialized instruction and supportive services that he needs to make progress in school, then he builds confidence to learn and grow. When we create safe spaces for police officers and marginalized youth of color to engage in authentic dialogue, peace circles, and activities together as they do in Project Bridge, then we create a safer community. These are the services the Moran Center provides every day by way of advocacy, social work, and restorative justice services in pursuit of equity.

In that many of the youth with whom we work are challenged by mental health issues and trauma histories, the Moran Center's social workers are an integral part of our holistic model. Consistent with the Mental Health Board's 2020 funding priorities, our social workers provide trauma-informed therapy and case management to promote mental and behavioral health. They develop therapeutic relationships with clients to support their social, emotional, and developmental needs. When youth are in crisis, our social workers respond.

The Moran Center has developed strong relationships with key Evanston families and organizations to reach youth that experience barriers to services or are written off as "bad kids." We work closely with Evanston's Youth & Young Adult Division, as well as other social service agencies, to weave a web of support for youth who are among the most disconnected in Evanston. As we do not charge for our services, we depend on the generosity of our donors, the City of Evanston, and foundations to sustain our work. Without CDBG and MHB funds, the marked inequities in our community for disempowered families of color will persist and grow.

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.

640	Intake/assessment
315	Referrals
320	Individual case management plan/services
320	Services delivered on an individual basis (e.g. home delivered meals)
500	One time event or activity (e.g. field trips, tax preparation)
50	Multi-session program (e.g. after school program)
550	Focused topic activities (e.g. workshops, trainings)
350	Drop in services (e.g. computer lab, tutoring, help desk)
0	Phone or online help (e.g. 24-hour help lines)
3,045.00	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

The Moran Center is committed to serving all low-income youth and families 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 and those individuals are referred to organizations such as Legal Aid Chicago (“LAC”) or Coordinated Advice & Referral Program for Legal Services (“CARPLS”), among others. Occasionally a client is “conflicted out” of our services. For example, if we are representing one person involved in an incident, we cannot represent another involved in the same affair.

Last year, the demand for education advocacy services exceeded our capacity. In that there are no other options for low-income families in Evanston, the Moran Center raised additional funds to hire a second, part-time attorney who is bi-lingual and bi-cultural, and a part-time assistant education attorney, who conducts intake and screens clients. The additional, nearly full-time attorney has enabled us to provide education advocacy to the growing number of families eligible for services as well as respond more effectively to Spanish-speaking clients. If a prospective client is ineligible for services, our staff connect them to an appropriate resource. In that many of the families engaged with the EAP are struggling with complicated social and family situations, the Moran Center’s Social Workers provide case management and therapy. During 2018-19, with a grant from the Evanston Community Foundation, the Moran Center extended our capacity in collaboration with Evanston CASE by launching “Parent Partners” – a program focused on training parents with experience in advocating for their children in the local schools to provide support and guidance to other caregivers parenting children with special needs. The Parent Partner accompanies other caregivers to stressful school meetings, resulting in lessened anxiety and greater success in achieving constructive outcomes.

For both the EAP and SBCLC, the call for services is greatest during the school year, though both programs continue throughout the summer months. For the EAP, there is an increase in demand at the beginning and toward the end of the school year when Individualized Education Programs (IEP’s) are typically developed or reviewed. The EAP also sees an increase in client calls after the winter holiday as children enter the second half of the academic year. Generally, there is also 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.

In order to be effective in closing the opportunity gap for low-income youth and families of color in Evanston, the Moran Center relies on strong connections with Evanston partners to foster family stability, support the social-emotional and developmental needs of marginalized youth and their families, and promote academic and job success. We work in partnership with Y.O.U. for youth development; Connections for the Homeless for housing homeless youth and families; Youth Job Center, Curt’s Café, and Evanston Rebuilding Warehouse for essential employment and job training skills; and PEER Services, Metropolitan Family Services, Turning Point, the Family Institute at Northwestern University, Trilogy, Thresholds, and Erie Family Health Center for primary care, psychiatric, and substance abuse 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.

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

Consistent with evidence that youth are less likely to exhibit delinquent behaviors if they remain in their home communities with developmentally appropriate, coordinated support services, the Moran Center works to keep youth out of dysfunctional institutions whenever possible. This approach not only redirects young people away from criminal activity that erodes our community, but also saves millions of dollars in institution-related expenses. According to Northwestern's Children and Family Justice Center, "Community-based alternatives to prisons are more effective at reducing crime and recidivism than incarceration, while creating fewer long-term social costs – even when used for the highest risk youth." (<https://www.law.northwestern.edu/legalclinic/cfjc/documents/communitysafetyamarch.pdf>)

Recognizing that Evanston has fallen short in removing barriers and tailoring services to the needs of all members of our diverse community, the Moran Center and eight other health, social service, early childhood, and youth outreach organizations created the "Evanston Collective" with a grant from Evanston Cradle to Career. The Collective, in partnership with a team of former users of services, are interviewing community residents so as to develop a deeper understanding of roadblocks to accessing services. The goal of this initiative is to create a seamless web of family support services that are culturally and linguistically attuned and responsive to the lived experiences of Evanston's most disenfranchised families. Ultimately, recommendations will be made in a public forum to catalyze systemic change, improve accessibility of services, and ensure community members feel "radically welcomed" when they utilize the services of Evanston's social service agencies.

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 organization in Evanston that provides free, holistic legal and social work services for disinvested youth and families. We are also the only legal aid agency in the northern suburbs to provide assistance with criminal record remediation. Given the wide range of services we offer and our deep connections to the community, the Moran Center is viewed as a critical and unique resource for struggling youth. Young people are often referred to the Moran Center when other professionals or caregivers have been unable to solve a problem. Our staff and board strongly believe that youth are more than their worst mistake. Yet we could not be effective in our work without close collaboration with other Evanston agencies to ensure youth and their families get the wrap-around services they need and the network of support that can help them move from crisis to stability to hope.

One of the ways the Moran Center is set apart from other organizations is that we endeavor to learn from our clients, mitigate the complex challenges that they face, and simultaneously collaborate with stakeholders to rectify the systems that perpetuate marginalization. Our EAP clients who have been subject to punitive and unhelpful school disciplinary practices taught us that restorative practices work better in helping youth to understand the consequences of their actions, to repair any harm caused, and to reduce the likelihood of repeating the behavior. As a result, the Moran Center and both Evanston School Districts are presently working together to institute more restorative practices in student discipline. The most recent edition of Evanston Roundtable (October 17, 2019) reports that recent reductions in school suspensions at ETHS were due to a shift from "reactive" policies to a prevention strategy focused more on both instruction and restorative practices. The disproportionate disciplinary actions meted out to black males at the high school continues to persist, however, and the Moran Center is working with ETHS personnel to reduce this disparity by advocating for more restorative practices.

Housing for "locked out" or homeless youth continues to be a challenge for the community-at-large and for Moran Center clients. Due to complicated family situations, some of the youth we encounter have to leave home before they are ready to live on their own. While Connections for the Homeless has transitional housing for youth ages 18-24, it is often full and has a lengthy waiting list. Other options are in Chicago and make it difficult for youth to remain in school. Another challenge we have frequently encountered particularly in the EAP, is the lack of psychologists who will provide neuropsychological evaluations for students with severe learning needs who do not have private insurance. Our successful partnership with Erie Family Health Center has filled the gap we formerly experienced securing psychiatric care for youth in urgent need of evaluation and medication management as well as basic primary health care.

8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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?

Like the City of Evanston, the Moran Center's vision is to close the justice and opportunity gaps and achieve greater equity for low-income youth of color and their families in our community. When youth and their families are given the resources, support, and opportunities to achieve their education and career goals, Evanston will become a stronger, more inclusive, and just community. The Moran Center proposes to further stem the destructive poverty/school-to-institutionalization pipelines and improve opportunities for student success in school and in jobs through our holistic legal and social work services, Education Advocacy Program, and School-Based Civil Legal Clinic. We have added an attorney and a part time social worker to meet the growing demand for education advocacy and social work services, and specifically propose to serve 80 clients in this program during 2020. Through educational workshops targeting preschools and early childhood programs, we propose to equip 200 caregivers with tools to navigate the special education system and knowledge about their child's educational rights under the law. As the SBCLC has taken off in its second year, we propose to increase the number of eligible families served from 75 to 160 during 2020, enhancing family stability so that children can focus on school. While our goals for 2020 remain

the same, we have adjusted some of the benchmarks due to our success in exceeding prior benchmarks.

The following goals and outcomes stem from our Theory of Change framework:

1. Clients engaged in the EAP will improve participation in school. 80% 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 civil legal assistance through the Moran Center's SBCLC. 90% of eligible families will successfully 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 legal 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, self-advocacy). 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 report in LegalServer.
6. Individuals seeking criminal record relief through the Moran Center's Help Desk will have their records reviewed and receive assistance in the record remediation process. 100% of Evanston residents seeking Help Desk assistance will have their records reviewed and receive legal assistance in record remediation. Data source: Review of client intake forms and LegalServer.

The web-based client management system, LegalServer, has been a valuable tool to improve effectiveness and efficiency in data collection, case management, and determination of outcomes of our work. Overall program monitoring and evaluation are the responsibility of the Executive Director and senior staff, with oversight provided by the Board of Director's Evaluation & Strategic Planning Committee.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="1270"/>	Unduplicated people to be served in 2020
<input type="text" value="860"/>	Unduplicated Evanston residents to be served in 2020
<input type="text" value="1181"/>	Unduplicated low/moderate income people to be served in 2020
<input type="text" value="791"/>	Unduplicated low/moderate income Evanston residents to be served in 2020
<input type="text" value="1145"/>	Unduplicated people served in 2019
<input type="text" value="625"/>	Unduplicated Evanston residents served in 2019
<input type="text" value="1088"/>	Unduplicated low/moderate income people served in 2019
<input type="text" value="575"/>	Unduplicated low/moderate Evanston residents served in 2019
<input type="text" value="7,535.00"/>	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."

A 19-year-old African American father was charged with the death of his two-year-old son while attempting to revive him after his son stopped breathing. Two days later, the young father was found hanging in his jail cell and subsequently died after being transferred to three different medical facilities. This young man had no advocate, no access to family; he was dehumanized. This tragedy propelled then Alderman James B. Moran among others to create the Evanston Defender Project in 1976. Five years later, the organization was incorporated as the Evanston Community Defender Office, Inc. Renamed the James B. Moran Center for Youth Advocacy in 2010 in honor of Judge Moran, the agency serves as a zealous advocate for thousands of marginalized youth and their families in need of legal and social work services in Evanston.

Ensuring justice and restoring hope, the Moran Center's mission is to provide free, integrated legal and social work services to low-income youth and their families in Evanston to improve their quality of life at home, at school, and within the community. Central to our mission is the belief that all children and their families deserve justice in the courtroom, access to the classroom, and support in the community in order to thrive. The Moran Center innovatively works to dismantle the local poverty-to-institutionalization pipelines.

The Moran Center's five staff attorneys, including the Executive Director, advocate for and represent youth in the courts and in the schools. An additional contracted attorney provides advocacy and representation for individuals in need of extraordinary

criminal record remediation. Our 2.5 Master's Level Social Workers restore lives and support the emotional needs of the youth we serve by providing developmentally appropriate, trauma-informed therapy, crisis intervention, and case management. Our Development Team, led by the Director of Strategic Partnerships, engages community members, corporations, and foundations in the Moran Center's mission; raises funds to support our work; and communicates the Moran Center's impact to the community-at-large. Promoting restorative practices throughout Evanston, our Restorative Justice Coordinator advocates for and offers training to entities in employing restorative practices. Our Director of Operations oversees the internal workings of the agency, including human resources, technology, and finances. The Executive Director/Juvenile Justice Attorney provides inspiring vision and leadership both within and outside of the organization.

The Moran Center has an active, 19-member Board of Directors including a Chair, Vice Chair, Secretary, and Treasurer, along with Chairs of four working committees: Advocacy, Board Advancement, Philanthropic Engagement, and Evaluation & Strategic Planning Committees. The Board works diligently to promote the Moran Center's mission and impact, increase and diversify our funding streams, and provide general oversight of operations. All board members are involved in fundraising, including participating in community events and planning the annual Gala. Board members contribute their time and talents to the Moran Center's work, including by advocating for the agency's local and statewide policy agenda. To deepen community involvement, the Moran Center also has a diverse and engaged 20-member Advisory Council which provides feedback and guidance on our programming and activities.

11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?

Through board, staff, and Advisory Council recruitment, the Moran Center has been intentional in cultivating leadership among people of color. We strongly believe that in order to move the needle toward greater racial equity in Evanston, leadership needs to be more reflective of the people we serve. Currently, 21% of our Board members including the Vice Chair, 35% of our Advisory Council, and 20% of our staff leadership team are persons of color. When positions on our staff or Board are open, we have made it a priority to recruit persons of color. Three out of four of our most recent hires have been persons of color, and one-third of our staff are persons of color. Recognizing this continues to be an area of growth for the Moran Center, we have been proactive through our community engagement and outreach efforts to partner with such groups as the Fifth Ward Planning Committee, OPAL, African American faith communities, Evanston Own-It, and neighborhood grassroots groups. One of the goals of the "Evanston Collective," which the Moran Center spearheads, (see Question # 6), is to build a pipeline of young leaders of color starting with the Community Engagement Specialists which the Collective employs, all of whom have been users of Evanston's social service and/or health agencies. Our efforts are aimed at bringing to the table the voices of those who have historically not been heard and opening the doors to decision-making and organizational leadership.

In 2017, the Moran Center adopted an Equity Statement which describes our commitment to eradicating inequities both within the Moran Center and in our community. (See attached document). The Board and staff are moving forward this year to conduct a Racial Equity Impact Assessment (REIA) promoted by Chicago United for Equity to examine all of our policies and practices through an equity lens and make recommended adjustments. We anticipate that this process will strengthen not only our organization, but also benefit the community members with whom we work for so that together we can build a more just, equitable, and inclusive city.

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 38 years, the Moran Center has vigorously defended the legal rights of low-income youth and their families in Evanston by providing integrated legal and social work services to mitigate the complex array of factors that contribute to legal, behavioral, or academic difficulties. During the past five years, we have experienced a period of growth both in our capacity to meet the critical needs of marginalized youth and their families, and in strengthening organizational capacity for long term sustainability. The number of youth and families we serve has risen from 500 in 2012 to more than 1400 individuals in FY 2019, and our budget has more than tripled in size. The generosity of our Board of Directors, individual donors, the City of Evanston, corporate sponsors, and public and private grants, has enabled us to build capacity and expand services to create a more equitable community. While our staffing needs and costs have grown every year without guarantees for corresponding revenues, we have managed to provide the same level of quality services with dedicated staff and volunteers. We depend on ongoing support not only from our generous donors, but also from our public partners – the City of Evanston CDBG-MHB funds and the Cook County Justice Advisory Council – to ensure our sustainability.

The Moran Center's successful track record of exceeding our goals for clients and catalyzing systems change demonstrates our ability to rise to complex challenges. 97% of our EAP clients demonstrate improvement through grades or progress towards IEP goals. 96% of SBCLC clients successfully receive brief advice, representation, and/or an appropriate referral. 86% of social work clients report and/or demonstrate increased levels of self-efficacy. As a result of the Moran Center's Restorative Justice Initiative, agencies across Evanston are using restorative practices in their work with youth. The Moran Center was also instrumental in advancing local policies to move a range of offenses from being prosecuted within the Circuit Court of Cook County to being adjudicated within the City of Evanston's Division of Administrative Hearings and reimagine the hearing process as a restorative and supportive forum for offending youth.

Taking seriously our accountability both to clients and funders, the Moran Center has been diligent in meeting reporting and compliance requirements. Our case management database, LegalServer, has been invaluable in tracking client services and outcomes. We have conscientiously fulfilled procurement and reporting requirements not only for CDBG-MHB, but also for the Cook County Justice Advisory Council, Evanston Community Foundation, the Chicago Bar Foundation, and the Illinois Equal Justice Foundation along with other funding entities.

The Moran Center's financial records are regularly reviewed by our Board Treasurer, 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. The Moran Center is confident in our ability to be efficient, effective, and trustworthy managers of public funds entrusted to our organization for the benefit of Evanston youth and families.

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's program staff consists of 5 FTE attorneys, 2.5 social workers, & a .5 Restorative Justice Coordinator. We have no requirements for program licensing or accreditation.

Patrick Keenan-Devlin, Executive Director/Juvenile Justice Attorney: Mr. Keenan-Devlin has been Executive Director 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. J.D., Loyola University Chicago; B.A./B.M.U.S., Northwestern University. (W/M/30s)

Thomas Verdun, Director of Legal Services: Mr. Verdun served with distinction for the Cook County Public Defender's Office for 25 years joining the Moran Center in 2003. Promoted to Director of Legal Services in 2016, he serves young adult clients in criminal proceedings and in record remediation. J.D., John Marshall; B.A., Illinois State University. (W/M/60s)

Verity Sandell, Managing Education Attorney: Prior to coming to the Moran Center in 2016, Ms. Sandell was as a staff attorney at Legal Aid Chicago. Her interest in advocating for students stemmed from her experiences teaching in Chicago Public Schools. J.D., Loyola University; M.A.T., Dominican University; B.A., Pomona College. (W/F/30s)

Luca Guacci, Education Attorney: Mr. Guacci formerly served as a Senior Attorney at Housing Conservation Coordinators representing low-income tenants in eviction proceedings. He was also a Clinical Faculty member at the University of Miami School of Law's Children and Youth Law Clinic and worked at the Legal Aid Society in NYC defending children and youth. J.D., CUNY; B.A., University of Florida. (L/M/T/40s)

Sarah Frudden, Ass't Education Attorney: Ms. Frudden began her work at the Moran Center as a volunteer. She previously worked in real estate finance as a portfolio manager. J.D., University of Wisconsin-Madison; M.S. Real Estate, University of Wisconsin-Madison; B.A., University of Wisconsin (W/F/50s)

Megan McClung, SBCLC Attorney: Ms. McClung previously trained lawyers and coordinated pro bono programs and trial skills training for the Chicago Bar Ass'n. A former Ass't Corporation Counsel for Chicago, she defended the City in tort-related matters. J.D., Northern Illinois University; B.A., University of Illinois. (W/F/40s)

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, she provides therapy and case management. She formerly worked in a juvenile detention center and provided crisis counseling to runaway youth. M.S.W., Loyola University; B.A., Eastern Illinois University (W/F/30s)

Asa Gezelius, Social Worker: Ms. Gezelius is a LCSW with experience working with children and adults in a variety of clinical settings, including therapeutic day schools. She provides therapy and case management. M.S.W., Loyola University. (W/F/60s)

Chloe Reyes, Social Worker/Asst. Director of Operations: Ms. Reyes was recently hired after completing a 2-year MSW internship at the Moran Center. M.A., University of Chicago. (L/F/20s)

Pam Cytrynbaum, RJ Coordinator: Ms. Cytrynbaum is a long time restorative justice circle facilitator and a veteran investigative journalist. B.S., Northwestern University. (W/F/50's)

Without City funding, we would have to reduce services and cut staff.

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

Susan Knight, Grants and Special Projects Manager, sknight@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."
NA

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

The Moran Center recently moved to a larger space in the Evanston Plaza which is accessible, easily reached by public transportation, and convenient to Evanston Township High School. Our current address is 1900A Dempster Street, Evanston, IL., 60202.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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/Juvenile Justice Attorney

Budget [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed	
City of Evanston CDBG	\$ 20,400.00	\$ 36,000.00		
City of Evanston Mental Health Board Funds	\$ 39,360.00	\$ 50,000.00		
Program Fees	\$ 48,000.00	\$ 536.00		
Other Govt Funds (Cook Cnty)	\$ 40,000.00	\$ 0.00		
Foundation Grants	\$ 129,844.00	\$ 159,650.00		
Corporate Sponsorships	\$ 100,000.00	\$ 0.00		
Individual Contributions	\$ 472,165.00	\$ 639,950.00		
Special Events	\$ 28,000.00	\$ 45,000.00		
Total	\$ 877,769.00	\$ 931,136.00	\$ 0.00	

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
Salary, Benefits and Payroll Taxes	\$ 606,359.00	\$ 718,161.00	\$ 36,000.00	\$ 50,000.00
Professional Fees & Contract Services	\$ 118,000.00	\$ 26,750.00		
Program Supplies/Materials	\$ 7,700.00	\$ 13,200.00		
Office/Program Space	\$ 76,500.00	\$ 91,090.00		
General Operating	\$ 57,160.00	\$ 75,085.00		
Equipment & Other Fixed Assets	\$ 12,050.00	\$ 6,850.00		
Total	\$ 877,769.00	\$ 931,136.00	\$ 36,000.00	\$ 50,000.00

Budget Narrative

The Moran Center operates on a fiscal year of July 1st through June 30th.

With few predictable sources of funding from year-to-year, the Moran Center relies on the Moran Center's dedicated leadership, development team, Board of Directors, generous individual donors, as well as public and private grants to help us fulfill our mission advancing equity and justice for Evanston youth and their families. We are grateful to the City of Evanston for ongoing CDBG and MHB funding which has been our largest, most reliable source of funding. Yet, each year our personnel and overhead expenses rise, and funds from grants never fully cover the actual costs of providing services to Evanston families who do not have the resources to pay fees, and whose needs are very real.

The Moran Center has seen significant growth in demand and successful outcomes in both the Education Advocacy

Program (EAP) and the School-Based Civil Legal Clinic (SBCLC) this year. As a result, we added a .8 FTE Bilingual Attorney and a .2 FTE Assistant Education Attorney to the EAP to accommodate the needs of low-income families struggling to secure the educational supports and resources their child needs to make progress in school or requiring advocacy in a school discipline matter. For the past two years we have had a \$40,000 grant from the Cook County Justice Advisory Council (JAC) to support the EAP. The JAC informed us in June that there will be a year hiatus before another RFP will be issued, meaning that we will be without a major source of funding for the EAP until December 2020, assuming a grant is awarded at that time. We are attempting to seek replacement funds from other foundations, but none will cover the entire cost of this program. Therefore, we are requesting \$36,000 to cover portions of the salaries/benefits of the two part-time attorneys referred to above from CDBG funds to ensure that children with special needs get the educational support they need to stay in school and on track to ultimately achieve post-graduation readiness, instead of being lost to dysfunctional institutions. We also intend to extend our reach and provide educational workshops to 200 caregivers parenting children with special needs in preschools and childcare centers to empower them with knowledge of the educational rights to which their child is entitled as they transition to kindergarten.

While the number of youth and families served through the EAP and SBCLC programs has expanded, so has the number of social work clients. As explained in the narrative of this proposal, the youth which the Moran Center serves tend to be entangled in complex family situations, and frequently are coping with a family member's or their own mental health or addiction, and crises related to poverty and racism. Our 2.5 FTE social workers are available to provide crisis intervention, counseling, and case management to help ease the tremendous stresses our clients encounter in their daily lives and support their social development. Additionally, under the new State's Attorney, if a criminal defense attorney seeks a reduction in charges or requests leniency for a young alleged offender, the State is now requesting mitigation reports as part of the resolution process. Consequently, the Moran Center's Social Workers have seen a rise in the number of requests for mitigation reports, which entail intense interviewing and summarizing of the psychosocial factors in the young person's life that have led to their current predicament. These reports are extremely important to youthful defendants, but are admittedly time-consuming for the social workers, who are already working beyond capacity. The Moran Center's social workers, as well as the attorneys in the SBCLC and EAP provide services to eligible Evanston residents exclusively. Because we are currently serving, and expect to continue to serve, an increased number of both legal and social work clients in Evanston, the Moran Center is respectfully requesting additional funding from the CDBG and MHB.

Specifically, we are requesting \$36,000 from CDBG which would cover 44% of one part-time EAP attorney's salary/benefits (total salary/benefits \$67,108, for .8 FTE); and 54% of the part-time Assistant Education Attorney's salary/benefits (\$11,047 for .20 FTE)

We are requesting \$50,000 in funds from the Mental Health Board to support 89% of the salary/benefits of one full-time, licensed clinical social worker who provides therapy, case management, and crisis intervention for Evanston youth and their families.

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 [top](#)

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.	80% of clients will demonstrate improvement through grades, progress towards IEP goals, and/or attendance. Data source: School Records.	34	34	34	34	136				0
2	Families will have increased access to legal assistance through the Moran Center's School-Based	90% of eligible families who seek legal services will successfully receive brief advice, representation, and/or	36	36	36	36	144				0

	Civil Legal Clinic.	an appropriate referral. Data source: Review of records in LegalServer.											
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.	46	46	46	46	184						0
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.	46	46	46	46	184						0
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.	45	45	45	45	180						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.	100% of Evanston residents 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.	210	210	210	210							
Total			417	417	417	417	828	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	0	0	0	0	0	\$0

Documents [top](#)

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 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 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 *



[Moran Center Audit 2017.18](#)

[Moran Center Form 990 2018](#)

[Moran Center Strategic Plan](#)

[Moran Center Highlights 2018.19](#)



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

[Equal Opp Emp. and Non-Discrimination Policy](#)

[Moran Center Articles of Incorporation](#)



[Moran Center Staff](#)

[Moran Center Grievance Policy](#)

[Moran Center Intake Form](#)

eligibility for CDBG funding and for reporting demographic characteristics of participants.
[download template](#)

Evanston Livability Principles and MHB Funding Priorities.
[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.

[Moran Center Org Chart 2019](#)

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.

[Moran Center 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 FY2019.

[Moran Center Revenue/Expenses FY 2019](#)

Organizational commitment to equity, diversity and inclusion.

[Moran Center Diversity and Inclusion Statement](#)

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.
[download template](#)

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

Application ID: 149944

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City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

Meals on Wheels Northeastern Illinois
**Meals on Wheels Northeastern Illinois - Prevention of Malnutrition and
Hunger in at Risk Populations**

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

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

Submitted: 10/20/2019 5:19:39 PM
(Pacific)

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

Additional Contacts
none entered

**Meals on Wheels Northeastern
Illinois**

1123 Emerson St, Suite 213
Evanston
IL, IL 60201
United States

Executive Director
Deborah Genthe
executivedirector@mealsonwheelsnei.org

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

Pre-Application (Letter of Intent) [top](#)

All Applicants Complete Questions 1-8 and attach Documents

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

Meals on Wheels Northeastern Illinois - Prevention of Malnutrition and Hunger in at Risk Populations

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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. 2020 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 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).



[2019 2020 Budget](#)

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



[BOD Roster](#)

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](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3,

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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 on Wheels Northeastern Illinois answers the needs of older adults and persons with disabilities by delivering meals midday Monday - Saturday including holidays. It answers their need for:

- Nutrition support: Many older adults and persons with disabilities, need nutrition support to help them live independently for as long as possible. Independence doesn't mean going it alone.

Program Services: Meals on Wheels Northeastern Illinois's home delivery of completely ready to eat, nutritious meals provide at least two thirds of an adult's daily recommended dietary allowance. Between 11 a.m. and 1 p.m. volunteers deliver freshly prepared, fully cooked -- not frozen -- lunches and dinners, as well as beverages to clients' homes. They deliver 6 days per week, 52 weeks a year, including holidays.

- Therapeutic meals for individuals on special diets for kidney failure, diabetes, or other chronic diseases.

Program Services: MWNEI provides meals tailored to individuals' medical needs -- diabetic, gluten free, vegetarian, renal, and modified texture (chopped or pureed) -- prepared under dieticians' supervision. Helping individuals comply with their required diets prevents exacerbation of their disease.

- Social support to avoid the damaging effects of isolation and loneliness.

Program Services: MWNEI volunteers also help stave off loneliness. At the time of a delivery, volunteers chat with clients. This interaction has protective effects against the damaging effects of social isolation. Clients who wish further companionship and friendship can participate in Meals on Wheels Northeastern Illinois's Friendly Visit program. Clients are matched with volunteers with similar interests.

- Safe living conditions

Program: At the same time as they deliver meals, volunteers always have informally checked to assure client safety and have reported concerns. Using new ServTracker software, volunteers now also report changes in clients' health, appearance, mental status. or living conditions including signs of abuse. Action is taken to connect them with transportation; air conditioning, housekeeping help, and a host of social services according to their needs.

A note about food safety: Providing fully cooked meals prevents common kitchen mishaps and prevents food handling errors that may lead to food borne illness.

- Pleasure in eating nutritious meals, otherwise the elderly often do not eat the meals provided.

Program Services: MWNEI's new kitchen will offer at least two entrée choices each day and more fresh fruits and vegetables. Menu items will be tested regularly for client satisfaction.

- Assistance with shopping

Program Services: In its free assisted shopping service, volunteers purchase paper products, breakfast foods, tea, ice cream and staples designated by clients.

- Affordable meals

Program Service: MWNEI serves individuals of all income levels and offers reduced fees to those in need of help paying for their meals. MWNEI subsidizes 64% of its clients, some paying as little as \$.25 per set of meals.

- Healthcare cost savings

Monitoring clients' conditions and providing appropriate nutrition prevents health problems and leads to cost savings for our clients through fewer emergency room visits, reduced re-hospitalizations, and premature transfer to costly care facilities. Reduced 911 calls and reduced re-admissions to hospitals saves costs.

2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

The beneficiaries are adults who are undernourished, frail, recovering from illness, need special diets, and more. Meals on Wheels Northeastern Illinois ensures they do not go without a nutritious meal and a friendly check-in.

Among them are

- The homebound. About 1.9 million persons in the U.S. ^{59 of 155} age 65 or older are completely or mostly homebound.

- Individuals who live alone or are without anyone to assist them with meal preparation. These may include persons who are frail, arthritic, or blind, or younger persons with serious mental illness, MS, cerebral palsy, or other disabilities. Twenty percent of MWNEI clients are younger.
- Adults who require medically prescribed diets. Diabetics, persons with kidney disease, those who have difficulty swallowing, and others with medical conditions which are dependent on special diets benefit. Persons who are post-surgery benefit.
- Those who need help on a short-term basis after hospitalization, accident, illness
- Persons in the MWNEI service area who live in SRO facilities where there are limited cooking facilities

In the broadest sense, the community benefits:

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) They estimated that if all states increased the number of older people receiving the meals by 1%, they would save more than \$100 million.

And the community benefits when the elderly or persons with disabilities remain in their midst to contribute to the stability of the community. Among their contributions: They pay local taxes, support local churches and organizations, and build bridges between generations.

Demographics

- Age: The elderly make up 81% of MWNEI clients.
- 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. We have noticed an increase in the number of low-income clients recently, climbing as high as 68%.
- Health status: About 50% of MWNEI clients are on therapeutic diets. Roughly 18% have a mental health diagnosis.

Eligibility requirements:

All individuals who are over 18 and reside in the MWNEI service area are eligible and can complete an application online or over the phone. The MWNEI delivery area includes all of Evanston as well as Skokie, New Trier Township, Northbrook, Glenview and portions of eastern Lake County.

Service may begin within 48 hours of the phone call. Applicants do not need to travel or undergo in-home assessments. Most clients elect to get meals between three and five days a week, and they may use the service as long as they like.

Steps taken to increase participation of minorities. MWNEI

- Maintains delivery routes serving persons in Evanston, Skokie, and Waukegan, in which large minority populations live
- MWNEI's kitchen is located at 1723 Simpson St. in Evanston's 5th ward. Volunteerism and requests for service in this largely African American neighborhood have already increased.
- Culturally conscious menu items benefit all clients and help all know they are welcome and appreciated
- Relationships with leaders in minority organizations have grown as a result of menu discussion for possible future partnerships e.g. Hanul Family Alliance
- Is guided by minority representation on its board
- Minority representation throughout the organization including meal delivery volunteers, volunteer committees, and consultants.

How would a City/CDBG award increase services to underrepresented populations?

Funds would

- Help pay discounted rates for the growing number of low-income seniors. It is expected that the number of clients we serve will double in the next two years as a result of increased meal production from our community kitchen. We anticipate the percentage of clients needing reduced rates to be 55-60%, doubling the subsidies expense for MWNEI.
- Staff time to create additional communications to ethnic minorities about MWNEI offerings e.g. brochures in other languages, translating menus
- Staff time to assist in development of culturally conscious foods

How would the program measure/report impact to these populations?

Impact would be measured by

- Numbers of persons of color served
- Numbers of persons of color who continue to use the service

3. Describe how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

The goals of Meals on Wheels Northeastern Illinois parallel the City of Evanston goals. The priority of MWNEI is to promote the highest quality of life for Evanston's homebound elderly and persons with disabilities. MWNEI's priorities are to promote quality of life by *providing nutrition support for vulnerable adults, by *offering social support to avoid the damaging effects of isolation and loneliness, by *assuring client safety with well-being checkups and linking clients with other agencies to answer their non-medical needs – their social determinants of health – and by *offering subsidies to clients who need help paying for their meals.

MWNEI answers needs that correspond to Evanston City goals

- Enhance Community Development. MWNEI is investing its energies, efforts, funds, in Evanston clients in need of nutrition support. It helps individuals continue to live in the community. In turn, they become watchful eyes in the community and, thus, contribute to neighborhood safety. They share their knowledge and skills and enrich the lives of the young. They keep churches and other community organizations viable. They support local businesses and vote knowledgeably for local candidates. MWNEI clients help preserve and promote the values and stability of the community.
- Job Creation Job training is a priority as well. We know restaurant staffing is a challenge and intend to partner with another organization, such as Curt's Café or a local college, to offer this training as an internship of sorts. We are also considering ways to specifically teach job skills to United States military veterans or older adults who are clients of Meals on Wheels. This is still being developed.
- Ensure equity in its operations. MWNEI's demographics show that it serves all groups without regard to individuals' backgrounds. In fact, its new kitchen will be able to prepare meals that are more culturally conscious.
- Invest in City Infrastructure and Facilities. As it happens, MWNEI is investing in the city's infrastructure through building renovations and by building a dynamic community kitchen in Evanston's 5th ward. This will enhance the neighborhood and thus, the City.
- Be financially sound. MWNEI is financially sound. This is an important factor for individual clients 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) This has benefits for the City's financial health as well as for individuals.

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="100"/>	Intake/assessment
<input type="text" value="20"/>	Referrals
<input type="text" value="20"/>	Individual case management plan/services
<input type="text" value="100"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="0"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="0"/>	Multi-session program (e.g. after school program)
<input type="text" value="100"/>	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="0"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="340.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

Eligible people are not turned away. We are building a kitchen so that we will not need to have a wait list. Everyone needs to eat every day, so we go to great lengths to serve all homebound persons who request service. Until the food production facility opens we will continue this struggle. We have intentionally not marketed our services because of these limitations. That will change later this year when the kitchen opens and a marketing campaign begins. More than 14,000 people in our existing delivery area need to access food. We expect to see rapidly increasing client numbers after this marketing campaign begins.

Re fluctuation of demand: Sometimes there is a dip in requests for service. Our volunteers are flexible, and we can adjust schedules in response to changes in orders. Clients maintain a regular meal delivery schedule which permits us to plan, but last minute cancellations and additions occur due to hospitalization and discharge. The in house food production will allow us to be more responsive. We will no longer have to pay our food provider for cancelled meals. The new production facility will be able to hold extra meals for use in last minute scenarios including hospital discharge. MWNEI has also made arrangements to partner with American Red Cross in providing meals for emergencies.

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

Meals on Wheels Northeastern Illinois recognizes the importance of responding to clients' social as well as nutritional needs. To foster client health and well-being, MWNEI links clients in need of social services with agencies that can coordinate their care.

ServTracker, a client tracking tool, is proving useful in identifying clients' needs. They may be experiencing cognitive decline or dementia despite not having a diagnosis. They may need more company or transportation to doctors' appointments. They may need stipends to heat their homes in winter or air conditioning in summer. They may need a ride to church on Sunday.

The ServTracker software platform enables volunteers to track clients' changes in condition or service needs and helps MWNEI create custom interventions. If the MWNEI volunteer suspects that a client is having difficulty, according to the nature of the suspected problem, the volunteer will communicate with the MWNEI office and report his/her observations. Beginning in January 2020 volunteers will transmit this information via ServTracker installed iPads. For example if the client is not answering the door for their scheduled delivery, notification is sent to the office and the MWNEI staff first calls the client, then family or listed contact person, and, if warranted, will ask the local police to do a well-being checkup.

Other examples:

*When a client or caller to the MWNEI office and asks for information about City services, 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.

*Clients in need of senior services may be referred to the North Shore Senior Center. For help at home, Argentium is recommended. The Center for Independent Futures will be recommended for information about services for persons with disabilities, and so forth. 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 MWNEI volunteers to pick up items at the Hillside Free Methodist Church Food pantry in Wilmette. Special arrangements will be made for that.

During its more than 50-year history, MWNEI has established relationships with innumerable community agencies to which it can refer clients according to their needs.

Referrals are recorded in the internal "Daily Notes" which is a live document for MWNEI staff. These "notes" are used to monitor MWNEI referral activities. ServTracker software has a more elaborate system of reporting and follow up which we are just beginning to use and learn more about.

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.

Others only partially address the need

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

*Council for Jewish Elderly delivers kosher meals 5 days a week 10 am to 3 pm -- but not on Jewish or national holidays

*Food banks, food stamps (SNAP) programs require users to cook

*Home Chef and other commercial delivered meals are expensive, usually require patrons to cook meals, commonly do not offer therapeutic diets

What sets MWNEI apart. MWNEI

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

*Delivers daily between 11 a.m. and 1 p.m. 6 days/week, 52 weeks/year, including holidays and Saturdays

*Offers medically prescribed diets supervised by dietitians

*Subsidizes persons who need help paying for their meals

*Provides clients with vital social support

*Conducts well-being checkups to assure client safety

*Refers clients for additional help

* Beginning in January will have high quality chef prepared entree choices

Collaboration to avoid duplication of services

MWNEI and CJE refer clients to each other to best meet needs, but duplication is fairly non-existent and the need is huge.

Successes: This has been a remarkable year in which MWNEI, launching its own food production program providing the ability to please more palates, grow the capacity to serve far more clients, and collaborate with more agencies to satisfy their food needs. This will also offer MWNEI financial benefits and sustainability

Pending collaborations include

* studies with both Northwestern University (nutrition based) and University of Chicago (isolation and loneliness)

* before and after school meals for nearby school children enrolled in Books and Breakfast and Family Focus. These may also include cooking lessons

* volunteers from churches will assist with delivery, packaging, and other needs

* training with area schools and Curt's Cafe

Challenges:

1)The growing numbers of adults in need of home delivered meals in a broad geographic reach with complex logistics. With the establishment of a community kitchen, MWNEI expects to serve at least 500 of the more than 10,000 seniors in need in our delivery area. A self-run kitchen partnering with organizations throughout the area will allow operational efficiencies

2) To obtain adequate financial resources required to cover the costs of operations including the startup of a self-run, community kitchen. MWNEI kitchen campaign has already raised \$370,000 of the \$500,000 goal. Ultimately new

opportunities emanating from the kitchen are expected to provide additional revenue streams and benefits of scale to which will bring cost per unit down. Many of these will be partnerships with other organizations

4) Recruit 150 additional volunteers for additional delivery routes, provide administrative support, or package meals. We are recruiting through area churches, organizations, and businesses

5) MWNEI will appeal to food preferences of different cultures. MWNEI plans to collaborate with local organizations in the production of food preferred by their members

8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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: 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 Meals on Wheels Northeastern Illinois deliveries will continue to live in their homes or other independent living environments in the community.

Change from 2019: The percent will remain the same. The absolute numbers are expected to rise.

Data collected: Numbers are generated from MWNEI's "stop" report that shows the number of clients who have not moved to nursing homes or other institutions.

Who is responsible: This is a concerted effort involving staff and volunteers

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

Outcome anticipated: At least 88% of MWNEI clients will say that MWNEI meals benefit their health.

Change: MWNEI will continue this aim.

Data Collected: Responses are collected from MWNEI's client survey, from anecdotal evidence from clients who phone the MWNEI office, and from volunteers' observations

Who is responsible: The entire staff contributes to the program but will be partnering with researchers to put the latest research into action

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 from MWNEI volunteers.

Change: As the number of clients served grows, the numbers benefiting from socialization are expected to rise.

Data Collected: Client survey results and anecdotal reports by volunteers when they deliver meals.

Who is responsible: Volunteers are largely responsible for the positive results. One client says the volunteers "demonstrate you are worth something." Another says, "I meet them downstairs every day...they're there for me." Yet another feels that "The volunteers look out for me."

Goal 4: To provide affordable meals.

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

Change: Increasing number of clients are requesting subsidies, so the percent is likely to increase

Data Collected: Quarterly client subsidy analysis of the numbers, percentages, and trends in MWNEI subsidization are studied. Last year the rate of MWNEI subsidization was 64%.

Who is responsible: Generous donors and foundations have made subsidies possible and the Executive Director and Development Director who have generated the funding that permits MWNEI to subsidize more than 60% of clients who require help paying for their meals. The Meals on Wheels Northeastern Illinois Executive Director is responsible for ensuring that the program is implemented well.

A process goal will be added

Goal 5: To increase the impact on senior hunger

Anticipated outcome: MWNEI will increase its impact by serving at least 500 persons in FY 2020

Change from last year: In FY 2019, MWNEI provided meals to 240

Data Collected: Comparison of number of clients listed in our financial records

Who is responsible: The entire staff is responsible with the greatest responsibility being assumed by the Food Service Director and Executive Director.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.

Unduplicated people to be served in 2020

Unduplicated Evanston residents to be served in 2020

Unduplicated low/moderate income people to be served in 2020

Unduplicated low/moderate income Evanston residents to be served in 2020

250	Unduplicated people served in 2019
75	Unduplicated Evanston residents served in 2019
150	Unduplicated low/moderate income people served in 2019
45	Unduplicated low/moderate Evanston residents served in 2019
1,230.00	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, Community and Economic Development Association of Cook County and concerned citizens saw that numbers of Evanston seniors, especially those with limited incomes were at risk of malnutrition. The group approached St. Francis Hospital administration which arranged for the hospital kitchen to prepare meals for home delivery.

Volunteers were recruited and trained, delivery routes were laid out, and schedules drawn up. MWNEI'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 residents of that Village. Over the years, New Trier Township, Glenview, Skokie, and cities and towns in north eastern Lake County were added.

In 2002, to help avert clients' isolation, a Friendly Visit program was introduced, and a Grocery Shopping program was added the following year. In 2013, MWNEI set up an office in Evanston.

In 2018 Meals on Wheels Northeastern Illinois hired a consultant with expertise in food production in Evanston to study the alternate food production scenarios for MWNEI. The conclusion was that the need was urgent and could be addressed by establishing a food production facility. The following year, the MWNEI Board of Directors approved the staged implementation of a self-run community kitchen to better serve all its clients and to serve the broader community.

In order to reflect its broader geographic reach and for instant recognition of its role, in 2019, Meals at Home adopted the name Meals on Wheels Northeastern Illinois (MWNEI).

Further strengthening its relationship with the City of Evanston, MWNEI signed a lease to establish a self-run community kitchen in Evanston's 5th ward at 1723 Simpson Avenue.

Mission

The mission of Meals on Wheels Northeastern Illinois 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.

Organizational Structure

Size and functions of the Board

The 12-member board of directors raises donations, serves on committees, makes financial contributions, and provides oversight to the organization. Some also deliver meals.

The Governance Committee has recruited more board members who are business-minded, who are people of color, who represent the full delivery area, and are passionate about the mission.

Significant organizational changes in the last year.

*MWNEI has developed a new strategic plan and a more detailed operational plan to step out the launch of its food production facility, including a new marketing and communications plan, technology policy, and a revised personnel policy to better reflect the organization's new structure.

*Bookkeeping is now handled by an outside firm located in Evanston. This will allow the organization to keep up with increased and more complex billing.

*Additional staff will be added to work in the new kitchen and part time staff will become full time as the kitchen brings the organization's financial model to one that is more sustainable. Additional staff will also be added to increase marketing and outreach.

*The new ServTracker software will increase efficiency through improved tracking of volunteer and client data and schedules.

11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?

Meals on Wheels Northeastern Illinois' board of directors includes members of color, it has consultants who are a persons of color, and its advisory council and task force members include person of color. As production of culturally conscious menu items begins, a message of inclusion should be obvious. Partner organizations committed to people of color include Hanul Family Alliance, for example, to improve distribution of their Korean meal program throughout the North Shore. Similarly, specialty menu items will be created by chefs who create authentic Indian, Thai, and Mexican flavors.

As food production becomes established, we will begin its next phase - Food Lab. This includes menu experimentation and potential research partners from Northwestern University. As we roll out cutting edge nutrition we intend to build healthier

seniors who look forward to their delicious meals, but perhaps most notably is our ability to assist in research with focus on health concerns that effect minorities, for example diabetes. By helping researchers test their theories, we can help people far beyond our delivery area.

While the staff leadership, the executive director, is not a person of color, she has surrounded herself with people of color in an enthusiastic quest of inclusiveness described above.

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 to Undertake the Program

The ability of Meals on Wheels Northeastern Illinois to carry out the program is borne out by its stable finances and greater service to those in need. MWNEI 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.

Leadership

The Executive Director is applying her many years of relevant experience providing services to seniors. The Board of Directors is increasingly diverse and dedicated to promoting the success of the organization.

Volunteers

Its volunteers who are the heart of the organization continue to be the powerhouse that executes the complex daily logistics. Its pool is replenished regularly and growing in number in preparation for the many additional delivery routes that will be needed to accommodate anticipated client growth.

Quality of Service

MWNEI's social impact is growing. With its new self-run kitchen, it will improve the quality of meals and more than double its capacity to produce food. With new software and iPads its volunteers will be able to track clients' changes of condition and to link them with social services as needed.

Administration

Its ServTracker software platform, a single integrated solution that enables MWNEI to manage all aspects of its operations including delivery, billing, and reporting in a secure and efficient manner. ServTracker arms MWNEI with the critical digital tools that will streamline operations.

Financial management

Procedures for management of 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 on Wheels Northeastern Illinois complies with all Federal, State, and local financial regulations
- 4) The Executive Director of Meals on Wheels Northeastern Illinois has managed government grants previously including a federal Department of Transportation grant. She has complied with appropriate record keeping, and other federal grants requirements

Finances are stronger: Individual donations are up; foundation support has risen; corporate contributions are rising, all allowing the additional cost of establishing a kitchen.

Increased service revenue is expected: The new kitchen policies – more client food choices, more fresh fruits and vegetables – will increase client satisfaction; in turn, clients will order more frequent deliveries and stay on the schedule longer. Full pay clients would be more inclined continue the service, thus, increasing our fee revenue. (Forty years ago, more than 2/3 of MWNEI's clients paid full fare; now 2/3 of our clients require a subsidy and pay a fraction of full fare.)

When the kitchen is in full production, we will use it to generate additional income. By partnering with other meal programs, we may be able to help them reduce costs while creating a bit of revenue for ourselves. Evanston's Family Focus and Books and Breakfast have expressed interest in purchasing food from the MWNEI community kitchen.

There also will be some cost reductions associated with the current office moving to the food production location(improving communication and efficiency) and lower food costs from economies of scale and no middleman

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.

MWNEI operates with a staff of 3 full time and 3 part time employees.

Full time staff

Executive Director Debi Genthe, has directed the streamlining and growth of Meals on Wheels Northeastern Illinois's program, financial, and community outreach since taking on the position in 2013. Prior to assuming the position at Meals on Wheels Northeastern Illinois, 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 and has received a Wisconsin Governor's Service Award. The agency offered persons transportation, access to food, and good neighbor deeds such as snow shoveling and grass cutting. Earlier, she worked for the American Heart Association both as Area Director and a Fund-Raising Specialist in multiple counties in the Milwaukee region. Prior to her twenty years in nonprofit, Ms. Genthe managed several for-profit companies.

Volunteer Coordinator Mattison Moran, 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.

Food Service Director Sam Landman learned cooking at the side of a master chef from Johnson and Wales University culinary school. He comes to MWNEI with more than a decade of experience in the senior healthcare field. He has been involved in multiple food service positions from menu development and cooking to budget and inventory control. He most recently led food service efforts at Bridgeway Senior Living in Bensenville, Illinois, was chef at Park Plaza Retirement Center in Chicago, and was executive kosher chef for Aramark at the University of Chicago.

Part time staff

Development Coordinator Jennifer Shreve, 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 finances and build wealth; and at Rebuilding Together, an agency that performs free home repairs for low-income homeowners.

Program Coordinator, Delane Haro previously worked for Aim High, coordinating summer programs for low-income high school and college students through the Chicago mayor office's One Summer Chicago initiative. She spent seven years working for the Department of Music at Stanford University, doing project management, PR, and marketing for concerts, festivals and series. She has done volunteer work for other nonprofits in her community, including Connections for the Homeless and Interfaith Action of Evanston.

A part time kitchen staffer will be hired December 2019.

Volunteers are de facto staff: MWNEI volunteers are the heart of the organization. There are more than 400 of them, some serving for 20 or more years. Last year they drove nearly 24,000 miles delivering more than 45,000 meals. They deliver meals in the bitter cold and blistering heat. They come from area towns and mirror the community. They are greatly valued.

Staff to participant ratio is 1:56

Staff ages range from 27-51, 4 female 1 male, all are currently Caucasian though two persons of color recently left - one hopes to return after securing an advanced degree in social work.

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

Debi Genthe execdir@mealsonwheelsnei.org 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?

1723 Simpson, Evanston. We deliver meals to the homes of our clients. We speak to clients on the telephone.

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

application for 2020 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

Budget [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed
City of Evanston CDBG	\$ 15,000.00	\$ 20,000.00	\$ 0.00
City of Evanston Mental Health Board Funds	\$ 8,200.00	\$ 10,000.00	\$ 0.00
Kitchen Donations (restricted)	\$ 50,000.00	\$ 455,000.00	
Unrestricted Donations	\$ 266,011.00	\$ 156,413.00	
New Trier Township	\$ 15,000.00	\$ 15,000.00	\$ 0.00
Program Income	\$ 112,240.00	\$ 299,478.00	
Events	\$ 57,933.00	\$ 69,930.00	
Total	\$ 524,384.00	\$ 1,025,821.00	\$ 0.00

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
Program Expense	\$ 126,869.00	\$ 0.00	\$ 10,000.00	\$ 5,000.00
Cost of Goods Sold (previously in program exp)	\$ 0.00	\$ 125,180.00	\$ 0.00	\$ 0.00
Event Expense	\$ 16,323.00	\$ 121,000.00	\$ 0.00	\$ 0.00
Comp and Benefits	\$ 227,953.00	\$ 338,047.00	\$ 10,000.00	\$ 5,000.00
Operations	\$ 46,121.00	\$ 91,266.00	\$ 0.00	\$ 0.00
Marketing & Business Development	\$ 32,554.00	\$ 16,574.00	\$ 0.00	\$ 0.00
General Admin	\$ 93,303.00	\$ 113,633.00	\$ 0.00	\$ 0.00
Kitchen Build-Out	\$ 0.00	\$ 220,121.00	\$ 0.00	\$ 0.00
Total	\$ 543,123.00	\$ 1,025,821.00	\$ 20,000.00	\$ 10,000.00

Budget Narrative

Meals on Wheels Northeastern Illinois' fiscal year runs July 1st to June 30th. The significant differences in both revenue and expense are the campaign and expense of building and operating our first food production facility and the income and expense related to a large increase in clients.

Added staff positions include the hiring of a food service director (hired), kitchen staff (future), and increased program coordinator hours (future), but the amount of this request is the same request we made last year. None of the growth or added staff is expected to be paid by CDBG or mental health board funding.

MWNEI does not receive state funding.

Program Outcomes [top](#)

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 receive meals	Unduplicated clients receiving meals	100	50	75	125	350					0
2	Clients receiving visit	Unduplicated clients who interact with a volunteer	100	50	75	125	350					0
3	Clients receiving meal subsidies	Unduplicated clients who are billed less than full fee	55	27	40	68	190					0

4	Number of persons or color receiving meals	Unduplicated clients who report as category other than caucasian	44	22	33	55	154					0
5							0					0
Total			299	149	223	373	1,044	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 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.

[2017-2018 FS](#)

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).

[name adoption](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.

[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.

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

[download template](#)

Evanston Livability Principles and MHB Funding Priorities.

[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 FY2019.

[Unaudited FY2019](#)

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any

new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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

Application ID: 149947

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City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

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

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

\$ 85,000.00 Requested
\$ 60,000 MHB Request

Submitted: 10/21/2019 10:57:23 AM (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
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Web www.connect2home.org

Pre-Application (Letter of Intent) [top](#)

All Applicants Complete Questions 1-8 and attach Documents

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

Connections for the Homeless, Drop-In Center and Outreach programs

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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. 2020 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.

25000	CDBG
60000	MHB (Human Services Fund)
85,000.00	TOTAL

9. Funding request is:

Programs funded in 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).	<input checked="" type="checkbox"/>	CFTH FY20 Operating Budget
REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home address. If a regional organization with a local board of directors, attach listings of both boards	<input checked="" type="checkbox"/>	CFTH 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		CFTH Conflict of Interest Statement
HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs		

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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.

A woman has seemingly moved in to a bus shelter on Dempster. A man has been spending his days at the public library and is in need of support. A family with a baby have recently become homeless and are overwhelmed by the stress of moving from place to place while they wait for a spot at a family shelter to open up. The causes of homelessness are uniquely personal, and Connections takes an equally personal approach to prevent and end homelessness for each person we serve.

80 people each day experiencing homelessness access our outreach, drop-in, and health and wellness programs. This year, we are on track to provide these services to 850 people, up from 650 just one year ago.

Our outreach efforts include two Outreach Specialists who are on the streets of Evanston and surrounding communities. They visit places where people who are homeless are known to congregate (24-hour restaurants, libraries, soup kitchens, etc.). They also work with police departments, government institutions, and service providers to reach people in need. They are 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. We hired a 2nd Outreach Specialist during the last 9 months and this expanded capacity means we're better able to meet the needs of even more people, in particular families and people with physical disabilities.

Our Drop-In centers works in tandem with our street-based outreach efforts. Five days per week our primary and secondary drop-in programs are open for people living on the street to access basic necessities. The primary program is in Lake Street Church in Evanston and the same location as our overnight shelter, Hilda's Place. This location is open Monday-Thursday afternoons and Friday mornings. Participants can access on-site physical and mental health services, showers, laundry, food, clothing, storage, and case management. On average, we see 50 people a day at this location, with 4 new people each day.

Our secondary drop in location is also in Evanston at our administrative offices, 2121 Dewey Avenue, and open Monday through Friday from 9:30 am to 4:00 pm. This space is accessible to people with physical disabilities and families. Services offered include showers, lunches, a food pantry, case management, and limited clothing. On average, we see 30 people a day at this location.

In the past year, we have tripled our health staff to better meet the health needs of people living on the street. The team now includes a full-time nurse and mental health specialist, along with a contract psychiatrist, nurse practitioner and two physicians. We also partner with Trilogy to have a staff member at our Lake Street Church drop-in center a few days per week to help connect individuals to mental healthcare.

The health team works with our case managers who conduct intakes and assessments to determine participants' eligibility for our programs or other housing/assistance programs in the region. Case managers also help participants:

- Apply for/maintain public benefits (LINK, Medicaid, SSI, GA, etc.)
- Connect to transportation
- Collect documentation (birth certificates, IDs, etc.)
- Prepare for employment
- Participate in the coordinated entry process which is how people connect to housing
- Access specialty providers (substance use treatment, etc.)

The frequency and duration someone engages varies greatly from person to person.

2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

Our outreach, drop-in and health programming, serve people who are experiencing homelessness.

Since January, we have served 603 people through the programs. The majority (75%) of people accessing our outreach and drop-in programs are people of color. The expansion of our primary drop-in center (Lake Street Church) service hours from two days per week to five in 2018, plus opening a secondary drop-in location (administrative offices, Dewey Ave), has dramatically increased the total number of participants engaging in our services.

From January through September the demographic breakdown is as follows: 35% of the people we served identify as female and 65% as male. Most people accessing our services are between the ages of 40 - 55 years old. In terms of race and

ethnicity, 66% identify as Black, 8% as Latinx, 23% as White, 1% as Asian, and 2% either refuse, don't know, or indicate they are multi-racial. All are low or no income, and homeless, and 40% indicate they have some type of disability.

Our outreach, drop-in and health programs are low threshold, meaning there are no pre-conditions or eligibility requirements for acceptance. We accept people as they are, regardless of sobriety, mental or physical health, or income. Additionally, there is not a prescribed manner by which participants are required to engage. Our overall goal is to engage with those who are experiencing homelessness, assess and connect them to all the programs and resources they need to be as safe as possible while living on the street, and determine how to best support them through our assessment process. People can access our drop-in programs as regularly and often as they like.

Connections has a strong partnership with our Continuum of Care, the Alliance to End Homelessness in Suburban Cook County. Regionally, the Alliance helps to coordinate the delivery of programs and services to people experiencing homelessness. This system is known as Coordinated Entry, and Connections has been at the forefront of streamlining access points and providing assistance to those seeking services.

Through the Coordinated Entry system we are able to quickly assess eligibility for housing locally and throughout suburban Cook County. Once short or long-term housing openings become available with Connections or other providers in the area, people are pulled from the Coordinated Entry list and placed into housing as quickly as possible. As people await connections to housing, we provide referrals and connect them to appropriate services, including our drop-in center and overnight shelter.

3. Describe how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

Connections' mission is to serve and catalyze our community to end homelessness, one person at a time and it's perfectly aligned with several of the goals outlined by the City Council and with the needs identified by the City's Community Needs Assessment Survey. The rising cost of housing in and around the North Shore means that a growing number of individuals are faced with having to choose between rent and food or transportation, as their housing costs become too much of a burden. When affordable housing units are not available, in the most dire cases, these households face homelessness and may turn to us for assistance.

Connections works to ensure that our neighbors experiencing homelessness or housing instability are connected to resources that best fit their needs and unique situation. Case managers assess individuals and can then determine what mainstream benefits they may be eligible for and are not receiving and connect them quickly to other supports such as transportation, food stamps, health insurance and even cash subsidies. Connections case managers also work with participants to improve their employability, with a goal of increasing income to allow them greater access to housing options. Finally, case managers are also skilled at working through the complex process of connecting people to housing programs and subsidies. We have a full-time housing coordinator on staff that helps to identify affordable housing options and also helps work through the eligibility documentation for housing.

In addition to our direct service work, Connections' advocacy program and our leadership within the Joining Forces for Affordable Housing Coalition has brought the affordable housing crisis to the attention of many across northern Cook County. In partnership with dozens of social service agencies, faith communities and concerned citizens, we've amplified the conversation about the need for affordable housing and solutions to address the crisis. We have prepared and empowered our clients, affordable housing consumers, high school students, and other community members to advocate directly to decision makers. Through this work, we're addressing the racial, economic, and structural injustices to create more equitable communities.

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="425"/> | Intake/assessment |
| <input type="text" value="170"/> | Referrals |
| <input type="text" value="170"/> | Individual case management plan/services |
| <input type="text" value="425"/> | Services delivered on an individual basis (e.g. home delivered meals) |
| <input type="text" value="425"/> | One time event or activity (e.g. field trips, tax preparation) |
| <input type="text" value="85"/> | Multi-session program (e.g. after school program) |
| <input type="text" value="85"/> | Focused topic activities (e.g. workshops, trainings) |
| <input type="text" value="425"/> | Drop in services (e.g. computer lab, tutoring, help desk) |

170 Phone or online help (e.g. 24-hour help lines)

2,380.00 **TOTAL**

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

Given the nature of our outreach, drop-in and health programs as low threshold, we do not turn people away. We continue to experience a higher demand for services since we started operating the primary program 5 days a week (in April 2018) and on average, we see approximately 50 people a day during drop-in hours, about 4 of which are new to Connections. At our secondary drop-in location at Dewey Avenue, we are seeing 30 people each day. In a given month, across our drop-in program, we see 240 people. These numbers have increased significantly. Prior to the expansion of our drop-in program, we saw 40 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. Though we continue to build our staff capacity, 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, providing any possible referrals in the meantime.

We do not experience a significant fluctuation in demand throughout the year and have found that the number of people accessing our drop-in services continues to grow since expanding our operation. During the dangerously cold temperatures the region experienced in January 2019, we remained open for 72 hours, and we saw spikes in service usage as a result.

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

At any touchpoint with Connections, participants may be provided referrals to ensure they gain access to services they need or desire, whether these services are provided by Connections or a community partner. People calling our main number or walking into any of our locations, will be referred to our drop-in programs. This is where most individuals initially engage with us. From there, they will meet with a case manager for an intake and assessment interview. We then determine their eligibility for any other Connections programs and make referrals.

For people seeking shelter, some will be connected to our overnight shelter, Hilda's Place. Our shelter is always full, so we maintain an active waitlist that we pull from when beds become available. We provide referrals to emergency and transitional shelters throughout the region, as well as transportation assistance to get to the shelter.

As part of our membership in our Continuum of Care, the Alliance to End Homelessness in Suburban Cook County, Connections also takes a lead role in Coordinated Entry. People presenting at our locations are assessed and they are able to access other homelessness services offered throughout all of suburban Cook County that they are eligible for. Our case management team will help people collect the necessary documentation and provide guidance navigating the process, particularly if people are connecting to housing in the region.

Finally, we provide referrals for substance use disorder treatment, primary and mental healthcare, legal services, and any other services 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.

Over the past 18 months, we have expanded our services in many ways. The expansion in our health team is filling a gap in the community to address the health and mental health needs of our most vulnerable residents. With our on-site health services, we are offering assessment, counseling, psychiatric services, medication compliance support, basic health care and more. For an agency our size, it is unique to have such robust physical and mental health services. We have found these services critical to engaging with participants and helping to address their immediate health needs and connect them to long-term care providers.

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., Family Promise, Impact Behavioral Healthcare, Evanston Public Library, Curt's Cafe, 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.

This winter, Interfaith will operate a full-time overnight emergency shelter and we will support these efforts with operations assistance, data sharing and other logistics. 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. Finally, the Moran Center is a collaborative partner that focuses on legal services.

The agency is committed to addressing racial, economic, and societal inequities, we do this by infusing trauma informed approaches and harm reduction principles into every interaction from the agency leadership down. This nonjudgmental approach allows for participants to build rapport with staff and volunteers and begin to heal in a safe, welcoming space. We also understand the implications of cultural differences in providing thoughtful and effective services to our participants. It is our responsibility to remain aware, continually grow and seek out assistance where we have gaps in knowledge. We provide agency-wide trainings for staff and volunteers about equity, inclusion, and cultural humility. In the next month, we will begin the process of going through a full equity assessment in partnership with the YWCA Evanston North Shore.

8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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?

Over the last year and a half, we have significantly increased the number of participants accessing our outreach, drop-in and health programs due to our expansion and increased staffing.

We expect to serve 850 through these programs during 2020. We anticipate that approximately half will be Evanston residents, or those with last known addresses in Evanston.

Our outcomes and goals for 2020 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 850 people served by the programs, 40% (340) 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 850 people served by the programs, 40% (340) of participants will be served by our Health & Wellness services or connected to a healthcare provider.

OUTCOME 3: Increase opportunities for participants to strengthen their sustainability (coordinated entry documentation, benefits assistance, employment preparation and connections, education assistance). GOAL 3: Of the 850 people served by programs, 20% (170) will strengthen their sustainability.

OUTCOME 4: Strengthen participants' housing stability to end homelessness. GOAL 4: Of the 850 people served by the programs, 15% (130) will exit to shelter or housing.

We collect data in our Homeless Management Information System (HMIS) about demographics, service participation, income, benefits information, and housing status. This data is used to evaluate whether we are helping our participants achieve their goals and move out of homelessness. This year we were able to hire a full time Data Manager who is monitoring data entry and analyzing data and reporting out to our staff and board progress towards our goals at regular intervals. With his expertise and leadership, we are now able to take deeper dives into the effectiveness of our work, which is driving programmatic and organization wide decisions. This investment in impact measurement allows us to not only nimbly meet the reporting requirements of our funders but to be swift in our response to the data, changing course if needed to meet the needs of our participants.

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 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="850"/>	Unduplicated people to be served in 2020
<input type="text" value="425"/>	Unduplicated Evanston residents to be served in 2020
<input type="text" value="850"/>	Unduplicated low/moderate income people to be served in 2020
<input type="text" value="425"/>	Unduplicated low/moderate income Evanston residents to be served in 2020
<input type="text" value="550"/>	Unduplicated people served in 2019

275	Unduplicated Evanston residents served in 2019
550	Unduplicated low/moderate income people served in 2019
275	Unduplicated low/moderate Evanston residents served in 2019
4,200.00	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 was founded by members of the Evanston community more than 35 years ago and for many years we operated as a volunteer-run organization. Our founding program was our overnight shelter, Hilda's Place, which we continue to operate today. Volunteers remain the critical lifeblood who help us achieve our mission, and more than 1,600 annual volunteer engage in our work today to help us fulfill our mission to end homelessness, one person at a time.

Annually, we serve more than 1,500 people from across northern Cook County through three programs: homelessness prevention, shelter, and housing. We deliver these programs with the partnership and support of our community.

Our staff of 47 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, Director of Housing Programs, and Data Manager. 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.

As noted above, we have made significant changes in staffing and expanded our programs since January 2018. We've added two new Community Case Managers, a second Outreach Specialist, a new Mental Health Specialist, a new Housing Locator, a new Manager of drop-in and Hilda's Place, and additional contract support roles (increased psychiatric services and nurse practitioner support). Our Community Programming has changed dramatically to serve more people and provide more robust services. We are expecting to serve more than 1,600 people in 2020, across the entire agency, up from 929 people in 2017.

This program expansion has been funded by year-over-year revenue growth. The investments made to our fundraising and administrative functions has allowed us to grow our programs and double down on our impact. Connections has made significant strides since the crisis experienced in 2015 to become a wholly financially stable organization. We have grown from a \$4.1M agency in fiscal year 2018 to a \$5.5 agency in fiscal year 2020, and we plan to further build upon this positive momentum to sustain support for our growing programs.

11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?

Connections is committed to equity and diversity at all levels. We're actively including voices who are historically excluded from decision making processes in leadership positions. Members of our Board and staff have lived experience with homelessness, and more than 50% of our staff are people of color. 24% of the board of directors are people of color and 47% identify as female. As part of our strategic plan, we're focused on improving diversity in all its forms.

We're also acutely aware there is more work we need to do to further improve the equity of the organization. Thus, we're conducting an equity assessment this fall, in partnership with the YWCA Evanston/North Shore, to help chart a course to better address equity within our institution to eliminate barriers, improve processes, and create more equitable policies and outcomes.

Additionally, our entire senior management team has participated in Beyond Diversity, a customized training designed to foster cultural self-knowledge and compassion which are critical to ensuring organizations function from an anti-oppression framework. We are intentional in weaving these philosophies into all of our work and continue the conversation in staff meetings, supervision sessions and planning retreats.

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 the needs of our community. Our strength and success in moving people from homelessness to housing is a direct

result of our experienced staff who have spent their careers providing homeless services in and around Evanston. We offer ongoing professional development and training sessions to ensure our staff are trained in harm-reduction, trauma-informed services and other evidence-based models of care. 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 bimonthly 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, drop-in, and health 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 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 projecting to hire new staff with City funding. 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 2018. He holds a Master's degree in Social Work.
- Ms. Shenisha Perkins, Outreach Specialist, joined the team in May 2019 and has added an extra layer of support to our most vulnerable and hardest to engage community members.
- Mr. Allen Swilley, Shelter Manager, oversees operations and staff of our drop-in and overnight shelter, Hilda's Place. Prior to joining Connections, Allen led a collective impact initiative with the United Palatine Coalition and previously served as the Residential Divisional Manager for Children's Home and Aid.
- Ms. Ayanna Brown, Ms. Deidra Kelly and Ms. Orlenda Henderson, 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 6 years, Ms. Kelly and Ms. Henderson joined the team in 2018.
- Ms. Maggie Cross, Housing Coordinator, joined our team in April 2018 and helps connect our participants to safe, affordable housing. She previously worked at Sarah's Circle.
- Ms. Lorene Zant is our Health Program Manager and a Registered Nurse, working on her coursework to become a Family Nurse Practitioner. She started at Connections as a volunteer and has since taken on the role of providing full time oversight to our health programs.

- Ms. Caroline Heller, Mental Health Specialist, joined the team in March 2018. 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 more than 10 years.
- Dr. Steve Lobacz, Psy. D, has provided psychiatric services to our participants for 7 years.
- Mr. Hail Khalaf, Volunteer Coordinator, recruits, manages and trains the 1,600 annual volunteers that make it possible for us to serve more than 1,500 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, enovak@connect2home.org, 847.475.7070

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)
607213295

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."
We direct people with physical disabilities to 2121 Dewey Ave, our administrative location, which is ADA compliant. 1458 Chicago Avenue is not wheelchair accessible, we provide transit to Dewey Avenue.

19. Where (address/location) does your program take place and how will clients get to the location or facility?
1458 Chicago Avenue, Evanston and 2121 Dewey Avenue, Evanston, and street outreach. People can access our drop-in locations via public transit.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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

Budget [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed
City of Evanston CDBG	\$ 25,000.00	\$ 25,000.00	
City of Evanston Mental Health Board Funds	\$ 56,000.00	\$ 60,000.00	
City of Evanston ESG	\$ 14,602.00	\$ 14,602.00	
IDHS	\$ 188,708.00	\$ 122,200.00	
Private Funding (Individuals, corps, found)	\$ 176,855.00	\$ 319,070.00	
Total	\$ 461,165.00	\$ 540,872.00	\$ 0.00

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
Personnel	\$ 376,142.00	\$ 433,054.00		
Direct Support to Individuals	\$ 29,167.00	\$ 43,760.00		
Operating and Overhead Costs	\$ 55,856.00	\$ 64,058.00		
Total	\$ 461,165.00	\$ 540,872.00	\$ 0.00	\$ 0.00

Budget Narrative

The budget reflected above for 2020 is based on Connections' fiscal year (July 1, 2019 - June 30, 2020) and was approved by our Board in the spring.

The year over year increase in expenses for our outreach and drop-in programs are largely because we hired a 2nd full-time Outreach Specialist. This accounts for most of the increase in the personnel line-item change. We also provided modest cost of living increases to staff, which is also reflected in the personnel line item. The increase in costs associated to providing direct support to participants is because we are serving a growing number of people through these programs (850). We are purchasing more Ventra passes to help participants get to and from appointments, shelters, and meetings. Our operating costs have also increased as we've served more people. There have been some changes in insurance, utility, and telecommunication costs that have grown.

Our revenue has also changed. We are raising even more dollars from private sources, including individuals, foundations, and corporations, to cover our costs. At the outset of creating our budget for fiscal year 2020, we conservatively budgeted the rate at which Illinois Department of Human Services funding would return to the agency. We've since learned that the State will be providing some additional support of our programs and services and expect additional funding in the next few months.

Funding from the City of Evanston is a critical part of our funding stream for our outreach and drop-in programs. Your funds not only help to provide services our neighbors living on the street need to survive, but they also help us to leverage other funding. City of Evanston funding is used to match the public dollars we receive from the State, helping to expand our impact and reach.

We are seeking level CDBG funding compared to last year, and a small increase in funding from the Mental Health Board. The increase (\$4,000) will help us meet the needs of the more than 850 people we expect to serve through the programs in 2020.

We will not be using CDBG or Mental Health Board funds to hire new staff, and no staff positions will be exclusively supported by the City. The following positions will be supported with Mental Health Board funds:

- 1 FTE Director of Community Programming @ 35% - \$30,000
- 1 FTE Outreach Specialist @ 20% - \$8,000
- 1 FTE Outreach Specialist @ 30% - \$12,000
- 1 FTE Shelter Manager (manages the case management staff at drop-in) @ 15% - \$10,000

CDBG funding will support the following positions:

- 1 FTE Community Case Manager @ 25% - \$12,500
- 1 FTE Community Case Manager @ 25% - \$12,500

All of the staff positions listed above are currently filled.

We're grateful for the continued support and partnership of the City of Evanston in our efforts to prevent and end homelessness. Thank you for your consideration.

Program Outcomes [top](#)

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	Foster positive relationships between participants, staff, and volunteers to establish trust and collaboratively develop solutions to end homelessness.	Of the 850 people served by the programs, 40% of individuals will engage in ongoing case management	80	80	90	90	340				0
2	Improve participants' well-being to help them thrive in our community.	Of the 850 people served by the programs, 40% will be served by our	85	85	85	85	340				0

		Health & Wellness Services or connected to a healthcare provider.									
3	Increase opportunities for participants to strengthen their sustainability (coordinated entry documentation, benefits assistance, employment preparation and connections, education assistance).	Of the 850 people served by programs, 20% will strengthen their sustainability.	40	40	45	45	170				0
4	Strengthen participants' housing stability to end homelessness.	Of the 850 people served by the programs, 15% will exit to shelter or housing.	30	30	35	35	130				0
5							0				0
Total			235	235	255	255	980	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 Personnel	433,054							\$ 0
2 Direct Support to Individuals	43,760							\$ 0
3 Operating and Other Overhead Costs	64,058							\$ 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	540,872	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 City of Evanston Mental Health Board	60,000							\$ 0

2 City of Evanston CDBG	25,000								\$ 0
3 City of Evanston ESG	14,602								\$ 0
4 IDHS	122,200								\$ 0
5 Private Funding (individual, foundation)	319,070								\$ 0
6									\$ 0
7									\$ 0
8									\$ 0
9									\$ 0
10									\$ 0
11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
Total	540,872	0	\$0						

Documents [top](#)

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 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 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 eligibility for CDBG funding and for reporting demographic characteristics of participants. [download template](#)

Evanston Livability Principles and MHB Funding Priorities.

Required? **Attached Documents ***

✓ [CFTH 990 FY18](#)
[CFTH FY18 Audit](#)

[CFTH Annual Report 17 & 18](#)
[CFTH Strategic Plan 2018 - 2020](#)

✓ [CFTH IRS Letter](#)

✓ [CFTH - Leadership Staff](#)

[CFTH Intake Form](#)

[download template](#)

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

[CFTH - 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.

[CFTH Chart of Accounts](#)

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

REQUIRED FOR ALL EXTERNAL APPLICANTS. ✓
Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2019.

[CFTH - FY19 Unaudited Financials](#)

Organizational commitment to equity, diversity and inclusion.

[CFTH Equity Statement](#)

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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

Application ID: 149935

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City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

The Harbour, Inc.
Safe Harbour Emergency Shelter

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

\$ 15,200.00 Requested
\$ 10,000 MHB Request

Submitted: 10/21/2019 12:52:11 PM (Pacific)

Project Contact

Terri Szewczyk
terri@theharbour.org
Tel: 8478930619

Additional Contacts

none entered

The Harbour, Inc.

1440 Renaissance Dr.
Ste. 240
Park Ridge, IL 60068-1452

Telephone 8472978540
Fax 8472978562
Web www.theharbour.org

Executive Director

Kris Salyards
kris@theharbour.org

Pre-Application (Letter of Intent) [top](#)

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
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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. 2020 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.

5200	CDBG
10000	MHB (Human Services Fund)
15,200.00	TOTAL

9. Funding request is:

Programs funded in 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).



[FY20 Agency Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home address. 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](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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 12-20 (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/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

The Safe Harbour Emergency Shelter serves locked-out, runaway, and otherwise unaccompanied homeless youth ages 12-20 in the N & NW suburbs of Cook County (cisgender males 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% 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: 43%, Caucasian: 24%, Hispanic: 10%, Multiracial/Other: 10%, and Asian: 4%.

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. Last year, we lowered our barriers to accessing the Emergency Shelter, which resulted in youth entering the shelter with more complex needs and histories of trauma. Increasingly, youth are coming to us from other

shelters or residential programs, psychiatric or rehabilitation facilities, often precluding their ability to return home due to damaged familial relationships. Our goal is to provide not just a bed but a path to long-term stable housing for these youth.

3. Describe how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

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.

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="9"/>	Intake/assessment
<input type="text" value="30"/>	Referrals
<input type="text" value="9"/>	Individual case management plan/services
<input type="text"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text"/>	Multi-session program (e.g. after school program)
<input type="text"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text"/>	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text" value="30"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="78.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 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. We have lowered barriers to entry into the Emergency Shelter, which has played a part in the sharp rise in utilization in our Emergency Shelter; in FY19, utilization increased 135% as compared to the average for the prior 10 years.

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 the lead agency of the Suburban Chicago Homeless and Runaway Program (a federally-funded, four-agency collaboration with partners Y.O.U., Omni Youth Services, and The Bridge Youth and Family Services), 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 youth ages 12-20, shelter services to cisgender 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 2020, including any change from 2019 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 FY20:

- 100% of youth with a planned discharge will report feeling safe while at The Harbour, as evidenced by youth self-report (FY19 result = 95%)
- 80% of youth from The Harbour's service area 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 (FY19 result = 90%)
- 100% of youth with a planned discharge will receive linkage to one or more community resources, as evidenced by case notes (FY19 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 (FY19 result = 88%)
- 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 (FY19 result = 81%)
- 80% of stays will result in a planned discharge, as evidenced by case notes (FY19 result = 84%)
- 80% of youth will be discharged to a home setting, as evidenced by case notes (FY19 result = 88%)
- 90% of minor youth will discharge within three weeks of admission, as evidenced by case notes and utilization data (FY19 result = 88%)
- 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 (FY19 result = 79%)

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 Case Manager. The Clinical Coordinator monitors progress during weekly meetings with Case Managers 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.

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 Program 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.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="65"/>	Unduplicated people to be served in 2020
<input type="text" value="9"/>	Unduplicated Evanston residents to be served in 2020
<input type="text" value="65"/>	Unduplicated low/moderate income people to be served in 2020
<input type="text" value="9"/>	Unduplicated low/moderate income Evanston residents to be served in 2020
<input type="text" value="52"/>	Unduplicated people served in 2019
<input type="text" value="5"/>	Unduplicated Evanston residents served in 2019
<input type="text" value="52"/>	Unduplicated low/moderate income people served in 2019
<input type="text" value="5"/>	Unduplicated low/moderate Evanston residents served in 2019
<input type="text" value="262.00"/>	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 12-member Board of Directors provides comprehensive governance and oversight of all of our operations, including administrative, financial, and service delivery. There are six functioning Board committees: Executive, Governance, Finance, Development, Facilities, and Strategic Planning, with each committee meeting monthly. The Board leads the organization in governance, setting policy and ensuring adequate resources. Our Partnership Board 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? Describe how the agency is engaging people of color and other minorities 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). Representatives audit our license annually, and renew our licenses every four years. The Harbour maintains compliance and good standing with DCFS. Our 12-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 12 years of experience overseeing federal grants that target at-risk populations, while Ms. Frawley has over 40 years of experience in accounting and 29 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 a Therapeutic Case Manager, Elizabeth Werner, who documents youth progress, advocates for them in the community, ensures that they develop basic life skills, and maintains 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 Clinical Coordinator, Kristen Tripp, is responsible for direct supervision of the Therapeutic Case Manager, coordinates clinical services, and oversees program and monitors for compliance. Ms. Tripp has a Master's in Social Work from Southern Illinois University of over 10 years of child welfare supervisory experience. The Emergency Shelter program is also overseen by a Program Director, Jessica Wright, who is responsible for all daily service and clinical staff supervision. 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, The Harbour employs an all-female direct care staff, serving the best interest of our youth and meeting DCFS licensing standards. The Harbour employs a diverse staff, with over half of the direct care staff representing minority racial/ethnic groups, reflecting the diversity of youth served.

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 2020 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, Government Grants Manager

Budget [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed
City of Evanston CDBG	\$ 5,200.00	\$ 5,200.00	
City of Evanston Mental Health Board Funds	\$ 10,000.00	\$ 10,000.00	
CCBYS	\$ 30,500.00	\$ 23,500.00	\$ 24,250.00
IL DHS		\$ 10,000.00	\$ 10,000.00
Townships	\$ 48,960.00	\$ 45,480.00	\$ 45,240.00
Cities/County	\$ 29,300.00	\$ 44,300.00	\$ 59,750.00
Federal	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
Private Contributions	\$ 131,025.00	\$ 136,241.00	\$ 100,000.00
Total	\$ 454,985.00	\$ 474,721.00	\$ 439,240.00

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
Personnel	\$ 305,461.00	\$ 320,765.00	\$ 5,200.00	\$ 7,820.00
Occupancy	\$ 25,847.00	\$ 27,282.00		\$ 1,430.00
Program Services	\$ 86,286.00	\$ 91,376.00		\$ 750.00
Administration	\$ 37,391.00	\$ 35,298.00		
Total	\$ 454,985.00	\$ 474,721.00	\$ 5,200.00	\$ 10,000.00

Budget Narrative

Personnel costs funded by Evanston MHB include a Youth Development Specialist for .15 FTE annually (\$26,998 X 15% = \$4,050). Personnel costs funded by Evanston MHB also include an Intake Coordinator for .10 FTE annually (\$32,074 X 10% = \$3,207). Also included are payroll taxes and benefits for these positions, which total \$4,519; the Evanston MHB portion is \$563. Total personnel costs funded by Evanston MHB total \$7,820. Occupancy costs funded by Evanston MHB total \$1,430 and include a portion of the utilities at the Shelter facility. Program Services costs funded by Evanston MHB total \$750 and include a portion of the total costs for food/household supplies at the Shelter facility.

Personnel costs funded by Evanston CDBG total \$5,200 and include a Therapeutic Case Manager, Elizabeth Werner, to be .15 FTE on the project (\$34,278 X 0.15 = \$5,142) to provide case management services to clients. Payroll taxes/benefits are \$58. This staff position does not serve Evanston clients exclusively; an estimated allocation has been made for services to Evanston residents.

Explanation of variance: in 2020, funding has been award by IL DHS for a Transitional Coordinator allocated to the shelter. We received a \$200,000 federal grant supporting the shelter. Additional personnel have been allocated to the shelter for federal grant services. Variance in Program Services line is due to subcontract program services from federal grant.

Program Outcomes [top](#)

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 at The Harbour	2	2	2	3	9					0
2	100% of youth with a planned discharge will receive linkage to one or more community resources	2	2	2	3	9					0
3	75% of stays will result in a planned discharge	2	2	2	1	7					0
4						0					0
5						0					0
Total		6	6	6	7	25	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 Personnel	320,765	5,200	7,820					\$ 0
2 Occupancy	27,282		1,430					\$ 0
3 Program	91,376		750					\$ 0

Services								
4 Administration	35,298							\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	474,721	5,200	10,000	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 Grants	338,480	5,200	10,000					\$ 0
2 Private	136,241							\$ 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	474,721	5,200	10,000	0	0	0	0	\$0

Documents [top](#)

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

Required? Attached Documents *

✓ [Fy18 Audit](#)
[FY18 990](#)

[FY18 Annual Report](#)
[Strategic Plan](#)

✓ [IRS Letter](#)

APPLICANTS or organizations funded in 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.



[Project 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.

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

[download template](#)

Evanston Livability Principles and MHB Funding Priorities.

[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.

[2020 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 FY2019.



[FY19 Revenues & Expenditures](#)

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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

Application ID: 150291

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City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

Interfaith Action of Evanston
Interfaith Action of Evanston - Emergency Overnight Shelter

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

\$ 40,000.00 Requested
\$ 15,000 MHB Request

Submitted: 10/21/2019 5:49:45 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) [top](#)

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
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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. 2020 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.

25000	CDBG
15000	MHB (Human Services Fund)
40,000.00	TOTAL

9. Funding request is:

Programs funded in 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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 2019 Budget
REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home address. If a regional organization with a local board of directors, attach listings of both boards	✓	IAE Board w Add Demog
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		
HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs		

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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.

Funding is requested to support a critical need in Evanston that is not addressed by any other organization. The Emergency Overnight Shelter (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, operated by Interfaith Action of Evanston (IAE,) which is open on weekdays from 7:00 am to 11:00 am throughout the year. IAE also operates afternoon warming centers at various sites in Evanston from November through March.

In recent years the EOS had opened whenever the minimum temperature was expected to reach a certain level. Over the years, the minimum temperature increased, providing more nights of shelter. Last winter for the first time, Interfaith Action of Evanston provided emergency overnight shelter to homeless people in Evanston on a nightly basis throughout most of the winter. This significantly increased the number of nights. It also led to several new challenges associated with such a dramatic expansion of the program ranging from identifying houses of worship that were willing to host the shelter every night for 3 weeks, to adding to staff and increasing the number of volunteers. Funds are being sought to allow Interfaith Action to open the EOS every night during for the coming winter serving up to 38 people each night.

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 off in the sleeping rooms and guests are expected to maintain quiet so that those who want to sleep can do so.

2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

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. Some receive SSI, SSDI or General Assistance however most participants have little or no consistent source of income. All guests at the EOS and 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 men and women with an average age of 31-50 years. Approximately 80% of participants are men. About 80% are African-American, and the remainder are Caucasian, or mixed race.

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. Those experiencing chronic homelessness who have one or more disabilities are disproportionately sleeping in unsheltered locations.

People who have served in the military are more likely to be homeless than the general population. According to the Veteran's Administration, veterans make up about 14% of homeless adult males and 2% of females. Many of these veterans suffer from illnesses that are directly related to their service.

3. Describe how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

Data from Connections for the Homeless, a local homeless service provider, indicate 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 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 will continue the expansion of last winter by operating the EOS each night throughout the winter, from the middle of November through Feb., without regard to temperatures. Additional days in March will be added if conditions warrant and funding is available.

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 program has limited availability and is not an option for most people who take advantage of the EOS. Many are incapable of holding a job or maintaining a home due to mental or physical challenges.

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

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="80"/>	Intake/assessment
<input type="text" value="10"/>	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="80"/>	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="170.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

The program can accommodate up to 38 people each night on cots, and mats are available for additional clients if necessary. To date that has been sufficient to accommodate the need.

Demand increased last year due to the reliability of a nightly schedule rather than opening based on predicted temperatures.

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

A new collaboration this year for IAE is with Trilogy Behavioral Healthcare, a private not-for-profit behavioral healthcare organization with nearly 50 years of experience serving people with serious mental illness in the City of Chicago and its surrounding suburbs. Trilogy's mission is to support people in their recovery from mental illness by helping them discover and reclaim their capabilities, life direction and well-being. A caseworker from Trilogy comes to the Hospitality Center once a week to work with guests.

IAE continues to work closely with Connections for the Homeless on a daily basis by text, phone and email. All attendees at the EOS are referred to Hilda's Place if they have not already done an intake there. Additional 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 consults with the Evanston Police Department who have always 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 emergency 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 18 adult males. However, this includes only a small group of men who are on track to move into permanent 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, to make referrals and share intake data so that an appropriate response may be made to any changes in the population or its needs.

Recently, Interfaith Action initiated a new Community Partnership that meets once a month to talk about meeting the needs of Evanston's homeless population. Participation is growing but currently includes IAE, Trilogy, the social worker from the Evanston Public Library, the outreach person from Connections for the Homeless, Vineyard Church, and a representative from the city of Evanston.

The Emergency Shelter Task Team was created several years ago to address the reduction in available options coupled with a growing need for emergency shelter in the winter. The Team includes representatives from 7 houses of worship across Evanston, plus staff from IAE and Connections for the Homeless. They continue to meet twice a year.

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 is a volunteer-driven organization, employing only one full-time and eleven part-time staff members (including five seasonal positions that supervise the EOS.) 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 a minimum while making a significant impact with its programs to those who are hungry and/or homeless.

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 2020, including any change from 2019 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 mid-November through Feb., for people who are homeless. This goal will be met by making indoor facilities available for 10 hours each night during the winter. Last winter IAE provided overnight shelter for up to 32 people each night from 9:00 pm to 7:00 am for 98 nights. IAE noted an increase in the average number attending each night due to consistent nightly opening. In 2020, the EOS will be open for 130 nights and will serve up to 38 people each night.

The budget for 2020 has increased significantly due to the increased number of nights the program is conducted as well as an increase in the capacity per night. These changes necessitate a second paid overnight supervisor to be present each night that the EOS is open.

Recent years have produced extremely cold weather that made the EOS vital to those without consistent warm shelter. As 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 assisted the paid staff person. IAE member congregations have been critical and 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 38 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 130 nights. A warm and safe space to sleep will be provided for up to 38 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 80 individuals that are homeless but based in Evanston, 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. Four volunteer training sessions will be held.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="85"/>	Unduplicated people to be served in 2020
<input type="text" value="80"/>	Unduplicated Evanston residents to be served in 2020
<input type="text" value="85"/>	Unduplicated low/moderate income people to be served in 2020
<input type="text" value="85"/>	Unduplicated low/moderate income Evanston residents to be served in 2020
<input type="text"/>	Unduplicated people served in 2019
<input type="text"/>	Unduplicated Evanston residents served in 2019
<input type="text"/>	Unduplicated low/moderate income people served in 2019
<input type="text"/>	Unduplicated low/moderate Evanston residents served in 2019
<input type="text" value="335.00"/>	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. IAE's 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? Describe how the agency is engaging people of color and other minorities in decisions?

IAE currently has a total of 12 paid staff members - 8 are African American and 4 Caucasian. In 2019, the board includes 3 members who are African American.

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 32 years. Executive Director Susan Murphy has held her position for 22 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 90 or 100 nights until three years ago when prolonged severe weather

led IAE to open the shelter many additional nights in response to the crisis. This increase had not been anticipated. However IAE put a structure in place to accomplish the goal and plans to continue. The planned expansion of the EOS allows 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.

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 11 part-time staff members including five seasonal employees that supervise the EOS. Executive Director Sue Murphy supervises the programs, staff, and volunteers of IAE's programs.

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 staff includes six women and six men. Eight staff members are Black/African American and four are Caucasian.

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

Susan 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 EOS is conducted at six houses of worship in Evanston that alternate hosting. Participants walk to the sites.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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 [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed
City of Evanston CDBG	\$ 15,020.00	\$ 25,000.00	
City of Evanston Mental Health Board Funds	\$ 7,000.00	\$ 15,000.00	

Evanston Community Foundation	\$ 12,000.00	\$ 12,000.00	
Individuals/Events	\$ 40,176.00	\$ 40,000.00	
Other Foundations	\$ 0.00	\$ 5,000.00	
IAE Members		\$ 4,000.00	
		\$ 0.00	
Total	\$ 74,196.00	\$ 101,000.00	\$ 0.00

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
Overnight Managers	\$ 18,951.00	\$ 49,320.00	\$ 20,000.00	\$ 15,000.00
Director and Office Staff	\$ 26,665.00	\$ 28,000.00		
Food and Supplies	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00	
Laundry Service	\$ 18,000.00	\$ 17,125.00	\$ 2,000.00	
Cot and Bedding Transfer	\$ 1,000.00	\$ 1,000.00		
Cot Replacement	\$ 900.00	\$ 1,125.00		
Blanket and Sheet Replacement	\$ 495.00	\$ 495.00		
Total	\$ 72,011.00	\$ 100,065.00	\$ 25,000.00	\$ 15,000.00

Budget Narrative

IAE's fiscal year is from Jan. 1-Dec. 31. The Emergency Overnight Shelter is conducted in space provided at no charge by six Evanston houses of worship. Additional funding will support efforts to increase the number of nights available as well as the number of available spots per night.

Funding is requested to support the employment of Overnight Supervisors who alternate spending the night at the shelter when it is open. Due to the increased number and nights and increased capacity per night, additional supervision is required. Additional staff funding includes coordinating and training volunteers and managing the transition from one space to another. All of the positions are part-time and seasonal. Volunteers supplement the work of paid staff whenever possible.

IAE does not receive funding from the state of Illinois.

Program Outcomes [top](#)

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 of overnight shelter for at least 130 nights	85			45	130					0
2	80-85 unduplicated homeless people from Evanston will receive overnight shelter during the winter.	65			15	80					0
3	IAE will maintain effective services by recruiting and training volunteers at 4 sessions.				4	4					0
4						0					0
5						0					0
Total		150	0	0	64	214	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 Overnight Managers	49,320							\$ 0
2 IAE Dir. and Staff	28,000							\$ 0
3 Food and Supplies	3,000							\$ 0
4 Laundry	17,125							\$ 0
5 Cots/Bedding Transfer	1,000							\$ 0
6 Cot Replacement	1,125							\$ 0
7 Bedding Replacement	495							\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	100,065	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 Overnight Managers								\$ 0
2 IAE Dir. and Staff								\$ 0
3 Food and Supplies								\$ 0
4 Laundry								\$ 0
5 Cots/Bedding Transfer								\$ 0
6 Cot Replacement								\$ 0
7 Bedding Replacement								\$ 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 [top](#)

Documents Requested *

REQUIRED FOR ALL EXTERNAL APPLICANTS.
Audited financial statement, federal single audit (if

Required? Attached Documents *

93 of 155 [IAE 990](#)

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).



[IAE 501 c 3](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.



[IAE Board and 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.

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

[download template](#)

Evanston Livability Principles and MHB Funding Priorities.

[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 FY2019.



[IAE P/L 2018](#)

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

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

Application ID: 150383

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City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

North Shore Senior Center
North Shore Senior Center, Grandparents Raising Grandchildren

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

\$ 10,000.00 Requested
\$ 0 MHB Request

Submitted: 10/21/2019 11:13:41 AM (Pacific)

Project Contact

Barbara Rudzin
brudzin@nssc.org
Tel: 8477846024

Additional Contacts

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North Shore Senior Center

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Northfield, IL 60093
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Telephone 8477846000
Fax 847-446-8762
Web www.nssc.org

Executive Director

Tish Rudnicki
trudnicki@nssc.org

Pre-Application (Letter of Intent) [top](#)

All Applicants Complete Questions 1-8 and attach Documents

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

North Shore Senior Center, Grandparents Raising Grandchildren

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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.

We received a five-year accreditation from the National Institute of Senior Centers in August 2019 and a three-year accreditation from CARF International in April 2018.

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: youth and young adults 16-18

8. 2020 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.

10000	CDBG
	MHB (Human Services Fund)
10,000.00	TOTAL

9. Funding request is:

Programs funded in 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).



[NSSC 2020 Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[NSSC Board List](#)

Board of Directors, including demographic information, professional affiliations and home address. 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](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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 Grandparents Raising Grandchildren program was initiated in 1998 because a growing number of grandparents had the responsibility of raising their grandchildren. The parents are absent for a variety of reasons including addiction, depression, incarceration, or mental health issues. We are working to strengthen these families by offering programs to provide emotional support, education, training, respite, financial counseling/assistance and care coordination, formerly known as case management. Currently, 25 active grandparents and 87 grandchildren (birth-18 years) are involved. We anticipate that each grandparent receives approximately 10 hours of service each month. Specific program activities include:

Care Coordination Services: Grandparents receive day-to-day services, as needed. A care coordinator conducts a comprehensive assessment on the grandparent and develops a care plan. Individual supportive counseling is provided to address the many emotional issues that arise within these families.

Grandparent Support Group: Meetings are held on the third Monday of the month at the Levy Senior Center. During sessions, grandparents share feelings with peers, get tips on solving everyday problems, and offer mutual support. Guest speakers are often invited to present. Topics have included child advocacy, education in parenting and behavior skills, discipline, and the use and safety of social media.

Grandchildren's Activities: While the grandparents are in their meetings, two certified teachers provide age-appropriate educational experiences for the children.

Grandchildren's Needs: Children being raised by grandparents with very low, fixed incomes need clothing, shoes, and back-to-school items. We provide gift cards to purchase school supplies and, for the holiday season, grandparents receive a gift card to purchase gifts for each grandchild. Individual requests are fulfilled during the year through the AgeOptions GAP filling that provides up to \$200 per grandchild for clothes, camp fees, utility bills, housing and other identified needs.

Financial, Legal, and Resource Assistance: For participants who in the low-income to poverty levels, we offer gift cards for food and school supplies, nutritious meals at meetings, and assistance applying for government and other benefits, including Medicaid and Low Income Home Energy Assistance Program (LIHEAP). We provide one-time emergency assistance through our Angel Fund program to grandparents when no other funds are available. These are usually used for rent, utility bills, medical bills, etc. We also access GAP-filling funds through Title III of the Older Americans Act.

Stress reduction activities: To help manage stress, various activities are planned including a grandparents dining together once a year at a restaurant, a family summer picnic, and an annual holiday party.

Resource Fair: Held in partnership with Family Focus and in collaboration with approximately twenty agencies. The fair connects grandparents with community resources. Agency representatives make presentations and are available to provide the grandparents with information, counseling and follow-up throughout the year.

Older Adults Benefits: We help grandparents determine which of the more than 20 different public entitlements and other benefit programs they are eligible to apply for, complete and then submit the applications.

2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

Every grandparent raising his or her grandchild is welcome to participate in the program. All of the grandparents in our program are economically disadvantaged and mostly African-American females. Many of these families are living at or below the poverty line and do not have the funds for the basic necessities. Some of the grandparents are struggling with their own health concerns, making it difficult for them to function in their own daily lives. Some of these families have housing issues, specifically finding affordable housing that will accommodate children because senior rent-subsided buildings do not permit children. In addition, the grandparents are elderly and have the added stress of raising their grandchildren — some supporting up to six grandchildren. The program provides a safe place for the grandparents/grandchildren to be with others in their same situation.

The program currently has 25 active grandparents (24 grandmothers and one grandfather) and 87 grandchildren (ranging from

birth-18 years of age). We consider a grandparent to be active if they regularly attend support group meetings and other Grandparents Raising Grandchildren activities.

Last year 87 grandparents received services through the Grandparents Raising Grandchildren program and of these 46 grandparents (or 52%) live in Evanston. The Grandparents Raising Grandchildren program is an opportunity to support some of the most vulnerable Evanston senior residents.

The population of seniors and youth consists of grandparents over the age of 60 and children between birth and 18 years of age. Of the Evanston grandparents 27 of the seniors are frail or disabled. A further breakdown of their race/ethnicity shows 71.4% are Black-African American/Non-Hispanic and 28.6% are White/Non-Hispanic.

As mentioned above, many of our grandparents do not have the funds for the basic necessities. Their economic status is as follows: 44% clients very low (<30%), 47% clients low (< 50%), 4% clients moderate (< 80%) and 4% clients not low/moderate (>80%).

Every grandparent raising his or her grandchild is welcome to participate in the program. To be eligible for some of our programs, we look at client's income. We determine low-income levels by following the federally established guidelines as listed on the National Aging Program Information Systems (NAPIS) intake form, which identifies poverty-level income as \$0 to \$12,140 and low income as \$27,657 to \$44,250. For means-tested services, clients are asked to state their incomes and assets. The information is verified through clients' bank account records, tax returns, Social Security income statements and other documentation.

3. Describe how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

The Demographics stated in question number 2 show the diversity of our participants. North Shore Senior Center provides services to low-income seniors and Evanston residents who need help accessing social service programs. The participants we serve meet the demographic requirements for underrepresented populations as described in the City of Evanston 2015-2019 Consolidated Plan under Public Services. Our care coordinators address the ongoing need for service coordination for the underrepresented residents of Evanston including older adults. By helping our participants access services such as caregiver support, entitlement assistance and services that help people remain independent in their homes such as home maker services and home delivered meals, we help improve equity of service delivery by identifying and serving this underrepresented population.

In reviewing the Community Needs Assessment Survey we are serving the senior population as well as the low-moderate income residents of Evanston. As an organization, no one is ever turned-away for services because of the inability to pay. The majority of North Shore Senior Center's programs are free and we have enough staff to support the needs.

Grandparents Raising Grandchildren program does address needs outlined in the City of Evanston's 2015-2019 Consolidated Plan and the Community Needs Survey. We are meeting the social service needs of low-income residents and special needs populations.

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="25"/>	Intake/assessment
<input type="text" value="6"/>	Referrals
<input type="text" value="25"/>	Individual case management plan/services
<input type="text" value="20"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="15"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="16"/>	Multi-session program (e.g. after school program)
<input type="text" value="14"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text"/>	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="136.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

There has never been a wait list for the Grandparents Raising Grandchildren's program. North Shore Senior Center has accommodated the on-going needs of these families since the program started in 1998.

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

Yes, North Shore Senior Center offers many different program options and we often refer within the organization to ensure that client needs are met in the most effective way. If the Senior and Family Services Department is working with an individual that identifies mental health needs, a referral can be made to North Shore Senior Options Behavioral Health. If Senior Options identifies someone needing assistance with caregiver resources, a referral can be made to Senior and Family Services. Referrals can be made in one of two ways: we can transfer phone calls from one department to another or, with proper client consent, a staff member can refer clients from one department to another. We document referrals in client records.

North Shore Senior Center also makes referrals to outside service organizations when clients present with needs that are beyond our areas of expertise or beyond our service area. We document referrals in client records.

We also administer two different surveys. The first survey is administered every January and is directed toward clients who have received Information and Referral services. This survey asks about client satisfaction and accuracy of referrals. The second survey is directed toward our professional referral sources. This survey asks about response times and customer service.

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.

NSSC is the only agency in the area that provides the Grandparents Raising Grandchildren (GRG) program with comprehensive services, and we have more than 20 years of experience meeting the needs of this minority population. Family Focus does have a grandparents support group, but does not provide the additional services that are funded by the Older Americans Act or provide a child enrichment program. We do collaborate with them on our Resource Fair.

We leverage resources and avoid duplication of services through our knowledge of other community agencies and our collaboration with them. When necessary, we refer clients to other agencies for their specific expertise and ability to complement the services we provide. Referrals are made regularly to a variety of agencies including: Peer Services, CEDA, LIHEAP (Low Income Home Energy Assistance Program), SHIP (Senior Health Insurance Program), Open Communities, Senior Connections, Faith in Action, Connections for the Homeless, Second Sense, Family Focus, Legal Aid Chicago and CJE Senior Life.

The Center's staff and volunteers in our office in the Evanston Civic Center assist residents who come to the office for assistance with benefits applications. We help them determine the more than 20 different public entitlements and other benefit programs for which they are eligible to apply, complete and then submit the applications. Through this program we are collaborating with all the benefit agencies.

The Nilcs/Evanston offices collaborate with the City of Evanston to conduct various programs and services, including the GRG program, at the Levy Senior Center as well as other municipal sites. In addition, we provide the administration for the Senior Farmers' Market Nutrition Program in collaboration with the City of Evanston, the Village of Skokie and CJE Senior Life.

North Shore Senior Center is the only organization designated by the Illinois Department on Aging as a Care Coordination Unit (CCU) under its Community Care Program for serving City of Evanston residents. CCUs have designated areas and do not overlap. We are the only agency that can administer the State-required comprehensive 21-page needs assessment. This assessment is an integral part of determining and setting up the services required by seniors. We do this assessment for all agencies in our service area who serve seniors.

The challenges of this program revolve around the grandparents. The GRG program was started because residents of Evanston saw a need for it. These families are living at or below the poverty line and do not have the funds for the basic necessities. Some of the grandparents are struggling with their own health concerns making it difficult for them to function in their own daily lives. These families have housing issues, specifically finding affordable housing that will accommodate children because senior rent-subsided housing would not permit the children. Additionally, they have special legal needs related to adoption and guardianship. These elderly grandparents have the added stress of raising their grandchildren — some raising up to six grandchildren, and some are even raising their great-grandchildren. Many of the grandchildren struggle at school and in their community due to severe childhood trauma. Having supported these families since the program began in 1998, we are confident we will continue helping them as long as there will be a need for this program.

8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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 purpose of Grandparents Raising Grandchildren program is to provide seniors with support who have become the primary parents to their grandchildren. The grandparents need support to keep their families together to ensure a more positive future

for their grandchildren. The Grandparents Raising Grandchildren program helps grandparents to enhance their parenting skills, assists them to live safely and comfortably in their own homes and provides a vehicle for emotional support from peers in addition to general care coordination. Through the program, the grandchildren develop their social and academic skills and receive support from the other grandchildren in the program. The program works to strengthen the families by providing stability and security for the grandparents who are raising their grandchildren by providing programs and services.

Program Goal 1: To provide financial support to the families in the program so they remain financially stable in the community during the funding year.

Expected Outcomes Goal 1: We will provide financial assistance to the families that are active members of our support group, so 80% of them will have financial stability. Currently, we have 25 active families in the program.

What Data are Collected/Used to Analyze Program and Measure Success Goal 1: The determination is made quarterly using customized software to electronically track outcomes.

Program Goal 2: To support the grandchildren of active group members through age-appropriate activities so they remain engaged in the program throughout the funding year.

Expected Outcomes Goal 2: 80% of grandchildren will remain active in program. Currently we have 85 grandchildren.

What Data are Collected/Used to Analyze Program and Measure Success Goal 2: Case managers will document and track attendance of the grandchildren at each group.

Program Goal 3: To provide grandparents raising their grandchildren with support services, including education, training, emotional support and socialization opportunities during the funding year.

Expected Outcomes Goal 3: At least 80% of grandparents (active group members) will report a positive impact from the Grandparents Raising Grandchildren program by attending program activities or receiving services from their case manager. Currently, we have 25 active grandparents in the program.

What Data are Collected/Used to Analyze Program and Measure Success Goal 3: Case managers will document and track each contact they have with the grandparents and their participations in program activities.

The Grandparents Raising Grandchildren program has two care coordinators who serve as program facilitators and provide care coordination services to these families. Two child specialists design and provide activities during each support group meeting, resource fair, annual summer outing and holiday party for the grandchildren. A clinical supervisor manages the day-to-day operations of the program and Katherine Honeywell, Director of Senior and Family Services, has overall responsibility.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="91"/>	Unduplicated people to be served in 2020
<input type="text" value="49"/>	Unduplicated Evanston residents to be served in 2020
<input type="text" value="85"/>	Unduplicated low/moderate income people to be served in 2020
<input type="text" value="45"/>	Unduplicated low/moderate income Evanston residents to be served in 2020
<input type="text" value="87"/>	Unduplicated people served in 2019
<input type="text" value="46"/>	Unduplicated Evanston residents served in 2019
<input type="text" value="80"/>	Unduplicated low/moderate income people served in 2019
<input type="text" value="43"/>	Unduplicated low/moderate Evanston residents served in 2019
<input type="text" value="526.00"/>	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."

North Shore Senior Center is a 501(c)(3) organization founded in 1956 by a group of Winnetka residents whose goal was to enrich the lives of seniors. Since 1996, when North Shore Senior Center was awarded the government contract to facilitate the Community Care Program (CCP) for 300 clients, we have had an office in Evanston. The Grandparents Raising Grandchildren program was initiated in Evanston in 1998 because a growing number of Evanston grandparents had assumed the responsibility of raising their grandchildren and no other support was available to serve the needs of these families. In July 2017, we began PEARLS (Program to Encourage Active and Rewarding Lives for Seniors) program targeting low-income Evanston residents with signs of depression to provide home-based therapy.

As the need for North Shore Senior Center's services increased, the existing space in Evanston was no longer large enough to house the staff required to meet the growing need for North Shore Senior Center's community based services. The subsequent growth in staff necessitated the move to a larger space in Niles in March 2016. To maintain our presence in Evanston, we do staff an office in the Evanston Civic Center. Our Evanston Senior Service Coordinator provides case management to Evanston residents, responds to 311 callers, provides community education programming, serves as a liaison to the City of Evanston and other community groups. The social service coordinator, older adults benefits specialists along with a group of dedicated volunteers provide benefits counseling to Evanston Residents.

As an organization, North Shore Senior Center's original intent was to enrich the lives of older adults by giving them a place to socialize, volunteer and learn. Later, counseling and social services were offered. Since our founding, our mission has been to foster the independence and well-being of older adults, enhance their dignity and self-respect, and promote their participation in and contribution toward all aspects of community life.

We are governed by a 25-person Board of Directors with oversight by Executive Director Tish Rudnicki. Our staff leadership team includes directors from the departments of Lifelong Learning, Development, House of Welcome Adult Day Services, Senior and Family Services, North Shore Senior Options, Program Evaluation and Quality Assurance and Facilities/Operations. We also have two associate directors from Human Resources/Volunteer Services and Marketing & Communications. Our goals as an organization include assuring financial stability; developing strategic marketing initiatives; attracting and retaining the highest quality board members, staff and volunteers; exploring expansion and contraction; and maintaining a commitment to excellence.

11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?

The staff of color in leadership/decision making positions at North Shore Senior Center is:

Race Description	Total Supervisors/Leadership	Percentage
Asian	1	4.00%
Black or African American	3	12.00%
White	21	84.00%

A core value of North Shore Senior Center is to embrace diversity. North Shore Senior Center's human resources department works diligently to ensure we hire staff that represents the communities we serve and to promote people of color into leadership roles from within, focusing as well on individual's knowledge and skill set.

To ensure that we are getting input that represents all of our participants and including people of color, we conduct regular surveys of those we serve. North Shore Senior Center uses this data in making decisions regarding the services we provide and how we provide them.

In January of 2019, Tish Rudnicki became the Executive Director of North Shore Senior Center. Tish has dedicated nearly 30 years of her career to helping seniors live healthy and fulfilling lives. Her warm and welcoming personality has been embraced by staff, board members, volunteers, participants and members.

Tish recognized that North Shore Senior Center has a solid foundation as well as great programs and services but needs to be more inclusive. All employees are encouraged to participate and contribute their ideas to the training, education events and future programming for participants. Staff at all levels have input and a voice in the organizations activities. There is a staff education committee and a diversity committee that provide training opportunities for staff.

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).

North Shore Senior Center's Finance Department tracks revenues and expenditures and restricts funds designated for a specific purpose, such as those requested from the City of Evanston/CDBG. North Shore Senior Center has an external annual audit conducted each year and expenditures are monitored by our Board of Directors.

Our policy for cash disbursements states the following:

The positions authorized to sign checks are: the Chair, President/Executive Director, Treasurer, Controller and General Counsel. One signature is required on checks up to \$4999.99. Two signatures will be required on checks in the amount of \$5,000 and higher. If one of the signatures is that of a staff position, the second signature must be a Board position.

The bookkeeper will maintain the accounts payable system. The Controller will review all disbursements prior to check print. All disbursements require supporting documentation and approvals.

Any procurement related to federal programs will comply with the applicable standards and procedures.

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.

Twenty-two professional staff members provide services in the Niles/Evanston Senior and Family Services offices. Included in this group are care coordinators, one caregiver specialist, one older adults benefits specialist, three clinical supervisors, one receptionist and one director.

The Grandparents Raising Grandchildren's program has four staff members consisting of two care coordinators and two contracted child specialists. The Grandparents Raising Grandchildren staff members receive guidance from their supervisors. All care coordinators have a minimum of a bachelor's degree and most having master's degrees and clinical licenses.

Lexi Corcoran, LCSW, is a co-facilitator of the Grandparents Raising Grandchildren Program for the past three years. She is also a care coordinator and an options counselor at North Shore Senior Center having joined our staff four years ago. She has passionately served older adults and caregivers in Suburban Cook County for more than 5 years. Ruth Malutan, MSW, is the other co-facilitator of the Grandparents Raising Grandchildren Program. Ruth joined the staff of North Shore Senior Center in 2017 as a care coordinator. Amanda Sabri, MSW, LSW, supervises the Grandparents Raising Grandchildren Program and have been on staff for almost four years.

This grant helps to fund the salaries of the Grandparents Raising Grandchildren staff members and the child specialists. However, their positions are not contingent on City funding. North Shore Senior Center supports the salaries and benefits for the supervisors of the Grandparents Raising Grandchildren program. No new staff will be hired even if we receive funding for this grant. The staff to participant ratio is 1 to 160. North Shore Senior Center received a five-year accreditation by the National Institute of Senior Centers in August 2019 and we received a three-year accreditation from CARF International in April 2018.

The demographics of the Grandparents Raising Grandchildren staff is:

Age 27, 30, 34 and 35 y/o
Gender 100% Female
Race/Ethnicity 100% White

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

Tish Rudnicki, 847-784-6027; trudnicki@nssc.org; Katherine Honeywell, 847-784-6074; khoneywell@nssc.org; Barbara Rudzin, 847-784-6024; brudzin@nssc.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)

131214538

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?

We see most clients in their homes. Our Evanston office is in the Evanston Civic Center. Clients use the City of Evanston subsidized taxi, CTA#93 or Purple Line. Our Niles Office is at 7900 Milwaukee Avenue and clients take the CTA#208 to CTA#270.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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.

Tish Rudnicki, Executive Director

Budget [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed
City of Evanston CDBG	\$ 8,600.00	\$ 10,000.00	
City of Evanston Mental Health Board Funds			
State of Illinois Department on Aging	\$ 3,500.00	\$ 6,200.00	
Corporations, Foundations & Organizations	\$ 28,500.00	\$ 31,200.00	
Contributions	\$ 7,925.00	\$ 2,600.00	
Total	\$ 48,525.00	\$ 50,000.00	\$ 0.00

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
Salaries	\$ 20,884.00	\$ 21,400.00	\$ 10,000.00	
Payroll Taxes	\$ 2,088.00	\$ 1,800.00		
Payroll Fringes	\$ 5,221.00	\$ 2,600.00		
Professional Fees	\$ 3,720.00	\$ 4,000.00		
Printing	\$ 50.00	\$ 200.00		
Supplies	\$ 2,550.00	\$ 1,500.00		
Recreation/Craft	\$ 325.00	\$ 800.00		
Food	\$ 4,400.00	\$ 4,800.00		
Postage	\$ 160.00	\$ 200.00		
Occupancy	\$ 2,160.00	\$ 3,000.00		
Local Transportation	\$ 235.00	\$ 200.00		
Assistance	\$ 3,787.00	\$ 5,000.00		
Indirect Expenses	\$ 2,945.00	\$ 4,500.00		
Total	\$ 48,525.00	\$ 50,000.00	\$ 10,000.00	\$ 0.00

Budget Narrative

Our fiscal year begins July 1 and ends on June 30. We are seeking funding from foundations in addition to contributions from individuals. These sources of revenue will be used to help offset the cost of the other expenses associated with implementing the Grandparents Raising Grandchildren program beyond salary and benefits.

The funding we are seeking through the City of Evanston CDBG grant request will be used to partially cover the following salaries and benefits for the staff working directly with the Grandparents Raising Grandchildren program.

- Case Manager II – 46,637
- Case Manager II – 50,432

We also contract the services of two child specialists, who work with the grandchildren while the grandparents are at their support group meetings or the annual resource fair. One of the child specialists currently teaches high school math and the other child specialist is an elementary school teacher. We are seeking this support from the City of Evanston CDBG grant request to partially cover this expense as well. It is categorized on the budget under professional fees.

- Child Specialists - \$2,500

All four of the above positions are currently filled. The Case Manager II positions spend most of their time serving Evanston residents. The Child Specialists only work with the Grandparents Raising Grandchildren program. North Shore Senior Center supports the salaries and benefits for the supervisors of the Grandparents Raising Grandchildren program.

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	80% of active families will have financial stability.	Determination is made quarterly using our electronic database that tracks outcomes.	6	6	7	7	26				0
2	80% of grandchildren will remain active in program.	Case managers will document and track attendance of group members.	15	15	16	16	62				0
3	At least 80% of grandparents (active group members) will report a positive impact from the Grandparents Raising Grandchildren program by attending program activities or receiving services from their case manager.	Case managers will document and track each contact they have with the grandparents using our electronic database that tracks outcomes.	6	6	7	7	26				0
4							0				0
5							0				0
Total			27	27	30	30	114	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 [top](#)

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.



[NSSC Audit](#)

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.

[NSSC 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).



[NSSC 501 \(C\) \(3\) Letter](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.



[NSSC Leadership BIO's](#)

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.

[NSSC 2019-2022 Strategic Plan](#)

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

[NSSC Napis Form](#)

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

[NSSC Napis Form](#)

[download template](#)

Evanston Livability Principles and MHB Funding Priorities.

[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.

[NSSC 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.

[NSSC 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 FY2019.

[NSSC June 30 2019 Statement](#)

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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Application ID: 150439

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City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

North Shore Senior Center
North Shore Senior Center, Social Services for Seniors and Their Families

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

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

Submitted: 10/21/2019 11:10:40 AM (Pacific)

Project Contact

Barbara Rudzin
brudzin@nssc.org
Tel: 8477846024

Additional Contacts

khoneywell@nssc.org, trudnicki@nssc.org

North Shore Senior Center

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United States

Telephone 8477846000
Fax 847-446-8762
Web www.nssc.org

Executive Director

Tish Rudnicki
trudnicki@nssc.org

Pre-Application (Letter of Intent) [top](#)

All Applicants Complete Questions 1-8 and attach Documents

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

North Shore Senior Center, Social Services for Seniors and Their Families

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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.

We received a five-year accreditation by the National Institute of Senior Centers in August 2019 and we a three-year accreditation from CARF International in April 2018.

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. 2020 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
35000	MHB (Human Services Fund)
35,000.00	TOTAL

9. Funding request is:

Programs funded in 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).



[NSSC 2020 Budget](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.



[Board List NSSC](#)

Board of Directors, including demographic information, professional affiliations and home address. 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](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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.

We provide supportive counseling and case management services to Evanston seniors, people with disabilities and their families. Typically, Intake receives a call from one or more of the following: hospital discharge planners, family, friends, clergy, physicians, police or individuals who need help. Intake is the central point of entry, and staff understands the intricacies of making referrals appropriately. Sometimes, a need is met during a phone call. If the intake specialist is unable to resolve the caller's issue, the caller is assigned to a care coordinator (formerly case manager), given an appointment or referred to the appropriate department.

NSSC is the only organization designated by the Illinois Department on Aging as a Care Coordination Unit (CCU) under its Community Care Program in the City of Evanston. CCUs have designated areas and do not overlap. We are the only agency that can administer the state-required comprehensive 21-page needs assessment in our service area. This assessment is an integral part of determining and setting up the services needed by seniors. It evaluates a senior's ability to perform activities of daily living and instrumental activities of daily living. It also evaluates the person's mental status, medical conditions, nutritional status, social support system, access to transportation, spiritual support and financial and legal status. The assessment is done in the home, allowing our care coordinators to make a visual assessment of the environment and recommend measures that may enhance client safety and access. The care coordinator identifies needs, develops a care plan and arranges for services. As an organization we practices person-centered care, we consider the whole person taking into account each individual's unique qualities, abilities, interests, preferences and needs. The Care Coordinator works with the participant to develop, implement and monitor a person-centered plan of care.

We help seniors navigate the challenges of remaining in their homes and communities. Examples of our programs include:

- Older Adults Benefit Program: Provides trained volunteers to assist seniors in applying for and maintaining public entitlements and other benefits.
- Chore Housekeeping: Provides trained housekeepers to assist seniors by doing light housekeeping several hours each month.
- Home Delivered Meals Program: Links seniors living alone to meal providers so that they can enjoy healthy, nutritious food in their own homes.
- Support Groups: Offers a variety of groups, free of charge, to clients, their families and their caregivers. They include low vision, Parkinson's disease, hearing loss, Alzheimer's disease and caregiver support.
- Escorted Transportation Services: Arranges rides for seniors to/from medical and dental appointments.
- Choices for Care: Ensures that individuals who are planning to enter a nursing facility actually need that level of care and are aware of the options/community resources available.
- Health/Wellness Program: Held in four Evanston rent-subsidized buildings; educates clients using evidenced-based presentations on how to effectively communicate with health providers.

Once all services are in place, care coordinators monitor the effectiveness, reassess needs, make adjustments, and continue to communicate with clients during the time their case is open for services (typically a number of years).

2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

The target population for our program is low-income seniors and people with disabilities residing in Evanston who need help accessing social services programs. The seniors served are adults age 60 and over and their families. Some 76% are frail or disabled, 46% live alone, and 7% have limited English-speaking skills. A further breakdown of their race/ethnicity shows 57.1% White/NonHispanic; .8% White/Hispanic; 37.4% Black-African American/Non-Hispanic; .1% Black-African American/Hispanic; 4% Asian/Non-Hispanic; .3 Islander and .3% other. Gender breakdown is male 33% and female 67%. The family status of our participants is 25% single; 27.35% married, 1.83% separated, 12.93% divorced, 32.73% widowed and .23% living with a domestic partner. More than 93% of our clients live between the poverty line and low-income levels and do not have the funds for the basic necessities. Their economic status is as follows: 75% clients very low (<30%), 18% clients low (<50%), 3% clients moderate (<80%).

Some programs have income guidelines. We determine low-income levels by following the federally established guidelines as

listed on the National Aging Program Information Systems (NAPIS) intake form, which identifies poverty-level income as \$0 to \$12,140 and low income as \$27,657 to \$44,250. For means-tested services, clients are asked to state their incomes and assets. The information is verified through clients' bank account records, tax returns, Social Security income statements and other documentation.

The majority of the older adults we serve need emotional support and/or counseling, financial security or access to safety-net benefits, and help with preserving or improving health and well-being. We offer home- and community-based services that support independent living. Living life at or below the poverty line presents significant challenges for seniors and those challenges can be overwhelming. Some of our clients do not even have funds for the basic necessities. Some are forced to further reduce their expenses by cutting down or eliminating medications, cutting back on utilities or even food. The services North Shore Senior Center provides Evanston seniors helps them remain independent and in their homes rather than requiring placement in a nursing home. These services enable Evanston seniors to remain members of their community, sharing their wisdom and life experiences for as long as possible. Since many of our clients speak English as a second language, our staff includes case managers who speak Assyrian, Spanish, Russian, Tiv, Chinese, Haitian Creole, Haitian French, Urdu, Ukrainian, Mandarin Chinese, German and Romanian to assure effective communication. These care coordinators understand the challenges faced by immigrant groups. We also can provide translators who speak other languages when required to assure effective communication.

3. Describe how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

The Demographics stated in question number 2 show the diversity of our participants. North Shore Senior Center provides services to low-income seniors and Evanston residents who need help accessing social service programs. The participants we serve meet the demographic requirements for underrepresented populations as described in the City of Evanston 2015-2019 Consolidated Plan under Public Services. Our care coordinators address the ongoing need for service coordination for the underrepresented residents of Evanston including older adults. By helping our participants access services such as caregiver support, entitlement assistance and services that help people remain independent in their homes such as home maker services and home delivered meals, we help improve equity of service delivery by identifying and serving this underrepresented population.

In reviewing the Community Needs Assessment Survey we are serving the senior population as well as the low-moderate income residents of Evanston. As an organization, no one is ever turned-away for services because of the inability to pay. The majority of North Shore Senior Center's programs are free and we have enough staff to support the 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="550"/>	Intake/assessment
<input type="text" value="500"/>	Referrals
<input type="text" value="750"/>	Individual case management plan/services
<input type="text" value="50"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="350"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="45"/>	Multi-session program (e.g. after school program)
<input type="text" value="55"/>	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="2,300.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

No one is turned away for service, and none of the programs and services we provide to Evanston residents have a wait list. Demand increases for certain programs during peak seasons, such as LIHEAP and Medicare Open Enrollment.

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

Yes, North Shore Senior Center offers many different program options, and we often refer within the organization to ensure that client needs are met in the most effective way. If the Senior and Family Services Department is working with an individual that identifies mental health needs, a referral can be made to North Shore Senior Options Behavioral Health. If Senior Options

identifies someone needing assistance with caregiver resources, a referral can be made to Senior and Family Services.

Referrals can be made in one of two ways: we can transfer phone calls from one department to another or, with proper client consent and staff members can refer clients from one department to another. North Shore Senior Center also makes referrals to outside service organizations when clients present with needs that are beyond our areas of expertise or beyond our service area. We document referrals in client records. We also administer two different surveys. The first survey is administered every January and is directed toward clients who have received information and referral services. It asks about client satisfaction and accuracy of referrals. The second survey is directed towards our professional referral sources, which asks about response times and customer service. In addition, our Older Adults Benefits Program surveys participants that receive LIHEAP and SHIP benefits.

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 work closely with staff from the City of Evanston, Evanston Hospital, St. Francis Hospital, Glenbrook Hospital, Holy Family Medical Center, Skokie Hospital, Lutheran General Hospital, Meals at Home, Open Communities, CJE Senior Life, Evanston Public Schools, Faith In Action, CEDA, SHIP, Impact Behavioral Health, Levy Center, Argentium & Senior Connections, Family Focus, Legal Aid Chicago, Second Sense, and Connections for the Homeless.

We make regular referrals to a variety of other agencies to support Evanston residents. By working together with Connections for the Homeless, we help seniors remain in their homes or relocate appropriately. We collaborate with Second Sense who supports seniors who have low vision. We also refer clients and collaborate with CEDA for LIHEAP (Low Income Home Energy Assistance Program), SHIP, CJE SeniorLife, Open Communities, Senior Connections, Faith in Action, Family Focus Legal Aid Chicago and various churches and synagogues.

North Shore Senior Center's Nilas/Evanston offices also collaborate with the City of Evanston to conduct various programs and services at the Levy Senior Center as well as other municipal sites. In addition, we administer the Senior Farmers' Market Nutrition Program in collaboration with the City of Evanston, the Village of Skokie, and CJE Senior Life and we distribute coupons to multiple Evanston subsidized senior residential buildings.

8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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?

Program Goal 1: To reduce the need for nursing home placement by providing community-based supportive services to Evanston open case management and CCP (Community Care Program) clients.

Expected Outcome: 85% of Evanston open case management and CCP (Community Care Program) clients receiving community-based supportive services will remain in independent living environments, avoiding nursing home placement during calendar year 2020.

What Data are Collected/Used to Analyze Program and Measure Success: Information will be tracked using customized software developed to electronically track outcomes.

Program Goal 2: To provide Evanston residents with assistance completing the Low Income Home Energy Assistance Program (LIHEAP) application.

Expected Outcome: 350 Evanston residents will complete LIHEAP applications during calendar year 2020.

What Data are Collected/Used to Analyze Program and Measure Success: Information will be tracked using customized software developed to electronically track outcomes.

Program Goal 3: To provide caregiver clients with programs and services, including education, training, emotional, support and socialization opportunities.

Expected Outcome: 80% of caregiver clients will receive support services during calendar year 2020.

What Data are Collected/Used to Analyze Program and Measure Success: Attendance at events, case management, caregiver educational classes, support groups, respite and other services will be tracked using customized software developed to electronically track outcomes.

Twenty-two professional staff members work in the Nilas/Evanston offices. Avi Kaufman, Evanston Senior Services Coordinator, works exclusively with Evanston residents and his office is in the Evanston Civic Center. Our older adults benefits specialist works two full days at the Evanston Civic Center to help Evanston seniors determine which of the 20 different public entitlement and other benefit programs they are eligible to apply. Other care coordinators also work with Evanston residents. Katherine Honeywell, Director of Senior and Family Services, has overall responsibility for our Nilas/Evanston offices.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same

numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.

18000	Unduplicated people to be served in 2020
2100	Unduplicated Evanston residents to be served in 2020
21000	Unduplicated low/moderate income people to be served in 2020
2200	Unduplicated low/moderate income Evanston residents to be served in 2020
16949	Unduplicated people served in 2019
1986	Unduplicated Evanston residents served in 2019
19912	Unduplicated low/moderate income people served in 2019
1917	Unduplicated low/moderate Evanston residents served in 2019
84,064.00	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."

North Shore Senior Center is a 501(c)(3) organization founded in 1956 by a group of Winnetka residents whose goal was to enrich the lives of seniors. Since 1996, when North Shore Senior Center was awarded the government contract to facilitate the Community Care Program (CCP) for 300 clients, we have had an office in Evanston. The Grandparents Raising Grandchildren program was initiated in Evanston in 1998 because a growing number of Evanston grandparents had assumed the responsibility of raising their grandchildren and no other support was available to serve the needs of these families. In July 2017, we began PEARLS (Program to Encourage Active and Rewarding Lives for Seniors) program targeting low-income Evanston residents with signs of depression to provide home-based therapy.

As the need for North Shore Senior Center's services increased, the existing space in Evanston was no longer large enough to house the staff required to meet the growing need for North Shore Senior Center's community based services. The subsequent growth in staff necessitated the move to a larger space in Niles in March 2016. To maintain our presence in Evanston, we do staff an office in the Evanston Civic Center. Our Evanston Senior Service Coordinator provides case management to Evanston residents, responds to 311 callers, provides community education programming, serves as a liaison to the City of Evanston and other community groups. The social service coordinator, older adults benefits specialists along with a group of dedicated volunteers provide benefits counseling to Evanston Residents.

As an organization, North Shore Senior Center's original intent was to enrich the lives of older adults by giving them a place to socialize, volunteer and learn. Later, counseling and social services were offered. Since our founding, our mission has been to foster the independence and well-being of older adults, enhance their dignity and self-respect, and promote their participation in and contribution toward all aspects of community life.

We are governed by a 25-person Board of Directors with oversight by Executive Director Tish Rudnicki. Our staff leadership team includes directors from the departments of Lifelong Learning, Development, House of Welcome Adult Day Services, Senior and Family Services, North Shore Senior Options, Program Evaluation and Quality Assurance and Facilities/Operations. We also have two associate directors from Human Resources/Volunteer Services and Marketing & Communications. Our goals as an organization include assuring financial stability; developing strategic marketing initiatives; attracting and retaining the highest quality board members, staff and volunteers; exploring expansion and contraction; and maintaining a commitment to excellence.

11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?

The staff of color in leadership/decision making positions at North Shore Senior Center is:

Race Description	Total Supervisors/Leadership	Percentage
Asian	1	4.00%
Black or African American	3	12.00%
White	21	84.00%

A core value of North Shore Senior Center is to embrace diversity. North Shore Senior Center's human resources department works diligently to ensure we hire staff that represents the communities we serve and to promote people of color into leadership roles from within, focusing as well on individual's knowledge and skill set.

To ensure that we are getting input that represents all of our participants and including people of color, we conduct regular surveys of those we serve. North Shore Senior Center uses this data in making decisions regarding the services we provide and how we provide them.

In January of 2019, Tish Rudnicki became the Executive Director of North Shore Senior Center. Tish has dedicated nearly 30 years of her career to helping seniors live healthy and fulfilling lives. Her warm and welcoming personality has been embraced by staff, board members, volunteers, participants and members.

Tish recognized that North Shore Senior Center has a solid foundation as well as great programs and services but needs to be more inclusive. All employees are encouraged to participate and contribute their ideas to the training, education events and future programming for participants. Staff at all levels have input and a voice in the organizations activities. There is a staff education committee and a diversity committee that provide training opportunities for staff.

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).

North Shore Senior Center's Finance Department tracks revenues and expenditures and restricts funds designated for a specific purpose, such as those requested from the City of Evanston/CDBG. North Shore Senior Center has an external annual audit conducted each year and expenditures are monitored by our Board of Directors.

Our policy for cash disbursements states the following:

The positions authorized to sign checks are: Chair, President/Executive Director, Treasurer, Controller and General Counsel. One signature is required on checks up to \$4999.99. Two signatures will be required on checks in the amount of \$5,000 and higher. If one of the signatures is that of a staff position, the second signature must be a Board position.

The bookkeeper will maintain the accounts payable system. The Controller will review all disbursements prior to check print. All disbursements require supporting documentation and approvals.

Any procurement related to federal programs will comply with the applicable standards and procedures.

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.

Twenty-two professional staff members provide services in the Niles/Evanston Senior and Family Services offices. Included in this group are care coordinators, one caregiver specialist, one older adults benefits specialist, three clinical supervisors, one receptionist and one director. All care coordinators have a minimum of a bachelor's degree and most have master's degrees and clinical licenses.

Avi Kaufman, Evanston Senior Services Coordinator, works exclusively with Evanston clients. Avi has a Master's degree in Organizational and Counseling Psychology and his passion is to help individuals live productive, independent lives. He joined North Shore Senior Center staff three years ago. He provides outreach and care coordination services on a weekly basis at Ebenezer Primm Towers senior housing and the Levy Senior Center with visits to Fleetwood-Jourdain Center and other centers on an as-needed basis. He also co-facilitates our low-vision support group that meets at the Levy Senior Center. Avi's position is not contingent on City funding.

Our older adults benefits specialists also works at the Evanston Civic Center office twice a week, helping Evanston residents apply for and maintain public entitlements and other benefits. Individuals are screened for their eligibility for 20 different programs that provide money or services. Michelle Grochocinski has been with North Shore Senior Center for two years, first as an intern before being hired as our older adults benefits specialist. She earned her AM degree (equivalent to an MSW) from the University of Chicago's School of Social Service Administration, (Older Adults Program) and is a Kott Scholar. The older adults benefits specialists position is not contingent on City funding.

No new staff will be hired even though caseloads continue to grow. North Shore Senior Center supports the salaries and benefits for other care coordinators working with Evanston residents, the caregiver specialist, and other staff providing programs and services to Evanston residents. The staff to participant ratio is 1 to 160. North Shore Senior Center received a five-year accreditation by the National Institute of Senior Centers in August 2019 and we received a three-year accreditation from CARF International in April 2018.

The demographics of the primary North Shore Senior Center staff working with Evanston residents because of this grant is:

The demographics of our Senior and Family Services Department is:

Age 24, 25 (x2), 26, 27 (x3), 28 (x2), 30 (x3), 31, 33, 38, 40, 47, 52, 61, 63, 68, 71

Gender Male: 9.1%

Female: 90.9%

Ethnicity/Race

Hispanic or Latino 13.6%

Asian 9.1%

Black or African American 4.5%

White 72.7%

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

Tish Rudnicki, 847-784-6027; trudnicki@nssc.org; Katherine Honeywell, 847-784-6074; khoneywell@nssc.org; Barbara Rudzin, 847-784-6024; brudzin@nssc.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)

131214538

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?

We see most clients in their homes. Our Evanston office is in the Evanston Civic Center. Clients use the City of Evanston subsidized taxi, CTA#93 or Purple Line. Our Niles Office is at 7900 Milwaukee Avenue and clients take the CTA#208 to CTA#270.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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.

Tish Rudnicki, Executive Director

Budget [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed
City of Evanston CDBG			
City of Evanston Mental Health Board Funds	\$ 25,920.00	\$ 35,000.00	
Illinois Dept. on Aging CCP	\$ 1,223,600.00	\$ 1,300,000.00	
Government Support	\$ 344,000.00	\$ 330,000.00	
Corporations, Foundations & Organizations	\$ 50,000.00	\$ 60,000.00	
Contributions	\$ 364,080.00	\$ 105,000.00	
	\$ 0.00	\$ 0.00	
Total	\$ 2,007,600.00	\$ 1,830,000.00	\$ 0.00

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
Salaries	\$ 1,409,984.00	\$ 1,060,000.00		\$ 35,000.00
Payroll Taxes	\$ 112,800.00	\$ 84,800.00		
Payroll Fringes	\$ 183,296.00	\$ 127,200.00		
Professional Fees	\$ 30,000.00	\$ 80,000.00		
Printing	\$ 5,000.00	\$ 6,000.00		
Food		\$ 3,600.00		
Telecommunications	\$ 4,000.00	\$ 5,600.00		
Postage	\$ 5,000.00	\$ 4,800.00		
Occupancy	\$ 98,000.00	\$ 89,000.00		
Local Transportation	\$ 14,000.00	\$ 14,000.00		
Assistance	\$ 30,000.00	\$ 48,000.00		
Training & Dues	\$ 2,500.00	\$ 5,800.00		
Equipment, Rent & Repair	\$ 7,000.00	\$ 13,600.00		
Indirect Expenses	\$ 91,020.00	\$ 273,600.00		
Supplies	\$ 15,000.00	\$ 14,000.00		
Total	\$ 2,007,600.00	\$ 1,830,000.00	\$ 0.00	\$ 35,000.00

Budget Narrative

Our fiscal year begins on July 1 and ends June 30.

There are no staffing changes planned with this grant request. The grant will partially fund Avi Kaufman's salary and benefits because he works exclusively with Evanston participants and is located at the Evanston Civic Center.

The 2020 Mental Health Board grant would fund the following:

- Senior Services Coordinator: \$ 48,110 (salary & benefits – 24/pay periods per year) 100%

North Shore Senior Center will support the salaries and benefits for our older adults benefits specialist who works two days a week at the Evanston Civic Center. The Center will also support salaries and benefits for other care coordinators working with Evanston residents, the Caregiver Specialist, all other costs associated with having an office at the Civic Center including rent and other staff providing programs and serves to Evanston residents.

A portion of the salaries and benefits for others working with Evanston residents would be:

- Case Manager II – \$40,800 (salary & benefits) 18%
- Case Manager II – \$40,800 (salary & benefits) 18%
- Case Manager II – \$40,800 (salary & benefits) 18%
- Older Adults Benefits Specialist \$50,629 (salary & benefits (two days per week)

Program Outcomes [top](#)

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	85% of Evanston open case management and CCP (Community Care Program) clients receiving community-based supportive services will remain in independent living environments.	Information will be tracked using customized software developed to electronically track outcomes.	204	203	203	204	814				0
2	Complete 350 LIHEAP	Information will be	116	91	150	75	100	350			0

	applications for Evanston residents during funding year 2020.	tracked using customized software developed to electronically track outcomes.									
3	80% of caregiver clients will receive support services during calendar year 2020.	Attendance at events, case management, support groups, respite and other services will be tracked using customized software developed to electronically track outcomes.	25	25	25	25	100				0
4								0			0
5								0			0
Total			304	328	303	329	1,264	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 [top](#)

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.	✓	NSSC Audit
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.		NSSC 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).	✓	NSSC 501 (C) (3) Letter
Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).		
Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).		
Brief biographies of key staff including demographic information.	✓	NSSC Leadership BIO's
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.		NSSC 2019-2022 Strategic Plan
Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.		NSSC Napis Form
HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants. download template		NSSC Napis Form
Evanston Livability Principles and MHB Funding Priorities. 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.		NSSC 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.	✓	NSSC 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.



[NSSC June 30 2019 Statement](#)

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 FY2019.

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

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City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

North Shore Senior Center
North Shore Senior Center, behavioral health programing, administered through North Shore Senior Options.

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

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

Submitted: 10/21/2019 11:15:18 AM (Pacific)

Project Contact

Barbara Rudzin
brudzin@nssc.org
Tel: 8477846024

Additional Contacts

khoneywell@nssc.org, trudnicki@nssc.org

North Shore Senior Center

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Fax 847-446-8762
Web www.nssc.org

Executive Director

Tish Rudnicki
trudnicki@nssc.org

Pre-Application (Letter of Intent) [top](#)

All Applicants Complete Questions 1-8 and attach Documents

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

North Shore Senior Center, behavioral health programing, administered through North Shore Senior Options.

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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.

We received a five-year accreditation by the National Institute of Senior Centers in August 2019 and a three-year accreditation from CARF International in April 2018.

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. 2020 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"/>	CDBG
<input type="text" value="10000"/>	MHB (Human Services Fund)
<input type="text" value="10,000.00"/>	TOTAL

9. Funding request is:

Programs funded in 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).



[NSSC 2020 Budget](#)

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



[NSSC 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](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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.

People 65 years of age and older are the fastest growing segment of the U.S. population. It is anticipated that the number of older adults with mental and behavioral health problems will almost quadruple, from 4 million in 1970 to 15 million in 2030. Behavioral health disorders, can affect physical health and ability to function, especially in older adults. Studies have shown that anxiety disorders occur 4 to 5 times more frequently in older adults than depression and cognitive impairment. Anxiety disorders can cause poor health, increase pain levels and are associated with chronic illness.

One in four persons aged 55 and over experience behavioral health disorders that are not part of the normal aging process.¹ According to the National Council on Aging, depression, anxiety, addiction and other mental health issues are not a normal part of aging. Left untreated, they can lead to fatigue, illness and even suicide. One in four seniors experiences some form of mental disorder. Depression can impair an older adult's ability to function and enjoy life and can contribute to poor health outcomes and high health care costs. Compared to older adults without depression, those with depression often need greater assistance with self-care and daily living activities and often recover more slowly from physical disorders. Therapy can help reduce symptoms and increase the physical and emotional well-being of older adults by reinforcing strengths.

In 2017, North Shore Senior Center took the lead when we launched our comprehensive behavioral health program to treat adults 55 and over with depression, anxiety and other behavioral health disorders. The program is administered through North Shore Senior Options, a subsidiary of the Center.

Psychotherapy is provided by licensed clinical social workers and offers therapeutic counseling to seniors experiencing a change in sleep patterns, feelings of restlessness, irritability or sadness, fatigue or a change in energy level or the inability to concentrate. Short- and long-term therapy is offered in a person's home or at North Shore Senior Center. Psychotherapy is also offered in group sessions.

PEARLS, the Program to Encourage Active and Rewarding Live(S) empowers seniors to take action and make changes in their behavior to reduce their symptoms of depression and improve their quality of life. PEARLS offers low-income Evanston seniors suffering from symptoms of depression, options to actively manage their depression by providing a concrete, easy-to-learn approaches. Licensed clinical social workers meet with clients nine times over a 19-week period to teach them problem-solving techniques for specific issues. Clients learn how to address their problems step-by-step in between sessions. An important distinction of the PEARLS program is that counseling is provided in the home, so transportation and mobility barriers are eliminated. Additionally, seniors with depression are less likely go outside their homes compared to those without depression

1 Jeste DV, Alexopoulos GS, Bartels SJ, et al. Consensus statement on the upcoming crisis in geriatric mental health: Research agenda for the next 2 decades. Archives of General Psychiatry. 1999; 56(9):848-853.

2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

North Shore Senior Options, a subsidiary of North Shore Senior Center, behavioral health program encourages seniors to attend therapy with a licensed clinical social worker (LCSW) to help them decrease their stress, anxiety and depression while trying to increase their wellbeing.

Symptoms of depression include: depressed mood, loss of interest or pleasure in activities, disturbed sleep, weight loss or gain, lack of energy, feelings of worthlessness or extreme guilt, difficulties with concentration or decision making, noticeable restlessness or slow movement and frequent thoughts of death or suicide or an attempt of suicide.² Up to 5% of older adults in the community meet diagnostic criteria for major depression, and up to 15% have clinically significant depressive symptoms that impact their functioning (otherwise known as sub-syndromal depression or minor depression).³ Depression is often under-recognized and under-treated in older adults.

PEARLS, Program to Encourage Active and Rewarding Live(S), was initiated in July, 2018 as a specific short-term, evidenced-based, problem-solving program conducted in a client's home. To be eligible for the program, low-income Evanston

residents need to meet the following criteria:

- Be age 55 and over
- Enrolled in Medicare Part B, or supported through a sliding scale fee provision
- Have the cognitive ability to follow a structured program
- Screened positive for symptoms of depression
- Are not functionally impaired by cognitive impairment, bipolar disorder, schizophrenia or chronic substance abuse

The population we anticipate serving in Evanston, is comprised of adults age 55 and older. Individuals served last year were 42.9% is White/Non-Hispanic; 50% Black-African American/Non-Hispanic; and 7.1% Asian/Hispanic. Gender breakdown is male 19% and female 81%. The family status of our clients is 19% single, 13% married, 19% divorced, and 50% widowed.

Almost 36% of our clients live between the poverty line and low-income levels and do not have the funds for the basic necessities. The economic status is as follows: 35% client's very low (<30%), 43% clients low (<50%), 15% clients moderate (<80%), and 7% clients not low/moderate (>80%).

2 American Psychiatric Association. (1994). Diagnostic and Statistical Manual of Mental Disorders (DSM-IV) (Fourth Edition - Revised). Washington, D.C.

3 Hybels CF, Blazer DG. (2003). Epidemiology of late-life mental disorders. Clinics in Geriatric Medicine, 19(4): 663-696.

3. Describe how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

According to the National Council on Aging, depression, anxiety, addiction and other mental health issues are not a normal part of aging. Left untreated, they can lead to fatigue, illness and even suicide. One in four seniors experiences some form of mental disorder. Depression can impair an older adult's ability to function and enjoy life and can contribute to poor health outcomes and high health care costs. Compared to older adults without depression, those with depression often need greater assistance with self-care and daily living activities and often recover more slowly from physical disorders.

Counseling can help reduce symptoms and increase the physical and emotional well-being. When depression is properly treated, according to the American Association of Geriatric Psychiatry, more than 80% of those suffering from depression can return to their normal life after treatment.

As described in the City of Evanston's 2015-2019 Consolidated Plan under Public Services, the PEARLS program addresses initiating, expanding and maintaining access needed mental health services for low-income older adults, and specifically addresses the general lack of in-home mental health services for low-income older adults. This lack of mental health services is exacerbated by the continued reduction of State of Illinois funds supporting the needs of older adults through the Illinois Department on Aging,

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="26"/>	Intake/assessment
<input type="text" value="45"/>	Referrals
<input type="text"/>	Individual case management plan/services
<input type="text" value="35"/>	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="360"/>	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="466.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

We will not have a waiting list for our behavioral health programs. As the need for the program grows, we will be able to add additional counselors. Since the program began in July of 2017, we have hired an additional counselor.

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

Yes, North Shore Senior Center offers many different program options, and we often refer within the organization to ensure that client needs are met in the most effective way. If the Senior and Family Services Department is working with an individual that identifies mental health needs, a referral can be made to North Shore Senior Options Behavioral Health. If Senior Options identifies someone needing assistance with community resources, a referral can be made to Senior and Family Services.

Referrals can be made in one of two ways: we can transfer phone calls from one department to another or, with proper client consent and staff members can refer clients from one department to another. North Shore Senior Center also makes referrals to outside service organizations when clients present with needs that are beyond our areas of expertise or beyond our service area. We document referrals in client records.

North Shore Senior Center also makes referrals to outside service organizations when clients present with needs are beyond our areas of expertise or beyond our service area. We document referrals in client records.

We also administer two different surveys. The first survey is administered every January and is directed toward clients who have received Information and Referral services. It asks about client satisfaction and accuracy of referrals. The second survey is directed toward our professional referral sources. It asks about response times and customer service.

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.

North Shore Senior Options is the only organization in this area, to provide the PEARLS in-home program to serve low-income Evanston seniors suffering from symptoms of depression. There are two other agencies that provide psychotherapy. North Shore Senior Center has always collaborated with other agencies serving Evanston residents, and we regularly make referrals to a variety of other agencies to support Evanston residents. In addition to receiving referrals for our behavioral service programs from the Centers' Senior and Family Services care coordinators who work with low-income Evanston residents, Senior Options has been collaborating with other organizations throughout the Evanston community.

8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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?

All participants are administered the Patient-Health Questionnaire (PHQ-9), a screening tool for depression. To be eligible for PEARLS, a senior must have minor depression, major depression or dysthymia as indicated by their score on the PHQ-9. This information is also used by the counselor to assess depression severity and determine if a participant have demonstrated reduced depression symptoms between sessions. Psychotherapy clients also receive a screening prior to therapy and when therapy is completed.

Program Goal 1: To successfully recruit clients to participate in the behavioral health program during the funding year.

Expected Outcome: Recruit 30 clients, of whom 15 Evanston seniors, to participate in the behavioral health program during the funding year anticipate 10 will be are low-income.

What Data are Collected/Used to Analyze Program and Measure Success Goal: Clients must meet criteria for Diagnostic and Statistical Manual of Mental Disorders (DSM) 5 diagnoses using screening tools such as thePHQ-9, Generalized Anxiety Disorder 7 (GAD 7)

Program Goal 2: To provide psychotherapy to 40 clients during the funding year.

Expected Outcome: Clients who participate in psychotherapy will have meaningful reduction of depression, anxiety and adjustment disorder symptoms at the end of the treatment.

What Data are Collected/Used to Analyze Program and Measure Success Goal: Clients' treatment plans are reviewed at least quarterly or as needed. Success of treatment plans is measured by short-term objectives met and lower scores on symptom measurement tools.

Program Goal 3: Have 12 clients meet their psychotherapy goals during the funding year and present with reduced symptoms.

Expected Outcome: Clients who complete the program will have a meaningful reduction of depressive symptoms at the end of treatment.

What Data are Collected/Used to Analyze Program and Measure Success Goal: Clients' treatment plans are reviewed at least quarterly or as needed. Success of treatment plans is measured by reduced objectives met and lower scores on symptom measurement tools.

Terri McHugh, LCSW, clinical supervisor for North Shore Senior Options, is responsible for ensuring the behavioral health program is implemented as planned. Eddie Meyer, LCSW, and Carrie Cutler, LCSW, trained in all behavioral health modalities, will also provide counseling to program clients.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.

93	Unduplicated people to be served in 2020
20	Unduplicated Evanston residents to be served in 2020
75	Unduplicated low/moderate income people to be served in 2020
20	Unduplicated low/moderate income Evanston residents to be served in 2020
88	Unduplicated people served in 2019
16	Unduplicated Evanston residents served in 2019
71	Unduplicated low/moderate income people served in 2019
16	Unduplicated low/moderate Evanston residents served in 2019
399.00	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."

North Shore Senior Center is a 501(c)(3) organization founded in 1956 by a group of Winnetka residents whose goal was to enrich the lives of seniors. Since 1996, when North Shore Senior Center was awarded the government contract to facilitate the Community Care Program (CCP) for 300 clients, we have had an office in Evanston. The Grandparents Raising Grandchildren program was initiated in Evanston in 1998 because a growing number of Evanston grandparents had assumed the responsibility of raising their grandchildren and no other support was available to serve the needs of these families. In July 2017, we began PEARLS (Program to Encourage Active and Rewarding Lives for Seniors) program targeting low-income Evanston residents with signs of depression to provide home-based therapy.

As the need for North Shore Senior Center's services increased, the existing space in Evanston was no longer large enough to house the staff required to meet the growing need for North Shore Senior Center's community based services. The subsequent growth in staff necessitated the move to a larger space in Niles in March 2016. To maintain our presence in Evanston, we do staff an office in the Evanston Civic Center. Our Evanston Senior Service Coordinator provides case management to Evanston residents, responds to 311 callers, provides community education programming, serves as a liaison to the City of Evanston and other community groups. The social service coordinator, older adults benefits specialists along with a group of dedicated volunteers provide benefits counseling to Evanston Residents.

As an organization, North Shore Senior Center's original intent was to enrich the lives of older adults by giving them a place to socialize, volunteer and learn. Later, counseling and social services were offered. Since our founding, our mission has been to foster the independence and well-being of older adults, enhance their dignity and self-respect, and promote their participation in and contribution toward all aspects of community life.

We are governed by a 25-person Board of Directors with oversight by Executive Director Tish Rudnicki. Our staff leadership team includes directors from the departments of Lifelong Learning, Development, House of Welcome Adult Day Services, Senior and Family Services, North Shore Senior Options, Program Evaluation and Quality Assurance and Facilities/Operations. We also have two associate directors from Human Resources/Volunteer Services and Marketing & Communications. Our goals as an organization include assuring financial stability; developing strategic marketing initiatives; attracting and retaining the highest quality board members, staff and volunteers; exploring expansion and contraction; and maintaining a commitment to excellence.

11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?

The staff of color in leadership/decision making positions at North Shore Senior Center is:

Race Description	Total Supervisors/Leadership	Percentage
Asian	1	4.00%
Black or African American	3	12.00%
White	21	84.00%

A core value of North Shore Senior Center is to embrace diversity. North Shore Senior Center's human resources department works diligently to ensure we hire staff that represents the communities we serve and to promote people of color into

leadership roles from within, focusing as well on individual's knowledge and skill set.

To ensure that we are getting input that represents all of our participants and including people of color, we conduct regular surveys of those we serve. North Shore Senior Center uses this data in making decisions regarding the services we provide and how we provide them.

In January of 2019, Tish Rudnicki became the Executive Director of North Shore Senior Center. Tish has dedicated nearly 30 years of her career to helping seniors live healthy and fulfilling lives. Her warm and welcoming personality has been embraced by staff, board members, volunteers, participants and members.

Tish recognized that North Shore Senior Center has a solid foundation as well as great programs and services but needs to be more inclusive. All employees are encouraged to participate and contribute their ideas to the training, education events and future programming for participants. Staff at all levels have input and a voice in the organizations activities. There is a staff education committee and a diversity committee that provide training opportunities for staff.

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).

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).

North Shore Senior Center's Finance Department tracks revenues and expenditures and restricts funds designated for a specific purpose, such as those requested from the City of Evanston/CDBG. North Shore Senior Center has an external annual audit conducted each year and expenditures are monitored by our Board of Directors.

Our policy for cash disbursements states the following:

The positions authorized to sign checks are: the Chair, President/Executive Director, Treasurer, Controller and General Counsel. One signature is required on checks up to \$4999.99. Two signatures will be required on checks in the amount of \$5,000 and higher. If one of the signatures is that of a staff position, the second signature must be a Board position.

The bookkeeper will maintain the accounts payable system. The Controller will review all disbursements prior to check print. All disbursements require supporting documentation and approvals.

Any procurement related to federal programs will comply with the applicable standards and procedures.

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.

Terri McHugh has been the clinical supervisor for North Shore Senior Options, behavioral health program since its inception. Ms. McHugh, a licensed clinical social worker (LCSW), received her master's degree from Loyola School of Social Work. Ms. McHugh has been with North Shore Senior Center for eleven years, serving most recently as a clinical supervisor for the past three years in our Niles office. Prior to joining the Center, Terri was a P.R.N. social worker for Rainbow Hospice and Palliative Care and Horizon Hospice and Palliative Care. Last year, Ms. McHugh, completed training through the University of Washington for the evidenced-based Program to Encourage Active and Rewarding Lives for Seniors (PEARLS) and holds a certificate of training in cognitive behavioral therapy.

Carrie Cutler, a licensed clinical social worker (LCSW) received her master's degree in social work from Boston College, and is a therapist and part of North Shore Senior Options behavioral health team. Prior to joining North Shore Senior Options, Carrie provided individual and family counseling at Jewish Child and Family Services (JCFS) for almost 10 years.

Eddie Meyer, a licensed clinical social worker (LCSW), received his master's degree in social work from Loyola University Chicago. Eddie is a therapist and the newest part of North Shore Senior Options behavioral health team. Mr. Meyer completed

his PEARLS training in April 2018 and began seeing clients in July 2018. Eddie joined the staff of North Shore Senior Center as a case manager in October 2015. He also brings to this position previous experience as a psychotherapist in Chicago.

The demographic information of our current PEARLS staff is:

Age 41,44 and 63 y/o
 Gender 33.33% Male, 66.67% Female
 Race/Ethnicity 100% White

All PEARLS counselors are licensed clinical social workers and will be trained in the PEARLS methodology. The counselor is the heart of the program because he or she works directly with the client to implement the program. Two outside professionals complete the treatment team: 4geriatric psychiatrist to address medical and medication issues and a psychologist to provide case consultation. Geriatric psychiatrist Dr. Terry Hanusa, MD, was recruited as the required psychiatric consultant and Dr. Andrew Mantelman is the collaborating PsyD.

The grant amount requested will be used to partially support the salaries and benefits for our behavioral health staff. None of these positions are contingent on City funding. New staff will be trained as the need for therapy grows. North Shore Senior Center received a five-year accreditation by the National Institute of Senior Centers in August 2019 and we received a three-year accreditation from CARF International in April 2018.

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

Tish Rudnicki, 847-784-6027; trudnicki@nssc.org; Katherine Honeywell, 847-784-6074; khoneywell@nssc.org; Barbara Rudzin, 847-784-6024; brudzin@nssc.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)

131214538

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?

An important distinction of the behavioral health programs is that counseling is provided in clients' homes, so transportation and mobility barriers are eliminated.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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.

Tish Rudnicki, Executive Director

Budget [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed	
City of Evanston CDBG				
City of Evanston Mental Health Board Funds	\$ 10,000.00	\$ 10,000.00		
Government Support		\$ 5,000.00		
Corporations, Foundations & Organizations	\$ 60,000.00	\$ 150,000.00		
Program Fees	\$ 10,230.00	\$ 85,000.00		
Contributions	\$ 5,032.00	\$ 25,000.00		
Total	\$ 85,262.00	\$ 275,000.00	\$ 0.00	
Funding Uses/Expenses				
	2019	2020 Total	2020 CDBG	2020 MHB
Salaries	\$ 62,610.00	\$ 165,000.00		\$ 10,000.00

Payroll Taxes		\$ 13,200.00		
Payroll Fringes		\$ 21,800.00		
Professional Fees	\$ 3,600.00	\$ 10,500.00		
Printing	\$ 250.00	\$ 900.00		
Supplies	\$ 300.00	\$ 1,600.00		
Membership	\$ 500.00	\$ 700.00		
Training & Dues	\$ 1,000.00	\$ 1,800.00		
Postage	\$ 150.00	\$ 500.00		
Occupancy	\$ 3,822.00	\$ 9,600.00		
Local Transportation	\$ 350.00	\$ 1,500.00		
Equipment, Rent & Repair		\$ 4,200.00		
Telecommunications		\$ 1,200.00		
Assistance	\$ 11,680.00			
Indirect Expenses		\$ 42,500.00		
Total	\$ 85,262.00	\$ 275,000.00	\$ 0.00	\$ 10,000.00

Budget Narrative

Our fiscal year begins on July 1 and ends June 30. Terri McHugh, the clinical supervisor for North Shore Senior Options, is responsible for administering the behavioral health programs.

This grant amount requested will be used to partially support the salaries and benefits for our behavioral health staff.

Therapist \$47,690
 Program Specialist \$24,209
 Clinical Supervisor/Counselor \$77,531

North Shore Senior Center will support the remaining portion of the salaries and benefits for all staff involved in the behavioral health program. There are no staffing changes planned with this grant request. The positions are currently filled. We are also seeking support from other foundations for the program.

In 2019 we just asked for support for our PEARLS program which is one component of our behavioral health program. The 2020 proposal is for the entire behavioral health program.

Program Outcomes [top](#)

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	Recruit 30 clients, of whom 15 Evanston seniors, to participate in the behavioral health program during the funding year anticipate 10 will be are low-income.	7	8	8	7	30					0
2	To provide psychotherapy to 40 clients during the funding year.	7	7	13	13	40					0

3	Have 12 clients meet their psychotherapy goals during the funding year and present with reduced symptoms.	Have 12 clients meet their psychotherapy goals during the funding year and present with reduced symptoms.	6	6	12					0	
4						0				0	
5						0				0	
Total			14	15	27	26	82	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 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.



[NSSC Audit](#)

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.

[NSSC 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).



[NSSC 501 \(C\) \(3\) Letter](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.



[NSSC Leadership BIO's](#)

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.

[NSSC 2019-2022 Strategic Plan](#)

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

[NSSC Napis Form](#)

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

[NSSC Napis Form](#)

Evanston Livability Principles and MHB Funding Priorities. [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.

[NSSC 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.



[NSSC 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 FY2019.



[NSSC June 30 2019 Statement](#)

Organizational commitment to equity, diversity and

inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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Application ID: 150440

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City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

Impact Behavioral Health Partners Employment Services Program

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

\$ 20,000.00 Requested
\$ 0 MHB Request

Submitted: 10/21/2019 11:53:55 AM (Pacific)

Project Contact

Elena Larson
eyoung@housingopt.org
Tel: 847-644-8139

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) [top](#)

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
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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.

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. 2020 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 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).

[FY20 Budget](#)

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

[Board Directory](#)

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](#)

[COI Disclosure](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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. Beyond receiving a paycheck, work itself is part of mental illness treatment, resulting in increased self-esteem and life satisfaction, and a reduction of symptoms (Luciano, Bond & Drake, 2014). Impact launched its supported employment program in 2011, and it continues to grow to meet the need for services. The Employment Services Program follows the evidence-based Individual Placement and Support (IPS) treatment model, which was developed by Dartmouth College and has been widely implemented and studied in a variety of settings. The IPS model has been proven to aid in symptom reduction, increase self-esteem, and promote higher levels of independence.

The Employment Services Program operates during regular business hours, primarily out in the community or at area partner sites. All services provided by the employment team are participant-driven, highly individualized, time-unlimited, and fully integrated with other services provided by Impact. Initially, 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, and in some cases reach out to employers on behalf of participants. Depending on an individual's amount of previous experience and commitment to a particular path, the job search process lasts between one and four months.

Once a participant is employed, they continue to meet with their employment specialist regularly over their first two or three months of employment, assisting participants with any challenges related to their job or ability to maintain employment. From there, participants will gradually decrease their involvement with the Employment Services Program, and once a participant feels they no longer need services their case will be closed. However, if a participant continues to need support in navigating employment, they can continue working with staff as long as necessary. On average, participants work with the Employment Services Program for a little over one year.

2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

To qualify for Impact's Employment Services Program, a participant must 1) have a diagnosed mental illness; and 2) be receiving Medicaid. If an individual is eligible for Medicaid but not currently enrolled, Impact will connect the participant to resources, providers, and limited technical assistance to facilitate obtaining benefits.

Of the program's participants, their ages range from 19 to 76 with a median age of 42. Fifty-two percent of participants are male, 47% are female, and 1% are transgender. Seventy-two percent of participants are white, 18% are Black or African American, 5% are Asian, and 4% identify as "Other"; 11% of participants of any race identify as Latinx. All participants are below the federal poverty level.

Impact acknowledges that its participants diverge from Evanston population's demographics when income level is considered and has taken steps to ensure minorities have access to its services. Because the Employment Services Program serves participants through local partner agencies, Impact has been actively reaching out to agencies that provide culturally aligned services to underserved minority communities. In recent months, the Employment Services Program has begun a partnership with Erie Family Health Centers, which serves a population that is 71% Latinx, and where 45% of patients are best served in a language other than English.

3. Describe how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

The City of Evanston's current strategic plan includes a goal to "Enhance community development and job creation city wide." To address this need, Impact works directly with participants to find and maintain competitive employment. Aside from the benefits of employment addressed elsewhere in this application, Impact's Employment Services Program achieves two goals aligned with the City's goals: 1) Impact works directly with local employers, assisting employers in filling vacancies for hard-to-staff positions; and 2) employment helps fully integrate the marginalized individuals Impact serves into their communities; they become not just consumers of services but contributors to the local economy.

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
40	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)
40.00	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 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. Turning Point, located in Skokie and serving a number of Evanston residents, currently has a 12-person waitlist, though this number changes weekly. PCC Wellness, located in Chicago, has a six-person waitlist. 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.

One of the principles of the IPS model of services that the Employment Services Program utilizes is integrated services with mental health teams. Thus, for referral needs that are related to mental health treatment, participants are referred to their existing clinician or therapist, either at Impact or at their partner agency. For referrals outside the scope of partner agencies' services, a participant's Employment Specialist will aid in connecting the participant to appropriate services, such as Coordinated Entry for housing. For some referrals, such as to the Illinois Department of Rehabilitation Services (DRS), Employment Specialists will complete a participant's intake paperwork and attend the initial meeting with the DRS counselor. Referrals are logged by the Employment Specialists, then tracked and reviewed by the Director of Employment 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 major challenge of the Employment Services program is keeping up with the demand for services. Impact Behavioral Health Partners is the only Evanston based provider of IPS supported employment services, but what truly sets The Employment Services Program apart is its high quality of services: the program received an "exemplary" rating from its most recent fidelity review and is one of the highest ranked programs in the state. Recognizing the Employment Services Program's record of success, the program receives referrals from Erie Family Health Centers, Connections for the Homeless, Turning Point, the City of Evanston, and the Illinois Department of Rehabilitative Services.

8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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?

For 2020, the goals of the Employment Services Program are 1) provide supported employment services to 250 individuals (an increase of 50 individuals from 2019); 2) increase Impact's profile in the business community by making 900 job development contacts (an increase of 100 contacts from 2019); and 3) assist 45 individuals in achieving job retention for 90 days (an increase of five from 2019). Given the Employment Services Program's track record of performance, Impact does not anticipate any major challenges in reaching its goals.

Impact's Director of Employment Services is responsible for ensuring the Employment Services Program is implemented as planned. Data is tracked primarily using Excel spreadsheets and the AWARDS software for confidential participant information. 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. The Director tracks and analyzes data on an ongoing basis. Additionally, as part of the IPS service model, the Employment Services Program undergoes an annual external fidelity review, providing another layer of quality assurance.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.

250	Unduplicated people to be served in 2020	307	55
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40	Unduplicated Evanston residents to be served in 2020
250	Unduplicated low/moderate income people to be served in 2020
40	Unduplicated low/moderate income Evanston residents to be served in 2020
221	Unduplicated people served in 2019
48	Unduplicated Evanston residents served in 2019
221	Unduplicated low/moderate income people served in 2019
48	Unduplicated low/moderate Evanston residents served in 2019
1,118.00	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 over 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.

Impact's staff consists of a Chief Executive Officer, Director of Operations, Director of Finance, Director of Clinical Services, Director of Employment Services, Director of Development, five Mental Health Clinicians, a Clinical Benefits Specialist, one full-time and one part-time Program Nurse, seven Employment Specialists, two Housing Coordinators, a Development Coordinator, an Operations Assistant, and an Accounting Assistant.

The Impact Board of Directors is responsible for leadership and general oversight of the agency, and currently has 12 members serving three-year terms. Patti Capouch, Impact's CEO since January 1, 2018, reports to the Board of Directors. Impact has continued to implement its strategic plan, adopted in 2017.

11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?

While there are no people of color in overall organizational leadership positions, Impact is committed to diversity in its hiring and programs that are responsive to the needs of communities of color. Impact has a strong culture of promoting internally based on performance and leadership potential; most recently two Employment Specialists of color were promoted to Lead Employment Specialists, giving them a leadership role within the Employment Services Program.

Programmatically, the Employment Services Program has begun collaborating with and receiving referrals from agencies serving largely populations of color and communities who are best served in a language other than English. The process of expansion was informed by the stated needs of these community-based agencies who work directly with minority populations to provide culturally relevant services.

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 and record keeping standards, regularly updating policies when necessary. Impact's current procurement policy 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
- 4 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

international accrediting body for rehabilitation facilities and programs. More recently, on June 5 and 6, 2019, Impact underwent its IPS fidelity review and again scored Exemplary Fidelity. The Review noted that "The Job Development at Impact is superb and very organic. It is clear that ES's routinely work on enhancing their skills."

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 employment services are delivered by a highly trained and diverse team, allowing participants to receive individualized, responsive services. Of the Employment Services Program staff, 60% are people of color and 80% are women.

The staff of the Employment Services Program consists of:

- 5 full-time Employment Specialists- All 5 of these employment specialists have bachelor's degrees and multiple years of experience working with individuals with mental illnesses and related needs.
- 1 Employment Program Nurse – an LPN with extensive nursing experience.
- 2 Lead Employment Specialists – both Certified Fidelity Reviewers with extensive experience and demonstrated excellence in the provision of IPS services.
- 1 Employment Services Manager —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 Director of Director of Employment Services – Impact's Employment Services Director has a Master's Degree in Social Work, Is a Certified Work Incentives Counselor, 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 additional Employment Specialists to handle the 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 Services Program is crucial to addressing the growing need for quality, evidence-based employment services in the Evanston area. If City funding is not received in future years, the Employment Services Program will not be able to continue its trajectory of growth and will be unable to meet the demand for services.

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

Elena Larson; elarson@impactbehavioral.org; 847.644.8139

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)

892131150

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?

Impact's office at 2100 Ridge Ave., and various partner sites in the community, accessible by public transportation

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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.

Elena Larson, Development Coordinator

Budget [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed
City of Evanston CDBG	\$ 13,000.00	\$ 20,000.00	
City of Evanston Mental Health Board Funds			
SSA Pilot Employment Program	\$ 86,433.00	\$ 152,187.00	\$ 152,187.00
Ill Dept of Human Services - Medicaid	\$ 60,135.64	\$ 21,039.00	
IL Department of Rehabilitative Services	\$ 249,400.00	\$ 412,990.00	
United Way of Metropolitan Chicago	\$ 50,000.00	\$ 41,000.00	\$ 41,000.00
New Trier Township & Angell Foundation	\$ 10,000.00	\$ 62,000.00	\$ 62,000.00
Total	\$ 468,968.64	\$ 709,216.00	\$ 255,187.00

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
Salaries	\$ 325,640.00	\$ 503,900.00	\$ 20,000.00	
Taxes and Benefits	\$ 88,004.00	\$ 117,242.00		
Participant Support and Meeting	\$ 3,924.00	\$ 4,200.00		
Continuing Education	\$ 2,000.00	\$ 5,000.00		
Mileage/Parking	\$ 17,568.00	\$ 14,200.00		
Conference Travel	\$ 250.00	\$ 11,400.00		
Telephone	\$ 13,300.00	\$ 7,000.00		
Overhead Allocation	\$ 18,282.00	\$ 46,274.00		
Total	\$ 468,968.00	\$ 709,216.00	\$ 20,000.00	\$ 0.00

Budget Narrative

FY July 2019 - June 2020;

Our SSA income increased for the new year based on the SSA assessment that payment was too low to cover the actual cost of the program. Our DORS income (Illinois State funding "Milestones" program) was increased by the State due to the ability of our program to place, and keep, our participants with chronic mental illness in employment. This is a fee for service program based on the number of participants we can place in employment and who are able to maintain those jobs for a period of "milestones" - 15 days, 45 days, and 90 days. Because of Impact's job placement success, the number of individuals included in our grant has increased tremendously. In addition, we received an increase in our grant from New Trier Township and received a new grant from the Angell Foundation for our employment program.

Our salaries and benefits line item has increased due to the addition of a .5 FTE nurse to assist with our SSA participants and an additional 1 FTE Employment Specialist for new partnerships that we have established with Federally Qualified Health Centers (FQHCs) who are now referring some of their adults with chronic mental illness to our employment program. We are partnering with Erie and PCC and hope to expand that to other FQHCs in the future as capacity and financing allow.

CDBG funds help to pay the salaries and benefits of our Employment Specialists. We are requesting the same dollar amount for CY2020 as we requested in CY2019. We currently have 19 full-time employment specialists and one part-time nurse. We are planning to hire at least one more FTE Employment Specialists during this fiscal year. A CDBG grant of \$20,000 will pay for 3% of our salaries and benefits (total cost \$621,142) in the employment program and represents under 3% of our employment program budget. In addition to increased staffing size, we have increased our employment budget for conferences/travel. Our Director of Employment, Chris Knoper, has been invited to attend a national conference on employment to talk about the success of our IPS program.

All IPS Employment Specialist are currently filled. We plan to hire an additional Employment Specialist as referrals grow from new partnerships and warrant an additional person. Our average Employment Specialist salary (not including the director of the program) is \$39,500. Benefits average 24% of salary.

We continue to seek new sources of revenue for the program, including additional placements from the State DORS "Milestones" program, new sources of grant funding such as the Angell Foundation grant, and private donations.

Program Outcomes [top](#)

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 2020.	Participant input, Employment Specialists progress notes, tracked in AWARDS	225	225	225	225	900							0
2	Assist 40 individuals in achieving job retention for 90 days in 2020.	Employment Specialists have monthly contact goals, tracked in AWARDS database	11	11	11	12	45							0
3								0						0
4								0						0
5								0						0
Total			236	236	236	237	945	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 [top](#)

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.	✓	FY18 990 FY18 Audit
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 2018 only if changed).		
Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).		
Brief biographies of key staff including demographic information.	✓	Key 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.		
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		
Evanston Livability Principles and MHB Funding Priorities. 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.		Impact 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 Class List
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.



[FY19 Financials](#)

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 FY2019.

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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

Application ID: 150005

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City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

Impact Behavioral Health Partners Clinical Services Program

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

\$ 60,000.00 Requested
\$ 60,000 MHB Request

Submitted: 10/21/2019 11:48:01 AM (Pacific)

Project Contact

Elena Larson
eyoung@housingopt.org
Tel: 847-644-8139

Additional Contacts
none entered

Impact Behavioral Health Partners

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United States

CEO/ Executive Director

Patti Capouch
pcapouch@impactbehavioral.org

Telephone 847-688-2977
Fax 866-877-6126
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Pre-Application (Letter of Intent) [top](#)

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
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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.

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. 2020 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
60000	MHB (Human Services Fund)
60,000.00	TOTAL

9. Funding request is:

Programs funded in 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 MHB funding
- New request for CDBG
- New request for MHB

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

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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).

[FY20 Budget](#)

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

[Board Directory](#)

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](#)

[COI Disclosure](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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 Permanent Supportive Housing program, along with individuals residing in the community who are not in Impact's housing program. All of Impact's programs and services are fully integrated to ensure that participants receive the holistic support they need to recover, attain wellness, and reclaim their life in their community.

In alignment with Impact's person-centered, low-barrier, Housing First approach, all services are voluntary, and declining clinical services does not affect a participant's eligibility for housing; however, about 85% of supportive housing participants engage in clinical services. The staff of Impact's Clinical Services Program provide responsive and ongoing support and interventions that meet participants where they are at with the goal of aiding participants in their recovery. Impact's Clinical program also employs a full-time nurse on staff, who works one on one with participants to address physical health issues, which frequently co-occur with mental illness.

Most services occur during business hours Monday through Friday with some flexibility if necessary. Impact also staffs a 24-hour crisis line that all participants can access in case of emergency. The average frequency and duration of clinical services is one hour of service per week, but this is variable dependent on participants' needs. There is no time limit to services.

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 – to empower participants to function more independently in the community, e.g, guidance in taking public transportation
- Preventative Health Services-to assist participants in physical health issues that may co-occur with mental illness
- Symptom and Medication Management Training
- Daily Life Skills Training (e.g. housekeeping and hygiene skills)
- Group Classes/ Workshops

2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

To qualify for Impact's Clinical Services Program, a participant must 1) have a diagnosed severe and persistent chronic mental illness; and 2) be Medicaid eligible or have a history of chronic homelessness. If an individual is eligible for Medicaid but not currently enrolled, the Impact Benefits Specialist will work with the participant to obtain or reinstate their benefits. Following Impact's eligibility requirements, all of Impact's participants are extremely low income, with about 90% falling below 30% of the AMI.

All of Impact's Clinical participants are adult individuals who have a diagnosed mental illness, with the most common primary diagnoses being Major Depressive Disorder (31%), Schizophrenia or Schizoaffective Disorder (26%), and Bipolar Disorder (20%), with the remaining participants have another diagnosis, such as Obsessive Compulsive Disorder, Anxiety Disorder or Post-Traumatic Stress Disorder. Of the Clinical Services Program's participants, 44% identify as female, 55% as male, and 1% as transgender. Impact serves any qualifying adult aged 18 years or old, though overall Impact's participants skew older, with a median age of 50 and 9% of participants ages 65 or older. Sixty-three percent of Impact's Clinical participants are white, 28% are Black or African American, 1% are Asian, 1% are American Indian or Alaskan Native, 1% are Native Hawaiian or Pacific Islander, and 7% are Other/More than one race. Nine percent of participants of any race are Latinx.

Impact acknowledges that its participants diverge from Evanston population's demographics when income level is considered and has taken steps to ensure minorities have access to its services. Impact's Clinical Services Program is somewhat constrained in its ability to increase participation of minorities in services since Impact receives most of its new housing—and by extension, clinical—referrals through Coordinated Entry of Suburban Cook County. The participants who are referred to Impact through Coordinated Entry are those from the less-diverse north and northwest Chicago suburbs, and have a desire to live in Evanston.

The largest barrier to Impact serving more minorities in Evanston are structural and historical factors that have contributed to the overall inequities in affordable housing seen throughout the city. Impact works to address these factors by providing Evanston-based permanent housing and supportive services to a marginalized, low-income population. To better engage the

minorities Impact currently serves, Impact cultivates a diverse spectrum of lived experiences among its program staff and provides ongoing training opportunities for staff that address the culturally specific needs of the populations Impact serves.

3. Describe how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

One of Evanston's Liveability Principles is to protect inclusive access for all community members through community engagement and quality human services. Specifically, the Mental Health Board seeks to fund programs that promote mental health and social inclusion for marginalized groups, and services that enhance mental and behavioral health through permanent housing and case management.

As an alternative to more restrictive residential settings, Impact's goal has always been to allow individuals with mental illness to live in their communities, as independently as possible, fostering social inclusion and community connections. Impact's fully integrated services allow participants to address their specific challenges and holistic wellness while maintaining permanency in their housing. The long-term nature of Impact's housing and, by extension, clinical programs, allows participants stability to begin to work on goals beyond crisis management and short-term needs, furthering participants' bonds within the 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.

<input type="text" value="20"/>	Intake/assessment
<input type="text" value="45"/>	Referrals
<input type="text" value="143"/>	Individual case management plan/services
<input type="text" value="143"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="10"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="0"/>	Multi-session program (e.g. after school program)
<input type="text" value="45"/>	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="35"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="441.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?

No individual in Impact's housing program is ever turned away for clinical services. If an individual is seeking housing services along with clinical services, they may be turned away due to the current demand for Impact's housing. Impact maintains a waitlist for Non-HUD housing units, which is about half of all Impact housing units; this waitlist is currently closed due to high demand and the permanent nature of the housing Impact provides. There is no waitlist available for HUD funded units; Impact receives all its HUD 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 or other applicable resources. Demand for housing is consistently high, with an increased volume of inquiries during 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 provides internal referrals if participants are not already connected with Impact's other programs. Most referrals from the Clinical program are to the Employment Services Program. When a participant in the Clinical program expresses a desire to look for work, their clinician will send a referral (email) to Impact's Director of Employment, along with completing a referral form in Impact's Electronic Health Record software. 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.

When a participant has needs that are beyond the scope of Impact's services, a clinician or nurse will refer out to another agency 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.

To avoid duplication, Impact maintains open communication with partner agencies to ensure participants receive appropriate care and services. Impact has developed strong relationships with social service agencies in Evanston and the surrounding area for service coordination and referrals, especially PEER Services and Connections for the Homeless. Impact also works closely with Turning Point, Trilogy, and Thresholds, as those agencies frequently work with individuals living in Evanston that need affordable housing.

Impact also works with the Alliance to End Homelessness in Suburban Cook County to help reduce and prevent the number of homeless individuals. A major challenge of Impact's has been meeting the needs the community, especially regarding finding affordable housing resources for participants living in scattered site apartments in the community.

Impact is set apart as the only local organization that provides housing, clinical, and employment services in one agency. While Impact frequently collaborates with other agencies, there is also a high level of integration between Impact's programs. This allows Impact to provide a continuum of care for an individual that may not be available at other agencies. Because Impact provides long-term services, its biggest success is the number of participants remaining stably housed, receiving clinical and other supportive services, and able to continue thriving in their communities.

8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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 2020, Impact's program goal is to provide sound clinical wrap-around services to participants that improve and enhance health and wellness by increasing connections with medical and psychiatric providers to facilitate overall wellness and recovery. These outcomes include:

- Health - By December 2020, 75% of participants will receive nursing services from an Impact Nurse
- Health - By December 2020, 90% of participants will be linked with a primary care doctor for on-going physical health care
- Psychiatric - By December 2020, 85% of participants will be connected with a psychiatrist for on-going psychiatric care
- Health Education - By December 2020, 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 2020 - one group per month and one annual Health Fair
- Health Education - By December 2020, Impact's nurse(s) will provide two in-service trainings for Impact staff to provide tools and strategies for assisting participants with health and wellness care

There have been no significant changes in anticipated goals since 2019. Impact aims to continue expanding 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 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 Director of Clinical Services 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 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="143"/>	Unduplicated people to be served in 2020
<input type="text" value="110"/>	Unduplicated Evanston residents to be served in 2020
<input type="text" value="143"/>	Unduplicated low/moderate income people to be served in 2020
<input type="text" value="110"/>	Unduplicated low/moderate income Evanston residents to be served in 2020
<input type="text" value="131"/>	Unduplicated people served in 2019
<input type="text" value="94"/>	Unduplicated Evanston residents served in 2019
<input type="text" value="131"/>	Unduplicated low/moderate income people served in 2019
<input type="text" value="94"/>	Unduplicated low/moderate Evanston residents served in 2019
<input type="text" value="956.00"/>	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 over 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.

Impact's staff consists of a Chief Executive Officer, Director of Operations, Director of Finance, Director of Clinical Services, Director of Employment Services, Director of Development, five Mental Health Clinicians, a Clinical Benefits Specialist, one full-time and one part-time Program Nurse, seven Employment Specialists, two Housing Coordinators, a Development Coordinator, an Operations Assistant, and an Accounting Assistant.

The Impact Board of Directors is responsible for leadership and general oversight of the agency, and currently has 12 members serving three-year terms. Patti Capouch, Impact's CEO since January 1, 2018, reports to the Board of Directors. Impact has continued to implement its strategic plan, adopted in 2017.

11. How many staff of color are in leadership/decision-making positions? Describe how the agency is engaging people of color and other minorities in decisions?

While there are no people of color in overall organizational leadership positions, Impact is committed to diversity in its hiring and programs that are responsive to the needs of communities of color. Staff has been involved in decisions such as strategic planning, marketing and board engagement. Outreach to new, diverse communities is a priority for FY20.

In other agency programs, the Employment Services Program has begun collaborating with and receiving referrals from agencies serving largely populations of color and communities who are best served in a language other than English. The process of expansion was informed by the stated needs of these community-based agencies who work directly with minority populations to provide culturally relevant services.

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 reporting and record keeping standards, regularly updating policies when necessary. Impact's current procurement policy was approved by the Board of Directors in April 2018.

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. Impact's staff to participant ratio is about 1 to 20. Thirty-eight percent of Clinical program staff people of color, 88% of Clinical staff are female, and staff members range in age from their 20s to 60s. Staff for this program includes:

- 5 full-time Mental Health Clinicians with many years of experience in the clinical and social work field and working with individuals with mental illnesses and multiple needs. All clinicians have a minimum of a master's degree in social work or a counseling discipline.
- 1 Clinical Benefits Specialist - a Licensed Clinical Social Worker with a master's 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 Director of Clinical Services - a Licensed Clinical Social Worker with a master's 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 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.

Elena Larson; elarson@impactbehavioral.org; 847.644.8139

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?

Some services take place at Impact's offices, located at 2100 Ridge Ave. and accessible by public transit. All other services take place in or near participants' homes.

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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.

Elena Larson, Development Coordinator

Budget [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed	
City of Evanston CDBG				
City of Evanston Mental Health Board Funds	\$ 51,840.00	\$ 60,000.00		
Ill Dept of Human Services - Medicaid	\$ 322,043.00	\$ 322,043.00		
HUD	\$ 124,257.00	\$ 132,162.00	\$ 132,162.00	
SSA Study	\$ 84,532.00	\$ 40,604.00		
Ill Dept of Human Services - Supportive Housing		\$ 70,411.00	\$ 70,411.00	
Private Foundations	\$ 14,000.00	\$ 5,000.00	\$ 5,000.00	
In-kind	\$ 30,828.00	\$ 31,200.00		
Total	\$ 627,500.00	\$ 661,420.00	\$ 207,573.00	

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
Salaries	\$ 417,439.00	\$ 431,005.00		\$ 50,000.00
Taxes and Benefits	\$ 108,905.00	\$ 107,000.00		\$ 10,000.00
Specific Assistance to Individuals	\$ 15,550.00	\$ 8,000.00		
Psychiatrist	\$ 49,700.00	\$ 49,700.00		
Local Mileage	\$ 10,216.00	\$ 9,860.00		
Telephone	\$ 4,580.00	\$ 6,960.00		
Continuing Education	\$ 2,250.00	\$ 4,205.00		
Overhead Allocation	\$ 18,860.00	\$ 44,690.00		
Total	\$ 627,500.00	\$ 661,420.00	\$ 0.00	\$ 60,000.00

Budget Narrative

Our fiscal year is July 2019 - June 2020;

We have decreased SSA income because the Employment Program has hired an additional .5 FTE nurse to take over the SSA case load that was previously covered by the full-time nurse in the clinical program. That case load proved to be too high for one person and an additional nurse was needed. That leaves the nurse in the clinical program more time to devote to the other participants in our program. As a result, however, the funds from the SSA program that paid for the time the nurse spent with SSA participants will no longer come to the clinical program. We did, however, receive a new grant from the State of Illinois to help pay some clinical costs for participants who live in our Evanston buildings. EMHB funds help to cover the required match for that State grant. Salaries and benefits were increased by 5% in order to account for increased costs. Other costs were adjusted to better reflect actual costs incurred by the program.

The clinical program employs 6 full-time clinicians, 1 full-time nurse, and 1 Director of Clinical Services and Quality to manage the program. EMHB funds help to pay the salaries and benefits for those 8 employees in the Clinical Program. The total salary and benefit cost is budgeted at \$538,005. EMHB funding would help pay for 11% of that expense, or 9% of our total Clinical Program budget.

Impact continues to look for additional sources of income. We received a new State grant for clinical services for FY19, and received a one-time grant of \$20,000 from the Logan Foundation to help pay for our nurse. The average annual salary for our clinical team (not including the director of the program) is \$49,400. Benefits average 24% of salaries. All clinical staff positions are currently filled. All Evanston Mental Health Board funding serves Evanston clients only.

Program Outcomes [top](#)

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 2020; 75% of participants will receive nursing services from an Impact Nurse.	Tracked through nursing progress notes and reports in the Electronic Health Record (AWARDS)	25	25	17	16	83					0
2	By December 2020; 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.	30	30	20	19	99					0
3	By December 2020; 85% of participants will be connected with a psychiatrist or nurse practitioner for on-going psychiatric care.	Tracked through reports in AWARDS and quarterly meeting updates.	30	30	20	14	94					0
4	By December 2020; 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 2020; 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	88	89	61	53	291	0	0	0	0	0
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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 [top](#)

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? **Attached Documents ***

- [FY18 990](#)
- [FY18 Audit](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.

[Annual Report](#)

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).



[501\(c\)\(3\) letter](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.



[Key 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.

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](#)

Evanston Livability Principles and MHB Funding Priorities.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.

[Impact Org Chart](#)

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](#)

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.

[Class List](#)

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.



[FY19 Financials](#)

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 FY2019.

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AML at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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Application ID: 149927

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October 18, 2019

Docket No. FR-6111-P-02, RIN 2529-AA98
Office of the General Counsel,
Rules Docket Clerk
Department of Housing and Urban Development
451 Seventh Street SW, Room 10276
Washington, DC 20410-0001
Re: HUD's Implementation of the Fair Housing Act's Disparate Impact Standard

To Whom It May Concern:

The High-cost Cities Housing Forum (HCHF) is writing to express our strong opposition to the U.S. Department of Housing and Urban Development's (HUD) Notice of Proposed Rulemaking on HUD's *Implementation of the Fair Housing Act's Disparate Impact Standard*, published in the Federal Register on August 19, 2019.

The HCHF, convened by Enterprise Community Partners, is a peer-to-peer group comprised of local housing commissioners and directors from nine of the most expensive cities in the United States. The forum was created more than a decade ago as a venue for local policymakers to discuss housing policy, offer program ideas, and exchange best practices. Current member cities include Boston, Chicago, Denver, Los Angeles, Miami, New York City, San Francisco, Seattle and Washington, DC.

More than 50 years ago, the Fair Housing Act of 1968 (FHA) was enacted to address discrimination in housing. HUD's proposed rule threatens to undermine protections against discrimination for some of our cities' most vulnerable populations. This includes people of color and people living with disabilities -- groups who already face significant barriers in finding and securing quality affordable housing. As such, **the HCHF is calling on HUD to immediately withdraw the rule and instead focus on efforts to advance fair housing, rather than reverse it.**

Impact

Disparate impact is a legal principle under which claims of discrimination may be made in cases where an industry practice has disproportionately or adversely impacted a protected class. Under the FHA, disparate impact applies to the protected classes of race, national origin, color, sex, religion, familial status and disability in claims of housing discrimination. In 2013, HUD established a three-part test for determining when a housing practice violates the FHA under disparate impact.

HUD's proposed amendments to the 2013 rule stand in stark contrast to decades of court precedent and threaten the integrity of the FHA by holding plaintiffs to a near impossible standard when bringing disparate impact cases. Beyond creating an unreasonable burden on plaintiffs, the proposed rule protects banks and other businesses that rely on algorithms in lending decisions from reasonable



Boston | Chicago | Denver | Los Angeles | Miami | New York City | San Francisco | Seattle | Washington DC

scrutiny, leading at times to bias and discrimination in mortgage lending and other areas of the housing market.

Given HUD's suspension of implementation of its Affirmatively Furthering Fair Housing regulation, the HCHF worries that HUD is retreating from its obligation as an agency to meaningfully combat segregation. Rather than strengthening HUD's ability to uphold the Fair Housing Act, HUD's proposed rule operates to effectively eliminate disparate impact liability, directly contradicting HUD's own mission and the Fair Housing Act.

The proposed rule would also disproportionately impact our most vulnerable citizens. Access to affordable housing affects all aspects of an individual's life. Any proposal that allows more discriminatory practices to exist would potentially limit opportunity and heighten existing disparities in health, education, and financial stability.

Recommendation

HUD's proposed rule threatens to allow discriminatory practices to continue unchecked as long as the business, housing provider, or a government actor does not explicitly intend to discriminate. Moreover, the proposal will hinder, rather than facilitate, claims of housing discrimination. As made clear in the Supreme Court's 2015 decision, disparate impact is a central pillar in upholding the principles of the FHA and consistent with Congressional intent to ensure equal access to housing.

The HCHF calls on HUD to immediately withdraw the proposed rule and focus its efforts on policies that advance fair housing and correct the ongoing legacy of racial discrimination and segregation perpetuated by federal policies and programs. Rather than rewriting a functioning regulation, HUD should focus on efforts to reinstate the suspended Affirmatively Furthering Fair Housing rule, another key tool for fulfilling the FHA that is currently in jeopardy.

If you have any questions regarding these comments, please do not hesitate to contact Flora Arabo, coordinator of the HCHF, at farabo@enterprisecommunity.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Britta Fisher".

Britta Fisher
Chief Housing Officer of Denver Economic
Development & Opportunity;
Chair, HCHF
Denver

A handwritten signature in black ink, appearing to read "S. C. Dillon".

Sheila Dillon
Chief of Housing and Director of the
Department of Neighborhood Development;
Boston



Boston | Chicago | Denver | Los Angeles | Miami | New York City | San Francisco | Seattle | Washington DC

A handwritten signature in blue ink, appearing to read "Dan Adams".

Dan Adams
Acting Director of the Mayor's Office of
Housing
San Francisco

A handwritten signature in blue ink, appearing to read "Polly Donaldson".

Polly Donaldson
Director of the Department of Housing &
Community Development
District of Columbia

A handwritten signature in blue ink, appearing to read "Emily Alvarado".

Emily Alvarado
Director of the Office of Housing
Seattle

A handwritten signature in black ink, appearing to read "Eric Enderlin".

Eric Enderlin
President of the Housing Development
Corporation
New York City

A handwritten signature in black ink, appearing to read "Louise Carroll".

Louise Carroll
Commissioner of the Department of Housing
Preservation Development
New York City

A handwritten signature in black ink, appearing to read "George Mensah".

George Mensah
Director of the Department of Community &
Economic Development
Miami

A handwritten signature in black ink, appearing to read "Rushmore Cervantes".

Rushmore Cervantes
General Manager of the Housing &
Community Investment Department
Los Angeles

A handwritten signature in black ink, appearing to read "Marisa Novara".

Marisa Novara
Commissioner of the Department of Housing
Chicago