



Memorandum

To: Mental Health Board

From: Jessica Wingader, Grants and Compliance Specialist

Subject: February 14, 2019 MHB Meeting Cover Memo

Date: February 14, 2019

Attached please find:

- The meeting agenda
- Draft minutes of the November 29, 2018 meeting for approval
- ZoomGrants Application questions
- ZoomGrants Scoring questions
- Evanston Livability Principles and Checklist

We look forward to seeing you on February 14th.



MENTAL HEALTH BOARD

Thursday, February 14, 2019

7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue
Room 2402

AGENDA

- I. CALL TO ORDER/DECLARATION OF QUORUM**
- II. APPROVAL OF MHB MINUTES OF NOVEMBER 29, 2018**
- III. PUBLIC COMMENT**
- IV. DISCUSSION OF ZOOMGRANTS APPLICATION & PROCESS**
- V. DEVELOPING A VISION FOR 2019**
- VI. LIAISON ASSIGNMENTS**
- VII. CHAIR REPORT**
- VIII. ADJOURNMENT**

The next regular meeting of the Mental Health Board is scheduled for **7:00 p.m.**
Thursday, March 14, 2019 in room 2402 of the Lorraine H. Morton Civic Center.

Order of Agenda Items is subject to change. Information about 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 or via e-mail at jwingader@cityofevanston.org.

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MEETING MINUTES

MENTAL HEALTH BOARD

Thursday, November 29, 2018 7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, room G300

Mental Health Board

Members Present: J. Sales, M. Pierce, S. Johnson, K. Ruetzel, I. Ziaya, J. Haines, B. Feiler

Presiding Member: J. Sales, Board Chair

Staff: S. Flax, J. Wingader

Call to Order / Declaration of Quorum

Chair Sales declared a quorum and called the meeting to order at 7:07 pm.

Approval of MHB Minutes of August 9, September 6, & September 22, 2018

Ms. Johnson moved approval seconded by Ms. Ruetzel; the minutes were unanimously approved.

Eligibility Requirements to Apply for City/Federal Funding

One agency, Zoe Praxis, is in the process of acquiring 501(c)(3) status. Staff reported that, because the agency is not yet a non-profit organization, it is not eligible to receive funding. Ms. Johnson moved to withdraw the application from Zoe Praxis from consideration seconded by Chair Sales; the board voted unanimously to withdraw the application as it did not meet requirements for eligibility.

2019 Applications for Mental Health Board: Funding Discussion and Recommendations

Chair Sales thanked the agencies and asked the working group to explain the criteria used to develop the recommended allocations. Mr. Pierce and Ms. Ziaya explained that applications with scores over the average were awarded 100% of request, and applications with below the average were awarded 90% of request. Any program with three recommendations to not fund, was not recommended for funding. Ms. Ziaya provided the program scores and the average program score. Chair Sales encouraged discussion. Ms. Ziaya provided the working group funding recommendations: Books & Breakfast at \$11,996; Center for Independent Futures at \$10,000; CNE/Learning Together at \$33,600; CNE/Scholarship at \$43,257; Connections for the Homeless at \$55,000; Chair Sales requested clarification and suggested an increase be considered for the Outreach & Drop-In program. There was discussion about ways to increase awards. Ms. Ziaya continued with recommendations: Family Focus at \$33,600; Impact Behavioral Health at \$51,840; Infant Welfare Society at \$62,400; Interfaith Action at \$7,000; Moran Center at \$39,360; Learning Bridge/Infant Toddler at \$16,650; Learning Bridge/Scholarship at \$9,000; Meals at Home at \$9,000; Metropolitan Family Services at \$67,200; North Shore Senior Center/Social Services at \$25,920; North Shore Senior Center/PEARLS at \$10,000; Northwest CASA at \$18,000; Open Studio Project at \$0; PEER Services at \$88,200; Shore Community Services/Lois Lloyd at \$15,300; Shore Community Services/Residential Services at \$20,000; The Harbor at \$10,000; Trilogy at \$28,000; Turning Point at \$0; and YOU at \$70,250. Ms. Ziaya recognized the new programs with high scores recommended for funding.

Ms. Johnson requested consideration of funding Turning Point. Chair Sales noted limited program hours. Ms. Ruetzel noted it provides access to services for people in crisis. There was discussion about other programs including Learning Bridge and the strategy used by the

working group. Members noted which programs had also requested/received 2019 CDBG funding, cost per person served relating to differences based on depth of services versus numbers served, and programs that provide mental health services versus broader human services. Members also discussed including a cap on award amounts for future funding cycles. Members debated the impact of reduced awards to small agencies versus large agencies and programs that serve large numbers of residents versus those that serve smaller numbers. Ms. Feiler noted that all the changes made to the working group recommended allocations were not based on consistent criteria. Members proposed changes to allocations to various programs until agreement was reached for total allocations that matched the available funding. The Books and Breakfast program was reduced by \$2,000; Connections and Northwest CASA programs were each awarded \$1,000 above the initial recommendations made by the working group. The attached spreadsheet shows final allocations; approvals by program are detailed below.

As there was no further discussion, the following motions and votes were made by program:

- Mr. Pierce motioned \$9,996 to Books & Breakfast, seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$10,000 to Center for Independent Futures, seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$33,600 to CNE/Learning Together seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$43,257 to CNE/Scholarship, seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$56,000 to Connections for the Homeless seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$33,600 to Family Focus seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$51,840 to Impact Behavioral Health seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$62,400 to Infant Welfare Society seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$7,000 to Interfaith Action seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$39,360 to Moran Center seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$16,650 to Learning Bridge/Infant Toddler seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$9,000 to Learning Bridge/Scholarship seconded by Ms. Ziaya; members voted 6-1 to approve with Chair Sales voting against.
- Mr. Pierce motioned \$9,000 to Meals at Home seconded by Ms. Ziaya; members voted 6-0 to approve with Chair Sales abstaining.
- Mr. Pierce motioned \$67,200 to Metropolitan Family Services seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$25,920 to North Shore Senior Center/Social Services seconded by Ms. Ziaya; members voted 6-0 to approve with Ms. Johnson abstaining.
- Mr. Pierce motioned \$10,000 to North Shore Senior Center/PEARLS seconded by Ms. Ziaya; members voted 6-0 to approve with Ms. Johnson abstaining.
- Mr. Pierce motioned Northwest CASA at \$19,000, seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned to decline funding to Open Studio Project seconded by Ms. Ziaya; members voted 7-0 to approve.

- Mr. Pierce motioned \$88,200 to PEER Services seconded by Ms. Ziaya; members voted 6-1 to approve with Chair Sales voting against.
- Mr. Pierce motioned \$15,300 to Shore Community Services/Lois Lloyd seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$20,000 to Shore Community Services/Residential Services seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$10,000 to The Harbor seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned \$28,000 to Trilogy seconded by Ms. Ziaya; members voted 7-0 to approve.
- Mr. Pierce motioned to decline funding to Turning Point seconded by Ms. Ziaya; members voted 5-2 to approve with Ms. Johnson and Ms. Ruetzel voting against.
- Mr. Pierce motioned \$70,250 to YOU seconded by Ms. Ziaya; members voted 7-0 to approve.

Public Comment

No public comment.

Discussion of ZoomGrants Application & Process

Chair Sales called for feedback from the agency representatives present. Members reviewed score questions to improve clarity and reduce duplication. Members said that some questions didn't lend well to the 1-5 scale, but were yes/no questions instead. Members discussed how to establish potential benchmarks and ways to modify scoring. Staff suggested members consider different questions for programs requesting renewal funding versus new programs; it was also noted that questions could be weighted. Members discussed duplications and clarified various questions. Members agreed that including references to specific sections of the application with questions was helpful. Members discussed how to give consideration to funding human services programs that target low/moderate income residents who are at risk due to financial need relative to programs that provide services identified by the Board as funding priorities. There was discussion about how to further incorporate City and Board funding priorities in scoring process, including incorporating more specific questions about City/Board priorities.

Chair Sales called for a discussion about new funding strategies. Staff noted that substantive changes to funding strategies may require review and approval by City Council. It was agreed that staff would provide revisions to ZoomGrants for review at the January meeting, including - moving question 11 to the administrative scoring section, rewording questions 3 and 14, including references to specific portions of the application for questions, formatting questions to be more compatible with the 1-5 scoring system, and rewording questions to enable better assessment about how programs address City and Mental Health Board goals and priorities.

Chair Report

Chair Sales asked members to review proposed 2019 meeting dates. Chair Sales announced the resignation of George Hall and there was discussion about new member recruitment. Mr. Pierce moved to cancel the December meeting seconded by Ms. Johnson; members voted unanimously to cancel December meeting.

Adjournment

There being no further business, Mr. Pierce moved to adjourn; seconded by Ms. Haimes. Motion passed unanimously and the meeting adjourned at 9:22 pm.

Respectfully submitted,
Jessica Wingader
Grants and Compliance Specialist

ZoomGrants Application Questions:

1. Describe your program, including the need(s) that it addresses. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.
2. Who participates in or benefits from the program or services? Describe the population in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Include any eligibility requirements.
3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equality of service delivery. How would the program measure/report impact to these 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.
 - Intake/assessment
 - Referrals
 - Individual case management plan/services
 - Services delivered on an individual basis (e.g. home delivered meals)
 - One-time event or activity (e.g. field trips, tax preparation)
 - Multi-session program (e.g. after school program)
 - Focused topic activities (e.g. workshops, trainings)
 - Drop in services (e.g. computer lab, tutoring, help desk)
 - Phone or online help (e.g. 24-hour help lines)
5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?
6. Does the program provide referrals within the organization and/or to other agencies? Describe the referral process and how referrals are tracked.
7. What other agencies address this need, how do you collaborate with them in order 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.*
8. Describe program goals and outcomes anticipated in 2019, including any changes from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?

9. Complete the chart below with the unduplicated total of people expected to receive services in 219, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018. *Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.*

- Unduplicated people to be served in 2019
- Unduplicated Evanston residents to be served in 2019
- Unduplicated low/moderate income people to be served in 2019
- Unduplicated people served in 2018
- Unduplicated Evanston residents served in 2018
- Unduplicated low/moderate income people served in 2018
- Unduplicated low/moderate income Evanston residents served in 2018

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."*

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

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 Resources Library).*

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 forms used to document income in document upload section)
- Presumed Eligibility (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.

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

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

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."

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

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.

Budget Narrative Instructions:

Indicate your fiscal year. If requesting funds for an existing program, explain any significant differences in revenues or expenses between your 2018 and 2019 program budgets, particularly funding reductions from major funders such as the State of IL, and the impact on service levels, staffing, etc. Describe your efforts to secure other sources of funding and justify any increased request from the City of Evanston. If you plan to use CDBG or MHB for staffing costs, list the position(s) by title, provide annual salary/benefits and the percentage that would be paid from CDBG or MHB. Indicate if staff positions are currently filled or will be new hires, and if CDBG or MHB funded staff positions serve Evanston clients exclusively. Identify all State of Illinois funding, including federal pass through funding, and describe status.

Documents requested:

- Audited financial statement, federal single audit (if applicable) and Form 990 for the most recent completed fiscal year.
- Most recent annual report or a summary of the organization's prior year's activities and accomplishments including strategic plan.
- Federal 501(c)(3) letter of determination verifying tax-exempt status
- Non-discrimination & Equal Employment Opportunity policies, and Affirmative Action Plan
- Articles of incorporation/bylaws
- Brief biographies of key staff including demographic information
- Plan to address accessibility issues/Policies for responding to grievances/complaints
- Supplemental information

- Form used to document income of participants
- Agency Organization Chart
- Chart of Accounts
- Statement of operating revenues and expenditures for most recently completed fiscal year
- Organizational commitment to equity, diversity and inclusion

ZoomGrants Scoring Questions

Scoring Scale: 0-5

1. Program is consistent with the needs and priorities of the City's 2015-2019 Consolidated Plan and City Council priorities
2. Program serves key demographics including low/moderate income and minority Evanston residents.
3. Program addresses City equity goal by using award to expand services to residents who experience barriers to receiving services.
4. Program is committed to equity, diversity and inclusion (uploaded statement/documents, response to application question 3, and board composition).
5. Application identifies an unmet need that is addressed by the program (for renewal requests, discontinuation of funding would create an unmet need).
6. Agency has a track record of delivering services program/services in collaboration with other agencies that does not duplicate, in order to provide services to the target population.
7. Program structure is described clearly (location, participants, activities, schedule, staffing, etc.) and designed to address the need(s) identified.
8. Program has specific goals and measures/assessments
9. Program has a clearly identified method of documenting participants' eligibility for CDBG or MHB funding.
10. Organization has the experience and capacity, including qualified staff, to deliver the program and achieve goals.
11. Organization has proven experience and capacity to sustain its operations and to comply with local, state, and federal regulations.
12. The number of Evanston residents served and depth of services provided are reasonable based on program cost.
13. Program budget is complete, costs are reasonable and adequate based on program description.
14. Other sources of funding are identified, secured or there is reasonable likelihood they will be secured; program will be implemented if funded at less than the full request
15. Cost of program and amount of CDBG or MHB funds requested are justified based on the number of eligible Evanston residents served and overall impact; City investment will provide significant and long-term impact.
14. Program's mission, goals, and work reflect the current priorities of the Board.



Evanston Livability Principles and Checklist

<p>BUILT ENVIRONMENT</p>	<p>Provide People-Friendly Streets, Buildings, Parks, and Neighborhoods</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Enhance public spaces <input type="checkbox"/> Manage water resources responsibly <input type="checkbox"/> Support housing affordability <input type="checkbox"/> Provide compact and complete streets and neighborhoods <input type="checkbox"/> Promote diverse transportation modes <input type="checkbox"/> Address indoor and outdoor air quality and light pollution
<p>CLIMATE & ENERGY</p>	<p>Reduce environmental impact</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Improve energy and water efficiency <input type="checkbox"/> Reduce material waste <input type="checkbox"/> Green energy supply <input type="checkbox"/> Reduce greenhouse gas emissions
<p>ECONOMY & JOBS</p>	<p>Support Quality Jobs and Shared Prosperity</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Retain and expand local businesses <input type="checkbox"/> Expand job opportunities <input type="checkbox"/> Develop workforce <input type="checkbox"/> Support green jobs and businesses
<p>EDUCATION, ARTS & COMMUNITY</p>	<p>Support Vibrant, Connected & Diverse Culture</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Incorporate arts and cultural resources <input type="checkbox"/> Preserve and reuse historic structures and sites <input type="checkbox"/> Support social and cultural diversity <input type="checkbox"/> Promote a cohesive and connected community <input type="checkbox"/> Provide quality education from cradle to career <input type="checkbox"/> Support older adults as they age in the community
<p>EQUITY & EMPOWERMENT</p>	<p>Protect Inclusive Access for All Community Members</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure equitable access to community assets <input type="checkbox"/> Provide for meaningful community engagement <input type="checkbox"/> Support quality human service programs <input type="checkbox"/> Support poverty prevention and alleviation
<p>HEALTH & SAFETY</p>	<p>Support Strong and Safe Communities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Promote healthy, active lifestyles <input type="checkbox"/> Improve health outcomes <input type="checkbox"/> Improve emergency prevention and response <input type="checkbox"/> Provide for access to fresh, healthful food <input type="checkbox"/> Enhance resiliency to natural & human hazards <input type="checkbox"/> Prevent and reduce violence
<p>NATURAL SYSTEMS</p>	<p>Protect and Restore Resources</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Create and maintain green infrastructure <input type="checkbox"/> Protect and restore natural ecosystems <input type="checkbox"/> Prevent and manage invasive species <input type="checkbox"/> Conserve and maintain lands for raw materials