2020 CDBG PUBLIC SERVICES/
MHB FUNDING PRE-
APPLICATION MEETING
FUNDING EXTERNAL PARTNERS

- Identify needs that align with Council goals (Equity, Job Creation, and Affordable Housing).
- Target funds to programs that provide quantifiable services and measurable outcomes.
- Condition the release of payments and continued funding on the achievement of specified outcomes.
- Focus funding on programs that promote equitable outcomes for historically marginalized populations.
Low/Moderate Income Resident Needs

- Housing
- Health Insurance
- Primary Care Physician
- Health Specialists
- Dental Services
- Medical Prescription Payment Assistance
- Early Child Care (0 to 5 years)
- Before/After School Programs (K-12th)
- Youth Summer Programs (K-12th)
- Parenting & Family Support Programs
- Senior Services
- Legal Services/Career Development
- General Skills Training
- Skilled Trade Training
- Life Skills Training
- Financial Literacy
- Benefits Enrollment
- Food Banks
- Domestic Violence Services
- Substance & Alcohol Rehab Services
Community Issues/Needs

- Homelessness
- Affordable Housing
- Assisted Living
- Housing Maintenance
- Neighborhood Improvement
- Employment Opportunities
CDBG OVERVIEW

The Community Development Block Grant (CDBG) is a program through the U.S. Department of Housing and Urban Development (HUD) intended to assist low to moderate income individuals and neighborhoods.

The City of Evanston is an Entitlement City, meaning that it is granted funds based on a federal formula calculated annually. The City does not acquire the funds through a competitive process.

The City of Evanston uses CDBG in the following categories: Public Services (15% cap), Housing, Public Facilities/Infrastructure Improvements, Economic Development, and Administration (20% cap)

Local non-profits and City Departments apply for these funds on a competitive basis, with allocations recommended by the Housing and Community Development Act Committee (HCDA) and approved by City Council.
Meets CDBG Performance Outcome by *providing a suitable living environment, providing decent affordable housing, or creating economic opportunities*

Meets CDBG National Objective by benefiting primarily low/moderate income Evanston residents (24 CFR 570.208)

*If an increase is requested, program must prove increased capacity or expanded services*
The City of Evanston designates funds annually from its Human Services Fund for grants to non-profit organizations to provide needed services to at-risk Evanston residents, particularly those who are unable to access basic needs or mainstream services without assistance.

The Mental Health Board (MHB) reviews applications and recommends allocations in an annual application process.

City Council approves funds and staff work with agencies throughout the funding/fiscal year to monitor use of funds.
MHB FUNDING PRIORITIES

The Mental Health Board joins the City of Evanston in its commitment to equity and empowerment initiatives.

- Programs and services to promote the mental and behavioral health of residents throughout the lifespan
- Programs and services that address mental health and social inclusion for marginalized populations
- Trauma informed programs and services that support the social, emotional, and developmental needs of children and adolescents
- Programs and services that enhance mental and behavioral health by providing emergency or long term housing, case management or nutritional services
APPLICATION PROCESS

IMPORTANT DATES

Pre-Application Meetings:
  Public Services/MHB – 9/18/19 & 9/24/19
  Public Facilities – 9/19/19 & 9/26/19

ZoomGrants Opens: 9/16/19
Letter of Intent Due: 10/4/19
Application Due Date: 10/21/19

HCDA /MHB Review: 11/7/19 (joint hearing meeting)
MHB Review: 11/16/19* Saturday AM meeting, subject to change
HCDA Review: 11/19/19 (Public Facilities review)

HCDA Discussion: 11/21/19 (City applications review)
HCDA Allocations: 12/17/19
MHB Allocations: 12/12/19
REVIEW PROCESS

All applications are reviewed by staff and Board/Committee members.

During the application review meetings, applicants make brief presentations and answer any questions associated with their application

- CDBG Public Services and MHB applications will be discussed at the joint Housing & Community Development Act (HCDA) Committee and MHB meeting on Thursday, November 7, 2019
- CDBG application review of external public services and public facilities applications on Thursday, November 19, 2019
- MHB Fund only requests will be discussed at the MHB meeting on Saturday, November 16, 2019
- HCDA Committee will meet to review City applications and discuss all applications programs/project requests on Thursday, November 21, 2019

Funding allocations will be determined by the HCDA Committee on Tuesday, December 17, 2019 and the MHB meeting on Thursday, December 12, 2019
APPLICATION REVIEW/SCORING

Consistency with needs and priorities based on funding source

Application is clear and complete:
• Program is described clearly and includes outcomes that address identified need
• Does not duplicate existing services; is coordinated with other agencies/providers
• Costs are reasonable and adequate based on the number of people served and depth of services provided
• Program has specific goals, measures and assessments
• Program has a clearly identified method of documenting participant/beneficiary information

Applicant has the experience and capacity to comply with requirements and deliver services

Program budget is complete, including narrative description

Other sources of funding are identified/secured; program can be implemented if funded at less than request
FACTORS IN FUNDING DECISIONS

Program impact on a priority need is significant and quantifiable:

- **For CDBG:** program meets a high need in City of Evanston’s Action Plan/Consolidated Plan
- **For MHB:** addresses the needs of the City’s at-risk residents who are unable to meet basic needs or access mainstream services without assistance. Services can include, but are not limited to: treatment for mental health, treatment for substance abuse issues, and access to basic human needs

Capacity & stability of applicant, and ability to comply with significant requirements of government funding

CDBG/MHB funding leverages other sources of support

*For renewal requests:* solid compliance and reporting and increased capacity or depth of services (if requesting higher level of funding than prior year request)

Funding Guidelines:

- Minimum City funding of $10,000; grant ≤ 30% of program budget
GRANT MANAGEMENT

1. Environmental Review for CDBG (City of Evanston)

2. Subrecipient/Grant Agreement – program goals/outcomes and budget updated based on funding awarded as part of agreement

3. Quarterly reporting:
   - Program expenditures and revenues, with source documents for CDBG/MHB funded line items
   - Beneficiary information (new and continuing clients)
   - Progress against program goals/outcomes

4. On-site monitoring:
   - Program implementation, including review of client/participant files, data collection for participants served, program assessment process and documentation
   - Financial management, including time and activity tracking for billable staff costs, allocation of expenses to programs and procurement
ADDITIONAL COMPLIANCE REQUIREMENTS

- Americans With Disabilities Act (ADA)
- Non-discrimination requirements
- Adhere to separation of church & state

- CDBG only: Federal purchasing requirements, cost reasonableness, indirect cost allocation (Title 2, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- CDBG only: National Environmental Policy Act (City completes before grant agreements)
- CDBG only: Economic Opportunity including Section 3 hiring
QUESTIONS?