FY16 Human Services Grant Fund (HSGF) Informational Meetings

January 6 and 7, 2016
Room 1-500B

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Today's Agenda

- Please silence phones.

- Restroom Locations

- Manager & Staff Introductions

- FY15 HSGF Highlights

- New on-line Application Process

- Eligible & Ineligible Organizations &/or Activities

- Application

Special Group Announcements

- Shefali Trivedi, Giving DuPage Ex. Dir.

  - Cynthia Gonzalez, Staff

- Marty Greenlee, ZoomGrants™, is on conference call. Hold "content" questions until Marty concludes assistance.

- Presentation will be emailed and also uploaded on County's Community Services webpage.

New for 2016

- ZoomGrants ™ on-line Application!

- No Selection Criteria – Instructions with question or consult Resource Library Tab

- Questions tweaked. Read carefully.

New for 2016

- Applicants –unique Agency Log-In ID

- ZoomGrants ™ auto-save feature

- End of business on February 5, 2016 Deadline– ZoomGrants ™ closes.

What is HSGF?

- DuPage County revenue (sales tax)
  - Funds Available: $1,000,000
  - Subject to appropriation and may not be awarded in the future.

- Human Services Grant Fund (HSGF) Goals:
  - to promote self-sufficiency and help families achieve independence;
  - to ensure the protection of children and other vulnerable residents; and
  - to maximize prevention opportunities to strengthen families' well being and stability.

- Health and Human Services (HHS) Committee
  - Priority, eligibility and funding recommendations
  - County Board has final approval.

- Grant Cycle
  - May 1, 2016 - April 30, 2017

FY15 HSGF Highlights

- A Look Back - FY15 HSGF Awards
  - Of 60 Applicants, 7 new agencies (of which 2 were funded)
  - 5 agencies unfunded due to missing a minimum requirement
  - Average award: Approximately $18,200

- FY16 Request Amounts and Thresholds
  - $15,000 maximum request for new applicants
  - $50,000 maximum request for previously funded applicants

- Cannot exceed 50% of the total project cost

- Note: New Applicants – Agencies not receiving HSGF funding in the last 3 years or never funded
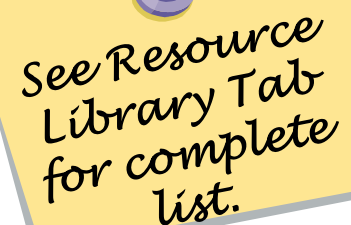
Submitting Applications

- Organizations may submit:
  - one solo application
  - one associated/collaboration application (partnership)
    - Meet with Staff early unless a continued, funded collaboration.

- Multi-service agencies
  - Select one program.

- Submit Application online via ZoomGrants™!
  - Deadline: Friday, February 5, 2016 close of business.

HSGF Eligible Organizations

- Not-for-profit with 3 years of 501(c)(3) operation and 3 years' substantial operation in DuPage County

- Direct client service

- Services open to all DuPage residents; at a minimum, client base must be 51% DuPage residents.

- Broad DuPage geographical service area (exception: Neighborhood Resource Centers (NRC's) may have specific geographic service area)

- Strongly recommended: at least 60% of project funding directed toward individuals at or below 0-30% MFI

- Priority to agencies with favorable track record with Department of Community Services

HSGF **Ineligible** Organizations

See Resource Library Tab for complete list.

- For-profit organizations or individuals

- Hospitals

- Colleges, universities, educational institutions or school districts

- Purely social or religious organizations

- Non-direct service agencies

- Governments or Government-sponsored not-for-profits

- Political parties or candidates

- Pass-through organizations or other foundations that would seek to redistribute county dollars

- Organizations with limited geographical service areas within DuPage County (except NRC's)

- Not-for-profit charitable organization with less than 3 years' 501(c)(3) status and/or less than 3 years' substantial operation in DuPage County

HSGF Eligible Activities

- Project's focus must be on at least 1 of the following:
  - Promotion of self-sufficiency and independence
  - Prevention opportunities to strengthen families
  - Protection of children and vulnerable residents
- NRC's: Non-government sponsored NRC *adult* programs
  - Agencies providing services at NRC's
- General operating expenses
  - Direct service staff salaries & benefits
  - Direct project materials & equipment (no office supplies)
  - Maintenance (small, routine repairs) & Operations (utilities, rent, pest control)

HSGF Ineligible Activities

- Redistribution of HSGF funds as client stipends, emergency assistance or pass-through activities
- Construction/capital projects; vehicles or large equipment
- Advertising journals, booklets, general office supplies (stamps)
- Special events, ticket purchases; sponsorships
- Transportation of non-isolated individuals
- Equipment that is transferred to client ownership
- Purchase of food. Purchase of food or consumable items for client distribution through food pantries
- Consultant or professional, administration, or misc. fees, website
- Ex. Dir., manager (includes property manager), or indirect support staff salaries &/or benefits
- NRC programs for children

See Resource Library Tab for complete list.

Resource Library Tab

Documents located in Resource Library Tab

- Definition of Severely Disabled
- HUD Presumed Benefit Groups
- Eligible & Ineligible Organizations and Activities
- Ineligible Organizations and Activities
- HUD Income Limits
- FY13-FY15 HSGF Award Summary
- FY16 HSGF Applicant Calendar

The Application

Attachments Tab – Upload Minimum Requirements

- Mandatory Info. Meeting – CDC staff to confirm.
- Governing Body Authorization
  - **DUE ON-LINE BY 02/05/16-NO EXCEPTIONS**
  - Include language stating position authorized to submit application AND if funded, to execute agreement & abide by its terms.
- Proof of 501(c)(3) Non-Profit Status from at least the previous 3 years.
- New Applicants only:
  - In addition, proof of substantial operation in DuPage Co. for minimum of 3 years.

The Application

Attachments Tab - Minimum Requirements (cont'd)

- Most recent, complete, audited financial statements by 3rd party CPA (with management letter & agency response)
- Must be uploaded AND full print copy mailed to Community Development Commission (bound or paginated)
  - Agency revenues < $300,000 – 3rd Party CPA's Compilation of Financial Statements
  - Single Audit **–** agency federal funds of $750,000

- Most recent, complete federal 990 Form

- Most recent, complete AG-990-IL Form

- Signed, completed W-9 Form

- Org. Chart- including position for which funding is sought

The Application

See Populations Served Tab & Attachments Tab

Scoring Section

Income Documentation

Age Range, Household Size, Income Level, Race, and Ethnicity of Persons served for last completed Program Year.

- Address only unduplicated persons served by project, not entire agency.

- Upload Income Documentation.

- EXCEPTION: HUD-Defined Presumed Benefit Group -   If No Income Documentation collected, all are   placed in 51-80% MFI.

The Application

POPULATION SERVED CATEGORY –

To be entered on Application

CHANGE

- Enter the PERCENT of unduplicated persons that fall into each income category. *(Regular "rounding" if needed.)*

- Enter the NUMBER of unduplicated persons categorized by age, and racial and ethnic makeup. If this is a new project, estimate the number of persons to be benefited.

Income *Documentation

Client ID or Name (Blacked Out)	Income	Household Size	Income Level	Race/Ethn
100	$12,850	2	EL	W
101	$21,050	4	EL	W
102	$18,500	3	EL	W
103	$8,400	1	EL	B
104	$22,025	5	EL	W-H
105	$14,505	2	EL	W
106	$19,050	3	EL	B
107	$16,500	2	EL	B
108	$31,500	5	VL	B
109	$35,000	5	VL	B
110	$46,000	6	OL	W-H
111	$23,050	5	EL	W-H
112	$22,050	4	EL	W-H
113	$21,095	4	EL	W
114	$17,095	2	EL	W-H
115	$18,500	3	EL	W
116	$22,005	4	EL	W-H
117	$28,500	5	VL	W-H
118	$27,500	6	EL	W

EL – Extremely Low = 0-30% MFI
VL – Very Low = 31-50% MFI
OL – Other Low = 51-80% MFI

*"Must Have" Documentation

A. First **4** pages of individual client data;

B. Summary of total client data; and

C. Methodology used to collect client data.

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If your clientele is not a HUD-presumed benefit group & No Income Documentation collected = All clients +81% MFI

The Application

Budget Tab

- Project-specific Budget, not Agency-wide.
- Operating Budget must equal Sources of Funding for project.
- Include approved 2016 funding commitments.
- Pending 2016 funding – including HSGF Request
- For FY16 HSGF application, do not upload funding commitment letters.

The Application

- Addressing Community Needs– Select up to 4 categories. Must total to 100%.

- Outcome Measures - From your community needs list, state at least 1 problem related to need to be addressed through project.

  - *"40% of our clients are unable to communicate in English."*

The Application

Outcome Measures (cont'd)

- State activities to be undertaken to address problem. Include # of people & how often activities offered.

  - *"ESL classes will be held 3 times a week for 10 weeks for 20 participants."*

- What measurable benefit/change will result from these activities? Include # of people and measurement tool.

  - *80% of participants will demonstrate, through standardized pre/post testing, at least 1 grade level increase in ability to read, write, and speak English by the end of the course.*

The Application

Addressing Community Needs (cont'd)

- What measurement tools will you use to assess the measurable benefit or change?

Remember the goal!
Bring people to self-sufficiency.

- **Previous Outcomes**

  - Activities' objectives and measurable outputs from last year. Enter numerical data for both.

The Application

- **Project Modifications**
  - What qualitative or quantitative evidence showed a need for modification or program strength, if no modification made?

- **Participant Satisfaction**
  - Ensuring satisfaction of participants – Answer all questions

- **Fee Structure –**
  - If clients charged a fee, upload copy of fee structure with explanation.

- **Service Areas and Client Base**

The Application

Organizational Review

- **3ʳᵈ Party Review**

  - Simply said, "A reputable 3rd Party, besides the County, is looking at your agency; and you are engaged with the 3rd Party in its review."
  - More than one organization is acceptable.
  - Remember to upload documentation!

- Performance History – Staff will score.

The Application

Community Interaction

- Community Need: (2-Part Answer)

  - Explain how your project fills unique need in County *and* is not unnecessary duplication.

- Community Outreach

  - How you inform eligible populations of your services and if appropriate, outreach to veterans.

The Application

Community Interaction (cont'd)

○ Community Work

  ○ 2 examples with dates, in last year, in which your agency or representatives worked with other named agencies as committee members or in other non-leadership roles to foster mutual goals.

○ Community Leadership

  ○ 2 examples with dates, in last year, in which your agency was clearly in a <u>leadership role</u> in the community to improve the overall conditions of your target population.

Tips

- Start Application early.

- Instructions with question or use Resource Library Tab.

- # of characters is limited.

- Ask someone to review your application

- Requested Attachments Tab – REQUIRED are for all applicants. Others are optional –upload for points.

- Upload Correct Documents in Attachment Tabs.

- Remember: Upload Audit in ZoomGrants™, and mail bound or paginated copy to CDC.

Important Dates

FRIDAY 02/05/16

Applications due by close of business.

- 04/05/16: *Anticipated* - Recommendations to HHS Committee – Applicants invited to meeting

- 04/12/16: *Anticipated* - County Board approval

- 04/12/16: Official award notification

- 05/01/16: Grant cycle begins.

- 04/30/17: Grant cycle ends.

What's Next if Funded?

Grant Cycle - May 1, 2016 - April 30, 2017

- Agreement letters executed between Mary Keating, Community Services Director & Authorized Agency Rep.

- Revised Costs and Activities Form

- Two 6-month Progress Reports

  - 6 month Report due by November 3, 2016

    Covers May 1 – October 31

  - Second Progress Report due by May 12, 2017

    Covers November 1 – April 30

- Final Report to HHS Committee & County Board in 09/17.

Questions?

Application Content:

Email *communitydev@dupageco.org*

Technical Assistance on Application:
Log in, go to Contact Us page & email question
to ZoomGrants ™

Toll Free: (866) 323-5404

The information meetings highlight some of the HSGF requirements.
You are responsible for completing the application for your agency.