

# Program Year 2024 Grant Application Instructions

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# All Grant Sources - General Instructions

## Application Caveat

Lake County staff, Waukegan staff, the Housing & Community Development Commission and Stakeholder Participation Panel reserve the right to reject from consideration any applications that meet any of the following:

- Does not clearly meet a program National Objective.
- Does not clearly meet an approved goal for the 2023 application process.
- Is deemed incomplete and/or requires significant work to repair the original application submittal.
- Raises questions about an applicant's ability to effectively administer the requested project/program.
- Is not submitted on time.

## Important Dates

### Training Workshop

- Consolidated Application Training Workshop:  
October 13, 2023 @ 9 am  
Via Zoom:
- <https://us02web.zoom.us/j/87390851944#success>  
Attendance is *recommended* for all applicants.

### Submission Deadlines

- *Application Deadline:* Monday, December 11, 2023 @ 4:00 pm

Due	Waukegan CDBG	Lake County/North Chicago CDBG/ESG/Video Gaming
<p align="center"><b>Monday December 19, 2022 4:00pm</b></p>	<ul style="list-style-type: none"> <li>• 1 physical original print (with attachments) plus 8 additional copies (NO ATTACHMENTS). <a href="mailto:cdbg@waukeganil.gov">cdbg@waukeganil.gov</a></li> <li>• 3-holes punched down the left-hand side</li> <li>• One-sided applications ONLY. Double-sided applications will NOT be accepted</li> </ul> <p>Delivered to: CDBG Department, Waukegan City Hall 100 N. MLK Jr. Avenue, 3<sup>rd</sup> Floor Waukegan, IL 60085</p>	<p>All applications and supporting documentation must be submitted electronically through the application portal. The application can be found at: <a href="https://www.lakecountyil.gov/1907/Applications">https://www.lakecountyil.gov/1907/Applications</a></p> <p>Please complete online application through JotForm.</p>

**Applications are due no later than the dates/times listed above. Late applications will NOT be accepted, regardless of circumstances.**

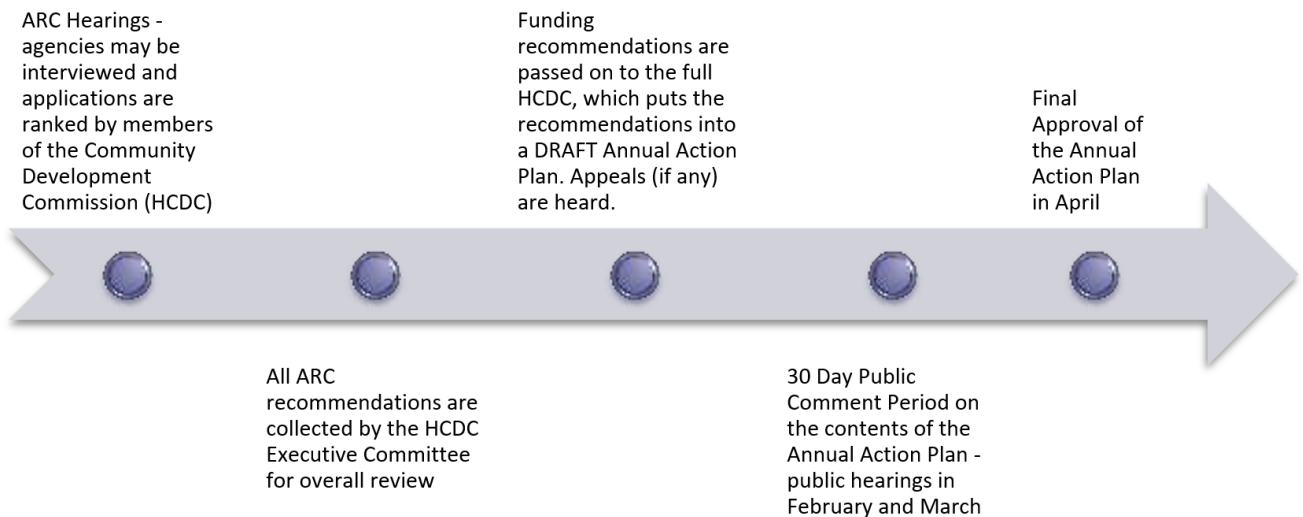
## Application Submittal Instructions

PY2024 applications for Lake County/North Chicago CDBG, and ESG must be submitted via the application portal. Applications for Waukegan CDBG must be submitted to Waukegan’s CDBG Department via email to [cdbg@waukeganil.gov](mailto:cdbg@waukeganil.gov) and with nine hard copies delivered to 100 N. MLK Jr. Avenue, 3rd Floor - Waukegan City Hall - CDBG Department. The electronic submission and the nine hard copies must be delivered/received by December 11, 2023, by 4:00pm.

Applications for Lake County/North Chicago must be submitted through the application portal available here: <https://www.lakecountyil.gov/1907/Applications>

All documents (application and supplemental documentation) must be received by December 11, 2023, at 4:00 pm. Late applications will not be accepted, regardless of circumstances.

## Lake County Requirements & Timeline



### Appeals Hearing

- All grants except Waukegan: February 2024 HCDC meeting\*

### Advisory Review Committee

- ESG: January 2024, Homeless Assistance ARC\*
- CDBG Public Services : January 2024, Public Services ARC\*

### Executive Committee Review

- All grants except Waukegan: February 2024 HCDC Executive Committee\*

### Waukegan Stakeholder Participation Panel

- Required for Waukegan CDBG applicants only. Application Review will be held the week of January 2024

### Housing and Community Development Public Hearing

- All grants except Waukegan: February 2024 HCDC\*

### Lake County Board

- All grants except Waukegan: May 2024 Lake County Board meeting\*

\*All Housing and Community Development Commission, Advisory and Recommendation Committee, and Lake County Board meetings will be held virtually. Please see <https://www.lakecountyil.gov/calendar> for further details.

### Waukegan CDBG Timeline

- Applications Due: December 11, 2023
  - CDBG 2024 Human Services Application Review will be held - January 2024 - February 2024
  - 2024 Annual Action Plan Public Hearing#1 and presentation to the City Council: March - April 2024
  - 2024 Annual Action Plan Public Hearing #2 and approval by City Council: April - May 2024
- 
- **Application Formatting**
  - All applications must be submitted electronically. No paper applications will be accepted, except for Waukegan CDBG.
  - Do not use more than the space requirement listed with the questions. It is not necessary to answer questions paragraph style. Please feel free to use bullets and short answers where appropriate. Keep explanations concise and readable. Font size must be no less than 10.
  - Keep in mind that the application reviewers may not be familiar with the details of your agency. Please make sure the program is completely explained and the questions are fully answered.

### Appeals Process

Any applicant whose application is rejected by staff for any reason may appeal that decision to the Housing & Community Development Commission’s Executive Committee. Any applicant wishing to appeal the rejection must notify staff no later than 4:00pm on two weeks prior.

All appeals will be heard. More information can be found in the Lake County Citizen Participation Plan and Housing & Community Development Commission by-laws.

A project applicant not initially recommended for funding by the Housing & Community Development Commission Executive Committee may request reconsideration by presentation to the full Community Development Commission. Applicants will be limited to three (3) minutes in which to address the Commission. Applicants may also submit written comments to: Housing & Community Development Commission Chairperson, Lake County Community Development, 500 W. Winchester Road, Unit 101, Libertyville, IL 60048.

### UEI Number and SAM registration

All applicants are required to obtain an UEI (Unique Entity ID) with a completed or renewed registration in the federal System for Award Management ([www.sam.gov](http://www.sam.gov)). There is never a cost associated with sam.gov for businesses and nonprofits required to register for contracts or grants.

### Consolidated Plan Goals

Applicants may apply only for the goals approved for the 2024 Application Process.

## CDBG & Emergency Solutions Grant (ESG)

- **Goal 1 - Improve Homeless Crisis Response System**
- **Goal 2 - Assist Persons with Special Needs**
- **Goal 3 - Maximize Affordable Housing**
- **Goal 4 - Prioritize Pathways for Upward Economic Mobility**

## Waukegan CDBG

- **HS-1 Housing Support** - Assist low-moderate-income households to access decent, safe and sanitary housing that is affordable and accessible for sale through housing counseling and down payment/closing cost assistance with opportunity in close proximity to public transportation, employment, and community services.
- **HO-1 Housing** - Support the Continuum of Care's efforts to provide emergency shelter and transitional housing.
- **HO-2 Operation/Support** - Social service programs, permanent supportive housing service programs, and facilities for the homeless and persons at risk of becoming homeless.
- **SN-1 Special Needs Housing** - Support an increase in the supply of decent, safe and sanitary housing that is affordable and accessible for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, persons with mental health needs, and persons with other special needs or rehabilitation of housing units.
- **SN-2 Social Services** - Support social service programs and facilities for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, persons with mental health needs, and persons with other special needs.

## Budget Instructions

Use the budget forms provided. Note: There are *three* different budgets that may be required in the submittal:

- Overall Agency Budget
  - Should be the budget for the entire organization, separated into Revenue and Direct or Programming Expenses.
- Program Budget
  - Should be the budget for this specific program associated with the request, separated into Revenue and Direct or Programming Expenses. If the program budget and agency budget are the same, check the box on the program budget page indicating that - no need to fill it out again.
    - “Actual Previous Year” refers to 2021 Calendar Year or last fiscal Year.
    - “Current Operating Year” refers to 2022 Calendar Year or current fiscal Year.
    - “Projected Next Year” refers to 2023 Calendar Year or next fiscal Year.
- Use of Funds Budget
  - Should be the budget for the proposed funding in the application.

### *Total Direct Expenses*

- Refer to the program costs only, in other words, total program costs less administration and fundraising expenses.
- Requests for real estate or capital improvements are ineligible and will not be considered.

### *Administration and fundraising costs*

- Refer to those items that are not related to direct program expenses. Examples may include supplies for a special event, administrative staff time spent preparing grants, costs associated with budgeting or strategic planning, and all staff and non-personnel costs needed for general management purposes.

### *Administration and fundraising costs/ total expense (%)*

- Refers to the percentage calculated by dividing the Administration/Fundraising costs by the total expenses.

### *Total expenses*

- Equal the total direct expenses plus the administration/fundraising costs.

### *Surplus/deficit*

- Is the remainder when you subtract the total expenses from the total revenue. Show negative numbers in parentheses.

## Program Outcomes Instructions

Outcome measurement is the process of assessing the results of an agency’s programs for its participants on a regular basis. By focusing on outcomes, we are seeking information on how participants will benefit from the program’s activities and outputs.

- Identify 1-3 client-based outcomes for your program (see next page for exceptions). The outcomes should be problem-related, attainable, and measurable statements of a program’s intended effect on its client’s knowledge, skills, attitudes, behavior, or condition OR the measurable effect on someone because of what they did in your program.
- When reporting Results, state the number served and rate of achievement as it relates to the outcome.
- If you did not set outcomes for the current or most recent years, provide some form of program goals and corresponding results.

- Unless otherwise noted, applicants are not required to have the same outcomes year to year.

Exceptions:

- **ESG applicants are not required to submit outcomes measures.** As necessary, reports will be drawn from HMIS to determine program quality. New programs without existing HMIS data may contact their grant administration specialist with questions and concerns.
- Applicants for **Video Gaming Revenue providing direct client services need to only submit one proposed outcome but should report on three goals from the previous year.** The other two proposed goals will be provided by Community Development.

### Key Definitions:

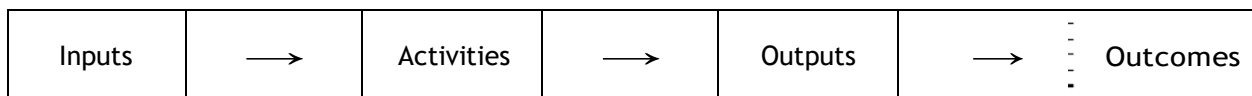
Outcomes are created as a result of programmatic inputs, activities and outputs. Often outcomes are confused with these other components of programming, which are quite different.

**Inputs** include resources dedicated to or consumed by the program, such as money, staff and staff time, volunteers and volunteer time, facilities, equipment, and supplies.

**Activities** are what the program does with the inputs to fulfill its mission, such as sheltering and feeding homeless families or training and counseling homeless adults to help them prepare for jobs.

**Outputs** are the direct products of program activities. They usually are measured in terms of the volume of work accomplished, such as the numbers of participants served, and materials distributed.

**Outcomes** are benefits or changes for individuals or populations during or after participating in program activities. Outcomes may relate to knowledge, attitudes, values, skills, behaviors, conditions, or other attributes.



### How to Write Outcomes

An outcome-oriented objective is a problem related, attainable and measurable statement of a program's intended effect on its client's knowledge, skills, attitudes, behavior, or condition.

Simply put, a client-based outcome is:

- **Focused** on what the *client* will gain from the program.
- **Measurable** and defines how it will be measured.
- **Specific**
- **Attainable** and can be attributed to that program.
- **Understandable** to someone outside of the program

The outcome statement must include specific *targets*, how they will be *measured*, and the *strategies* or steps that the program must accomplish to meet the targets. The outcomes must be specific, identifying what the client will get out of these services (not just that clients will be served, counseled, etc.). When providing a level of achievement, state the number served/percent increase, not just "achieved" or "not achieved." Outcomes do not need to encompass every aspect of the program.

### Outcomes - Example

<i>State the Outcome</i>	<i>Strategies</i>	<i>Measurement</i>	<i>Target Dates</i>	<i>Rationale</i>	<i>Long Term Effect</i>
X number of clients will accomplish Y for/in Z amount of time.	Describe how the outcome will be achieved.	Describe the methods used to assess the outcome.	What are the target dates for this outcome?	Explain why the outcome, target and strategies were chosen. Discuss how the results are attributable to this program. For previous outcomes, explain why a goal was overachieved, underachieved and any plans to change in the following year.	Explain how this outcome is beneficial to clients and/or the community; explanation can go beyond the term of your funding request.
<i>50 clients, formerly on TANF, will get and keep a job</i>	<i>200 clients will go through a job skill workshop. 100 clients will be placed in a living wage job.</i>	<i>Caseworker and client report.</i>	<i>6 months after completion of job skill workshop</i>	<i>This goal is attainable because follow-up will be done weekly, and support will be given when needed to all working clients to ensure the success of the placement...</i>	<i>Statistics show that the success of the community is proportional to the number of residents making a living wage. Children do better in school, are healthier...</i>

### Additional Lake County Requirements

**Minimum Eligibility Threshold:** Applications scoring 70% or more of available points in the Scoring Criteria will be considered eligible for funding but are not guaranteed to be recommended for funding. Applications receiving below 70% of available points in the Scoring Criteria may not be recommended for funding. The HCDC and Lake County reserve the right to consider factors other than those listed in the Scoring Criteria.

**Prior receipt of funding does not insure or suggest ongoing financial support. Agencies should not become dependent on Community Development Block Grant (CDBG), or Emergency Solutions Grant (ESG) funding to sustain their programs.**



## Lake County/North Chicago and Waukegan CDBG and ESG Specific Instructions

The following is applicable to **Lake County and North Chicago CDBG** and **Lake County ESG funds**. Applications for other CDBG funds and HOME funds will be available on the Lake County website. Participation in the ServicePoint Referral Network will be a requirement of all grantees unless participation is not practicable.

### **Lake County CDBG applicants must:**

- be either units of government, public not-for-profit entities, or private not-for-profit entities.
- be open to all residents of the county and must provide services to beneficiaries throughout Lake County, not just in North Chicago or Waukegan.

### **North Chicago CDBG applicants must:**

- be either units of government, public not-for-profit entities, or private not-for-profit entities.
- serve North Chicago residents.

### **Waukegan CDBG applicants must:**

- be either units of government, public not-for-profit entities, or private not-for-profit entities.
- serve Waukegan residents.
- provide Proof of Good Standing / Certificate of Good Standing
  - All applicants are required to prove good standing as an entity incorporated in the State of Illinois. Good standing can be verified by the Office of the Illinois Secretary of State with a copy of the Corporation File Detail Report (<https://apps.ilsos.gov/corporatellc/>). Purchased Certificate not necessary.
- Intake documents must verify residency.

### **ESG applicants must:**

- be either units of government, public not-for-profit entities or private not-for-profit entities.
- be open to all residents of the county and must provide services to beneficiaries throughout Lake County, not just in North Chicago or Waukegan.
- **Lake County ESG applicants special note regarding HMIS:** The U.S. Department of Housing & Urban Development requires all recipients of ESG funds to participate in the Lake County Continuum of Care's Homeless Management Information System (HMIS), commonly known as ServicePoint.

Contact Yareli Salgado at 847-377-2134 with any questions related to the HMIS.

### *Minimum/maximum amount of requests*

- CDBG: a minimum of \$10,000 and no maximum
- ESG: a minimum of \$10,000 and no maximum.

### *Estimated Funds Available - Contingent on 2023 HUD Budget*

- Lake County ESG - \$220,057
- Lake County CDBG - \$383,241
- North Chicago CDBG - \$41,917
- Waukegan CDBG - \$109,000

### *Match/Leverage*

All applicants must be able to provide funding for a portion of the proposed program from other sources.

- CDBG = at least 25% of the total grant amount
- ESG = at least 100% of the total grant amount (dollar for dollar match)

## Lake County/North Chicago CDBG and Lake County ESG Scoring Criteria

### *Community Impact*

**Community Need (0-30 Points)** - Reviewers will score this category based upon the overall impact that the proposed project/program will have in addressing a priority need identified in the Consolidated Plan.

#### Priority Needs

1. End Homelessness
2. Inclusive Growth
3. Housing Accessibility
4. Borderless Transit

Reviewers will consider the extent to which the proposed program is needed in the community by considering other known similar programs in the community, the actual number of people to be served, and the impact if the program were not funded.

**Financial Need (0-20 Points)** - Reviewers will score this category based on the criticality of the requested funds for the applicant's finances.

**Lake County Impact (0-25 Points)** - A formula will be used to determine 10 points of the score in this category. It is based on the percentage of Lake County entitlement clients and the difference between that percentage and the percentage of the budget request. A reminder that Lake County CDBG is able to fund programs that serve Waukegan and North Chicago clients as well, but its emphasis will be placed on clients served in the Lake County entitlement area.

The remaining 15 points will be scored by the reviewers and will be based on the overall impact to the County.

**Outcomes (CDBG & VGR Only) (0-20 Points)** - The reviewers will score this section based upon how well the outcomes are written for the proposed program. The application should include client-based outcomes that identify benefits or changes for individuals or populations as a direct result of participating in the proposed program. Outcomes should be focused, measurable, meaningful, specific, attainable, and identify a change in the clients' knowledge, attitudes, values, skills, behaviors, and/or condition. The strategies, mechanisms for measurement, target dates and rationale should also be clear and understandable. The long-term effects should reflect a general benefit to the community, in line with what is stated in the Con Plan goals.

### *Project/Program Quality*

**Design (0-30 Points)** - The reviewers will score this section based upon how well the program is expected to accomplish its proposed program outcomes efficiently and effectively. The reviewer may consider whether the program follows a proven model, whether the design seems reasonable, and whether the program has been sufficiently prepared to overcome obstacles.

The reviewer will also evaluate the level to which the program is able to collaborate with other agencies in the community. Stronger programs share their resources with others and similarly benefit from collaboration as well.

The reviewer will also consider how well the program is able to follow-up with their clients'. progress, assess their levels of satisfaction and provide adequate referrals if further intervention is needed. Programs should be prepared to prevent further escalation of clients. problems.

**Staffing and Facilities (0-15 Points)** - The reviewer will score this section based upon the applicant management and the institutional knowledge of the agency and program by considering: the staff levels of experience and training, availability in full-time positions; and the staff turnover. The reviewer will consider how well the agency is equipped to run the program successfully and how accessible (to people with disabilities) their location is.

### *Agency Capacity*

**Past Performance (0-30 Points)** - The reviewer will score this section based upon the overall history of the program and agency in successfully achieving their outcomes and effectively providing services. The reviewer will assess the program's readiness and capacity to undertake the proposed activity. The reviewer will also consider staff reports regarding the agency's ability to successfully complete its application. If the agency has been funded in the past, reviewers will also consider the performance in completing quarterly reports and vouchers in a correct, consistent, and timely manner.

**Fiscal Management (0-20 Points)** - The reviewer will score this section based upon their assessment of the audit report and the Budgets and Financial Assessments. Reviewers will evaluate the diversity and resilience of the various funding sources that support the agency and note the ratio of administrative and fund-raising costs to total expenses.

**Sustainability (0-20 Points)** - The reviewer will score this section based upon whether it seems that there are sufficient resources for the program to complete its objectives within the program year. The reviewer will assess the organizational and fiscal viability of the program in the near future.

## Waukegan CDBG Scoring Criteria

**Quality of The Proposal: (0-20)** The application will be scored on whether the it is communicated in a clear and concise manner and if the it includes complete and accurate information. Were all areas of the application completed? Does the agency demonstrate the administrative capacity to follow directions, assemble required information, and generally meet the requirements of federal funding?

**Previous Experience & Expertise: (0-5)** The application will be scored on the agency's proven history of successfully providing these services in the community. Consideration will also be given based on past performance, both with Waukegan CDBG and with other funders or in other relationships.

**Financial Stability: (0-20)** The application will be scored on the agency's financial stability. Will the project fail without funding? Will the project be dependent on the funding over the long run? Are the finances in order, well recorded and documented? Does the project have more leverage than the required 25%? Is there a clear plan of how the funding will be utilized? Does the agency maintain a fund development plan for continued sustainability?

**Priority Needs: (0-20)** The application will be scored on if the project addresses identified priority needs (housing, homeless, other special needs, community development and economic development)? How well will it address the need?

**Outcomes: (0-35)** The application will be scored on whether outcomes will be attainable and if they will impact other needs. Are they feasible? How will the outcomes be measured? The outcomes must be measurable and complete outcomes that will be used throughout the program year. Unmeasurable outcomes will disqualify the application.

**Community/Neighborhood Focus: (0-20)** The application will be scored on if the project is community/neighborhood driven? Does it increase community empowerment? Does it address areas of greatest need? Is there partnership and collaboration with other agencies? Does it involve residents at various levels? Will it help revitalize the neighborhood? Does it address more than one need?