



Toni Preckwinkle
President

Cook County Board of Commissioners

COOK COUNTY

Bureau of Economic Development Emergency Solutions Grants Program (ESG) 2016 Program Year Application

Applicant Agency/Organization

Applicant's Name and Title

(Executive Director, Chief Executive Officer)

Toni Preckwinkle, President
Cook County Board of Commissioners

Department of Planning and Development
69 West Washington, Suite 2900
Chicago, Illinois 60602

Susan M. Campbell, Director

March 2016



2016 Emergency Solutions Grants Program Application

APPLICATION CHECKLIST

The following attachments are required and **must** be submitted as part of this application.

- All required sections of the application are complete.

Non-Profit Agency (Form samples are attached.)

- Resolution and Certification of Resolution – (See Form A and Form B at the end of the application for samples. Note that an agency seal should be included on the resolution and certification, if available.)
- Matching Funds Certification – (See Form C at the end of the application.)
- List of Board of Directors
- Copy of 501(c)3
- Current Certificate of Good Standing (dated within the last 45 days)
- Copy of Articles of Incorporation or Copy of Amended Articles of Incorporation, if amended, **from the Illinois Secretary of State.**
- Most current Audited Financial Statements – Submit your A133 Single Audit, if applicable. Otherwise, submit your latest audited financials. If you do not have audited financials, you may submit other financial documents for consideration. Audited financials are preferred.

Note: You will lose points for each of the above items that are missing from your submitted application package. For more about application scoring, please see the application guide.

Please return one hard copy of all application materials to the following:

Cook County Department of Planning and Development
Attn: Sonia Brown, Administrative Assistant
69 West Washington Street, Suite 2900
Chicago, IL 60602

In addition to the hard copy, please submit an electronic copy of the application PDF (as well as any additional pages used to answer application questions) to sonia.brown@cookcountyil.gov

**The deadline for submitting all applications is: Friday, April 22, 2016, at 4:00PM
(Applications received after this date and time will not be accepted. No exceptions.)**



2016 Emergency Solutions Grants Program Application

APPLICANT INFORMATION SHEET

Applicant/Organization Name: _____

Executive Director/CEO: _____

E-mail Address: _____

Project Manager Name & Title: _____

E-mail Address: _____

Telephone: _____ *Fax:* _____

Applicant Website Address: _____

Funding Request

ESG Components

Homelessness Prevention: \$ _____

Rapid Rehousing: \$ _____

Street Outreach: \$ _____

Emergency Shelter: \$ _____

HMIS: \$ _____

Total Amount Requested: \$ _____

Total Matching Funds: \$ _____

*The signature below must be from the person authorized in the resolution supporting the application.

Signature

Date

Title



2016 Emergency Solutions Grants Program Application

APPLICANT INFORMATION SHEET (CONT'D)

2016 PROGRAM YEAR - October 1, 2016 through September 30, 2017

Applicant
Address: _____

City: _____ Illinois Zip Code: _____
(include full ZIP +4)

County Commissioner District #: _____

Project Title: _____

Is this project consistent with [Cook County's 2015-2019 Consolidated Plan](#)? If no, **"STOP"**. Yes No

Type of Applicant (check as many as apply): Faith Based Domestic Violence Agency Youth Agency Location with Emergency Shelter Primarily Prevention Agency



2016 Emergency Solutions Grants Program Application

SUMMARY AND PROJECT DESCRIPTION

DUNS Number (*Required For Funding*): _____

FEIN Number: _____ CFDA Number: 14.231

Project Service Area/Geographic Location (*Specify municipalities or zip codes served, if possible*):

Shelter Address (when applicable):

Summary of Project (100 words or less):

Purpose of the Project (check all that apply):

Help Prevent Homelessness

Help the Homeless

Help those fleeing from domestic violence



2016 Emergency Solutions Grants Program Application

Homeless Prevention Component Check the boxes below to indicate activities that will be supported by the requested funding, and then briefly describe the specific proposed use of ESG **Homeless Prevention** funds. Be specific in the narrative area below if a portion of the funds are to go to intake workers or persons working directly to house clients. Specify in the narrative area how much of the grant is to be used for staff and how much for client financial assistance.

<u>Rental Assistance</u>	<u>Financial Assistance</u>	<u>Services/Staff Salaries</u>	<u>Coordination</u>
<input type="checkbox"/> *TBRA-Short Term Term (1-3 months)	<input type="checkbox"/> Moving Costs	<input type="checkbox"/> Housing Search/Placement	<input type="checkbox"/> Call Center
<input type="checkbox"/> *TBRA-Medium Term (4-12 months)	<input type="checkbox"/> Rental Application Fees	<input type="checkbox"/> Housing Stability Case Management	<input type="checkbox"/> Intake
	<input type="checkbox"/> Security Deposits	<input type="checkbox"/> Mediation and Legal Services	
	<input type="checkbox"/> Last Month's Rent	<input type="checkbox"/> Credit Repair/ Budgeting/ Money Management	
	<input type="checkbox"/> Utility Deposit		
	<input type="checkbox"/> Utility Payments		
	<input type="checkbox"/> Rent Arrears		

Annual Number of Persons to be Served: _____

Tenant Based Rental Assistance

Brief description:



2016 Emergency Solutions Grants Program Application

Rapid Re-housing Component Check the boxes below to indicate activities that will be supported by the requested funding, and then briefly describe the specific proposed use of ESG **Rapid Re-housing** funds. Be specific in the narrative area below if a portion of the funds are to go to intake workers or persons working directly to house clients. Specify how much in the narrative area of the grant is to be used for staff and how much for client financial assistance.

Rental Assistance

*TBRA-Short Term
(1-3 months)

*TBRA-Medium Term
(4-12 months)

Financial

Assistance

- Moving Costs
- Rental Application Fees
- Security Deposits
- Last Month's Rent
- Utility Deposit
- Utility Payments
- Rent Arrears

Services/Staff Salaries

- Housing Search/Placement
- Housing Stability Case Management
- Mediation and Legal Services
- Credit Repair/ Budgeting/ Money Management

Coordination

- Call Center
- Intake

Annual Number of Persons to be Served: _____

****Tenant Based Rental Assistance****

Brief description:



2016 Emergency Solutions Grants Program Application

HMIS Component Check the boxes below to indicate activities that will be supported by the requested funding, and then briefly describe the specific proposed use of ESG **HMIS** funds. **Note: if applicant is a victims' services provider, you may apply for funds under this category and specify which data collection system you will be using.** Specify in the narrative below how much funding would be spent in each activity.

- Staff salaries for operating and being trained to use HMIS (HMIS lead agency only)
- Providing HMIS training and administering HMIS (HMIS lead agency only)
- Establishing/operating comparable database (DV Providers only)

Brief description:

Street Outreach Component Check the boxes below to indicate activities that will be supported by the requested funding, and then briefly describe in the narrative below the specific proposed use of ESG **Street Outreach** funds.

Services/Staff Salaries

- Engagement
- Case Management
- Transportation
- Services for Special Needs Populations

Coordination

- Intake
- Call Center

Annual Number of Persons to be Served: _____

Brief description:



2016 Emergency Solutions Grants Program Application

Emergency Shelter Component Check the boxes below to indicate activities that will be supported by the requested funding, and then briefly describe the specific proposed use of ESG **Emergency Shelter** funds. Specify in the narrative below how much funding would go toward shelter operations and how much would go toward staff salaries:

Essential Services

- Case Management
- Childcare, Education, Employment, and Life Skills Services
- Legal Services
- Substance Abuse Services
- Transportation
- Services for Special Needs Populations

Shelter Operations

- Maintenance and Repairs
- Shelter Rent
- Shelter Security
- Insurance
- Shelter Utilities
- Food
- Furnishings
- Equipment and Supplies
- Hotel or Motel Voucher (only when no other appropriate shelter is otherwise available)

Coordination

- Intake
- Call Center

Annual Number of Persons to be Served: _____

Brief description:

Shelter Type

Enter the annual number of persons served in Emergency Shelter by shelter type that will be housed at least partly through the support of ESG funds:

- Barracks (i.e. Open sleeping areas, gymnasiums) _____
- Group/large house _____
- Scattered site apartment _____
- Single family detached house _____
- Single room occupancy _____
- Hotel/motel _____
- Other (describe) _____

Total number of beds to be available per night by the shelter provider _____



2016 Emergency Solutions Grants Program Application

The questions on the next three pages relate to ALL ESG Components for which the applicant is requesting funding (attach additional pages if needed when providing your answers).

Specific Anticipated Accomplishments: (Please incorporate quantitative and qualitative measures. For returning applicants, you are encouraged to highlight any anticipated changes from the prior year. If you are applying for multiple components, please specify your anticipated accomplishments for each component.)

Subpopulations to be Served by ESG Funding:

Enter the annual number of persons anticipated to be served who are identified by the characteristics of the Homeless Subpopulation groups below:

- Chronically Homeless* _____
- Veterans* _____
- Persons with HIV/AIDS _____
- Victims of Domestic Violence _____
- Unaccompanied Youth _____

* Targets of the Zero: 2016 Campaign

Total (sheltered, unsheltered, persons served under prevention, etc.) to be Served:

Enter the annual number anticipated to be served through ESG funds:

- Total number of persons _____
- Total number of households _____



2016 Emergency Solutions Grants Program Application

CAPACITY AND INNOVATION

Regional Collaboration

Does your agency's proposed project offer or support a plan for regional or sub-regional collaboration?

- Yes No

If yes, please describe how your agency's efforts are related to regional or sub-regional collaboration.

Are you involved in the Zero: 2016 Campaign?

- Yes No

If yes, please describe your involvement.

Innovative (Creative) Nature of Proposal

Does your agency's proposed project include innovative aspects?

- Yes No

If yes, please describe the creative elements of your proposal?

Please describe how your agency will leverage other funds, public or private, over the long-term to support similar projects and reduce reliance upon Cook County ESG funding.



2016 Emergency Solutions Grants Program Application

What is your agency's history with projects similar to ESG?

Please describe how your agency's proposed project plan is part of a broader organizational strategic plan or vision.

PROJECT ELIGIBILITY

Please describe how any formerly or currently homeless person(s) function in policy or decision making roles for the organization.

Continuum of Care and HMIS Participation Plan

	Yes	No	Planned
Is your organization an active member of the Cook County Continuum of Care?			
Is your organization active in the local Community Based Service Area (AHAND, SSCH, WSCH)?			
Is your organization actively participating in the Continuum of Care Homeless Management Information System (HMIS) process?			
(If your organization serves those fleeing from domestic violence:) Does your organization use InfoNet or another database tracking system?			

Describe Continuum of Care activities and participation in detail below:



2016 Emergency Solutions Grants Program Application

PROJECT COMPLETION SCHEDULE

Please provide a detailed timeline outlining specific plans for completing this project within 12 months from October 1, 2016, the start of the Program Year. Include all activities your agency plans on undertaking in conjunction with ESG funds.

MONTH 1 (October 2016)
MONTH 2
MONTH 3
MONTH 4
MONTH 5
MONTH 6
MONTH 7
MONTH 8
MONTH 9
MONTH 10
MONTH 11
MONTH 12 PROJECT COMPLETE



2016 Emergency Solutions Grants Program Application

LINE ITEM BUDGET

<i>Homeless Prevention Component</i>	ESG Funds	Matching Funds	TOTAL
Housing Relocation and Stabilization Services (Salaries)			
Tenant Based Rental Assistance Short Term (1 st -3 rd months)			
Tenant Based Rental Assistance Medium Term (4 th -12 th months)			
Coordination: Call Center			
Moving Financial Assistance: Moving, Security Deposit, Last Month's Rent, Rental Applications, Moving Costs			
Utility Financial Assistance: Utility Deposits, Payments, and			
Other Financial Assistance: Rent Arrears			
Total Component Activities			
<i>Rapid Rehousing Component</i>	ESG Funds	Matching Funds	TOTAL
Housing Relocation and Stabilization Services (Salaries)			
Tenant Based Rental Assistance Short Term (1 st -3 rd months)			
Tenant Based Rental Assistance Medium Term (4 th -12 th months)			
Coordination: Call Center			
Moving Financial Assistance: Moving, Security Deposit, Last Month's Rent, Rental Applications, Moving Costs			
Utility Financial Assistance: Utility Deposits, Payments, and			
Other Financial Assistance: Rent Arrears			
Total Component Activities			
<i>HMIS/Data Tracking</i>	ESG Funds	Matching Funds	TOTAL
Staff Salaries for Operating HMIS			



2016 Emergency Solutions Grants Program Application

Receiving HMIS Training (salary, transportation, etc.)			
HMIS Administration and Providing Training (salary, transportation, etc.)			
Establishing/operating similar database (Victim providers only)			
Total Component Activities			
<i>Street Outreach</i>	ESG Funds	Matching Funds	TOTAL
Staff Salaries			
Transportation			
Coordination: Call Center			
Total Component Activities			
<i>Emergency Shelter</i>	ESG Funds	Matching Funds	TOTAL
Staff Salaries (Direct staff services only)			
Transportation			
Shelter Operations: Maintenance and Repairs, Security Costs, Insurance, Utilities, Rent			
Food, Furnishings, Equipment, and Supplies			
Hotel or Motel Vouchers			
Coordination: Call Center			
Total Component Activities			
Grand Total (All Component Activities and Total Match)			



2016 Emergency Solutions Grants Program Application

Please describe any other funding you currently receive from other departments or agencies of Cook County. If you do receive other Cook County funding, please indicate whether or not that funding supports the activity(ies) you are applying for in this ESG application.



2016 Emergency Solutions Grants Program Application

APPLICATION RESOLUTION AND CERTIFICATION

Instructions

A sample of the authorizing resolution is included in this application. The person signing the application must be the same person authorized by the resolution.

The resolution must be adopted by your governing body and a **certified** copy submitted with the application. A sample form for certification by non-municipal agencies is included.

An agency seal should be included on both the resolution and the certification. If an agency does not have a seal, please indicate that on the forms.



2016 Emergency Solutions Grants Program Application

FORM A: SAMPLE RESOLUTION

Not-for-Profit Organization/Non-Municipal Agency

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of (insert organization name) as follows:

Section 1. That a Request is hereby made to the County of Cook, Illinois for Emergency Solutions Grant ("ESG") funds for Program Year 2016 in the amount of \$_____ for the following project(s):

Project: _____ Amount: \$ _____

as identified in (insert organization name)'s ESG 2016 Program Year application.

Section 2. That the (insert position title of person signing the application) are hereby authorized to sign the application and various forms contained therein, make all required submissions and do all things necessary to complete the application for the funds requested in Section 1 of this Resolution, a copy of which application is on file with the Secretary.

Dated this _____ day of _____ 2016

By: _____
Print Name – Chairman/President

Signature - Chairman/President

Attest: _____
Print Name – Board Secretary

Signature – Board Secretary

{SEAL}



2016 Emergency Solutions Grants Program Application

AUDITED FINANCIAL STATEMENTS
(Attach most current.)