



**Call for Grant Applications for:  
Cook County Guaranteed Income Pilot:  
Outreach and In-Person Application Assistance Partner**

**Issued by:  
Cook County Bureau of Economic Development**

**American Rescue Plan Act (ARPA) Funded  
Coronavirus State and Local Federal Relief Funding (SLFRF) Program**

**Date Issued:** Wednesday, May 18, 2022

**Submission Due Date:** Friday, June 10, 2022, 5:00pm CDT

**Anticipated Term:** July 2022 to December 2022

**Information Session:** A virtual information session will be held on Thursday, May 26 from 3:00pm to 4:00pm CDT. Please register by emailing [guaranteedincome@cookcountyil.gov](mailto:guaranteedincome@cookcountyil.gov) with the Subject Line: "Outreach and Assistance Information Session."

**Applicant Questions Due Date:** All questions must be received by 5:00pm CDT on Tuesday, May 31, 2022. Questions can be emailed to [guaranteedincome@cookcountyil.gov](mailto:guaranteedincome@cookcountyil.gov). Questions and responses will be posted online by Friday, June 3 at <https://www.cookcountyil.gov/promise>.

**Submission Instructions:** All responses must be submitted no later than Friday, June 10, 2022, by 5:00pm CDT. All applications must be submitted electronically. Late submissions will not be considered. To submit your response, please complete the Grant Application in its entirety and upload a completed version and all required attachments to the online portal here: <https://www.cookcountyil.gov/service/promise-guaranteed-income-pilot-outreach-and-person-application-assistance-application>.

**Contact:** [guaranteedincome@cookcountyil.gov](mailto:guaranteedincome@cookcountyil.gov)

## **I. Scope of Services**

### **a. Funding Source**

The Cook County Bureau of Economic Development is providing funding under the U.S. Department of Treasury's American Rescue Plan Act (ARPA), Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, to support residents and those providing services to residents to foster resiliency and recovery from the COVID-19 pandemic. Cook County Government has allocated \$42 million of ARPA funds to support a Cook County Guaranteed Income Pilot Program. Award recipients of ARPA funding are responsible for adhering to Federal award guidelines in the Uniform Guidance, a set of federal rules including administrative requirements, cost principles, and audit guidelines that apply to federal money.

### **b. Background**

Cook County is located in the upper northeastern section of the State of Illinois and contains more than 800 local governmental units within its boundaries. With a population of approximately 5.3 million people, it is the second most populous county in the nation. The Cook County region contains over 130 municipalities, the largest being the City of Chicago which is the County seat and where the County's central offices are located. The City of Chicago and the suburban municipalities account for approximately 85% of Cook County's 946 square miles. The County's Bureau of Economic Development (BED) works to foster economic development and job growth across Cook County and will oversee the Guaranteed Income Program.

Nearly 15% of Cook County residents live in poverty, and the Chicago region has one of the nation's fastest growing rates of suburban poverty. In the past two decades, the suburban population of Cook County living in poverty has doubled. The COVID-19 pandemic had a significant and disproportionate impact on the populations facing issues of systemic poverty and economic instability. In 2020, the Bureau of Economic Development administered the Cook County Resident Cash Assistance Program as part of the County's COVID-19 Community Recovery Initiative. This 2020 initiative gave one-time \$600 payments to nearly 14,000 households that had been financially impacted by the pandemic, totaling \$8.3 million in assistance.

**Research shows that regular, reliable income can help residents better address economic challenges and achieve financial stability, improved health, and economic mobility.** The Guaranteed Income Program will build on the demonstrated transformative impact of similar programs in other jurisdictions around the country that have increased residents' financial stability and improved overall physical and mental health.

### **c. Program Description**

Under the Guaranteed Income Program, Cook County plans to distribute a total of \$39 million in cash payments to eligible households in Cook County, as monthly payments of \$500 to 3,250 Cook County residents over a period of two years (24 months). Eligibility will be based on income and poverty thresholds, with additional details to be solidified with selected program

partners. The program aims to target Cook County households who are at or below 250% of the federal poverty level, a population that has disproportionately experienced significant negative economic impacts as a result of the COVID-19 pandemic. Cook County will leverage this program to assess the ability to effectively transition to a more permanent program structure once the pilot is complete, and will evaluate the long-term potential of program details, partner workflows, and application and administration systems.

**The overarching goals of the Cook County Guaranteed Income Program are:**

- Help participants recover from economic impacts of COVID-19, achieve financial stability, and move towards positive economic mobility
- Improve participants' mental and physical health
- Understand how guaranteed income impacts community members beyond immediate participants
- Understand how guaranteed income impacts local small businesses and organizations
- Understand how, in the context of the suburbanization of poverty, guaranteed income may uniquely impact suburban populations
- Help Cook County build the long-term systems and infrastructure necessary to run a permanent Guaranteed Income Program.

Through this call for grant applications, Cook County seeks an **Outreach and In-Person Application Assistance Partner(s)** to conduct outreach to priority and hard-to-reach communities in Suburban Cook County and the City of Chicago, as well as to offer in-person application assistance at suburban and city locations. The primary objectives of the Outreach and In-Person Application Assistance Partner(s) are to:

1. Conduct widespread, accessible, and culturally competent digital and in-person outreach, informing target communities and hard-to-reach populations about the Cook County Guaranteed Income program, eligibility requirements and application details – with the goal of receiving high rates of applicants from low-income and other target populations.
2. Working with the County, finalize geographic locations to target communications.
3. Offer accessible in-person application assistance in at least 12 locations: **at least seven suburban locations** (including at least three South, two West, and two North suburban locations) and **at least five City locations** (including at least one North, one South, and one West Side location).
4. Work with the County and the Payment Administration Partner to reduce barriers to participation in the program.
5. Work with the County and the Evaluation Partner to track and assess outreach activities, progress towards benchmarks, and learnings.

In addition to the Outreach and In-Person Application Assistance Partner(s), the County plans to bring on several other partners for this program, including the Payment Administrator Partner, Financial Counseling Partner, and Evaluation Partner. The County will oversee the Program and coordinate among partners, monitor progress as outlined in all contractual agreements, and be responsible for submitting reports as required by the County and federal government. Please

note, the County is planning to hold a two-day guaranteed income planning and evaluation workshop in July which will bring together all program partners.

### **Commitment to Equity**

*Equity means full inclusion of all residents in the economic, social and political life of Cook County, regardless of race, ethnicity, nationality, age, ability, gender, gender identity, gender expression, sexual orientation, neighborhood of residence or other characteristics.*

- Cook County Office Under the President (OUP)

Cook County has remained committed to an equitable distribution model<sup>1</sup> in its disbursement of COVID-19 recovery funding to suburban municipalities. The Outreach and In-Person Application Assistance Partner(s) will be responsible for working with Cook County to support equitable outreach and application support for the Guaranteed Income Program.

### **Priority Communities**

Cook County recognizes that some populations face greater barriers to engaging with, enrolling in, and benefitting from government services and programs than others. The County seeks an Outreach Partner who has significant previous experience working with diverse and vulnerable populations who may face barriers to participation. The Partner should also be committed to equity in designing outreach plans and strategies. Outreach and application assistance efforts should focus on reaching priority populations and communities, including but not limited to: low-income residents, communities of color, historically divested geographies, undocumented residents, non-native English speakers, households with limited internet accessibility, uninsured residents, formerly incarcerated individuals, and residents not currently receiving other social safety net benefits. **In its efforts to respond to the economic disparities exacerbated by the COVID-19 pandemic, Cook County aims to receiving high rates of applicants from these priority communities. While these populations are a focus of outreach efforts, they are not criteria for participant eligibility.**

A successful applicant will detail significant prior experience working on-the-ground in these communities and with diverse populations to reduce barriers to access – and will incorporate strategies for reducing anticipated barriers to participation in specific Cook County geographies into their application. Cook County is particularly looking for organizations that can design and implement outreach strategies that produce high levels of program uptake, place significant focus on reaching populations in most need of support, and deliver a positive, empowering experience for all program applicants.

### **d. Services Required**

The overarching role of the Outreach and In-Person Application Assistance Partner(s) is to ensure that eligible residents, particularly those from targeted communities, are made aware of the details of Cook County's Guaranteed Income program and are supported during the submission of applications.

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<sup>1</sup> <https://www.cookcountyil.gov/sites/g/files/ywwepo161/files/service/equity-distribution-white-paper-7-14-2020.pdf>. A weighted allocation model, developed with the Chicago Metropolitan Agency for Planning (CMAP), factored median income, percent of population in economically disinvested areas, COVID-19 deaths per 100,000 of population, tax base per capita.

**Outreach:** The Outreach and In-Person Application Assistance Partner(s) will first build an outreach and engagement plan in coordination with Cook County and conduct digital and in-person outreach to ensure eligible residents are aware of and understand how to apply to the Cook County Guaranteed Income Pilot. Activities involved will include presenting and providing informational documents to non-profit organizations, religious institutions, and local public anchor institutions such as libraries, schools, day care centers, and food pantries.

**Application Assistance:** During the months prior to the open application period, the Outreach and In-Person Application Assistance Partner(s) will work with the Payment Administration Partner to train staff on program eligibility and the application process in preparation for assisting applicants during the open application period.

During the open application period, the Outreach and In-Person Application Assistance Partner will continue some outreach activities, but focus will shift to offering in-person application assistance for applicants who are having trouble completing the online application or do not have access to the online application portal. The Partner will offer at least seven suburban locations and five City of Chicago locations where applicants can come to receive assistance.

Appropriate locations for outreach and in-person application assistance may include: community health centers, public schools, public libraries, places of worship, after school and childcare centers, small businesses, and other community anchor institutions. BED will work with the Outreach Partner(s) to further identify specific locations for targeted outreach and application assistance.

**Reporting and Evaluation:** Prior to beginning the work, the Outreach and In-Person Application Assistance Partner(s) will coordinate with Cook County and the Evaluation Partner to build a final list of data and metrics for tracking and build a process to ensure that the comprehensive data, metrics, budget, and reporting requirements will be met.

The Outreach and In-Person Application Assistance Partner may apply as a single organization, or as a lead organization in partnership with subcontracting/subrecipient organizations. Subcontracted agencies must demonstrate an ability to implement designated program elements. The lead organization must demonstrate financial capacity and ability to comply with all administrative requirements outlined in this scope of work. The applicant's response must include a description of which portion(s) of the services will be subcontracted out, the names and addresses of potential subcontractors, and the expected amount of money each will receive under the Contract. The County reserves the right to accept or reject any subcontractor if in the County's sole opinion, it is in the best interest of the County.

We understand that applicant organizations may have different, focused geographic service areas and therefore, organizational partnerships and subcontracting may be necessary to meet the full scope of services and program requirements. Cook County's preference is that partnering organizations apply under a single lead agency, with subcontracting agencies. The County anticipates selecting one lead Outreach and In-Person Application Assistance Partner and plans to award up to \$200,000 for the duration of the project term.

### e. Project Timeline

Cook County anticipates that the Outreach and In-Person Application Assistance Partner(s) will be contracted from July 2022 to December 2022. The Outreach and In-Person Application Assistance Partner(s) should be prepared to begin work in July 2022, with the resident participant application expected to open in September 2022. Cook County plans to issue monthly guaranteed income payments from December 2022 to December 2024.

## II. Evaluation & Selection Process

### a. Eligibility

The awarded Outreach Partner must have the organizational capacity to conduct the work described in this application and have the fiscal and contracting capacity, as well as the accounting and administrative controls necessary to effectively manage a large federal grant. Requirements include financial stability, fiscal solvency, ability to provide separate reporting for use of funds, and staff to oversee the scope of work and comply with the agreement.

### b. Evaluation Process

An evaluation committee comprised of the County personnel will evaluate all complete submissions in accordance with the selection criteria detailed below. Each eligible applicant will be evaluated on the strengths of the application, the responsiveness to the selection criteria, as well as in the context of the larger goals of the Guaranteed Income Program. Successful applicants must be ready to proceed with the proposed program within a reasonable period of time upon selection, with initial program activities expected to begin by mid-July. Cook County reserves the right to reject any application if such application is incomplete, deemed inadequate or is otherwise not in the best interest of the County.

This evaluation process may result in a short-list of submissions. The evaluation committee, at its option, may request that all or short-listed proposers make a presentation, offer customer testimonials, submit clarifications, schedule a site visit (as appropriate), provide references, respond to questions, or consider alternative approaches.

### c. Selection Criteria

Criteria	Points
<b>Existing Presence and Cultural Competency in Priority Communities</b> <ul style="list-style-type: none"><li>• Demonstrates a robust understanding of priority populations and common barriers to participation</li><li>• Significant experience working with, and within, priority communities, including relevant capabilities and infrastructure to execute program components</li><li>• Demonstrated internal commitment to diversity, equity and inclusion</li></ul>	35
<b>Program Design</b>	30

<ul style="list-style-type: none"> <li>• Clear, detailed, and proven approach to identifying, engaging, and enrolling program participants</li> <li>• Well defined presence and established partnerships in priority communities</li> <li>• Strength of existing systems and processes, capable of collecting and hosting secure participant and performance data</li> </ul>	
<b>Organizational Capacity</b> <ul style="list-style-type: none"> <li>• Clear staffing plan with qualified staff responsible for managing program components</li> <li>• Ability to manage subcontractors (if relevant)</li> <li>• Ability to manage and monitor program expenditures and meet federal reporting requirements</li> </ul>	20
<b>Performance Management</b> <ul style="list-style-type: none"> <li>• Clear evidence of strong past performance</li> <li>• Experience with data-driven performance management</li> </ul>	10
<b>Budget Justification</b> <ul style="list-style-type: none"> <li>• Demonstrated financial capacity for all program components</li> <li>• Clear and reasonable costs</li> </ul>	5
<b>Total Possible Points</b>	<b>100</b>

**III. Submission Information**

**a. Information Session**

The Bureau of Economic Development will conduct a virtual information session on Thursday, May 26 from 3:00pm to 4:00pm CDT. Potential applicants are strongly encouraged to attend. Registration is required. Please register by emailing [guaranteedincome@cookcountyil.gov](mailto:guaranteedincome@cookcountyil.gov) with the Subject Line: “Outreach and Assistance Information Session.” Registrants will receive an email confirmation and a calendar invite containing a link to the webinar.

**b. Deadlines for Submission**

All responses must be submitted no later than Friday, June 10, 2022, by 5:00pm CDT. All applications must be submitted electronically. Late submissions will not be considered. To submit your response, please complete the below Grant Application in its entirety and upload a completed version and all required attachments to the portal here: <https://www.cookcountyil.gov/service/promise-guaranteed-income-pilot-outreach-and-person-application-assistance-application>.

**IV. Disclosures**

**a. General Guidelines**

- i. Applicants shall comply with all laws prohibiting discrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation; and/or any other legally protected classification group.

- ii. All submitted applications and related materials shall become and remain the exclusive property of the Cook County Bureau of Economic Development (BED).
- iii. BED is not liable for any costs incurred by the Applicant prior to issuing the Agreement.
- iv. An authorized representative of the organization shall submit the application and certification and such completion and submission of an application constitutes agreement with subsequent contracting requirements and with conditions of participation in the Cook County Guaranteed Income Pilot Program as funded under the American Rescue Plan Act.
- v. BED reserves the right to reject any and all proposals that are deemed not responsive to its goals under the Cook County Guaranteed Income Pilot Program.

**b. Summary of Contract Terms and Conditions**

The following summary outlines terms and conditions that will be used as the basis for developing subrecipient agreements with the selected grantee.

- i. Funding: The Guaranteed Income Pilot Program is supported by funds from the U.S. Department of Treasury, under the American Rescue Plan Act (ARPA), Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program.
- ii. Method of Payment: Grantee must submit invoices to BED in such detail as BED requests and on a monthly basis. BED will process payment within forty-five (45) days after receipt of invoices. Advance payments will be considered where needed.
- iii. Grant Budget: BED and Grantee shall jointly develop a detailed grant budget that is based upon and consistent with the funding source(s). Any revisions of a line item in the working budget shall be subject to approval by BED.
- iv. Grantee Qualifications: Grantee shall ensure that all agents, employees, and subrecipients or subcontractors performing the services agreed upon, meet and maintain any licensure, certification and accreditation required to carry out such services.
- v. Monitoring and Compliance: Review and evaluation of the program will be performed, and regular contact with the grantee will be maintained to both maximize program coordination and adhere to federal guidelines.
- vi. Reporting: Grantees shall submit monthly, quarterly and/or final reports pursuant to U.S. Treasury ARPA reporting requirements and Cook County requirements as developed by BED.
- vii. Legal Requirements: Compliance with the Uniform Guidance and County legal requirements will be required.



# **Grant Application: Outreach and In-Person Application Assistance Partner**

There are seven sections to the application, as well as a list of required attachments. Please be sure to answer each question completely. Incomplete applications will not be considered. Applicants may answer directly in the provided application document or create a separate document that includes clear responses to all sections and questions.

## **Section 1: Primary Contact Information**

- Name
- Email
- Phone

## **Section 2: Organization Information**

- Name
- Address
- Phone
- Website
- DUNS Number
- Years of Operation
- Head of Organization
  - Name
  - Title
  - Email
  - Phone
- Has your organization ever contracted with Cook County before?
- Has your organization ever contracted with another government entity before?

## **Section 3: Existing Presence and Cultural Competency in Target Communities**

- a. Please describe your organization's current or past work conducting outreach in and providing services to low-income individuals, communities of color, intended priority populations, and other hard to reach communities in **suburban Cook County**. Responses should show strong cultural competency and an understanding of the critical needs of these communities, as well as the unique capabilities your organization will bring to the project.
- b. Please describe your organization's current or past work conducting outreach in and providing services to low-income individuals, communities of color, intended priority populations, and other hard to reach communities in the **City of Chicago**. Responses should show strong cultural competency and an understanding of the critical needs of these communities, as well as the unique capabilities your organization will bring to the project.

- c. Please describe the geographic locations in which you currently operate. Does your organization currently own or rent properties in Cook County where application assistance may be offered? If not, please describe your plan, target geographies, and timeline for standing up in-person application assistance sites.
- d. Please describe your organization's commitment to equity and inclusion. How does your organization work internally to promote and enhance inclusion and equity, particularly racial equity?
- e. What languages will your outreach, communications, and in-person services be offered in?

#### **Section 4: Proposed Program Design**

- a. Please describe your proposed **communications and outreach plan** in detail, including proposed activities, target communities, and partner organizations. Please discuss staffing plan, timeline, and other logistics as part of your response.
- b. Please describe your proposed **in-person application assistance plan** in detail, including targeted areas for in-person assistance locations, hours of availability, scheduling and intake process, staffing plan, timeline, and other logistics as part of your response.
- c. Does your organization plan to coordinate with existing support services to improve outreach to priority populations? What relationships will be leveraged in service of this program?
- d. Does your organization have evidence that demonstrates the effectiveness of your proposed plan? Please describe.
- e. Please indicate the geography that your organization and any subcontractors intend to serve.

#### **Section 5: Organizational Capacity**

- a. Please detail your organization's current and projected workload.
- b. Please detail your organization's existing capacity – is it sufficient to take on this project? If not, please provide a staffing plan and timeline for scaling up that reflects the County's desired program timeline.
- c. Does your organization have experience directly supporting residents who are applying for social service programs? If so, please detail your customer service process.
- d. Are you applying as a single agency or lead agency? Please list any organizations that you will partner or subcontract with to meet the requirements of this program.

## **Section 6: Data, Evaluation, and Reporting**

- a. Please discuss how your organization collects, manages, and stores data, especially sensitive data with personal information. How will this data be accessed by the County and our Evaluation Partner?
- b. Please describe how your organization monitors and evaluates program activities, including your experience with data-driven performance management.
- c. Please discuss any experience your organization has with federal and/or local government grant reporting requirements.

## **Section 7: Budget and Finance**

- a. Describe your capacity to expend funds prior to reimbursement, or if you expect that advance payments will be required to accomplish your proposed program design.
- b. Please attach a completed budget form and budget narrative as part of your application submission. Be sure to specify the level of funding dedicated to each subcontractor, if applicable.
- a. Please discuss how your organization will monitor program expenditures. Include a description your organization's fiscal monitoring procedures and any experience your organization has with federal and/or local government fiscal compliance requirements.

## **Section 8: Attachments (\*Required)**

1. **Completed Application\*** - Attach your completed grant application. Incomplete applications will not be considered.
2. **Budget Form and Narrative\*** - Upload a copy of your completed budget form.
3. **Key Personnel\*** - Identify key personnel committed to this project
4. **501(c)(3) IRS Determination Letter\*** - Applicants should submit a copy of the IRS Determination Letter or Affirmation Letter exhibiting that the Corporation is tax exempt under 501(c)(3) and 501(c)(4)
5. **List of Board of Directors\*** - Please submit a list of your Board of Directors
6. **Copy of Articles of Incorporation (recommended)** - Please submit a Copy of Amended Articles of Incorporation
7. **Certificate of Good Standing (recommended)** - For applicants in the State of Illinois, please submit a Certificate of Good Standing. For applicants outside of Illinois, please submit a certificate of similar state documentation.
8. **Most Recent Financial Statement or Audit\*** - 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.
9. **Supporting Document 1** - Additional supporting documentation as needed
10. **Supporting Document 2** - Additional supporting documentation as needed