



Outreach and In-Person Application Assistance Partner Information Session

May 26, 2022
3:00pm to 4:00pm CT

Introductions:

- ❑ Pete Subkoviak, Director, Guaranteed Income and Economic Mobility
- ❑ Dominic Tocci, Deputy Bureau Chief
- ❑ Jessica Gallagher, Senior Consultant, Guidehouse

Agenda

- About Cook County
- Cook County Promise
- Program Goals
- Outreach and In-Person Assistance Partner Role
- Priority Communities
- Services Required
- Subcontracting
- Selection Criteria
- How to Apply
- Requirements
- Online Application
- Budget Template
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- Q&A

About Cook County

With a population of approximately 5.3 million people, **Cook County, Illinois** is the second most populous county in the nation. The Cook County region contains 134 municipalities, the largest being the City of Chicago – where the County seat and its central offices are located. The City of Chicago and the surrounding suburban municipalities account for approximately 85% of the County's 946 total square miles.

The **Bureau of Economic Development (BED)** works to foster economic development and job growth across Cook County and will oversee the Guaranteed Income Pilot Program and coordinate among all partners.

The County is seeking grant applications (proposals) from agencies who can fulfill the required Scope of Services for supporting the Cook County Promise Guaranteed Income Pilot.

The Cook County Promise Guaranteed Income Pilot will provide no-strings-attached \$500 monthly cash payments to 3,250 Cook County residents for 24 months. The County is aiming to open participant applications in Fall 2022, with first payments beginning in Winter 2022.

The **Outreach and In-Person Application Assistance Partner(s)** will be responsible for conducting outreach to priority and hard-to-reach communities in Suburban Cook County and the City of Chicago as well as offering in-person application assistance at suburban and city locations.

Cook County anticipates that the **Outreach and In-Person Application Assistance Partner(s)** will begin work in July 2022 and be contracted through the Fall 2022 application period.

Program Goals

- ✓ Help participants recover from economic impacts of COVID-19, achieve financial stability, and improve economic mobility
- ✓ Improve participants' mental and physical health
- ✓ Understand how guaranteed income impacts immediate participants, as well as community members overall
- ✓ 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.

Outreach & In-Person Assistance Partner Role

Conduct widespread, accessible, and culturally competent digital and in-person outreach, informing target communities and hard-to-reach populations about the Cook County Promise Pilot, eligibility requirements and application details – with the goal of receiving high rates of applicants from low-income and other target communities.

Work with the County to finalize priority populations and geographic locations to target communications.

Offer accessible in-person application assistance in 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).

Work with the County and the Payment Administration Partner to reduce barriers to participation in the program.

Work with the County and the Evaluation Partner to track and assess outreach activities, progress towards benchmarks, and learnings.

Priority Communities



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 disinvested geographies
- › Undocumented residents
- › Non-native English speakers
- › Households with limited internet accessibility
- › Uninsured residents
- › Formerly incarcerated individuals
- › Residents not currently receiving other social safety net benefits

Possible Locations for Outreach

- › Community health centers
- › Schools
- › After school and childcare centers
- › Public libraries
- › Places of worship
- › Small businesses and community corridors
- › Other community anchor institutions

Services Required

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

Service	Description
Outreach	<ul style="list-style-type: none">• 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.• 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	<ul style="list-style-type: none">• Work with the Payment Administration Partner to train up staff on program eligibility and the application process in preparation for assisting applicants during the open application period.• 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.• Offer at least seven suburban locations and five City of Chicago locations where applicants can come to receive assistance.
Reporting and Evaluation	<ul style="list-style-type: none">• Prior to beginning the work, the Outreach and In-Person Application Assistance Partner will coordinate with Cook County and the Evaluation Partner to build a final list of data and metrics tracking and build a process to ensure that the comprehensive data, metrics, budget, and reporting requirements will be met.



Subcontracting

- ✓ We understand that outreach and in-person assistance 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.



Subcontracting

- ✓ The Outreach and In-Person Application Assistance Partner may apply as a single organization, or as a lead organization in partnership with subcontracting 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.

Selection Criteria

Below are some of the criteria that will be used to score and evaluate applications:

Criteria	Points
Existing Presence and Cultural Competency in Priority Communities <ul style="list-style-type: none">• Demonstrates a robust understanding of priority populations and common barriers to participation• Significant experience working with, and within, priority communities, including relevant capabilities and infrastructure to execute program components• Demonstrated internal commitment to diversity, equity and inclusion	40
Program Design <ul style="list-style-type: none">• Clear, detailed, and proven approach to identifying, engaging, and enrolling program participants• Well defined presence and established partnerships in priority communities• Strength of existing systems and processes, capable of collecting and hosting secure participant and performance data	25
Organizational Capacity <ul style="list-style-type: none">• Clear staffing plan with qualified staff responsible for managing program components• Ability to manage subcontractors (if relevant)• Ability to manage and monitor program expenditures and meet federal reporting requirements	20

Selection Criteria

Below are some of the criteria that will be used to score and evaluate applications:

Criteria	Points
Performance Management <ul style="list-style-type: none">• Clear evidence of strong past performance• Experience with data-driven performance management	10
Budget Justification <ul style="list-style-type: none">• Demonstrated financial capacity for all program components• Clear and reasonable costs	5
Total Possible Points	100

How to Apply

1. Download and review the 2022 Guaranteed Income Outreach and In-Person Application Assistance Overview
2. Download the Outreach and In-Person Application Assistance Partner Grant Application and prepare your application, as well as any required or supplemental documents (including the corresponding Guaranteed Income Partner Application Budget Template). **Applicants may provide their narrative responses directly in the application document or create a separate document that includes responses to all sections and questions.** Completed applications may be submitted as Word Documents or PDFs.
3. Upload your completed application form, all required attachments, and any supplemental materials before the deadline at <https://www.cookcountyil.gov/service/promise-guaranteed-income-pilot-outreach-and-person-application-assistance-application> .

**APPLICATIONS DUE:
Friday, June 10, 2022
5:00pm CT**

The following documents are available at <https://www.cookcountyil.gov/promise>:

- 2022 Guaranteed Income Outreach and In-Person Application Assistance Overview (PDF)
- Guaranteed Income Partner Application Budget Template (Excel)
- Outreach and In-Person Application Assistance Partner - Grant Application (Word)

Requirements



*Required

Online Application

Organization Name *

Organization Mailing Address *

Organization City *

Organization State *

Organization Zip Code *

Organization Website *

Make sure you have all materials ready to submit – you will not be able to save an in-progress application.

Online Application

FILE UPLOADS

Use the following section to upload the required files for this submission. Please have ALL your files ready to upload when you submit your application, as you cannot save and continue later. All files marked as REQUIRED must be uploaded when submitting your application.

Completed Application *

[REQUIRED] Attach your completed grant application document. Incomplete applications will not be considered.

No file chosen

One file only.
25 MB limit.
Allowed types: , pdf, doc, docx, .

Budget Form and Narrative *

[REQUIRED] Upload your completed budget form and narrative.

No file chosen

One file only.
25 MB limit.
Allowed types: pdf, doc, docx, xls, xlsx, zip.

Key Personnel *

No file chosen

[REQUIRED] Identify key personnel committed to this project.
One file only.

Make sure you have all materials ready to submit – you will not be able to save an in-progress application.

Budget Template



Requirements

- ✓ Build a budget for the entire duration of the project
- ✓ Complete expense breakdown and narrative for each year
- ✓ Provide justification for each proposed cost in the budget
- ✓ Submit budget in Excel

Budget Template (Excel) (includes both Summary Form and Narrative Form)

	A	B
1	Guaranteed Income Partner Application - Budget Summary Form	
	<u>Applicants are required to complete and submit this Budget Form (A) and corresponding Budget Narrative Form (B) in addition to the required grant application narrative.</u>	
2	Line item detail for each category is required in the Budget Narrative. For each cost item entered the your Budget Form, please provide a corresponding explanation in the Budget Narrative. Be sure to provide sufficient detail to enable reviewers to understand all proposed expenditures.	
3		
4	Applicant Organization:	
5	Partner Role (select from drop down):	
6	Contact Name:	
7	Contact Email:	
8	Contact Phone:	
9		
10		Total Project Cost
11	Personnel	
12	Fringe Benefits	
13	Travel	
14	Equipment	
15	Materials and Supplies	
16	Subcontractors	
17	Other Direct Costs	
18	<i>Other Direct Costs (as needed)</i>	
19	<i>Other Direct Costs (as needed)</i>	
20	Total Direct Costs	\$0.00
21	Indirect Costs	
22	Total Project Budget	\$0.00

A. Budget Summary Form
B. Budget Narrative Form
+

Timeline

Wednesday, May 18, 2022	Applications available at https://www.cookcountyil.gov/promise
Thursday, May 26, 2022, 3:00pm - 4:00pm CT	Guaranteed Income Outreach an In-Person Application Assistance Partner Information Session (slides posted by 5:00pm CT)
Tuesday, May 31, 2022 by 5:00pm CT	Questions Due Date <ul style="list-style-type: none">• Questions can be emailed to guaranteedincome@cookcountyil.gov
Friday, June 3, 2022 by 5:00pm CT	Q&A posted online at https://www.cookcountyil.gov/promise
Friday, June 10, 2022, 5:00pm CT	Submission Due Date <ul style="list-style-type: none">• All applications must be submitted electronically• Late submissions will not be considered

Questions?

Visit <https://www.cookcountyil.gov/promise> for more information and to apply to become a partner organization.

Visit <https://www.engagecookcounty.com/promise> to sign up for general e-mail updates on the program.



Contact: guaranteedincome@cookcountyil.gov

Appendix A: Application Checklist

Category	Requirements
Completed Application*	<input type="checkbox"/> Attach your completed grant application.
Budget Form & Budget Narrative*	<input type="checkbox"/> Applicants shall provide a detailed budget that includes a cost breakdown & narrative. Please use the provided budget template.
Key Personnel*	<input type="checkbox"/> Applicants must identify key personnel committed to this project.
501(c)(3) IRS Determination Letter*	<input type="checkbox"/> Applicants shall submit a copy of their IRS Determination Letter or Affirmation Letter exhibiting that the Corporation is tax exempt under 501(c)(3) or 501(c)(4) <input type="checkbox"/> If you are a for-profit agency, upload documentation of your for-profit status and corporate structure.
List of Board of Directors*	<input type="checkbox"/> Applicants must include a list of their Board of Directors
Copy of Articles of Incorporation <i>(recommended)</i>	<input type="checkbox"/> Copy of Articles of Incorporation or Amended Articles of Incorporation.
Certificate of Good Standing <i>(recommended)</i>	<input type="checkbox"/> 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.
Most Recent Financial Statement or Audit*	<input type="checkbox"/> 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.
Supporting Documentation	<input type="checkbox"/> Additional supporting documentation as needed