



Toni Preckwinkle
President

Cook County Board of Commissioners

COOK COUNTY

Bureau of Economic Development

COVID-19 Homeless Response

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

June 2020



COVID-19 Homeless Response Application

COVID-19 Homelessness Response

*****Please review the guidance below before completing the application.*****

Cook County's goal is to make this application process as straightforward as possible. We are largely using our normal ESG application format. Cook County may request additional organizational documents during the application review process.

Applicants should attempt to capture the full extent of their needs over the following timeframes:

- Emergency shelter costs: for the next **six months (through 12/31/2020)**, except for staffing which can be for the next 12 months (through 6/30/2021)
- All other activities: for the next **12 months (through 6/30/2021)**

Applications are due by Tuesday, July 14, 2020 at 5:00pm. Applications should be submitted to Sonia Brown at sonia.brown@cookcountyil.gov. This application will remain open on a rolling basis for new shelter options (see category 4 below). A future application for additional emergency shelter needs is expected later this year.

Initial funding decisions are expected to be made quickly so that costs incurred starting July 1, 2020 are the baseline expectation that applicants should have. If funding is being requested for costs incurred prior to July 1, 2020, please describe this in your narrative.

Please note that the following waivers/modifications from the usual ESG regulations apply to this solicitation:

- No cap on Emergency Shelter and Street Outreach activities
- Matching funds are not required
- Increase the income limit to 50% of AMI

Background: Cook County and the Alliance to End Homelessness in Suburban Cook County (Cook County Continuum of Care lead agency- the Alliance) convened a diverse group of community stakeholders to develop a vision for using federal funding sources such as the Emergency Solutions Grant (ESG) and Community Development Block Grant (CDBG) to respond to COVID-19 and more effectively prevent and end homelessness in suburban Cook County.

The intent of this document is to provide guidance to providers on the scale and type of projects that will be funded as well as program models and expectations of project applicants.

CARES Act ESG and CDBG (also known as ESG-CV and CDBG-CV) is coming in phases. Cook County has been allocated the following:

- \$8.9 million in ESG
- \$6.4 million in CDBG

Other jurisdictions are also receiving ESG and CDBG funding that will be serving suburban Cook County and Cook County will be coordinating with those jurisdictions regarding the use of funding. Cook County is also collaborating with other agencies like IHDA and CEDA who are deploying funds for housing assistance.

Not all projects will necessarily be funded with the initial phases of ESG and CDBG funding.

The goal is to create a process in which providers request funding in one application from multiple funding sources for the project-types below at a scale that help reach the housing, shelter, outreach, and prevention goals listed.



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Project considerations

- **New staff capacity:** Applicants must demonstrate that the funding will increase capacity through new hires or re-deploying staff. Funding allows for hiring temp staff for 12 months. In addition, hazard pay can be included to compensate for the risk involved with front-line work and the temporary nature of positions.
- **Equipment:** Applicants should budget for the necessary equipment and PPE to safely operate following CDC guidelines. In addition, consider technology needed to operate safely, including laptops, hot spots, accommodations for working at home, etc. Include these costs in the budget table on page 18.
- **Admin:** Applicants should request the necessary admin funding to manage the increased staffing and rental assistance expenses. In addition, consider cost of training and supervision of staff.

Project Types

1. Rapid Re-housing

Goal: House 400 households in Rapid Re-housing in a year utilizing increased staff and rental assistance capacity

Objective: Increase staff capacity by 20 FTE RRH case managers for next 12 months across suburban Cook County.

Program model: Rapid Re Housing is a 3-month program with the opportunity to extend an individual's subsidy on a case-by-case basis up to the duration of the program, in this case, *12-months*. The project uses a progressive engagement approach, which means households are provided individualized assistance that increases only as needed.

Expectations:

- **Staffing:**
 - Providers are expected to add staff capacity for 12 months through new hires or re-deploying staff but must demonstrate in the application how capacity has increased.
 - Case managers should have an approximately *1:20 case manager to client ratio*.
 - Programs are expected to follow the Rapid Re-housing standards developed by the Continuum of Care
 - Staff are expected to follow Coordinated Entry policies and procedures, including completing required trainings
- **Rental assistance:** There are no caps placed on rental assistance. The program is a 3-month program with extensions as needed until 12-months. Programs should budget rental assistance that can last for 12 months maximum that ensures case managers will have a 1:20 case manager to client ratio.

2. Prevention

Goal: To prevent homelessness for approximately 10,080-13,440 households in a year with the new staff and rental assistance capacity

Objective: To increase capacity by at least 14 FTE prevention case managers for the next 12 months (approximately 4 in north, 4 in west, 6 in south)

Program model: Prevention is a program that helps to prevent eviction by paying past due rent, utility, and mortgage assistance or helps end homelessness through security deposits and short-term rental assistance. Providers must take referrals from the call center.



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Expectations:

- Staffing:
 - Providers are expected to add staff capacity for 12 months through new hires or re-deploying staff but must demonstrate in the application how capacity has increased.
 - Each case manager is expected to take at least 4 *call center referrals a day*
- Rental Assistance:
 - Rental assistance varies by funding source. Projects should budget based on rental, utility, and mortgage assistance averages in the community and the number of people that are projected to be served with increased capacity (1 Case manager receiving at least 4 referrals from the call center a day)

Considerations:

- To decrease admin funding, consider regional applications that pools rental assistance funding to one admin or banker and increases the number of FTE prevention case managers across agencies.

3. Emergency Shelter and Diversion

Goals:

- Continue hotel/motel and congregate shelter options for the next 6 months in order to continue to serve over 550 households who cannot be diverted from the homeless services system and need crisis housing that meet CDC guidance on shelter for COVID-19.
- Divert or rapidly exit as many people entering shelter/already in shelter as possible.

Objective:

- Increase capacity to do housing-focused shelter case management, diversion, and rapid exit by approximately 25 FTE across suburban Cook County for the next 12 months. Providing adequate staffing to maintain 24/7 coverage for shelter, increase exits to permanent housing, and respond to COVID-19.

Program model: Frontline shelter staff utilize problem-solving techniques to divert households seeking shelter and rapidly resolve homelessness for households currently in shelter.

Diversion is defined as using problem-solving techniques to help households seeking shelter avoid shelter by relying on their strengths and support system. This could include mediation to support living with family and friends when safe and appropriate and exploring other community resources to avoid shelter.

Rapid-resolution uses the same problem-solving techniques to help households exit shelter quickly by leveraging the strengths and support system of the household and pursuing other permanent housing options.

Expectations:

- Staffing:
 - Follow the latest diversion/rapid-resolution training, guidance, and protocol. This includes attempting to divert all people seeking shelter and using problem solving techniques with current shelter residents.
 - Providers are expected to add staff capacity for 12 months through new hires or re-deploying staff but must demonstrate in the application how capacity has increased.
 - Approximately 1:20 staff to client ratio



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- Follow Coordinated Entry policies and procedures, including completing required trainings
- Complete the CE phased assessment with shelter residents, including the VI-SPDAT
- Explore all housing resources, including non-CoC housing options
- Beds:
 - Budget adequately so crisis housing can serve exiting households and new households that cannot be diverted from homelessness
 - Shelter should be low-barrier and use housing first principles

Considerations:

- There is an assumption that most shelter providers are applying to get FEMA funding to cover 75% of the cost of food, shelter, and transportation. In the application, indicate if you are applying for FEMA funds, and budget for the total amount, including the portion expected to be covered by FEMA.
- Consider partnering with a health care provider like a Federally Qualified Health Center (FQHC) for guidance and support to work with people who have mental illness and substance use disorders who stay in shelter and to support your response to COVID-19 (i.e. testing, training, etc.).

4. Create new Fixed-Site shelter

Goal: Create small, year-round shelter/interim-housing/respice care for special populations that is safe and appropriate for COVID-19

Objectives:

- Applicants utilize funding for property acquisition/construction/rehab, equipment, and/or planning to move forward plans to provide fixed-site shelter options that are also safe and appropriate for COVID-19.

Program model: Crisis housing/shelter/interim housing that offers beds 24/7 to vulnerable populations not well-suited to a pads model of shelter. This includes but is not limited to people who are chronically homeless, have a physical disability, have a mental illness, elderly, families, or people who are homeless in need of respice-medical care. Programs are small (e.g., approximately 30 beds) and included housing-focused case management.

Considerations:

- All applicants should ensure that buildings are ADA compliant and accessible to people who have disabilities.

5. Coordinated Street Outreach

Goal: Pilot a coordinated outreach team that adds full-time staff dedicated to working to house unsheltered homeless individuals and families in suburban Cook County and respond to clients in crisis in a timely manner.

Objective: Create a regional team of 6 FTE outreach workers that can provide coverage across suburban Cook County with extended hours of operation.

Expectations:

- Staffing:
 - 1:20 staff to client ratio
 - Applicants must hire 6 new FTEs (as one organization or a partnership of several organizations)
 - Meet individuals where they are at including the forest preserves, in public parks, etc.



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- Respond to crisis calls from hospitals, police, community members and people who are unsheltered and in need of assistance.
- Trained and utilize best practices including harm reduction, housing first, trauma informed engagement, Naloxone training, etc.
- The Alliance will provide guidance, oversight, and standards for the outreach team

Considerations:

- Applicants are strongly encouraged to partner with a health professional or FQHC to address chronic health needs of clients
- Preference will be given to applicants and partnerships that are able to serve all suburban Cook county

Budget for equipment, transportation, and basic needs such as ID, clothing, food etc.

6. Administrative Costs

Applicants may seek up to 7.5% of their funding request for administrative costs.

KEY CONTACTS

Applicants are encouraged to contact staff with questions regarding funding eligibility, application preparation, and/or application submittal. Inquiries should be directed as noted below:

Primary Contact

Ericka Branch, Administrative Analyst
Phone: (312) 603-1057
Email: ericka.branch@cookcountyil.gov

Secondary Contact

Dominic Tocci, Deputy Director
Phone: (312) 603-1048
Email: dominic.tocci@cookcountyil.gov



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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

Components

Homelessness Prevention: \$ _____

Rapid Rehousing: \$ _____

Street Outreach: \$ _____

Emergency Shelter: \$ _____

Fixed-site Shelter and COVID Modifications/PPE/Equipment: \$ _____

HMIS: \$ _____

Administrative Costs: \$ _____

Total Amount Requested: \$ _____

Total Matching Funds (match is not required): \$ _____

***The signature below must be from authorized agency official ***

Signature

Date

Title



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APPLICANT INFORMATION SHEET (CONT'D)

Please complete all pages for each project, as applicable

Applicant Address:

City: Illinois Zip Code:

County Commissioner District:

Project Title:

Is this project consistent with Cook County's 2015-2019 Consolidated Plan?
<https://www.cookcountyil.gov/content/planning-progress>
If no, "STOP".

Yes No

DUNS Number (Required for Funding):

FEIN Number: CFDA Number: 14.231

Purpose of the Project (check all that apply): Help Prevent Homelessness Help the Homeless Help those fleeing from domestic violence

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



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SUMMARY AND PROJECT DESCRIPTION (Continued, if needed):

Please describe any COVID-19 response funding you have received so far or expect to receive. Include information about the funding source and amount of funding. Any such funding should be included in your budget tables later in this application.



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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 **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.

Rental Assistance

*TBRA-Short Term
Term (1-3 months)

*TBRA-Medium Term
(4-12 months)

Mortgage Assistance

*Non-ESG (1-3 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

Coordinatic

Call Center
Intake

Annual Number of Persons to be served: _____

Tenant Based Rental Assistance

Brief description:



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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 **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.

<u>Rental Assistance</u>	<u>Financial Assistance</u>	<u>Services/Staff Salaries</u>	<u>Coordination</u>
*TBRA-Short Term (1-3 months)	Moving Costs	Housing Search/Placement	Call Center
*TBRA-Medium Term (4-12 months)	Rental Application	Housing Stability Case	Intake
	Fees	Management	
	Security Deposits	Mediation and Legal Services	
	Last Month's Rent	Credit Repair/ Budgeting/ Money	
	Utility Deposit	Management	
	Utility Payments		
	Rent Arrears		
	Annual Number of Persons to be served:		_____

Tenant Based Rental Assistance

Brief description:



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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: _____

Describe how this project will house people who are unsheltered across suburban Cook County and respond to crisis calls from community stakeholders (i.e. hospitals, police, and community members). Include in the description region served, partnerships, proposed hours of operations, and other elements of your project that will address the guidance at the beginning of this application.



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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 **Emergency Shelter** funds. Specify in the narrative below how much funding would go toward shelter operations and how much would go toward staff salaries. Please note that the timeframe for shelter budgeting is the next six months (through 12/31/20), except for staffing which can be through 6/30/21.

Essential Services

Case Management (Diversion and rapid exit)
 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 _____



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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:

Fixed-site Shelter Component

Number of Beds Created: _____

Annual Number of Persons to be Served: _____

Describe this project and how it will provide needed shelter for vulnerable populations. Indicate the target population(s). Include information about the timeframe for executing the project, funding gaps that remain, and how the requested funding will allow the project happen.



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PROPOSED PROJECT BUDGET

STAFF SALARIES

Position	Component Number*	(A) Annual Salary	(B) % of time spent on project	(A) multiplied by (B) Salary allocated for project	Salary County Portion	Project Match
TOTAL SALARIES						

*Please indicate (1) for Homeless Prevention, (2) for Rapid Rehousing, (3) for Street Outreach, (4) for Emergency Shelter, and/or (5) for HMIS after each position, (6) Administration. A position may carry out multiple components. Please list one position staff per component per line. (A staff person may be repeated on more than one line if they are being funded to carry out more than one component.) **Failure to indicate component number after position may result in positions not being funded.**



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LINE ITEM BUDGET: Budget through 6/30/21, except for Emergency Shelter non-staffing costs (through 12/31/20). Unreimbursed expenses back to March 2020 may be included. Other Funds should include other sources like FEMA. Matchings funds are not required (unlike regular ESG funding).

<i>Homeless Prevention Component</i>	Funding Request	Other Funds	Total Budget
Housing Relocation and Stabilization Services (Salaries)			
Tenant Based Rental Asst. Short Term (1 st -3 rd months)			
Tenant Based Rental Assistance Medium Term (4 th -12 th months)			
Mortgage Assistance (non-ESG; up three months)			
Coordination: Call Center			
Moving Financial Assistance: Moving, Security Deposit, Last Month's Rent, Rental Applications, Moving Costs			
Utility Financial Assistance: Utility Deposits, Payments			
Other Financial Assistance: Rent Arrears			
Total Component Activities			
<i>Rapid Rehousing Component</i>	Funding Request	Other Funds	Total Budget
Housing Relocation and Stabilization Services (Salaries)			
Tenant Based Rental Asst. 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			
Other Financial Assistance: Rent Arrears			
Total Component Activities			



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HMIS/Data Tracking	Funding Request	Other Funds	Total Budget
Staff Salaries for Operating HMIS			
Receiving HMIS Training (salary, transportation, etc.)			
HMIS Administration and Providing Training (salary, transportation, etc.)			
Establishing/operating similar database (Victim providers only)			
Total Component Activities			
Street Outreach	Funding Request	Other Funds	Total Budget
Staff Salaries			
Transportation			
Coordination: Call Center			
Total Component Activities			
Emergency Shelter	Funding Request	Other Funds	Total Budget
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			

Note: Emergency Shelter costs should include expected FEMA funding in the “Other Funds” column. The 25% FEMA match can be included in the “Funding Request” column as appropriate.



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Fixed-site Shelter and COVID costs	Funding Request	Other Funds	Total Budget
Acquisition (non-ESG)			
Rehab / Construction (including COVID-related modifications)			
COVID-19 related equipment and PPE			
COVID-19 technology needs			
Total Component Activities			
Administrative Costs	Funding Request	Other Funds	Total Budget
Admin (up to 7.5%)			
Total Component Activities			
Grand Total (All Component Activities)			

Fields above do not calculate



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RACIAL EQUITY INFORMATION

Please answer the following question and complete the table below.

How is your organization and/or this project advancing racial equity? Items to consider are:

- Give specific examples of how your agency is working towards being actively anti-racist and promoting racial equity within your staff/board/volunteers?
- Give specific examples of how your programming is promoting racial equity?
- Give specific examples of your racial equity goals and how you evaluate them? (what data is collected, what tools do you use, how often, etc.)

Please complete the following table with demographic data on your Board, staff and clients/beneficiaries.

RACE	Number of Board Members	Number of Staff Members	Number of Clients/Beneficiaries
White			
Black or African American			
American Indian or Alaska Native			
Asian			
Native Hawaiian or Other Pacific Islander			
Some other race			
Two or more races			
ETHNICITY			
Hispanic or Latino			
Not Hispanic or Latino			