

**Grant Application: Payment Administration Partner**

There are twelve 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.

**Applicant Agency Name**

**Section 1: Primary Contact Information**

Primary Contact Name:

Primary Contact Email:

Primary Contact Phone:

**Section 2: Organization Information**

Organization Name:

Organization Address:

Organization Phone:

Organization Website:

Organization DUNS Number:

Years of Operation:

Head of Organization Name:

Head of Organization Title:

Head of Organization Email:

Head of Organization Phone:

Has your organization ever contracted with Cook County before? (Yes/No)

Has your organization ever contracted with another government entity before? (Yes/No)

**Section 3: Experience & Qualifications**

1. Please describe your organization’s experience distributing unrestricted cash payments within the United States, including current or past work administering large-scale financial assistance or Guaranteed Income programs, visible to a wide public audience. Please include specific examples of your ability to deliver on the project components as described in the Scope of Services section.

**Section 4: Organizational Capacity**

1. Please detail your organization’s current and projected workload – how many cash distribution programs is your organization currently managing? What are the fund sizes and timelines of these current programs?
2. If selected, how will your organization adapt to meet the demands of Cook County’s Guaranteed Income Pilot? What staffing and technological changes would need to be in place, and what would that timeline look like? Please include a description of your ability to meet the County’s anticipated timeline of a resident application launch in September 2022 and the first payment in December 2022.
3. Do you have an existing customer service team dedicated to assisting applicants through the application and enrollment processes? If so, please describe your customer service process in detail.
4. Are you applying as a single agency or lead agency? Please 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.

**Section 5: Equity, Inclusion, and Cultural Competency**

1. Please describe your organization’s commitment to equity and inclusion. How does your organization work internally to promote and enhance equity, particularly racial equity?
2. Please describe your organization’s experience working with low-income populations and people of color in the United States. How does your organization work to connect with and empower these populations? What barriers have you faced serving low-income communities and people of color and how have you overcome them?
3. What languages are your application portal, payment system, and customer service team set up to serve?

**Section 6: Technology**

1. Does your organization have the existing technology necessary to create and host the pilot program’s application portal and lottery selection process? If so, please describe it in detail. Please include a description of your ability to collect and securely host data and documentation from applicants, including eligibility verification documentation.
2. Do you have existing technology to enroll participants and distribute cash payments? If so, please describe it in detail.
3. Please describe your ability to track and share available payment and spending data.
4. Do you have existing technology to create and host a back-end dashboard for the County and the Evaluation Partner to track application, selection, and payment distribution progress? If so, please describe it in detail.

**Section 7: Application Administration**

1. Please briefly describe your application process. Is it designed to be completed by a smartphone or computer? Based on your experience, please indicate the volume of applicants that you anticipate for this program and your ability to handle that volume.
2. Please describe the process by which you will screen applicants to verify eligibility. What documentation will be required of applicants, and how will applicants submit this documentation? How will your organization design the verification process to minimize participant burden? Will there be alternative pathways to eligibility verification for participants who lack key documentation?
3. How do you propose coordinating with the City of Chicago to ensure that no selected participant or control group member is a recipient of Chicago’s, or any other guaranteed income, program?
4. Please describe your process for controlling for and preventing fraud, waste, and abuse, including processes for the removal of invalid applications, and avoiding duplication of benefits.

**Section 8: Selection Process**

1. Please describe your experience with administering a lottery process and how you would run a randomized lottery to select participants.
2. How do you propose ensuring that selected participants are from the targeted populations and geographic locations most impacted by COVID-19 and long-standing economic disinvestment?

**Section 9: Enrollment, Benefits Counseling, and Payment Options**

1. Please describe your process for enrolling potential participants and providing comprehensive benefits counseling to potential participants prior to receiving guaranteed income payments. Based on your experience, please indicate the number of people that you expect to need intensive benefits counseling and describe your prior experience with participant drop-off levels after benefits counseling.
2. Please describe your plan to administer monthly payments to program participants, including the types of payment options you can provide and your customer services available for addressing any payment problems. BED is prioritizing payment options that avoid fees related to direct deposit and debit cards.

**Section 10: Budget and Reporting**

1. Please discuss how your organization will monitor program expenditures. Include a description of your organization’s fiscal monitoring procedures and any experience your organization has with federal and/or local government fiscal compliance requirements.
2. Please discuss any experience your organization has with federal and/or local government grant reporting requirements.
3. 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.

**Section 11: Data and Evaluation**

1. Please provide information on the size and experience of your data team.

1. Please describe how your team tracks and provides data and metrics – especially sensitive data with personal information – for monitoring, reporting, and evaluation. How will this data be accessed by the County and our Evaluation Partner?
2. Please describe how your organization has previously worked with research institutions to provide necessary data and metrics for program evaluation. Does your organization already have systems and processes in place to guide the relationship with the selected Evaluator Partner? If so, please describe.

1. Please describe your experience with data-driven performance management.

**Section 12: Structuring for Permanency**

1. One of the County’s primary goals for the Guaranteed Income Pilot is to structure it in such a way that it can be transitioned into a permanent program – and serve as a model on which other local, state, and federal governments can build on. Please discuss what strategies and activities you would consider to support the County in meeting this goal.

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**Section 13: 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
11. **Supporting Document 3** - Additional supporting documentation as needed
12. **Supporting Document 4** - Additional supporting documentation as needed