



## Grant Proposal Notification

GPN Number: 022-26  
(Completed by Finance Department)

Date of Notification: 05/14/2026  
(MM/DD/YYYY)

Parent Committee Agenda Date: 06/02/2026  
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 05/30/2026  
(MM/DD/YYYY)

Name of Grant: PY27 Homeless Prevention Program

Name of Grantor: Illinois Department of Human Services

Originating Entity: \_\_\_\_\_  
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: Community Services

Department Contact: Joan Fox, Administrator Housing Supports & Self Sufficiency, 6426  
(Name, Title, and Extension)

Parent Committee: Human Services

Grant Amount Requested: \$ 384,000.00

Type of Grant: Project/Continuation  
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant:  Yes  No

Source of Grant:  Federal  State  Private  Corporate

If Federal, provide CFDA: \_\_\_\_\_ If State, provide CSFA: 444-80-0657



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1. Justify the department’s need for this grant.

The Homeless Prevention Grant provides funding to assist DuPage Households to prevent homelessness or to secure permanent housing. We anticipate 115 households will be assisted via this funding source in this program year. DuPage County Community Services participates in the Continuum of Care and works in partnership with other local agencies to prevent and end homelessness.

2. Based on the County’s Strategic Plan, which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

Community Well Being – Keep people safe and maintain the social service safety net - The Homelessness Prevention Program supports at-risk households experiencing short-term financial crises by helping them maintain their current housing through short-term rental assistance or secure new permanent housing with security deposit assistance. All participating households are screened for eligibility for mainstream services and are offered financial education and case management to promote long-term stability.

3. What is the period covered by the grant?

07/01/2026 to: 06/30/2027  
(MM/DD/YYYY) (MM/DD/YYYY)

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. \_\_\_\_\_ and \_\_\_\_\_  
(MM/YY) (Duration)

4. Will the County provide “seed” or startup funding to initiate grant project? (Yes or No)

No

4.1. If yes, please identify the Company-Accounting Unit used for the funding \_\_\_\_\_

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront)

5.2. After expenditure of costs (reimbursement-based)



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6. Does the grant allow for Personnel Costs? (Yes or No) Yes

6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.

6.1.1. Total salary \$68,423.00 Percentage covered by grant 20%

6.1.2. Total fringe benefits \$20,759.00 Percentage covered by grant 20%

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): No

6.1.3.1. If yes, which ones are disallowed?

6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?

CDBG-HRU 5000-1440 and CSBG - 5000-1650

6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): No

6.2.1. If yes, how many new positions will be created?

6.2.1.1. Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_

6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit? \_\_\_\_\_  
(Yes or No)

6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?

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6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No) No

6.3.1. If yes, please answer the following:

6.3.1.1. How many years beyond the grant term? \_\_\_\_\_

6.3.1.2. What Company-Accounting Unit(s) will be used? \_\_\_\_\_

6.3.1.3. Total annual salary \_\_\_\_\_

6.3.1.4. Total annual fringe benefits \_\_\_\_\_

7. Does the grant allow for direct administrative costs? (Yes or No) Yes

7.1. If yes, please answer the following:

7.1.1. Total estimated direct administrative costs for project \$25,399.00

7.1.2. Percentage of direct administrative costs covered by grant 100%

7.1.3. What percentage of the grant total is the portion covered by the grant 6.61%

8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost? 88.74%

9. Are matching funds required? (Yes or No): No

9.1. If yes, please answer the following:

9.1.1. What percentage of match funding is required by granting entity? \_\_\_\_\_

9.1.2. What is the dollar amount of the County's match? \_\_\_\_\_

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- 9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? \_\_\_\_\_
10. What amount of funding is already allocated for the project?                     \$0.00
- 10.1. If allocated, in what Company-Accounting Unit are the funds located? \_\_\_\_\_
- 10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No):                     No
11. What is the total project cost (Grant Award + Match + Other Allocated Funding)?                     \$384,000.00