



Grant Proposal Notification

GPN Number: 056-23
(Completed by Finance Department)

Date of Notification: 08/31/2023
(MM/DD/YYYY)

Parent Committee Agenda Date: 11/07/2023
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 08/31/2023
(MM/DD/YYYY)

Name of Grant: PY2023 Continuum of Care Program Competition - HMIS

Name of Grantor: U.S. Department of Housing and Urban Development

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

County Department: Community Services

Department Contact: Julie Burdick, HMIS Manager, x6462
(Name, Title, and Extension)

Parent Committee: Human Services

Grant Amount Requested: \$ 188,556.00

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: 14.267 If State, provide CSFA: _____



Grant Proposal Notification

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

DuPage County Community Services is the HMIS Lead and participates in the Northeast Illinois HMIS database with the Alliance to End Homelessness in Suburban Cook County. The grant supports salary, benefits, training, and travel costs for 1 full-time HMIS Manager and 2 full-time Database and Report Specialists. It covers grant administration, software, user licenses (155), equipment, and services. The renewal will support 13 participating agencies and the Continuum of Care in preventing and ending homelessness in DuPage County, IL.

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

Quality of Life - The Homeless Management Information System is a Federal requirement and is also used to coordinate the care of persons experiencing homelessness or at risk of homelessness, coordinate access to permanent housing, and to report on both program and system level performance. We also host the 211 DuPage call and resource data in this software.

3. What is the period covered by the grant? 09/01/2024 to: 08/31/2025
(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)



Grant Proposal Notification

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 \$147,211.00 Percentage covered by grant 70%

6.1.2. Total fringe benefits \$54,964.00 Percentage covered by grant 70%

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?

5000-1470 and 1000-1750

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?



Grant Proposal Notification

- 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 \$13,164.00
 - 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 7%
8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost? 18%
9. Are matching funds required? (Yes or No): Yes
- 9.1. If yes, please answer the following:
- 9.1.1. What percentage of match funding is required by granting entity? 25%
 - 9.1.2. What is the dollar amount of the County's match? \$47,500.00

Grant Proposal Notification

- 9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? 5000-1470, 1000-1750
10. What amount of funding is already allocated for the project? \$53,681.00
- 10.1. If allocated, in what Company-Accounting Unit are the funds located? 5000-1470, 1000-1750
- 10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No): Yes
11. What is the total project cost (Grant Award + Match + Other Allocated Funding)? \$289,737.00