



SOCIAL SERVICES COMMITTEE

Thursday, October 14, 2021

Remotely at 7:00 pm

AGENDA

Pursuant to 5 ILCS 120/7(2), SSC members and City staff will be participating in this meeting remotely. It has been determined that in-person meeting of the City's Boards, Commissions and Committees are not practical or prudent due to the ongoing coronavirus pandemic. Accordingly, the Social Services Committee may be convened, and members may attend by means other than physical presence consistent with 5 ILCS 120/7. Residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the Social Services Committee may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the Social Services Committee online comment form available by clicking [here](#) or visiting the [Social Services Committee](#) webpage: and clicking on Public Comment Form.

Community members may watch the SSC meeting online through the Zoom platform:

Please click this link:

<https://us06web.zoom.us/j/81321773914?pwd=NzA1N01wZ05vWGhOTDRVUjV3REtXUT09>

Passcode: 419486

Or join by phone:

Dial US: +1 312 626 6799

Webinar ID: 813 2177 3914 Passcode: 419486

I. CALL TO ORDER/DECLARATION OF QUORUM

II. SUSPENSION OF RULES

Members participating electronically or by telephone

III. 2021 SOCIAL SERVICES FUNDING – COMMITTEE DISCUSSION AND ALLOCATION RECOMMENDATIONS

IV. APPROVAL OF VICE-CHAIR

V. APPROVAL OF THE MEETING MINUTES FOR SEPTEMBER 28, 2021

VI. PUBLIC COMMENT

VII. ADJOURNMENT

The next meeting of the Social Services Committee is scheduled November 11, 2021 at 7PM.

Order of agenda items is subject to change



MEETING MINUTES
SOCIAL SERVICES COMMITTEE
Tuesday, September 28, 2021 7:00 PM

Social Services Committee

Members Present: Councilmember Reid, Councilmember Burns, S. Olds Frey, A. Ngola, A. Sood

Members Absent: D. Cravens, S. Lackey, D. Ohanian

Staff: S. Flax, J. Wingader

Call to Order / Declaration of Quorum

With no Chair yet appointed, Ms. Flax called the meeting to order at 7:13 pm. Councilmember Reid agreed to act as Chair as there were no other volunteers.

Suspension of the Rules: Members Participating Electronically or by Telephone

Ms. Olds Frey moved approval, seconded by Ms. Sood; a roll call vote was taken and the rules to suspend to allow for virtual participation were approved 5-0.

Public Comment

No public comment.

New Committee Member Introductions

Ms. Olds Frey introduced herself and provided a brief summary of her experience.

Approval of Meeting Minutes from September 9, 2021

Ms. Ngola moved approval of the September 9, 2021, meeting minutes seconded by Ms. Sood. With no discussion, a roll call vote was taken and the motion passed 5-0.

Election of Chair and Vice Chair

Councilmember Reid called for volunteers to serve as Chair of the Social Services Committee. With no volunteers, he requested to nominate Ms. Olds Frey to serve a one year term as Chair starting on October 14, 2021. Ms. Olds Frey accepted. Ms. Sood moved to approve Ms. Olds Frey as Chair of the Social Services Committee seconded by Ms. Ngola; a roll call vote was taken and the motion passed 5-0.

Approval of Administrative Rules & Procedures

Staff provided a brief overview. Ms. Olds Frey moved to approve and adopt the Administrative Rules & Procedures. Councilmember Reid suggested updates to the Social Services Committee webpage including a link to the ordinance governing the committee and moved to amend the Administrative Rules & Procedures; he requested that Article 5, section 4. Parliamentary Procedure be amended to read that "all meetings

shall be conducted in accordance with rules of the Evanston City Council.” The section currently reads that all meetings shall be conducted in accordance with Robert’s Rules of Order Newly Revised (Tenth Edition). Councilmember Reid noted that Robert’s Rules of Order govern City Council and that Council rules should govern City Boards, Committees and Commissions. The amended version was seconded by Ms. Sood; a voice vote was taken and the Administrative Rules & Procedures were adopted 5-0.

Approval of Proposed Classifications of Funding Applications

Ms. Ngola moved to approve the classifications of funding applications seconded by Councilmember Burns. Staff provided a brief presentation defining the classifications and applications in each category. Ms. Olds Frey and Ms. Ngola spoke in favor of the classifications and general funding recommendations for each category. A roll call vote was taken and the classifications were approved 5-0.

2021 Allocations - Next Steps

Staff provided a brief overview of the regulations for each grant and outlined possible methods for determining initial allocations to begin the allocation discussion. It was confirmed that the next meeting would be the regular meeting scheduled for Thursday, October 14, 2021.

Staff Report

No Staff report.

Adjournment

There being no further business before the Committee, Ms. Olds Frey moved to adjourn the meeting seconded by Ms. Sood; it was approved unanimously and the meeting was adjourned at 8:01 pm.

Respectfully submitted,
Jessica Wingader
Senior Grants and Compliance Specialist



Memorandum

To: Members of the Social Services Committee

From: Johanna Leonard, Community Development Director
Sarah Flax, Housing and Grants Manager
Jessica Wingader, Sr. Grants & Compliance Specialist

Subject: 2021 Funding Guidelines

Date: October 14, 2021

This memo and attachments provide input to the committee relating to the allocation of 2021 Social Services Funding. Applications under review fall into two categories: Case Management and Safety Net services. Support services will be reviewed separately once staff is able to present additional information about the needs of residents in case management relationships.

Applicants receiving funds for Case Management will be evaluated based on the following criteria:

- Ability to enroll new Evanston clients during a 12-month period; Evanston clients comprise significant percentage of total clients served
- Development of participant-centered service plans in partnership with participants that have specific, measurable outcomes with strategies and timeframes to achieve goals. Service plans should also document provision of needed support services/referrals
- Regular meetings with established outcomes to monitor progress and provide support
- Referrals made to needed support services and tracking to ensure services have been received

Applicants receiving funds for Safety Net services will be evaluated based on the following criteria:

- Provision of low-cost/no cost services that enable individuals/households to cope with specific, limited-time hardship or unaddressed need and prevent further destabilization
- Serve as a gateway to deeper case management services when needed or as appropriate

- Result in a measurable improvement to the wellbeing of participants by addressing a basic need.

The amount available for allocation is \$1,171,682 for 2021 Case Management, Safety Net and Support services. Requirements for different sources of funding comprising the total are as follows:

- Community Development Block Grant (CDBG) - \$283,576: Entitlement funding must be expended in calendar year 2021
- Community Development Block Grant CARES Act (CDBG-CV) - \$124,733: Funds used to prevent, prepare for or respond to Coronavirus; funds must be tied to COVID-19
- Human Services Fund (HSF) - \$763,373: Most flexible funds with the least restrictions - can be carried over into 2022 to support new initiatives, used to procure support services and/or used as flexible funds to help households maintain self sufficiency

Committee members scored applications and provided award amounts. However, these scores and funding recommendations should be used as guidance only, particularly because three applications were reclassified from case management to safety net and the scoring does not reflect the safety net scoring questions or scale. The average score for each application is in the far right column of the application summaries attached.

- The case management maximum score is 60. Scores ranged from 48.67 to 57.33 and averaged 53.35.
- The safety net maximum score is 70. Scores ranged from 45 to 67.33 and averaged 58.74.

When reviewing 2021 requests for funding, please consider the following:

- First-time applicants for an established program should provide an increase in services to Evanston residents proportionate to the funding requested so funds are not used to replace existing program funding sources.
- Agencies requesting funding may work in partnership with other agencies requesting funding for additional services. Staff will work with agencies providing case management services to quantify and document participants served to ensure reported participants are not duplicated and to understand the services provided through the case management relationship.
- Agencies must be able to document how award(s) provide different services and/or serve different participants.
- Applicants that were not able to initiate programs without support have been identified; if awarded, staff will ensure local funds are used to support the service in 2022.
- How agencies align with City Council goal of ensuring equity in all City operations, particularly for residents with greater need or who face more barriers to accessing

services and how agencies align with goals of the 2021 Action Plan and the 2019 Action Plan CARES Act Substantial Amendment.

The funding guideline of providing no more than 30% of the program/services budget no longer applies because of the change to client-centered services provision. Allocations of less than \$20,000 are not recommended due to the administrative requirements for reporting and compliance. This may not be applicable for fee for service agreements that will be used for support services.

Attachments:

- 2021 Application Summaries
- Allocation Spreadsheet
- [2021 Action Plan](#)
- [2019 Action Plan CARES Act Substantial Amendment](#)



2021 SSC Allocation Review Meeting – Case Management Application Summaries
 October 14, 2021

| Case Management Applications | | | |
|---|--|---|---------------|
| Agency | Request & Av. Award | | Average Score |
| Youth & Opportunity United: <i>Case Management Services</i> | Request: \$57,693 Award Average: \$45,898 | Request is 28% of program budget and would support clinical staff team including 2 additional Youth & Family Counselors. YOU offers free after school youth services; deeper case management services are offered to those who need it. Agency staff is diverse and reflects populations served; participant goals center around self-sufficiency. Agency refers to community partners including Moran Center; staff will work with agencies to understand primary case management roles and how to deduplicate reports of participants served by other agencies requesting case management funds. Staff will also work with agency to understand the unique count of participants served through case management and through safety net services. Agency is capable of managing award and is compliant with all reporting requirements. | 57.33 |
| James B. Moran Center: <i>Case Management</i> | Request: \$75,000 Award Average: \$65,000 | Request is 22% of budget and would support Social Work/Case Management staff working with primarily BIPOC participants under 80% AMI through three programs: Emerging Adult/Juvenile Delinquency Practice, Education Advocacy Program (EAP) and the School-Based Civil Legal Clinic (SBCLC). All participants have complex needs including housing insecurity, unemployment, substance abuse, and mental health challenges; 84% of population served is from Evanston and agency projects services to 93 participants. Agency recognizes that staff demographics do not reflect population served. Award would support existing staff and an additional PT social worker (new hire) which would increase capacity and meet requirement for increased funding. Agency is capable of managing award and is compliant with all reporting requirements. | 56.33 |
| Infant Welfare Society: <i>Teen Baby Nursery</i> | Request: \$75,000 | Request is 14% of budget; program provides licensed, full day, year round care for 16 babies/ toddlers of teen parents who are completing high school at ETHS; class size of nursery cannot increase. Staff also provides parent education groups and weekly individual | 55.50 |



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| | Award Average: \$63,750 | home visits. Program projects to serve 20 participants all of whom are Evanston residents and people of color. It is unclear how increase would increase depth of services or expands program capacity; however, program provides support for uniquely fragile populations. Agency is capable of managing award and program is compliant with all requirements. | |
| Family Focus: <i>Case Management</i> | Request: \$125,000 Award Average: \$113,418 | Request is 53% of center budget and supports case management services across 4 programs serving students from grades 3 through 8th, families with children 3 and younger, grandparents raising grandchildren, and DCFS-involved families. All four programs include case management elements provided by social workers, family advocates, or home visitors to predominantly BIPOC families. Average length of engagement is 6-18 months; participants of family services programs meet with staff twice per month for approximately 1-2 hours with phone calls happening in between meetings. Staff is diverse and reflects the population served. Agency projects services to 258 people all of whom are Evanston residents. Increase in people projected to be served meets requirement for increased funding. Agency is capable of managing award and is compliant with all reporting requirements. | 53.25 |
| Housing Authority of Cook County: <i>Case Management for senior buildings</i> | Request: \$70,000 Award Average: \$65,000 | Request is 70% of proposed budget and would provide enhanced case management services to residents of subsidized housing for seniors or people with a disability; approximately 68% identify as BIPOC and all are below 60% AMI. Agency currently has a part-time case manager who spends approximately 13 hours per month at each site; award would allow agency to hire a full time staff person responsible for offering biweekly case management services through office hours and site visits and expand partnership with Thresholds for similar services. Agency projects services to 52 people all of whom are Evanston residents. This is a first-time application for social services funding so agency has no reporting history; however, agency has been compliant with HOME reporting requirements. An allocation for 2021 could carry into calendar year 2022. | 49.00 |
| Metropolitan Family Services: <i>Family Coach Case Management</i> | Request: \$45,000 Award Average: \$42,500 | Request is 29% of budget and would support hire of a bilingual Family Coach to manage the referral process for needed support services including healthcare, housing, basic needs and employment. Center provides case management, group counseling and parenting education classes offered in English and Spanish primarily to low/moderate income BIPOC families, some of whom may have experience with the child welfare system. Agency projects services to 30 all of whom are Evanston residents. Case management services provided meet application requirements – position would strengthen ability to connect | 48.67 |



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| | | <p>participants to needed services and make case management process more successful – this increase in depth of services meets requirement to justify funding request. An allocation for 2021 could carry into the calendar year 2022. Agency has received City funding for programming and is capable of managing award.</p> | |
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2021 SSC Allocation Review Meeting – Safety Net Application Summaries
 October 14, 2021

Safety Net Services

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| <p>Connections for the Homeless: <i>Drop-In, Outreach, and Health Services</i></p> | <p>Request: \$150,000 Award Average: \$116,667</p> | <p>Request is 12% of budget and would support staff at two locations offering services to people experiencing homelessness or at risk of homelessness; services include food, clothing, storage, basic hygiene needs and can also include case management, counseling, benefits enrollment and access to technology. All services are free. Request is an increase from past years and would support new staff including an additional Nurse, additional Benefits Enrollment Specialist, and a Behavioral Specialist. Agency projects services to 845 Evanston residents and residents comprise 65% of population served. Emergency shelter services have expanded since the pandemic; increase is reasonable based on increase in numbers served and increased staffing. Agency is compliant with all reporting requirements.</p> | <p>67.33</p> |
| <p>Youth & Opportunity United: <i>Safety Net</i></p> | <p>Request: \$63,427 Award Average: \$52,476</p> | <p>Request is 37% of budget and also supports clinical team identified in case management application. Application identifies approximately 50 homeless youth engaged through services to a larger population and cites an increase in free services (food/transportation) since the pandemic. Safety net portion of services offer free gateway services to establish trust so that participants will feel safe accessing deeper services. Agency receives referrals from community partners including the Moran Center; staff will work with agencies to understand primary case management roles and unique count of participants served through safety net services. Agency is capable of managing award and is compliant with all reporting requirements.</p> | <p>65.50</p> |
| <p>James B. Moran Center: <i>Legal & Social Services</i></p> | <p>Request: \$50,000 Award Average: \$47,500</p> | <p>Request is 7% of program budget and would support salaries for attorneys working with the Education Advocacy Project (EAP) and School-Based Civil Legal Clinic (SBCLC) programs. Agency projects services to 330 Evanston residents (44% total population served); those served are primarily low/moderate income people of color. Both EAP and SBCLC work with youth up to age 26 who are navigating the criminal justice system and their families. If funded, in addition to supporting staff attorneys, award would provide capacity to hire a PT, bilingual staff attorney to the SBCLC team. Agency is compliant with all reporting requirements. Increase in people projected to be served meets requirement for increased funding.</p> | <p>64.67</p> |



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| <p>Meals on Wheels: <i>Prevention of Malnutrition and Hunger in at Risk Populations</i></p> | <p>Request: \$30,000</p> <p>Award Average: \$28,000</p> | <p>Request is 5% of budget and would support staff salaries and meal costs. Program provides specialized meals for projected 250 home-bound residents who may have additional health issues; participants receive midday meals 6 days per week on a sliding scale. All eligible participants receive meals for as long as needed; 68% receive subsidized meals, 81% are elderly, 50% are on therapeutic diets, 45% identify as BIPOC. A reduction in funding would impact the number of new clients agency is able to enroll. Agency is compliant with all reporting requirements.</p> | <p>62.33</p> |
| <p>Interfaith Action: <i>Emergency Overnight Shelter</i></p> | <p>Request: \$42,500</p> <p>Award Average: \$40,500</p> | <p>Request is 41% of program budget and would be used to ensure participating locations could offer shelter to estimated 129 unduplicated Evanston clients who are homeless during winter months. Award supports staff salaries and would provide for additional service hours/nights for participants; shelter works to remain open January through March and November through December regardless of temperature. It is unclear if the shelter could operate without City funds. Agency also offers a hospitality center that provides breakfast and case management at no cost to those who are willing to participate. Agency partners with Connections for the Homeless and is responsible for entering data into the Homeless Management Information System (HMIS) used by all providers receiving federal funds. Increase in people projected to be served and additional nights of shelter for participants meets CDBG requirement for increased funding. Agency is compliant with all programmatic and financial reporting requirements.</p> | <p>62.00</p> |
| <p>YWCA: YWCA <i>Evanston/North Shore Safety Net</i></p> | <p>Request: \$35,000</p> <p>Award Average: \$30,000</p> | <p>Request is 2% of budget and supports staffing costs for the Domestic Violence Program Director. Agency projects services to 200 Evanston residents comprising 30% of total population served. Agency is the only comprehensive DV agency, basic services include emergency shelter, counseling in English and Spanish, comprehensive case management, housing services and programming for children. Counseling, case management and training classes are also offered to the community including money management, education programs, and legal advocacy. Staff is diverse and reflects population served. Agency is compliant with all reporting requirements and has the capacity to manage program.</p> | <p>61.00</p> |
| <p>PEER Services: <i>Substance Use Treatment for Evanston Residents</i></p> | <p>Request: \$99,500</p> | <p>Request is 5% of program budget and consistent with prior years' requests. Agency projects services to 250 Evanston residents which would comprise 30% of population served; agency provides individual and group outpatient substance use disorders counseling to youth and adults. Agency works with participants regardless of ability to</p> | <p>60.67</p> |



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| | Award Average: \$94,750 | pay; 50% of those served are mandated by courts or other entities, 88% are low/moderate income. Staff is diverse; award would support clinical supervision, care coordination and other services not covered by other sources of secured funding. Agency would like to hire an additional Adult and Adolescent counselor and is anticipating need for services will increase as communities continue to respond to pandemic. Agency has the capacity to manage programs and is compliant with all reporting requirements. | |
| *Books & Breakfast | Request: \$45,000 Award Average: \$42,500 | Request is 7.8% of budget and would be used to support Site Directors working with tutors to provide morning academic support and a healthy breakfast to students identified by teachers as needing additional academic support. Agency coordinates volunteer tutors at Evanston elementary and middle schools. During the pandemic, agency provided expanded virtual services at 11 schools; with school resuming in person, agency projects services to 5 sites and expansion to 3 more with additional funding. Agency anticipates serving 302 students. Award would support current staff and provide for additional staff which would increase capacity to meet requirement for increased funding. Tutors are trained quarterly and monitor/track/report on student progress. Staff and board include people of color and program recruits volunteers who reflect population served. Agency also connects households to extracurricular opportunities across areas of interest (sports, theater, art, etc.) and refers to more complex services. Agency is capable of managing award and is compliant with all reporting requirements. | 52.60 |
| *North Shore Senior Center: <i>Social Services for Seniors & Their Families</i> | Request: \$30,000 Award Average: \$23,750 | Request is 2% of program budget and supports an Evanston based Care Coordinator responsible for providing benefits enrollment to support seniors remaining in independent living situations; award would also support additional PT case management assistant. Agency projects 10% of those served will be Evanston residents, 48% of whom are people of color. Services are currently offered over the phone and via Zoom; it is unclear if NSSC staff would be able to offer services at the Levy Center in coordination with City programming, or how in-person services have been provided as the Civic Center remains closed to the public. Agency has the capacity to manage program and is compliant with reporting requirements. | 46.25 |
| *Childcare Network of Evanston: <i>Learning Together</i> | Request: \$63,400 | Request is 47% of program budget and funds are “pass through” to therapists providing developmental therapeutic services to preschool aged children with mental health issues, behavioral problems and/or developmental delays; services are free and children are identified by parents and care providers. Services take place weekly and include mental | 45.00 |



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| | Award Average: \$45,029 | health, speech-language, occupational and other developmental therapeutic services; program serves predominantly low/moderate income BIOC households. Training is also provided to teachers to improve their ability to support children in the classroom. The agency is only able to pay consultants through an award and a decrease in funding would result in a reduction of service hours. The increased request would provide increased service hours and expanded capacity, meeting funding requirements. Evanston residents comprise 80% of population served and agency projects services to 48 participants. Agency is capable of managing award and is compliant with all reporting requirements. | |
| *Scores for these three applicants moved from Case Management to Safety Net are based on a 60 point scale, not a 70 point scale. | | | |

| | 2021 Request | 2021 Average | Committee Allocations | |
|---------------------------------------|-------------------|-------------------|--------------------------|--------------|
| | | | \$ 1,171,682 | |
| | | | \$ 1,171,682 | |
| Program/Project Name | 2021 Request | 2021 Average | Committee Recommendation | % of Request |
| Case Management Services | | | | |
| Family Focus | \$ 125,000 | \$ 113,418 | | 0% |
| Housing Authority of Cook County | \$ 70,000 | \$ 65,000 | | 0% |
| Infant Welfare Society | \$ 75,000 | \$ 63,750 | | 0% |
| James B. Moran Center | \$ 75,000 | \$ 65,000 | | 0% |
| Metropolitan Family Services | \$ 45,000 | \$ 42,500 | | 0% |
| YOU | \$ 57,693 | \$ 45,898 | | 0% |
| Case Management Subtotal | \$ 447,693 | \$ 395,566 | \$ - | |
| Total Reserved | \$ 450,000 | | \$ 450,000 | |
| Amount over (under) | | | \$ (450,000) | |
| Safety Net Services | | | | |
| Books & Breakfast | \$ 45,000 | \$ 42,500 | | 0% |
| CNE - Learning Together | \$ 63,400 | \$ 45,029 | | 0% |
| Connections for the Homeless | \$ 150,000 | \$ 115,000 | | 0% |
| Interfaith Action | \$ 42,500 | \$ 41,500 | | 0% |
| James B. Moran Center | \$ 50,000 | \$ 48,333 | | 0% |
| Meals on Wheels | \$ 30,000 | \$ 23,750 | | 0% |
| North Shore Senior Center | \$ 30,000 | \$ 23,750 | | 0% |
| PEER Services | \$ 99,500 | \$ 71,125 | | 0% |
| YOU | \$ 63,427 | \$ 53,485 | | 0% |
| YWCA | \$ 35,000 | \$ 31,667 | | 0% |
| Safety Net Subtotal | \$ 608,827 | \$ 496,139 | \$ - | 0% |
| Total Reserved | \$ 605,000 | | \$ 605,000 | |
| Amount over (under) | | | \$ (605,000) | |
| Support Services | | | | |
| Total Reserved | \$ 130,320 | | \$ 1,171,682 | |
| Increased (Decreased) | | | \$ 1,041,362 | |
| Total Allocations | | | \$ - | |
| Total Funds Available | | | \$ 1,171,682 | |
| Remaining for Support Services | | | \$ (1,171,682) | |

Funds Available:

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|-------------------------------|---------------------|
| 2021 CDBG Entitlement | \$ 283,576 |
| CDBG-CV (To address COVID-19) | \$ 124,733 |
| 2021 Human Services Funding | \$ 763,373 |
| Total Available Funds: | \$ 1,171,682 |