



**TOWN OF CICERO**  
Department of Housing  
1634 S. Laramie Avenue  
Cicero, Illinois 60804

Larry Dominick  
TOWN PRESIDENT

## **Town of Cicero Emergency Solutions Grant (ESG) Funds Proposal Overview**

### **Introduction**

The U.S. Department of Housing and Urban Development (HUD) has allocated Emergency Solutions Grant (ESG) funding to the Town of Cicero for Program Year 2021. The Town has budgeted funds to support the homeless community in the Town of Cicero with various homelessness components.

### **Application Materials**

The application form on the pages that follow was developed to establish a uniform proposal for organizations requesting the Town of Cicero's ESG funds. Each question must be fully addressed and further details of an applicant's operations may be attached. If an applicant is requesting funding for more than one project, a separate grant proposal must be submitted for each program or service.

### **Application deadline:**

**September 15, 2021 12PM**

- **Proposals will not be accepted after this date and time, and incomplete applications may be rejected.**
- **Submit 1 copy of your application to [ttomschin@thetownofcicero.com](mailto:ttomschin@thetownofcicero.com), or**

**Town of Cicero – Department of Housing  
Attn: Tom Tomschin – Executive Director  
1634 S Laramie Avenue  
Cicero, Illinois 60804**

If you have any questions about program eligibility or the application form, please contact Tom Tomschin at [ttomschin@thetownofcicero.com](mailto:ttomschin@thetownofcicero.com) or 708-656-8223.

Community Development Block Grant Program  
Tom M Tomschin, MPA – Executive Director  
Phone 708-656-8223

## Review of Applications

The Town of Cicero will review the completed applications using the following criteria:

1. Eligibility: The proposal meets all five (5) of the requirements for ESG funding:
  - a. Meets immediate community need,
  - b. Eligible activity according to ESG categories,
  - c. Fulfills at least one ESG national objective,
  - d. Benefits homeless persons or households,
  - e. Ensures non-duplication of benefits
2. Effectiveness: The number of Cicero residents assisted per dollar of funding.
3. Capacity: Agency's history and capacity to meet administrative requirements.
4. Duplication: Avoids duplication of services with existing programs.
5. Alignment: The proposal meets the spirit and intent of the Town's 2020-2024 Consolidated Plan and Annual Action Plan for Program Year 2020.

# Town of Cicero

## ESG Application

Emergency Solutions Grant as funded and governed by the U.S. Department of Housing and Urban Development (HUD).

### Part 1: Applicant Information

Legal Name of Applicant:	
DUNS Number:	
Mailing Address: (include 9-digit zip code)	
Address for Reimbursement (check payable to):	
Individual Authorized to Sign Grant Agreement (Name and Title):	

Primary Agency Contact and Title:	
Contact Phone Number:	
Contact Email Address:	

All Counties Served:	
Name of local Continuum of Care (if applicable):	

**Official Authorized to Commit Applicant Organization to this Agreement**

**Print Name & Title** \_\_\_\_\_

**Signature & Date** \_\_\_\_\_

## Part 2: Funding Request

Eligible Activities	Activity	Amount
Emergency Shelter		
Homelessness Prevention		
Rapid Re-Housing		
Street Outreach		
Temporary Emergency Shelter		
Administration (max 7%)		

**Total Funding Requested:** \_\_\_\_\_

## Part 3: Project Design

<b>Agency Name</b>	
<b>Project Name</b>	
<b>Service Area</b>	

**Describe the project for which funding is being requested. Include project details and how funding will be used.**

What population(s) will be served by this project? What eligibility criteria will be used?

Blank area for response to the question above.

Please provide a timeline of your expected expenditures and describe how you will ensure all funds are expended by that date.

Month/Year	Anticipated Accomplishments/Results

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**Please provide a detailed explanation on how the agency will avoid the Duplication of Benefits to an individual or family using ESG funding.**



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#### **Part 4: Questions**

**Describe your agency's organizational capacity to administer this project and your history with operating this type of activity.**

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**Describe your agency's previous performance in providing housing, shelter, or services to individuals and families experiencing or at risk of homelessness, especially your experience serving populations at severest risk of complications from coronavirus (e.g., individuals experiencing homelessness over age 50, having particular health issues, minority and indigenous populations).**



This area is a large empty rectangular box intended for the user to provide a detailed description of their agency's previous performance in providing housing, shelter, or services to individuals and families experiencing or at risk of homelessness, with a specific focus on populations at the highest risk of complications from coronavirus.

**What is the unmet need being addressed by this project? Use data to demonstrate unmet need(s).**



This area is a large empty rectangular box intended for the user to describe the unmet need being addressed by the project, supported by data demonstrating the need.

**Describe how this project promotes independent living, self-sufficiency, and/or housing stability. Provide data on successful outcomes from similar projects you administer.**

**Coordinated Entry (CE) is required for ESG funds. Describe your experience with CE and how this project will comply with CE requirements. (Note: A victim service provider may choose not to use the coordinated assessment system.)**

**The use of the HMIS system is required for ESG funds. Is your agency a current user of HMIS? If no, describe how HMIS will be implemented for this project.**



## Attachment A - Definitions

**Temporary Emergency Shelter** means any structure or portion of a structure, which is used for a limited period of time because of a crisis, such as a natural disaster or public health emergency, to provide shelter for individuals and families displaced from their normal place of residence or sheltered or unsheltered locations.

Examples of temporary emergency shelters include:

- i. an overnight, daytime, or 24-hour shelter in which program participants are only provided a safe place to sleep, rest, bathe, and eat;
- ii. a shelter where one or more services are made available on-site, whether by shelter staff or contractors or through a memorandum of understanding with another subrecipient or service provider; and
- iii. a shelter designed to facilitate the movement of homeless individuals and families into permanent housing within a fixed period of time (e.g., within 12 months) and employs or contracts with one or more case managers or service providers to provide services.

## ESG Certifications

In accordance with the applicable statutes and regulations governing the Emergency Solutions Grant (ESG) the applicant certifies the following:

ESG Certifications	Initial
<b>Affirmatively Further Fair Housing</b> – It will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the entity, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.	
<b>Anti-displacement and Relocation Plan</b> – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.	
<p><b>Anti-Lobbying</b> – To the best of the entity's knowledge and belief:</p> <ol style="list-style-type: none"> <li>1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;</li> <li>2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and</li> <li>3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.</li> </ol>	

<b>Authority of Entity</b> – The consolidated plan is authorized under State and local law (as applicable) and the entity possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.	
<b>Confidentiality</b> – It has established procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under ESG programs, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.	
<b>Consolidated Plan</b> – All activities the entity undertakes with assistance under ESG are consistent with the jurisdiction’s Consolidated and Annual Plans.	
<b>Consumer Participation</b> – To the maximum extent practicable, the entity will encourage the participation of individuals and families who are homeless in maintaining and operating their facilities and programs.	
<b>Coordinated Entry</b> – It participates in the use of coordinated entry established by the area’s Continuum of Care. <i>(does not apply to victim service agencies)</i>	
<b>Debarment</b> – It will not employ, award contracts to, or otherwise engage the services of any contractor or Sub-recipient during any period of debarment, suspension, or placement of ineligibility status.	
<b>Discharge Policy</b> – It will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.	
<b>Drug-Free Workplace</b> – It will continue to provide a drug-free workplace by complying with the implementation of rules around drug prohibition, notification to employees of the rules, and disclosure of violations in accordance the rule.	
<b>Equal Access and Gender Identity</b> – It ensures equal access of participants to ESG programs and shelters regardless of sexual orientation, gender identity, or marital status.	
<b>Essential Services and Operating Costs</b> – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the entity will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the entity serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.	
<b>Faith-Based Activities</b> – All eligible activities are administered in a manner which is free from religious influences and does not discriminate or give preference on the basis of religion.	
<b>Financial Management</b> – It is compliant with regulations and requirements pertaining to the following areas of financial management: allowable costs, source documentation, internal controls, budget controls, cost allocation plans, cash management, accounting records, procurement, and audits. Program funds are used only for eligible activities and in accordance with the Division of Energy, Housing and Community Resources approved budget. The entity is capable of providing adequate documentation to support costs listed on reimbursement requests. There is a policy manual covering basic accounting procedures and specifying approval authority for financial transactions (no one individual has control over an entire financial transaction).	
<b>Good Standing</b> – It is either a nonprofit qualified for tax exemption under 501(c)(3) of the internal revenue code or a unit of government. The agency is an equal opportunity employer in accordance with all federal regulations. If applicable, a financial audit was conducted in compliance with OMB A-133 standards and submitted to the Department of Administration. There was no finding in this audit in which funds were requested to be returned because of misappropriation, ineligible expenses or any other issue. In the prior two years, no fines or liens have been levied against the agency (example: a fine for not paying payroll tax).	
<b>Grant-Funded Time</b> – It uses employee timesheets that allow employees to track grant funded time spent on ESG related activities separately from time spent and funded from other resources.	

<b>HMIS Participation</b> – It fully participates in HMIS, or if the agency is a victim services agency, a HUD-compliant, HMIS-comparable database.	
<b>Homeless Persons Involvement</b> – To the maximum extent practicable, the entity must have representation of a person who is homeless or was formerly homeless on the board of directors or policymaking entity directly responsible for making policy for the project(s) for which funding is being requested.	
<b>Major Rehabilitation/Conversion</b> – If an emergency shelter’s rehabilitation or conversion costs exceed 75 percent of the value of the building before rehabilitation or conversion, the entity will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed project. In all other cases where ESG funds are used for renovation, the entity will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation. <i>Does not apply to Temporary Emergency Shelters.</i>	
<b>Monitoring</b> – It will participate in the monitoring processes conducted by the Town of Cicero and/or HUD.	
<b>Non-Discrimination</b> – It shall not discriminate against any employee, applicant for employment, program participant, or program applicant because of age, race, religion, color, handicap, sex, physical condition, developmental, sexual orientation, or national origin.	
<b>Organization and Staffing</b> – There is an organizational chart showing titles and lines of authority, and there are written position descriptions describing the responsibilities of key employees. Hiring policies ensure that staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job.	
<b>Point-in-Time</b> – It participates in the annual point-in-time overnight street count in January.	
<b>Program Manual</b> – It will comply with all rules and requirements listed in the EHH Program Manual.	
<b>Prohibition Against Involuntary Family Separation and Discrimination</b> – It serves clients regardless of gender identification and sexual orientation, family status, religious belief, or the age of anyone in the household. The agency does not require documentation of family status, gender identification, or sexual orientation (Example: requiring birth certificates, marriage certificates to enter a project). The agency does not require participation in inherently religious activities, such as worship, religious instruction, or proselytization as part of the projects or services funded under ESG.	
<b>Provision of Supportive Services.</b> Although the use of supportive services is encouraged when necessary, individuals and families experiencing homelessness must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, rental assistance, or other services provided with ESG funds.	
<b>Renovation</b> – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.	
<b>Section 3</b> – It will comply with Section 3 of the Housing and Urban Development Act of 1968 and implementing regulations at 24 CFR Part 135.	
<b>Sub-recipient Agreements</b> – It will execute a subcontract or agreement with all Subrecipients of ESG funds, if applicable.	
<b>Supportive Services</b> – It will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.	
<b>VAWA</b> – It complies with the Violence Against Women Act.	
<b>WBE/MBE</b> – It will utilize small businesses and women- and minority-owned firms to the greatest extent practicable.	
<b>Written Standards</b> – It complies with the applicable written standards established for the area.	

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**Agency**

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**Printed Name and Title of Authorized Official**

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**Signature of Authorized Official**

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**Date**

