

# **McHenry County Continuum of Care to End Homelessness**

## **Finance Committee Agenda – April 4, 2025 at 11:00 AM**



**To attend virtually:** <https://meet.goto.com/252948277>

**To attend by phone:** 1-571-317-3122      **Access code:** 252-9480-277

**Next meeting date:** Friday, May 2nd

1.0 Roll Call and Introductions

2.0 Review and Approval of March Meeting Minutes

3.0 Public Comment Period

4.0 Old Business

4.1 Project Type Priority for CoC Competition

4.2 Review ESG Rubric prior to IDHS Notice of Funding

5.0 New Business

5.1 IDHS Homeless Prevention Review & Approval of Agency Requests

6.0 Open Forum and Member Announcements

7.0 Adjournment



# McHenry County Continuum of Care to End Homelessness

## SFY 26/PY 25 Emergency Solutions Grant Scoring Rubric

### Financial Capacity Log (FCL)

**15 Points Max**

*The Community Development Division will review the financial audits of applicant organizations. There are eight questions on the FCL that measure the financial stability of a non-profit organization. The FCL also looks at the level of reliance on government funding versus other avenues of fundraising. The points awarded here will be the score multiplied by the maximum available of 15 points. The tool is very rigorous in terms of the ability to get a very high score. That is intentional.*

### Cost per proposed client served with ESG funding

**10 Points Base**

*Each applicant will receive a base score of ten points. The Community Development Division will add up the total amount of ESG funds requested and will add up the total proposed number of clients to be served by all applicants. A mean number will be determined from this. Then, each individual request will be reviewed to determine the cost per proposed client served by the agency. The base score will be reduced by the percentage OVER the average and will increase by the percentage UNDER the average. There is an opportunity for bonus points with this question. Before officially awarding these points, the Finance Committee should assess whether the proposed number is realistic based on past performance.*

### Compliance with the McHenry County CoC Coordinated Entry

**20 Points Max**

*10 points will be awarded if the agency attends at least 75% of the CE meetings during HUD fiscal year 2024, otherwise 0 points will be awarded.*

*The percentage of total clients served who were entered into 'ServicePoint' utilizing CE procedures during HUD fiscal year 2024 will be awarded that percentage multiplied by 10 points.*

*Considering DV agencies protocols limit the use of CE procedures, the applicant will not be scored by this measure. Their total point percentage/score will be adjusted to reflect the inability to score this measure.*

**System Performance Measure 1 – Length of time homeless****10 Points Max**

*Using HMIS reports from HUD fiscal year 2024, each applicant will be reviewed to determine the average length of time in shelter. If the length increased, the amount of the increase as a percentage will be the percent by which the score is reduced. If the average stay decreased, the score will be 10 points. This measure can be used for both DV and non-DV applicants. For Rapid Rehousing, the length of time to place the client will be used as the measure.*

**System Performance Measure 4 – Income Growth/Safety****Pass/Fail - 10 Points Max**

*Using HMIS reports from HUD fiscal year 2024, each applicant will be reviewed to determine percentage of “Leavers” with income. If 30% of the “Leavers” had income, the score will be 10 points. If 30% of the “Leavers” did not have income, then the score will be 0 points.*

*For DV applicants, this measure will not be scored. The total amount of points on the rubric will be reduced by 10 points.*

**System Performance Measure 7 – Exits/Safe Exits****10 Points Max**

*Using HMIS reports from HUD fiscal year 2024, the percentage of successful exits will be measured. Successful measure will be the combined non-abuse return clients from a DV agency (which can include entry into a transitional program or different housing, for example). For any other shelter, the percentage of clients entering into an improved setting from where they exited (for example, from transitional shelter to permanent housing or from emergency shelter to transitional shelter).*

**Assisting the CoC with accessing clients****5 Points Base**

*Using HMIS reports from HUD fiscal year 2024, the number of clients served in the project will be assessed. If the number decreased, the score for this question will be lowered by that amount. If the number increased, the score will be increased by that amount. There is an opportunity for bonus points with this question.*

**Procedure following scoring:**

Relative allocation based on total score. The total of scores will be added together. The relative percentage of the score will determine the allocation. Here is an example:

Fred's Homeless Agency: 67 points

Josie's Shelter: 55 points

Lars Bach's Homeless Emporium: 77 points

Sunny Day Shelter Services: 56 points

The total of all these points is 255

The percentage of the allocation will be split as follows, based on \$120,000 being the total amount available:

Fred's Homeless Agency: 26.274% or \$31,529

Josie's Shelter: 21.569% or \$25,882

Lars Bach's Homeless Emporium: 30.196% or \$36,235

Sunny Day Shelter Services: 21.960% or \$26,353

(please note due to rounding, there would be another dollar to give to someone)

The thing to remember is that at least 40% of the money would need to be some form of Rapid.

After data scoring a degree of subjectivity will be used to adjust allocations due to various program complexities.

Agency	Funding Request	
Veterans Path to Hope	\$	58,073.00
Consumer Credit Counseling Services	\$	30,000.00
Home of the Sparrow	\$	116,575.00
Prairie State Legal Services	\$	10,000.00
Total Requests	\$	214,648.00
Available Funding	\$	233,155.00
Remaining Funds	\$	18,507.00

## Households/Persons Served


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3 Households

4-6 Clients

8-12 Households

10 Households



## Project Brief


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The funding would be used to assist at least three veteran households with Tenant Based Rental Assistance.

Funding would be used for rental assistance and case management.

Provide rental assistance, utility assistance, security deposit assistance and case management.

Provide legal services for at risk households.



3.







**Consumer Credit Counseling Service**  
of Northern Illinois

March 27, 2025

Joseph Davis - Community Development Specialist  
McHenry County Department of Planning and Development  
2200 North Seminary Avenue  
Woodstock, IL 60098

Dear Brandon:

This letter on behalf of Consumer Credit Counseling Service of Northern Illinois (CCCSNI) is a formal notice of our agency's intent to apply for funding through the Illinois Department of Human Services Homelessness Prevention Program for the 2025-2026 grant year. CCCSNI is requesting \$30,000 from this grant to be used for the following services: \$24,000 for direct rental assistance and \$6,000 to support Case Management and Financial Counseling services.

We anticipate that we will be able to assist 4-6 clients with rental assistance using the \$24,000 for this direct assistance. The \$6,000 requested for Case Management will be used to provide financial counseling to those clients receiving direct rental assistance. Our process includes a review of the client's situation, assessment of their eligibility for the program and their ability to support the expenses to stay current with the payments to their landlords. Please see the attached explanation of the supportive services provided by our agency to support homeless prevention activities.

CCCSNI has assisted 12 (twelve) tenants and landlords with \$71,892.62 of our current funding and have 31% of our assistance funding remaining.

Thank you for considering our request to provide rental assistance to the residents of McHenry County through the McHenry County's Continuum of Care to End Homelessness. Please let me know if you have any questions or need additional information.

Sincerely,

Donna Rasmussen  
Executive Director

**815-338-5757**  
**[www.illinoisCCCS.org](http://www.illinoisCCCS.org)**  
**400 Russel Ct, Woodstock, IL 60098**



**Consumer Credit Counseling Service**  
of Northern Illinois

Consumer Credit Counseling Service of Northern Illinois, Inc.  
Explanation Of Capacity To Deliver Services

Consumer Credit Counseling Service of Northern Illinois has been providing financial and housing counseling to the McHenry County community since 1982. We are a HUD-approved counseling agency and have five (5) HUD Certified Housing Counselors on staff, one of whom is bilingual: fluent in Spanish and English.

Our comprehensive housing counseling program helps families through difficult financial situations involving their rent, mortgages and those who are homeless. Last year we provided 575 counseling sessions on housing related issues to 672 clients. In addition to housing counseling, we also provide financial and credit repair counseling and average 270 counseling sessions to 314 clients. These housing related issues include services to the homeless, renters, non-delinquent homeowners, homeowners delinquent on their mortgages and pre-purchase counseling to clients looking to purchase a home. In addition, we have one counselor certified to provide reverse mortgage counseling.

In addition to our regular housing counseling, we have been partner agencies for statewide programs administered by Illinois Housing Development Authority. One of these programs was the Illinois Hardest Hit Fund program helping clients cure their mortgage delinquencies and make forward monthly payments. Our agency assisted 2,272 clients save their homes from foreclosure through this program. During the pandemic, we were also partner agencies for the Emergency Rental Assistance and Emergency Mortgage Assistance programs. We continue to provide a liaison in the eviction courtroom and the numbers of renters and landlords assisted with this funding continues to grow.

Our agency has a Debt Management program which helps clients pay down high unsecured debt. Through this program clients can recover from the sometimes-crushing weight of credit card debt that can feel overwhelming and avoid bankruptcy and/or homelessness. Last year we had approximately 80 new DMP set-ups.

Our clients can participate in any of our programs, as we do not charge any fees for our counseling sessions.

**815-338-5757**  
**[www.illinoisCCCS.org](http://www.illinoisCCCS.org)**

**400 Russel Ct, Woodstock, IL 60098**



**McHenry County Continuum of Care to End Homelessness**

**NOTICE OF FUNDING AVAILABILITY (NOFA)**

**Illinois State Fiscal Year (SFY) 2026**

**Illinois Department of Human Services Homelessness Prevention Program**

**Key Information**

Estimated Community Funding Available: **\$233,155 (subject to award from Illinois Department of Human Services)**

Estimated Dates for Use of Funding: **07/01/2025-06/30/2026**

Minimum Grant Request: **NONE**

Maximum Grant Request: **NONE**

**Policy: An Organization submitting an application may not “limit” clientele to a specific population. Services covered under this grant must be available to the entire community.**

**Interested Organizations Should Submit This Now:**

1. Signed Letter of Intent (no more than one page total) addressed to Joseph Davis, Community Development Specialist, identifying use of funding, based on identified available funding activities. The letter should indicate the proposed number of clients served and outcomes from use of prior funding, if applicable. Please refer to allowable expense categories in the “Program Description” of this packet.

**Interested Organizations Should Submit This Later, If Funded:**

2. IRS 501(c)(3) Letter
3. LOI Attachment for Case Management applications only
4. Client entry policies
5. Sample intake form

## 1. Timeline

Illinois Department of Human Services Homelessness Prevention Program

### **March 28, 2025 at 4:00 pm CDT:**

Letters of Intent are due. Per the Continuum of Care, late applications will not be accepted. Staff may reach out to applicants to request additional information.

#### ***By email to:***

Joseph Davis at jadavis@mchenrycountyil.gov

#### ***By mail to (please ensure receipt of application BY the due date):***

Joseph Davis, Community Development Specialist McHenry  
County Department of Planning and Development 2200  
North Seminary Avenue  
Woodstock, IL 60098

#### ***By personal drop-off to:***

Joseph Davis, Community Development Specialist McHenry  
County Department of Planning and Development 2200  
North Seminary Avenue  
Woodstock, IL 60098

**Between March 28, 2025 and April 10, 2025:** The McHenry County Continuum of Care to End Homelessness Finance Committee and Community Development Staff will review Letters of Intent and compile information from said review. The McHenry County Continuum of Care to End Homelessness Finance Committee will make recommendations for funding through an email vote; recommendations will be forwarded to the full Continuum of Care for further consideration.

**April 10, 2025 at 9:00 am CDT:** The McHenry County Continuum of Care to End Homelessness will convene for its usual meeting and consider the funding recommendations submitted by the Finance Committee.

An organization allocated funding can expect the following:

1. An application to be submitted to the State of Illinois for funding
2. Completing some additional information for the master CoC application to the State of Illinois
3. Reporting, as required and stipulated by the State of Illinois
4. Program monitoring, if applicable, by the State of Illinois

## 2. Program Description

The Illinois Department of Human Services Prevention funding provides support to organizations helping McHenry County residents avoid homelessness. There are no designated priority activities for this funding. Support is flexible, and allows for activities in the following categories:

R = Rent Assistance/Arrearage

U= Utility Assistance/Arrearage

CM= Case Management Services

M= Mortgage Assistance/Arrearage

SD= Security Deposit Assistance

SS= Supportive Services (Legal Services Only)

For organizations seeking funding under the Case Management category, please include an identification of the following as an attachment to your LOI:

Explain the case management and other supportive services provided by your agency to support homeless prevention activities.

A. Include an explanation of your agency's capacity to deliver the following required services to support Homeless Prevention activities:

1. Case Management
2. Financial Counseling
3. Follow-Up Services
4. Food Stamp Service Coordination\*
5. LIHEAP Service Coordination

B. Include an explanation of your agency's capacity to deliver supplemental services provided through other funding (including, but not limited to):

1. Outreach
2. Advocacy
3. Counseling (i.e., Life Skills, Family, Domestic Violence)
4. Mental Health Services
5. Alcohol/Substance Abuse Services
6. Health/Dental Services
7. Adult Basic Education/GED
8. Job Preparation/Job Placement
9. Transportation
10. Employment Services
11. Child Care/Children's Services
12. Housing Location/Inspection
13. Legal Services

### **3. Grant Term**

Anticipated to be 07/01/2025 – 06/30/2026, but subject to allocation from the State of Illinois Department of Human Services

### **4. Selection Criteria**

The Finance Committee of the McHenry County Continuum of Care to End Homelessness anticipates awarding applicants based on prior grant experience (if applicable), cost per client, general organizational outcomes and anticipated number of clients served with funding.

### **5. Collaboration**

The McHenry County Continuum of Care to End Homelessness encourages applicants to consider a collaboration to assist in the rollout of homelessness prevention services in the community.

### **6. Final Funding Allotment**

The McHenry County Continuum of Care to End Homelessness reserves the right to reduce or increase allocations or consolidate or eliminate projects based on the final award to McHenry County.

### **7. Additional Program Information**

Please visit the State's website at <https://www.dhs.state.il.us/page.aspx?item=30360> for more information.



March 26, 2025

Brandon Kyker, Community Development Specialist  
McHenry County Department of Planning and Development  
2200 North Seminary Avenue  
Woodstock, IL 60098

**Re: Home of the Sparrow, Inc. (HOS) Letter of Intent to Seek SFY 2026 Homeless Prevention Funding**

Dear Mr. Kyker,

Please accept Home of the Sparrow, Inc.'s (HOS) Letter of Intent to seek \$116,575 in SFY 2026 Homeless Prevention grant funds.

For nearly four decades, HOS has fulfilled its mission "to reduce the prevalence of homelessness among women, children, families, and individuals through creative strategies and community partnerships that result in lasting self-sufficiency" in northern Illinois. HOS accomplishes this through a supportive slate of Shelter, community-based housing, rental assistance, outreach and prevention, and wraparound case management that provide Hope, Opportunity, and Support to those pushed into homelessness and housing insecurity. Over the last two years of successfully managing IDHS Homeless Prevention Plan funding, HOS successfully stabilized 21 households (as of this letter), equating 73 individuals prevented from entering a homelessness situation through the provision of short-term rental assistance, utility assistance, security deposit assistance, arrearages, and case management services.

HOS seeks \$93,260 (80%) for activities including rental assistance/arrearage, utility assistance/arrearage, and security deposit assistance; and \$23,315 (20%) for case management activities. Based on the agency's performance year-to-date in its current program, HOS anticipates the following outcomes as a result of its request fulfilled:

1. Serve eight (8) to twelve (12) households (estimated 8 to 30 unduplicated individuals, based on an average household size of 2.5 members);
2. 90% of households will remain stably housed at 30- and 90-day check ins as a result of Homeless Prevention assistance.

HOS provides case management, referrals for financial counseling, follow-up services, food stamp service coordination and registration assistance, and LIHEAP service coordination and registration assistance to all Homeless Prevention participants, and documents these services in individual client files and in the agency's digital case management database. HOS also provides supplemental services and referrals to expertise partners in areas including mental health counseling, advocacy, transportation, employment assistance, housing location and inspection services, substance abuse services, health and dental care, childcare, and others as clients need to increase housing stability and reach self-sufficiency. HOS collaborates with community agencies across its service area including, but not limited to, the partners in the McHenry County Continuum of Care to End Homelessness so as not to duplicate services.

HOS will comply with all program standards and regulations identified in the IDHS Homeless Prevention Program Manual. HOS regularly participates in third-party financial and programmatic audits, including audits from IDHS, and passes without findings. With any questions or requests for documentation, please contact Kristin Miller, Grants Manager, at 815-271-5444 or [kmiller@hosparrow.org](mailto:kmiller@hosparrow.org)

Regards,

DocuSigned by:

*Matthew Kostecki*

38AC3CD37C044DD...

Matthew Kostecki, MSW, Executive Director  
815-271-5444 x223  
[mkostecki@hosparrow.org](mailto:mkostecki@hosparrow.org)



Formerly TLS Veterans  
805 S. McHenry Ave Suite D  
Crystal Lake, Illinois 60014  
Phone: 815.321.HOPE (4673)  
Fax: 815.322.2742  
[www.veteranspathtohope.org](http://www.veteranspathtohope.org)

### Board of Directors

Cliff Jackson, President  
Bob Boncosky, Vice President  
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Jeff Cercy  
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Jim Dolan

Laura Franz  
Executive Director



March 28, 2025

Joseph Davis, Community Development Specialist McHenry  
County Department of Planning and Development  
2200 North Seminary Avenue  
Woodstock, IL 60098

Dear Joe,

The purpose of this letter is to express our intent to apply for the IDHS Homelessness Prevention Program 2026 funding. The funding would be used to assist at least three veteran households with Tenant Based Rental Assistance, with the possibility of a higher number being assisted if the need was more short-term in nature (as in the instances of Rapid-Rehousing). 10% would be utilized for administrative expenses. The overall goal would be to prevent homelessness. Veterans Path to Hope has 10 programs that serve this population, and can therefore provide additional case management support to those supported by the HPP funding.

Homeless Prevention Program				
<b>budget item</b>	<b>cost</b>	<b>unit of measure</b>	<b>quantity</b>	<b>total</b>
rental unit 1 bedroom (2)	\$ 1,255	1 month	12	\$ 30,120
rental unit 2 bedroom (1)	\$ 1,453	1month	12	\$ 17,436
recert of income	\$ 75	annually	3	\$ 225
housing inspection	\$ 50	annually	3	\$ 150
utility allowance ~ emergency	\$ 150	as needed	6	\$ 900
Security Deposit included above		one month per		\$ 3,963
				\$ -
				\$ -
				\$ -
<b>Subtotal HPP budget request</b>				<b>\$ 52,794</b>
Admin 10%				\$ 5,279
<b>Total Program Request</b>				<b>\$ 58,073</b>

Thank you in advance for considering this request.

Sincerely,

Laura Franz, LCSW

We provide veterans in need and their families the services necessary to experience hope and achieve success.





Joseph Davis  
Community Development Specialist  
2200 North Seminary Avenue  
Woodstock, IL 60098

March 28, 2025

RE: Prairie State Legal Services' Homelessness Prevention Letter of Intent

Dear Mr. Davis,

Prairie State Legal Services (PSLS) intends to apply for \$10,000 in IDHS Homelessness Prevention Funding for legal services (supportive services) for the period beginning July 1, 2025. The funds would assist us in continuing to serve clients in need of housing services. Given that PSLS spent an average of 8 hours on each 2024 housing case in McHenry County, an award of \$10,000 would allow us to provide high quality legal services to approximately 10 more households over the coming funding year.

During 2024, PSLS completed 663 civil legal aid cases for 595 individuals in McHenry County. Of those cases, 201 were focused on housing issues. All but 11 of these cases were instances where Homelessness Prevention funding could potentially have been applied. Over the past year, PSLS was able to help renters avoid unlawful evictions and utility shutoffs, negotiate payment agreements with landlords, have eviction records sealed, support those with housing vouchers, and represent low-income citizens facing foreclosure.

We look forward to partnering with the McHenry County Continuum of Care as we continue providing these essential housing services.

Sincerely,

Denise E. Conklin, Executive Director

**PURSuing JUSTICE. RESTORING HOPE.**

ADMINISTRATIVE OFFICE  
Referrals [referrals@pslegal.org](mailto:referrals@pslegal.org)

Denise E. Conklin, **Executive Director**  
Email [dconklin@pslegal.org](mailto:dconklin@pslegal.org)

Phone 309.621.4011

