

ESG

APPLICATION
FY 2009-2010

WEB ADDRESS

for reference of Annual Action Plan, Consolidated Plan, & CAPER

<http://www.stancounty.com/planning/cdbg/esg-program.shtm>

COMMUNITY DEVELOPMENT BLOCK GRANT CONSORTIUM
STANISLAUS COUNTY
CITY OF OAKDALE
CITY OF PATTERSON
CITY OF CERES
CITY OF NEWMAN
CITY OF WATERFORD

Guidelines for Funding Requests

Emergency Shelter Grant (ESG) Program

Program Year 2009-2010

The Emergency Shelter Grant (ESG) Program is to supplement State, local and private efforts to improve the quality and number of emergency shelters and transitional facilities for homeless people. The purpose of ESG funds is to help operate these facilities, to provide essential support services to residents, and to help prevent at-risk families or individuals from becoming homeless.

The U.S. Department of Housing and Urban Development (HUD) has established a list of eligible activities, and allows the local grantee, Stanislaus County (County), to select activities in accordance with its own community development objectives.

Designed as a first step in a Continuum of Care plan of assistance, the ESG program strives to address the immediate needs of persons residing on the street and needing emergency shelter and transitional housing, as well as assisting their movement to independent living.

ESG serves a variety of homeless persons and families, with no restrictions or further targeting. Any targeting of ESG funds results from local service and shelter providers design of programs to address the specific needs of various homeless subpopulations, such as victims of domestic violence, youth, mentally ill, veterans, or families with children. A portion of ESG may be used to serve persons at imminent risk of losing their permanent housing and becoming homeless.

While flexible in terms of serving all homeless subpopulations and preventing persons from becoming homeless, ESG program legislation and implementing regulations do limit the types of activities and amounts of funds that can be spent on different activities. The following four major categories of eligible activities and applicable limitations are discussed in this section of the Guide:

- **Rehabilitation**
- **Essential Services**
- **Homeless Prevention Activities**
- **Operational Costs**

To be eligible for ESG assistance, a public service project **must serve very low, and low income households**. These income categories are defined as those at or below 80% of the area median income. An income table is attached for your reference.

Requests for funding (Applications) will be accepted until **5:00 P.M., Friday, February 13, 2009** from incorporated non-profit organizations for Fiscal Year 2009-2010 (July 1, 2009 to June 30,

2010) for ESG eligible activities. An application may be prepared requesting less, but in no instance will a grant award exceed the maximum permitted by statute. The maximum grant awards are as follows:

ESSENTIAL SERVICES (24 CFR 576.3) \$ 32,908

Eligible Activities

ESG funds can be used to provide essential services to address the needs of homeless persons living on the street, in an emergency shelter or in transitional housing. Essential services can address the immediate needs of the homeless and can enable homeless persons become more independent and to secure permanent housing.

Essential services include employment, health, drug abuse, and education and may include (but are not limited to):

1. Assistance in obtaining permanent housing;
2. Medical and psychological counseling and supervision;
3. Employment counseling;
4. Nutritional counseling;
5. Substance abuse treatment and counseling;
6. Assistance in obtaining other Federal, State and local assistance including mental health benefits; employment counseling; medical assistance; Veteran's benefits; and income support assistance such as supplemental security income benefits, Aid to Families with Dependent Children, General Assistance, and Food Stamps.
7. Other services such as child care, transportation, job placement and job training; and
8. Staff salaries necessary to provide the above services.

Use Restrictions

- Grant amounts awarded may be used to provide an essential service...only if the service is a NEW service, or is a quantifiable increase in the level of an existing service.

Ineligible Activities

- Existing services and staff (services must be new or provided to more persons)
- Salary of case management supervisor when not working directly on participant issues
- Advocacy, planning and organizational capacity building
- Staff recruitment and training
- Transportation costs not directly associated with service delivery

HOMELESS PREVENTION (24 CFR 576.21 (a)(4)) \$32,908

Eligible Activities

Efforts to prevent homelessness such as financial assistance to families who have received eviction notices or notices of termination of utility services if:

- A. the inability of the family to make the required payments is due to a sudden reduction in income; or
- B. the assistance is necessary to avoid the eviction or termination of services;

- C. there is a reasonable prospect that the family will be able to resume payments within a reasonable period of time; or
- D. the assistance will not supplant funding for pre-existing homelessness prevention activities from other sources.

Homeless prevention means activities or programs designed to prevent the incidence of homelessness, including (but not limited to):

1. Short-term subsidies to defray rent and utility payments for families that have received eviction or utility termination notices;
2. Security deposits or first month's rent to permit a homeless family to move into its own residential unit;
3. Mediation programs for landlord-tenant disputes;
4. Legal services programs for the representation of indigent tenants in eviction proceedings;
5. Payments to prevent foreclosure on a home; and
6. Other programs and activities designed to prevent the incidence of homelessness.

Ineligible Activities

Ineligible homeless prevention costs include:

- Housing/services to homeless persons
- Direct payments to individuals
- Assistance beyond six (6) months
- Application for Federal Funds

OPERATIONAL COSTS (24 CFR 576.3) \$10,969

Eligible Activities

The term "operating costs" means expenses incurred by a recipient that include:

1. Maintenance, operation, insurance, utilities and furnishings, except that not more than 10% of the amount of any grant received under this statute may be used for costs of staff.
2. Payment for shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food and furnishings. Not more than 10% of the grant amount may be used for staff costs.

Ineligible Activities

Ineligible operating or maintenance costs include:

- Recruitment or on-going training of staff
- Depreciation
- Costs associated with the organization rather than the supportive housing project (advertisements, pamphlets about organization, surveys, etc)
- Staff training, entertainment, conferences or retreats
- Public relations or fund raising
- Bad debts/late fees
- Mortgage payments

RENOVATION, REHABILITATION & CONVERSION

(24 CFR 576.3) \$27,424

Eligible Activities

1. Conversion: a change in the use of a building to an emergency shelter for the homeless under this part, where the cost of conversion and any rehabilitation costs exceed 75% of the value of the building after conversion.
2. Major Rehabilitation: rehabilitation costs in excess of 75% of the value of the building before renovation.
3. Renovation: rehabilitation that involves costs of 75% or less of the value of the building before renovation.

Use Restrictions

1. Certifications on Use of Assistance 42 U.S.C.11375 (c)- Each grantee shall certify that it will:
 - a.) in the case of assistance involving major rehabilitation or conversion, maintain any building for which assistance is used under this part as a shelter for homeless individuals and families for not less than a 10 year period; or
 - b.) in the case of assistance involving rehabilitation (other than major rehabilitation and conversion), maintain any building for which assistance is used under this part as a shelter for homeless individuals and families for not less than a 3 year period.
 - Any renovation carried out with assistance under this statute shall be sufficient to ensure that the building involved is safe and sanitary.
 - Major rehabilitation and conversion are defined as the costs of improvement that are more than 75% of the value of the building before rehabilitation. A shelter receiving this level of improvement must be used as a shelter for at least 10 years.
 - Renovation is defined as the costs of improvements that are less than 75% of the value of the building before rehabilitation. A shelter receiving this level of improvement must be used as a shelter for at least 3 years.
2. Lead-Based Paint Requirements- Any ESG housing or services sites regularly frequented by children less than 6 years of age are encouraged to use ESG funds for testing and may use ESG rehabilitation funds for necessary abatement procedures..

Ineligible Activities

Ineligible rehabilitation or renovation costs include:

- Acquisition of real property
- New construction
- Property clearance or demolition
- Rehabilitation administration
- Staff training or fund raising activities associated with rehabilitation
- Building maintenance and repairs

On either Wednesday or Thursday, February 18th or 19th, 2009, non-profit agencies will have an opportunity to present a 10-minute presentation of their proposal to the Stanislaus County CDBG Public Services Grant Committee. Those proposals best suited to meet the requirements of the County's Consolidated Plan will be recommended to the Board of Supervisors for final approval.

Please provide a one page Executive Summary of your proposal. Include the name of your organization, the organization’s mission statement, the dollar amount you are requesting, the number of persons you will serve and their income level (income level must be 80% of median or less), how you will determine their income level, a brief description of the service you will perform with ESG dollars, and how you will count the people served throughout the program year (attach sample form/s your program uses to collect this information). The summary should be supported by the application in detail. Label “Exhibit A”.

The County will use the following five criteria to judge funding requests:

1. **Management capability of applicant/organization:** How capable is the organization of managing the proposed project? Is there a successful record of prior accomplishments? Is there a record of timely and appropriate use of funds from previously funded programs?
2. **Clear description of project:** Is the project well defined and practical, and are the benefits clearly shown? High administrative costs and/or equipment purchase with CDBG funds is generally not approved by the County. Please limit funding to no more than three (3) items.
3. **Leveraging of funds:** Does the project/program rely solely upon ESG funds? Is there other funding? What is the status of other funding? A clear and detailed budget is required. **Verification of a dollar-to-dollar match will be required.**
4. **Clear and measurable accomplishments:** What will be accomplished within the year in measurable terms so performance can be evaluated? **There needs to be both outputs and outcomes for your project.** What will be the number of participants your program will serve, and what will result from the service provided to these participants?
5. **Meeting goals established in the Consolidated Plan, and Annual Action Plan:** Is the proposal consistent with the needs of the communities described in the Consolidated Plan?

Grant applications that are approved by the Board of Supervisors that satisfy HUD regulation will be required to execute an agreement with the County. Funding will generally be available after July 2009.

STANISLAUS COUNTY

PERCENTAGE OF MEDIAN INCOME STANISLAUS COUNTY

Total household income cannot exceed 80% of median for Stanislaus County, based on household size. Total combined household income for the number of people living in a household cannot exceed the Moderate-income amount.

NUMBER IN HOUSEHOLD	EXTREMELY LOW INCOME	LOW INCOME	MODERATE INCOME
1	\$11,850	\$19,800	\$31,650
2	\$13,550	\$22,600	\$36,150
3	\$15,250	\$25,450	\$40,700
4	\$16,950	\$28,250	\$45,200
5	\$18,300	\$30,500	\$48,800
6	\$19,650	\$32,750	\$52,450
7	\$21,000	\$35,050	\$56,050
8	\$22,350	\$37,300	\$59,650

HUD March 2008

STANISLAUS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT CONSORTIUM

Application Standards

Emergency Shelter Grant (ESG)
Program Year 2009- 2010

PURPOSE:

The purpose of these standards is to outline for prospective applicants the necessary requirements for the ESG program as designed by the United States Department of Housing and Urban Development (HUD).

The primary objective of the ESG Program is to increase the number and quality of emergency shelters and transitional housing facilities for homeless individuals and families, to operate these facilities and provide essential social services, and to help prevent homelessness.

The program for which funding is requested must be within the following categories:

- 1) Rehabilitation**
- 2) Essential Services**
- 3) Operational Costs**
- 4) Homeless Prevention Activities**

APPLICATION CRITERIA:

Organizations applying for funding must provide evidence that the following criteria have been met, to be considered for funding. **All required documentation must be submitted** with the application. **NO EXCEPTIONS.** Those applications without the required documentation will be returned disqualified.

1. Projects must provide direct services to the low and moderate-income population with a documented need and within the city limits of Ceres, Newman, Oakdale, Patterson, and Waterford or the unincorporated limits of Stanislaus County.
2. Applicants must be established, operating organizations, as evidenced by each of the following exhibits, and submitted with the application. See the "Required Documentation (Exhibits) Checklist" page attached to this application. References to the exhibits are listed for your convenience.
 - a) Copy of Articles of Incorporation as a nonprofit entity. Label "Exhibit B".
 - b) Copy of letter from Internal Revenue Service determining the organization's tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Label "Exhibit E".
 - c) Copy of letter from California Franchise Tax Board determining tax-exempt status under Section 23701(d). Revenue and Taxation Code. Label "Exhibit D".
 - d) Copy of by-laws, which clearly define the purpose, function, organization, and lines of authority of the applicant. Label "Exhibit C".
 - e) List of names, addresses, and phone numbers of current members of the organization's Board of Directors. Label "Exhibit J".

3. Proposed projects must be consistent with the Stanislaus County Consortium Consolidated Plan. A copy of the Consolidated Plan is available for review at the County Administrative Building and at the City Halls of the following Cities: Ceres, Newman, Oakdale, Patterson and Waterford. An Executive Summary of the Consolidated Plan is attached.

All organizations/agencies applying for funding must respond to the following:

1. **Active Governing Body**

Governance of the organization should be vested in a responsible and active voluntary board that meets at least quarterly and establishes and enforces policies. The Board should be large enough and so structured as to be representative of the community it serves.

2. **Personnel**

The organization must provide for adequate administration of the program to insure delivery of the services. One person should be designated the full-time director of the organization. If the project is accepted for funding, the organization must provide a copy of its Personnel Policies, Affirmative Action Plan and its Drug-Free Workplace Policy.

3. **Non-Discrimination**

Each organization receiving funds from the County is required to assure that it will conduct its business in compliance with the non-discrimination requirements of the County, State and Federal governments, as applicable.

4. **Accounting**

Each organization shall maintain accounting records which are in accordance with generally accepted accounting principals and auditing practices, such as described in OMB Circular A-102, "Uniform Requirements for Assistance to State and Local Governments," OMB Circular A-122, "Cost principles for Non-Profit Organizations," or in the American Institute of Certified Public Accountants (AICPA) "Accounting and Financial Reporting for Voluntary Health and Welfare Organizations." Organizations may be required to submit their accounting systems to Stanislaus County for approval before any funds are disbursed.

5. **Audits and Financial Reports**

An organization must provide a copy of its most recent Independent Audit and Management Letter. If a project is funded by ESG with an aggregate total of \$25,000 or more, an independent certified Audit must be submitted at the end of the organization's fiscal year. Organizations receiving less than \$25,000 must submit a financial statement and other supporting documents to show how the ESG funds were utilized. This Application for Funding cannot exceed \$100,000.

6. **Insurance**

An organization must provide evidence of insurance, including, but not limited to, multi-peril property and liability, medical, workman's compensation and other coverage as deemed necessary by County Counsel, with an indemnification and hold harmless acceptable to the County.

**Stanislaus County
Community Development Block Grant Consortium**

Application for Funding
Emergency Shelter Grant (ESG) Program
Program Year 2009-2010

Applications must clearly show the following information in as much detail as necessary in order to make the project clearly understandable. One application per project. No faxed applications will be accepted. All requests for funding are due by **5:00 p.m. on Friday, February 13, 2009** at the Stanislaus County Department of Planning and Community Development, 1010 10th Street, Suite 3400, Modesto, California 95354, (209) 525-6330

Submitting Applications:

A complete application consists of the following:

- One (1) completed original** application with all exhibits.
- Ten (10) copies** of the application with exhibit A, G, H, K, L, & M only.

* **Incomplete Applications will be automatically disqualified**

Due: Friday, February 13th, 2009 by 5:00 p.m.

1. Name of Organization:
2. Mailing Address:
3. Site Address:
4. Executive Director:
5. Contact Person/Title:
6. Phone & Fax Number:

PROJECT TITLE:

AMOUNT REQUESTED \$

(Amount requested shall not exceed the limits defined in the Guidelines)

Please select the category that best describes your proposed project:

(More than one may be chosen, if applying for more than one funding category)

- Renovation, major rehabilitation or conversion of a building(s)**
- Essential Services for the homeless**
- Operational costs associated with providing emergency shelter**
- Homeless Prevention Activities**

ORGANIZATION DATA:

A. Briefly describe the agency's long range (3-5 years) goals and objectives:

B. Have there been any changes during the last year such in the following positions: Executive Director, Finance Manager or Program Manager?

C. Based on the services your agency provides, is your agency required to have State, local or Federal certificates and/or licenses? If so, please indicate what type of certificate/license, the entity that certifies your agency, and the dates of your most recent certification.

D. Describe your agency's connection to the Continuum of Care model and how the services your agency offers fits into the system. How will your agency ensure that your program coordinates with the programs offered by agencies within the Stanislaus County Housing and Support Services Collaborative?

E. Describe existing partnerships that your agency has within the homeless services community.

PROGRAM/PROJECT DATA:

1. Describe in detail what the proposed project will be and what it proposes to accomplish if funded with ESG funds and how it will meet a need(s) described in the Consolidated Plan and the 10-Year Plan to End Homelessness.

Please include in detail the following: Description of the type of facility, services to be provided, detailed timeline for the project, total cost of the project, program delivery system, target population, anticipated units of service, and the outcomes of providing those units of service.

2. Please explain the need(s) as described in the Consolidated Plan and the 10-Year Plan to End Homelessness, and how this program addresses each:

3. Describe who will benefit from this program/project:

4. Describe the method that will be used to count and monitor the beneficiaries or program recipients. What are the eligibility requirements to participate in the project?

5. Give the definition of an unduplicated client for this program.

6. State the performance standards of the program/project (i.e., number of Stanislaus County, Ceres, Newman, Oakdale, Patterson or Waterford clients the program will serve per month, per quarter, or per year):

7. Has the program/project been previously funded with any ESG or CDBG funds? If so, indicate year(s), amount received and the number of low-income persons served:

8. Explain how this program differs from other programs providing the same or similar services. Also, indicate any partnerships or collaborations with other agencies or programs that provide the same or like services.

9. If you are proposing a renovation, conversion or rehabilitation project, there are use restrictions imposed by the Federal government. How will you meet the maintenance/continued use requirement?

10. Do you currently participate, or are you willing to participate in the Homeless Management Information System (HMIS)?

COMMUNITY AWARENESS:

1. How are people made aware of the organization, the program and services? How does the program receive most of its referrals?

2. What will the organization do in order to promote and provide services to Stanislaus County, Oakdale, Patterson, Ceres, Newman, or Waterford's diverse ethnic and special populations?

Complete the following chart. Include all volunteers and contracted employees involved with the project/program. Attach job descriptions outlining duties and responsibilities for each position to be paid in part or in total with ESG funds and resumes for each of those employees paid in part or in total with ESG funds. Label the job descriptions “Exhibit I”.

Position/Title	Pay Rate	Weekly Hours	% of Time for ESG Project	Total Cost of ESG Funds

CONFLICT OF INTEREST:

List all names and positions of members of the Board of Directors, officers, workers or members of the organization who are an appointed member of a County or City Commission or Committee, or a County or City employee. Conflict of interest regulations require a written waiver from County Counsel and HUD before an agreement is signed and ESG funds expended. Label this “Exhibit J”.

CERTIFICATIONS:

If this application is approved for funding, the organization agrees to comply with all required federal regulations including Section 504, state, and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as cited in this proposal, and has attached the required documents referred to below.

The organization understands that any approval of the grant proposal is conditional upon the final acceptance of the fiscal year 2009-2010 Stanislaus County Consortium Community Development Block Grant Annual Action Plan, funding from HUD and execution of an agreement with Stanislaus County on implementing the grant and monitoring requirements.

As a duly authorized representative of the organization, I submit this application to Stanislaus County and verify that the information included herein is true, accurate and complete to the best of my knowledge. Furthermore, I understand that incomplete proposals will not be considered for funding.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT:

U.S. Code Title 18, Section 1001, provides that a fine up to \$10,000 or imprisonment for a period not to exceed 5 years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious or fraudulent statements, knowing the same to be false.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Organization: _____

Phone: _____ Fax: _____