

CITY OF HAMMOND
Emergency Shelter Grant Application for Funding
Program Year 2007

APPLICATION DEADLINE:

**Wednesday, OCTOBER 18, 2006 4:30 p.m. CST REQUIRED SUBMISSION: One
(1) ORIGINAL and three (3) COPIES**

INTRODUCTION:

This application is for Emergency Shelter Grant Funds. It is not meant to be inclusive of all information needed to make a final determination of an activity's eligibility. Eligible activities include: Rehabilitation, Essential Services, Operations and Homeless Prevention Services. Refer to Exhibit A for detail description of each eligible activity.

INSTRUCTIONS:

1. Please include a table of contents. All questions should be answered as complete as possible.
2. All information should be TYPED on 8½ x 11 white papers with numbered pages.

SPECIAL INSTRUCTIONS FOR PRIVATE NOT-FOR-PROFIT ORGANIZATIONS:

1. Provide organizations' 2005 financial statement of income and expenses, audit report balance sheet or any other information clarifying organizations expenses and income and financial status.
2. Attach a current list of Board of Directors and the organizational chart.
3. Attach resume for each Fiscal/Accountant official.
4. Attach the IRS ruling providing tax-exempt (new only) status under section 501(c) 3 or the IRS Code of 1986, as amended.
5. An official representative of the agency must sign the signature page, usually (i.e. chairperson of the Board of Directors or Executive Director).

GENERAL SELECTION CRITERIA

All activities eligible for funding under the Emergency Shelter Grant (ESG) program must meet the following criteria:

1. Quality – the extent to which the proposal involves an innovative program for an alternative method of meeting the immediate needs of homeless persons. Consideration will be given to the degree the applicant demonstrates the success of meeting the needs of homeless individuals or families.
2. Comprehensiveness – the proposed assistance in serving the identified homeless population. The following factors will be considered:
 - a. The extent to which the facilities and supportive services to be provided under the proposal, and to be available from others in the area, will satisfy the immediate (e.g. temporary housing, food, clothing, medical needs, etc.) and long-

- term (e.g. assistance in obtaining permanent housing and supportive services necessary to move the homeless population to be served;
- b. The extent to which the application reflects a clear understanding of the needs of the homeless population to be served and the extent to which the application addresses those needs; and
 - c. The extent to which the application is the result of coordinated efforts of members of the community and represents a diversity of experience, broad based, enduring community commitment, and access to resources.
3. Match – Each sub-recipient must match dollar-for-dollar the ESG funding provided by HUD with funds from other public or private sources. Consideration will be given to the extent in which the applicant will match the amount of assistance to be provided under ESG with funds particularly with non-federal sources.
 4. Special Homeless Populations – consideration will be given to the extent to which the application proposes facilities designed primarily to benefit homeless elderly or homeless families with dependent children, or proposes facilities to be used for child care for homeless families.
 5. Cost Effectiveness – consideration will be given to the extent to which the applicant’s proposed costs under the application are reasonable in relation to the work done and the goods and services purchased and are effective in accomplishing the purposes of the application.

Any project selected for funding must comply with the City of Hammond’s Consolidated Plan and Action Plan, in which funds must be used to meet the needs of the homeless population according to a specific category.

The City of Hammond will consider general criteria, as listed below, when evaluating an application. Although proposals will be reviewed for completeness at the application stage, if deficiencies are identified, your organization will be given the opportunity to make the necessary corrections.

1. The applicant must possess the legal capacity to carry out the proposed program.
2. The applicant must have an adequate administrative capacity to carry out the proposed project. If the applicant has previously received funds under the City of Hammond’s Emergency Shelter Grant program, they must have successfully carried out the project. An applicant must not have any overdue audit or resolved monitoring findings.
3. The applicant must clearly show the manner in which the proposed project will meet the immediate needs of a homeless population.
4. The applicant must have control of the site involved (e.g. ownership, lease agreement or reasonable assurance that the applicant will have control of the site within six (6) months after notification of an award of assistance).
5. The applicant must show that the proposed project is an eligible activity under the subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act.

ELIGIBILITY CRITERIA

Proposed activities will be reviewed for eligibility and classification using the five (5) steps described below. Applications will also be evaluated based upon the City's homeless population needs as well as funding availability.

- STEP I** Is the activity an eligible activity. (See page 8 "Definition of Eligible Activities".)
- STEP II** Determine if the proposed activity meets program requirements with regard to the operation of a facility or provision of supportive services under the ESG program. Any facility that assist the homeless with comprehensive assistance must be safe and sanitary and comply with State and local requirements as well as any other requirements in the jurisdiction in which the facility is located regarding the condition of the structure and the operation of the facility.
- STEP III** Insure that carrying out the activity with ESG funds will not result in the grantee violating its approved Consolidated Plan as specified by the City which includes HUD's re-engineered Outcome Performance Measurement System.
- STEP IV** Review proposed costs of the activity to determine if they appear to be necessary and reasonable and will otherwise conform with the requirements of OMB Circulars A-87, "Cost Principles Applicable to Grants and Contracts with State and Local Governments," A-122, "Cost Principles for Educational Institutions, as applicable.
- STEP V** Complete the environmental review and clearance procedures for the activity. These procedures are set forth in 24 CFR Part 50. The City is prohibited by law from releasing funds for ESG activities until it certifies that it has met its responsibilities with respect to environmental protection.

CITY OF HAMMOND
2007 APPLICATION FOR EMERGENCY SHELTER GRANT FUDING

1. Agency:	2. Project Title:
3. Contact Person:	4. Title:
5. Address:	6. Phone:
7. Amount Requested:	8. Circle the goal category which this program/project is designed to address: <ul style="list-style-type: none"> • Moderate Rehabilitation, • Major Rehabilitation, • Essential Services, • Operations, • Homeless Prevention
9. Amount Approved:	

PROGRAM SUMMARY

I. Give a brief summary/description of your proposed program, which includes:

A. The need or problem to be addressed which will meet the community development priorities. Include:

1. Population the agency will target (i.e. homeless women, children, families)
2. State the number of persons to be served within each eligible activity on page 8.

B. Describe the project program. Include the following:

1. Listing of activities that will be provided during the program year. (See pg 8)
2. The service(s) that will be provided under this program.
3. What are the goals and measurable objectives of the project? Be specific and Include unit rate.
- 4. Using the model charts 4-1 and 6-1 select an objective and an outcome measurement for your proposed activity.**
5. Provide a proposed budget detailing each line item use of funds described in I., i.e. supplies, equipment, telephone, etc.); what cost categories do you want covered by ESG funds and what proportion of the total project/program cost would be covered by these funds if your request is fully granted? (20%, 50%, etc.) Please show how you arrive at the percentage.

6. Describe your method of evaluating and measuring the success of your project. Keep in mind that all funded activities must provide a count of the individuals served by the project.

II. Provide information regarding your agency, include:

C. Background

1. How long has agency been in operation and the date of incorporation?
2. What is the purpose of the agency?
3. What type of corporation is this agency?
4. What are the agency's capabilities and the license to operate?
5. What is the number and characteristics of clients served over the last year.
6. Is your agency an active participant in the Continuum of Care Network?

D. Personnel

1. Provide a description of agency's staff position and qualifications.
2. Provide a description of personnel manual with Sec. 3, Affirmative Action, and grievance policy incorporated.

E. Financial

1. Description of the agency's current operating budget, which includes a listing of, itemized revenues and expenses.
2. Identify commitments from other funding sources and as well as ongoing funding that you are currently seeking from other agencies.
3. Describe the agency's fiscal management system, payment procedures, and audit requirements.

F. Audit

1. The agency must submit a copy of its most current audit including the ESG portion of the audit cost in its ESG project budget.

G. Insurance/Bond/Workers Compensation

1. Provide information regarding liability insurance coverage, amount, and with what agency as appropriate.
2. Provide information in regards to payroll taxes and workers compensation, which is required by Federal and State Laws.
3. Provide information on fidelity bond coverage for principle staff who handle agency's accounts, amount, and with what agency, as appropriate.

ALL SUBMISSIONS MUST INCLUDE THE FOLLOWING REQUIRED DOCUMENTS:

- a. **Articles of Incorporation/By Laws** are the documents recognized by the State as formally establishing a private corporation, business, or agency.
- b. **Non-profit organizations** must submit tax-exempt determination letters from the Federal Internal Revenue Service and the State Tax Board 501 (c) 3.

- c. **Listing of current Board of Directors** that includes the name, title, address, and telephone number.
- d. **Authorization to request funds**, include a copy of minutes of the meeting in which the governing body's resolution, motion, or other official action is recorded.
- e. **Authorized official** who has the authority to negotiate for and contractually bind the agency must submit a signed letter from the Chairperson of the governing body or each authorized individual which includes the name, title, address, and telephone number.
- f. **Organizational chart**, which describes the agency's administrative framework, staff position, salary, and responsibility of each individual staff.
- g. **Matching Source and Amount** are by law required to match 100% of ESG assistance provided under this part with equal amount of funds from sources other than this part. Each agency shall certify its compliance with this paragraph by submission of a description of the sources and amounts of such supplements.

CERTIFICATION

I certify that submission of this proposal has been duly authorized by the governing body of (name of organization) _____ and that (name of authorized person) _____ has legal capacity to carry out the duties and responsibilities of the proposed project.

I certify that I am the: President, Board of Directors, and Executive Director

(name and title)

I certify to the best of my ability the information provided herein is true and correct.

Signature

Typed Name and Title Employer I.D. Number

EXHIBIT A
DEFINITION OF ELIGIBLE ACTIVITY UNDER STEWART B. MCKINNEY ESG
PROGRAM

REHABILITATION

Renovation rehabilitation of a building site must serve homeless persons for at least 3 years. Less than 75% of the value of the building before rehab is considered moderate rehab/renovation. A shelter receiving this level of improvement must be used as a shelter for at least 3 years.

Major rehabilitation or conversion of a building to a shelter (site must serve homeless persons for at least 10 years). More than 75% of the value of the building before rehab is considered major rehab. A shelter receiving this level of improvement must be used as a shelter for at least 10 years.

NOTE: Property acquisition and new construction are ineligible ESG activities.

ESSENTIAL SOCIAL SERVICES

Supportive social services, such as case management, counseling, healthcare, job training, education, and childcare (limited to 30% of grant, except where HUD waives for good cause)

OPERATIONS

Includes maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings (staff salaries for operations management are limited to 10% of grant.)

Ineligible operating or maintenance costs include: recruitment on-going training of staff, costs associated with the organization rather than the supportive housing project (advertisements, pamphlets about organizations, surveys, etc), staff training, entertainment, conferences or retreats, public relations or fund raising, bad debts/late fees, mortgage payments.

HOMELESS PREVENTION 24 CFR 576.3

Short –term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices;

Security deposits or first month’s rent to permit a homeless family to move into its own apartment;

Mediation programs for landlord-tenant disputes;

Legal services programs for the representation of indigent tenants in eviction proceedings;

Payments to prevent foreclosure on a home; and

Other innovative programs and activities designed to prevent the incident of homelessness.

NOTE: Homeless Prevention activities are subject to a statutory limitation of 30% of aggregate grant to the jurisdiction, even when the unit of local government or territory provides some or all of its grant funds to a non-profit. Grant funds may be used under this activity to assist families that have received eviction notices or notices of termination of utility services only if the following conditions are met:

42 U.S.C. 11374(a)

- A. The inability of the family to make the required payments is due to a sudden reduction in income;
- B. The assistance is necessary to avoid the eviction or termination of services;
- C. There is reasonable prospect that the family will be able to resume payments within reasonable period of time; and
- D. The assistance will not supplant funding for preexisting homelessness prevention activities from other sources.

Ineligible homeless prevention costs include:

- Housing/services to homeless persons
- Direct payments to individuals
- Long-term assistance beyond several months
- Application for Federal Funds or Un-programmed Funds

Exhibit 4-1
Suggestions for Choosing an Outcome and Objective: Housing Activities

Outcome →	Availability/Accessibility	Affordability	Sustainability
Objective ↓			
Suitable Living Environment			<p>Housing activities funded to address problem properties in a neighborhood.</p> <p><i>Example: Acquisition and rehabilitation of eyesore properties in combination with streetscape improvements and public services.</i></p>
Decent Housing	<p>Housing activities focused primarily on improving the quality of, or access to, housing (rather than affordability).</p> <p><i>Examples: Homeowner rehabilitation, emergency repair programs, accessibility upgrades, lead abatement, community residence for persons with advanced stage HIV infection.</i></p>	<p>Housing activities focused primarily on the affordability of the units.</p> <p><i>Examples: Downpayment assistance, construction/rehabilitation of homebuyer or rental housing, tenant-based rental assistance, energy efficiency upgrades; or rehabilitation of rental housing.</i></p>	<p>Housing activities funded as part of a neighborhood revitalization effort where only housing activities are undertaken.</p> <p><i>Example: Acquisition and rehabilitation of eyesore properties.</i></p>
Creating Economic Opportunities	<p>Housing activities supporting "Live near work" initiatives that increase the supply of housing, or access to housing.</p>		<p>Housing activities supporting "Live near work" initiatives targeted in a specific geographic area, or "Officer Next Door" Programs.</p> <p>Housing activities supporting employer-assisted housing.</p>

Exhibit 6-1
Suggestions for Choosing an Objective and Outcome:
Homeless Housing and Support Activities

Outcome →	Availability/Accessibility	Affordability	Sustainability
Objective ↓			
<p>Suitable Living Environment</p>	<p>Activities that increase access or availability to shelter or a service that will improve the beneficiary's living environment.</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> ▪ <i>Emergency shelter;</i> ▪ <i>Transitional housing program (e.g., a substance abuse treatment facility for homeless persons);</i> ▪ <i>Street outreach to chronically homeless persons; or</i> ▪ <i>Essential services (mental health counseling, substance abuse treatment, etc.)</i> 		
<p>Decent Housing</p>	<p>Housing activities focused primarily on improving the quality of, or access to, housing (rather than affordability).</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> ▪ <i>Construction or rehabilitation of rental units earmarked for homeless persons with mental illness.</i> 	<p>Housing activities focused primarily on making the housing units affordable.</p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> ▪ <i>Homeless prevention assistance; or</i> ▪ <i>Deeply subsidized rehabilitation of rental units designed to lower rental payments for extremely low-income persons.</i> 	