

**LOUISIANA
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
EMERGENCY SHELTER GRANTS PROGRAM**

**2011
APPLICATION PACKAGE**



February 2011

**APPLICATION DEADLINE:
FRIDAY,
April 1, 2011 @ 4:00 P.M.**

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EMERGENCY SHELTER GRANTS PROGRAM

PART A. SOLICITATION for OFFERERS - PROGRAM REQUIREMENTS

I. BACKGROUND

The Stewart B. McKinney Homeless Assistance Act (Pub. L. 100-77, approved July 22, 1987), as amended, authorized the Emergency Shelter Grants Program (ESGP) under the U. S. Department of Housing and Urban Development (HUD). From funds appropriated for this Program, HUD is authorized to make formula grants to States and certain designated local governments (formula grantees). The administering agency for the State of Louisiana's funding allocation under this Program is the Department of Children and Family Services/ Programs Division/ Crisis Intervention Section. ESGP regulations provide that the State may not carry on Program activities with its allocated funds but must make all of its grant amounts available to local recipients. Through the establishment of regional allocation pools, in conjunction with a competitive grant award process, funds will be distributed to State recipients to carry out the purposes of the ESG Program.

II. DESIGN AND PURPOSE

The Emergency Shelter Grants Program (ESGP) is designed to be the first step in a continuum of assistance to enable homeless individuals and families to move toward independent living as well as to prevent homelessness.

The purpose of the Program is to:

- improve the quality of existing emergency shelters for the homeless,
- make available additional emergency shelters,
- meet the costs of operating emergency shelters and of providing certain essential social services to homeless individuals, so that homeless persons have access not only to safe and sanitary shelter, but also to the supportive services and other kinds of assistance they need to improve their situations.

The Program is also intended to:

- reduce the increase of homelessness through the funding of preventive programs and activities.

III. ELIGIBLE APPLICANTS

The State of Louisiana has elected to maintain the original Program requirement which restricted ESGP State Recipients to units of general local government, which may include ESGP formula grantees. Grantee local governments may distribute all or part of their grant amounts to private nonprofit organizations for use in eligible Program activities. In an endeavor to target funding assistance to areas of greatest need, **eligible applicants are further defined as governmental bodies for all parish jurisdictions and those municipal or city governmental units for jurisdictions with a minimum population of 10,000 according to recent and reliable census figures.** Previous recipients of State Grant amounts are eligible to apply, however, expenditure patterns and deliverable performance will be reviewed in evaluating such applicant's ability to implement and complete Program activities on a timely basis.

IV. ELIGIBLE ACTIVITIES

Eligible activities under the Emergency Shelter Grants Program are set forth in 42 U.S.C. Part 11374 (Title IV B of the Stewart B. McKinney Homeless Assistance Act) and HUD Program regulations at 24 CFR Part 576.21(a) [61 *Federal Register* page 51549; Oct. 2, 1996]. Copies of ESGP statutory provisions and rules are included in this application packet. Only those activities specifically authorized under statutory provisions and Program regulations are eligible for use of ESGP funds. Other uses are ineligible.

Section Three of the Emergency Shelter Grants [ESG] Program Desk Guide covers “Eligible Activities Under the ESG Program”. The Guide can be found at:

<http://www.hud.gov/offices/cpd/homeless/library/esg/esgdeskguide/index.cfm>

As described under the Program law and regulations, ESGP grant amounts may be used for one or more of the following activities relating to emergency shelter for the homeless:

A. Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless;

B. Provision of essential services to the homeless. Essential services include services concerned with employment, health, drug abuse, and education and may include (but are not limited to):

- assistance in obtaining permanent housing,
- medical and psychological counseling and supervision,
- employment counseling,
- nutritional counseling,
- substance abuse treatment and counseling,
- help in obtaining other Federal, State and local assistance,
- other services such as child care, transportation, job placement and job training; and
- staff salaries necessary to provide the above services.

Grant amounts may be used to provide an essential service only if-

1. The service is

- a. a new service, or
- b. a quantifiable increase in the level of a service above that which the recipient provided with local funds during the 12 calendar months immediately before the receipt of initial grant amounts; and

2. Not more than **30 percent** of ESG Program funding is used for essential service activities;

C. Payment for shelter maintenance, operation (including shelter administration), rent, repairs, security, fuel, equipment, insurance, utilities, food and furnishings. An amount, not to exceed ten (10) percent of ESG funds, may be spent on staff costs of operations related to emergency shelter;

D. Developing and implementing homeless prevention activities.

Homeless prevention activities are those designed to prevent the incidence of homelessness, including (but not limited to):

- 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 dwelling;
- 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 incidence of homelessness;

If grant funds for homeless prevention activities are to be used to assist families that have received eviction notices or notices of termination of utility services, the following conditions must be met:

1. The inability of the family to make the required payments must be the result of a sudden reduction in income;
2. The assistance must be necessary to avoid eviction of the family or termination of services to the family;
3. There must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time (this "reasonable period of time" means a time period determined reasonable by the ESGP grantee and applied consistently to all recipients); and
4. The assistance must not supplant funding for preexisting homeless prevention activities from any other sources.

Note: the references to "family" in the above conditions are interpreted by HUD to include one person families.

If grant funds for homeless prevention activities are used to assist families to pay security deposits, first month's rent, or first month's utilities, for those families **with children less than 6 years of age** the units selected **must be** free from lead-based paint contamination.

Lead Based Paint Requirement

The Emergency Shelter Grants [ESG] Program Desk Guide Section 8.2, refers to the requirements of Lead-based Paint

<http://www.hud.gov/offices/cpd/homeless/library/esg/esgdeskguide/index.cfm>

Not more than 30 percent of ESG Program funding may be used for homeless prevention activities. This is a separate cap from the 30 percent maximum applicable to essential services activities. A total therefore of up to 60 percent of ESGP funds may be budgeted for both essential services and homeless prevention activities, subject to the separate thirty percent maximums applicable to each of these Program categories.

Any proposal containing homeless prevention activities must describe the type(s) of activities to be undertaken and a specific implementation plan. A proposal may include homeless prevention activities only as an adjunct to other eligible activities (rehabilitation, operations, essential services). For example, a city or parish applying for ESGP funds on behalf of several nonprofit organizations serving the homeless in its jurisdiction may include homeless prevention activities in the application either as a part of a proposed project or as a separate project within the proposal.

V. LIMITATIONS ON THE USE OF ASSISTANCE

Limitations—Primarily Religious Organizations

ESGP assistance may be provided to a primarily religious organization if the organization agrees to provide eligible activities in a manner that is free from religious influences and in accordance with principles stated at 24 CFR § 576.23 (a)(1). See *576–Emergency Shelter Grants Program: Stewart B. McKinney Homeless Assistance Act*, Attachment E. This is recently revised language for 576.23 Faith-based activities which was a response to the President's Faith-based Initiative. (For complete information see the Tuesday, September 30,

2003 Federal Register Notice - "24 CFR Part 92 et al. Participation in HUD Programs by Faith-Based Organizations; Providing for Equal Treatment of all HUD Program Participants; Final Rule.")

VI. GRANT AMOUNTS

The State DCFS shall continue use of a geographic allocation formula in the distribution of the State's ESG funding to ensure that each region of the State is allotted a specified minimum of State ESG grant assistance for eligible ESGP projects. Competing applications for each region's allocated grant amounts will be evaluated according to selection criteria described in Section XIII. Regional funding amounts for which applications are not received shall be subject to statewide competitive award to applicants from other regions and/or shall be reallocated among other regions in accordance with formulations consistent with regional allocation factors.

Grant awards shall be for a minimum of \$20,000. Applicable grant maximums are as follows:

- For applicant jurisdictions of less than 49,000 population, individual grant awards shall not exceed \$50,000.
- For a jurisdiction of over 49,000 population, the maximum grant award shall not exceed the ESGP allocation for that jurisdiction's respective region.

Grant specifications, minimum and maximums awards may be revised at DCFS's discretion in consideration of individual applicant's needs, total Program funding requests, and available funding. DCFS reserves the right to negotiate the final grant amounts, component projects, and local match with all applicants to ensure judicious use of Program funds.

Grant Administration

A local government grantee may at its option elect to use up to 2.5% of grant funding for costs directly related to administering grant assistance, or may allocate all grant amounts for eligible Program activities. Note: ESGP funds may not be used for administrative costs of non-profit recipients.

VII. DEADLINES FOR USING GRANT AMOUNTS

Each State recipient must have its grant amounts obligated within 180 days of the date on which the State made the grant amounts available to the recipient. **Obligated** means that the grant recipient has placed orders, awarded contracts, received services or entered similar transactions that require payment from the grant amount. Grant amounts that a unit of general local government awards to a private nonprofit organization by a written agreement or letter of award requiring payment from the grant amount are considered obligated.

[**Note:** Program rules stipulate that environmental clearance must be completed before ESGP funds may be obligated or expended in projects. The grant award is subject to completion of environmental responsibilities within a reasonable time after notification of the grant award. See Section X, Environmental Review.]

VIII. LOCAL MATCH REQUIREMENT

Recipients shall be required to secure matching funds in an amount at least equal to its ESGP funding amounts unless exempted for reasons of severe incapacity to provide matching funds based on information submitted in grant applications. Matching funds must derive from sources other than the Program and be provided after the date of the grant award to the recipient. Funds used to match a previous ESGP grant award may not be used to match a subsequent grant. **A recipient local government may comply with this requirement by providing the matching funds itself, or through supplementary funds or voluntary efforts provided by nonprofit recipients.**

In calculating the amount of matching funds, the following may be included: "hard cash" amounts dedicated for homeless assistance activities; the value of any donated material or building; the value of any lease on a building; any salary paid to staff of the recipient local government or nonprofit provider in carrying out the emergency shelter program; and the time and services contributed by volunteers to carry out the emergency shelter program, determined at the rate of \$5 per hour. The recipient will determine the value of any donated material or building, or any lease, using any method reasonably calculated to establish a fair market value.

With respect to possible exemption to matching funds requirements, the State DCFS shall determine whether an applicant may qualify for this benefit under applicable federal provisions based on information submitted in grant applications.

X. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

Congress has directed HUD to improve the collection of data on the extent of homelessness locally and nationally. Communities must collect an array of data including an unduplicated count of homeless persons, analyze their patterns of the use of McKinney-Vento and other assistance, including information on how they enter and exit the homelessness assistance system and assess the effectiveness of that assistance. The Emergency Shelter Grant Program is included in this mandate. HUD, through a Federal Register Notice, has provided the data and technical standards for HMIS. All areas of the State have access to an HMIS through the local Continuum of Care. See the enclosed Continuum of Care list included in this application. Region 10, Jefferson Region, is a part of the HMIS for Region 1, New Orleans Region. **All proposed projects/organizations must provide written certification of their participation in an existing.** (See Attachment I) Please note that PL 109-162 recently passed which protects from disclosure any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs involving victims of domestic violence, dating violence, sexual assault, or stalking, and their families.

X. REQUIRED USE OF BUILDINGS AS A SHELTER

If grant amounts are used for major rehabilitation or conversion of a building, where rehabilitation or conversion involves costs **in excess of 75%** of the value of the building prior to rehabilitation or conversion, the building must be maintained as a shelter for the homeless for not less than a 10-year period.

When ESGP assisted renovation or rehabilitation of a building involves costs of **75% or less** of the value of the building before rehabilitation, the building must be maintained as a shelter for the homeless for not less than a three-year period.

Any building for which emergency shelter grant amounts are used for essential services or operational costs as described in 24 CFR § 576.21 (a)(2),(3) must be maintained as a shelter for the homeless for the period during which such assistance is provided. A substitute site or shelter may be used during this period, as long as the same general population is served.

XI. ENVIRONMENTAL REVIEW

Funds may not be obligated or expended for activities in projects until such projects have been environmentally cleared. The environmental effects of each application must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and related authorities at 24 CFR parts 50 and 58.

ESGP funds awarded by the State to units of general local government will require the unit of general local government to assume the environmental responsibilities specified in section 104 (g)(1) of the Housing and Community Development Act of 1974, and the State will assume HUD's functions with regard to the release of funds, as provided by section 104 (g)(4) of that Act. Prior to obligation or expenditure of funds, a State grantee must obtain written approval of the *Request for Release of Funds and Certification* verifying compliance with environmental regulations. Approval may only be issued provided 15 calendar days have elapsed from time of receipt of the Request and if no objections from the public are received. Activities that are to be assisted with ESG funds which are located in any 100 year floodplain as designated by maps prepared by the Federal Emergency Management Agency (FEMA) are subject to the floodplain review requirements of Executive Order 11988, Floodplain Management.

In cases where ESGP assistance and matching contributions solely involve operating costs for facilities or the provision of essential services, and the structures and sites involved in the project meet Program requirements, these activities are categorically excluded under NEPA and may be determined fully exempt from environmental review.

Environmental review procedures to be followed for the State ESG Program are derived from those required for the Community Development Block Grant (CDBG) Small Cities Program administered by the State Division of Administration.

A copy of the Environmental Review Requirements is available upon request to the Office of Community Services. Successful applicants will be sent a copy of these procedures with the grant award agreement.

XII. REPORTING REQUIREMENTS

Each recipient will be required to submit:

- (1) Cost reports listing ESGP expenditures by project and eligible activity category, and describing sources and amounts of matching funds, **MUST** be submitted at least Quarterly.

- (2) Periodic performance reports on project activities, individuals served, and other information in such manner and form and at such time as may be required by the U.S. Department of Housing and Urban Development and/or by DCFS. **Due to the requirement for performance measure reporting in the Integrated Disbursement and Information System (IDIS), there is an annual required performance report for year ending March 31 as well as quarterly reports on performance for June 30, September 30 and December 31.** See Attachment J for the Federal Register Notice on Performance Measures.

XIII. PERFORMANCE MEASUREMENT

Performance measures are required for all Federal Programs. The March 7, 2006 Federal Register Notice, Volume 71, Number 44, outlined the new performance measurement system to be used by HUD-funded programs. HUD will be able to roll up data on a national level as all grantees will be using the performance measures which will require performance under one of three objects with outcomes in one of three areas as follows:

- **Objectives: statutory purpose**
 - **Creating Suitable Living Environments**
 - **Providing Decent Affordable Housing**
 - **Creating Economic Opportunities**
- **Outcomes: change or result you are seeking**
 - **Availability/Accessibility**
 - **Affordability**
 - **Sustainability**

For projects providing emergency shelter or transitional housing to the homeless, the objective will be creating a suitable living environment with the outcome being the availability or accessibility of shelter/housing. The number of clients provided shelter will be reported along with other demographic information. Service only projects will also have the objective of creating a suitable living environment through the availability of services offered. Reporting will be for the number of clients for which only services are provided (non-residential) and will include the racial/ethnic information for these clients. For prevention only projects, the objective will fall in the area of decent housing and the outcome will be to make housing more affordable through the prevention activities provided. The number of clients served will be reported along with racial/ethnic information for these clients. Prevention will be reported both by households served and by the number of persons in those households. The households served will be divided out in reporting the number of households who receive financial assistance and those who receive legal assistance.

XIV. SUBMISSION INFORMATION

**Applications for funding to be awarded under the
2011 State Emergency Shelter Grants Program
must be submitted to DCFS no later than 4:00 p.m.,
Friday, April 1, 2011.**

An **original and three copies** of each proposal must be submitted and may be mailed or delivered in person or by special delivery to the following address:

Crisis Intervention Section
DCFS/Programs Division
Mail: Post Office Box 3318, Baton Rouge LA 70821
Delivery: Iberville Building, 627 North 4th Street, 3-308-13, Baton Rouge, LA 70802

Attn: Winona Connor, ESG Program Coordinator

Proposals must be typed -- double spaced -- on standard 8½" by 11" paper and have consecutively numbered pages. All proposals must be complete any incomplete proposals will not be considered for funding.

Any questions or clarification requests pertaining to the content of this ESGP application packet may be directed to Winona Connor at (225) 342-4583.

All eligible governmental units and agencies will be afforded full opportunity to present applications and comments necessary for clarification.

An information session on the State ESG Program and application process will be held for prospective applicants and project sponsors on Tuesday, March 15, 2011, 9:30 a.m. to noon, at the Department of Children and Family Services Office, Iberville Building, 627 North 4th Street, Baton Rouge. Please RSVP if you plan on attending to Brittany Primus (225)-342-5918 or via email at brittany.primus@la.gov.

Parking: Welcome Center Parking Garage – Take the North Street exit off of I-110. North Street is one-way heading west toward the River. The entrance to the parking garage is located on the right-hand side, on the corner of North Street and Lafayette Street. Parking tickets will validated.

XV. SELECTION PROCESS

Proposals accepted for review will be rated on a comparative basis based on information provided in grant applications. Award of grant amounts between competing applicants will be based on consideration of the following selection criteria:

- Nature and extent of unmet need for shelter and related homeless assistance in the applicant's jurisdiction as demonstrated by data supplied by applicant including sources of information (studies done, inventory of existing shelters and related resources, their use and capacity, estimates by applicant and homeless providers of unmet needs for shelter and supportive services, reliable surrogates for homeless need including local unemployment data, welfare statistics, unique local circumstances)..... **40 points**
- The extent to which proposed activities will address needs for shelter and assistance and/or complete the development of a comprehensive system of services which will provide a continuum of care to assist homeless persons to achieve independent living . **30 points**
- The ability of the applicant to carry out the proposed activities effectively and promptly **15 points**
- Coordination of the proposed project(s) with available community resources, so as to be able to match the needs of homeless persons with appropriate supportive services and assistance..... **15 points**

Elements of the above criteria include:

- Community organization, resource coordination, and strategic planning to develop a comprehensive system of care encompassing the need for outreach and assessment, emergency assistance, transitional housing and services, where needed, and permanent housing or permanent supportive housing to help homeless persons become more self sufficient.
- Experience of project sponsor(s) in provision of services for homeless persons or similar service activities
- Methodology and time frame to implement proposed activities
- Specificity of proposed activities and reasonableness of cost estimates
- Fiscal accountability and financial responsibility of project sponsor(s)
- Capability to provide required matching funds (when applicable)
- **For previous recipients of State grant amounts, expenditure patterns will be reviewed to evaluate such applicants' ability to implement and complete Program activities appropriately and on a timely basis.** An applicant may be disqualified from receiving an award if evaluation of prior expenditure patterns indicates inability to properly utilize Program assistance on a timely basis.

NOTICE: The applications will be evaluated in light of the information and the substantiating evidence presented to the State, **not on the basis of what may be inferred.**

XVI. DEFINITIONS

Administrative costs include the costs associated with accounting for the use of grant funds, preparing reports for submission to HUD, obtaining program audits, and similar costs related to administering the grant after the award. This does not include the costs of carrying out ESGP eligible activities.

Chronically homeless means an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more or has had at least four episodes of homelessness in the past three years.

Conversion means 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 percent of the value of the building after conversion.

Emergency shelter means any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless.

Homeless means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence; and
- (2) An individual or family who has a primary nighttime residence that is:
 - (A) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);

- (B) An institution that provides a temporary residence for individuals intended to be institutionalized; or
- (C) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The term does not include any individual imprisoned or otherwise detained pursuant to an Act of Congress or a State law. (Also excluded are foster children in the custody of the State.)

Major Rehabilitation means rehabilitation that involves costs in excess of 75 percent of the value of the building before rehabilitation.

Rehabilitation means the labor, materials, tools, and other costs of improving buildings, other than minor or routine repairs. The term includes where the use of a building is changed to an emergency shelter and the cost of this change and any rehabilitation costs does not exceed 75 percent of the value of the building before the change in use.

Renovation means rehabilitation that involves costs of 75 percent or less of the value of the building before rehabilitation.

XVII. ESG DESK GUIDE

An ESG Desk Guide is located on the internet and can be downloaded at:
<http://www.hud.gov/offices/cpd/homeless/library/esg/esgdeskguide/index.cfm>.

XVII. AUDIT REQUIREMENT

For each government that enters into a contract with the State of Louisiana, there will be a statement in the contract regarding audit requirements expected by the contractor. At the time that this application is being sent out, the following paragraphs are included in all Department of Children and Family Services contracts:

Contractor agrees to comply with federal and/or state regulations and laws requiring an audit based on one or more of the following criteria:

Any subrecipient contractor who expends \$500,000 or more in federal funds from all sources is required to have performed a single audit for that year under the provisions of OMB Circular A-133, Revised June 27, 2003, Audits of States, Local Governments, and Non-Profit Organizations. Single audits shall be conducted in accordance with generally accepted government auditing standards (GAGAS) issued by the Comptroller General of the United States. The only exception to an annual audit are those exceptions as noted at Section .220 of OMB Circular A-133.

Any subrecipient contractor who expends less than \$500,000 in federal funds from all sources and who is subject to the provisions of Louisiana Revised Statutes 24:513 (State Audit Law), shall follow the guidance offered in the Louisiana Governmental Audit Guide (as Revised). Those who are subject to the provisions of Louisiana Revised Statutes 24:513 include governmental, public or quasi-public agencies or bodies as defined by the Statute.

Any subrecipient contractor who expends less than \$500,000 in federal funds from all sources and is not subject to the provisions of Louisiana Revised Statutes 24:513 (State Audit Law), then no audit is required.

Contractor subrecipient shall inform Agency thirty (30) days prior to the close of their fiscal year by way of written notification of the type of engagement (single audit, program audit, compilation/attestation, etc.), the fiscal year end of the engagement and the projected total of federal and/or state fund expenditures. If the cost of the audit is to be recovered through this contract, a budget showing that portion of the audit cost allocated to each federal and/or state funded program, contract or grant should be attached. Subrecipient contractor should be aware that there may be limitations on audit costs charged to certain federal and/or state programs based on total funding and other considerations.

If a contractor has a due and outstanding evaluation report or a due and outstanding audit at the time of award, the contractor shall be deemed not in good standing with the Department, meaning that we shall not enter into a new contract with them until such time as the outstanding report or audit is cleared.

PART B. SOLICITATION OF OFFERERS - APPLICATION INSTRUCTIONS

I. APPLICATION CONTENT AND FORMAT - Checklist

Each grant application shall contain the items listed below **in the following order**:

- ___ A. **Letter of transmittal, including contact person, telephone number, FAX number and Email address.**
- ___ B. **Standard Form 424** (Attachment A-1)
- ___ C. Proposal Narrative addressing all required content items in the prescribed format (See Part II, *Proposal Narrative Instructions*, pages 16-17)
- ___ D. Project Summary (Attachment A-2) for each proposed project
- ___ E. Proposed Budget [Attachments B-1, B-1(a), B-1(b), B-1(c), B-1(d)] for each project
- ___ F. Matching Funds Table (Attachment B-2) for each project
- ___ G. If proposal contains renovation, rehabilitation, or conversion activities, a copy of appraisal of property to be affected, if available. (**A copy of property appraisal must be on file before a contract will be finalized**)
- ___ H. ESGP Applicant Certifications (Attachment C)
- ___ I. **Proof of advertisement** for project proposals in a medium of general communication such as newspaper, radio, television. (Attachment D, Sample Advertisement) This item may be waived for lower populated jurisdictions.

**CAN ONLY BE WAIVED BY THE STATE PRIOR TO APPLICATION DEADLINE
WITH SUFFICIENT TIME TO REVIEW WAIVER REQUEST – WAIVER
APPROVAL MUST BE INCLUDED WITH APPLICATION**

- ___ J. If proposal is submitted from an Entitlement jurisdiction, a certification of consistency with the Housing and Community Development Consolidated Plan for that area
- ___ K. Written documentation from local Continuum of Care collaborative verifying that proposed project is deemed to be an integral, strategic component of the local Continuum of Care resource system for assisting homeless persons to achieve self-sufficiency.
- ___ L. Written statement ensuring project(s)'s compliance with the provisions of 24 CFR §576.57(c) relative to lead-based paint poison prevention.
- ___ M. **Written certification of participation in a local Homeless Management Information System (HMIS) or applicability of PL 109-162.**
- ___ N. Written documentation of Local governments monitoring plan for subrecipients.

II. PROPOSAL NARRATIVE INSTRUCTIONS

Each applicant must submit a Proposal Narrative which shall consist of a general narrative section on the applicant community which shall not exceed six (6) double spaced pages, as well as individual narrative descriptions for each proposed project consisting of no more than six (6) double spaced pages. All information should be concise, objective and quantifiable if possible. Lengthy proposals are not desired and will not be of benefit in project selection. The Proposal Narrative must address all of the following items in the order listed.

A. GENERAL NARRATIVE

1. Describe the nature and extent of the unmet need for adequate shelter and related assistance for homeless persons **in the applicant's jurisdiction** as supported by documentary information on homelessness in the local area. State the source(s) of supporting information, for example, actual numbers served by local shelters or other housing programs serving homeless persons as well as numbers of requests for homeless shelter which were not fulfilled, surveys or estimates on homelessness in the local area, inventory of existing shelters, their use and capacity, estimates by applicant and local service providers of additional shelter requirements, reliable surrogates for homelessness data including local unemployment figures, welfare and poverty statistics, housing authority waiting lists, numbers of emergency requests received by churches and local charitable organizations for assistance with housing crisis needs (evictions, foreclosures, etc.). Describe any unique or significant local circumstances which are pertinent to the particular homeless needs evaluated in your area (e.g., economic distress factors, prevalence data on special needs groups). Indicate whether proposed projects have previously been assisted by ESGP funds.
2. Identify any available housing or supportive services resources in the applicant's community or area which, linked to emergency shelter, could compromise the components of a comprehensive, coordinated system ("continuum of care") to assist homeless persons to achieve self sufficiency. See diagram below.
3. All units of local government are required to complete on-site monitoring, of their funded subgrantees, this includes financial and programmatic monitoring. Units of local government are required to submit a monitoring plan of the subgrantees with the grant application.

As envisioned in the Federal Plan to Address Homelessness, a comprehensive system of services, as well as permanent housing, is necessary to help homeless individuals and families in our communities reach independence. This system and philosophy, called a "continuum of care," strives to fulfill those requirements with three fundamental components: emergency shelter, transitional housing with social services, and permanent housing.

B. PROJECT PROPOSAL NARRATIVE

1. Describe the proposed project sponsor's experience in providing services to meet the emergency needs of homeless persons, including current services provided and target group(s) being assisted.
2. Describe specific proposed activities and methods for accomplishment, specific target group(s) to be assisted, and name(s) of potential subcontractor organization(s).

THE FOLLOWING MUST BE INCLUDED IN EVERY PROJECT NARRATIVE

Include a description of procedures that will be followed by the proposed project(s) to ensure the confidentiality of information concerning victims of family violence.

Include the proposed project's plan for involvement, to the maximum extent practicable, of homeless individuals and families in ESG funded activities, including constructing, renovating, maintaining, and operating facilities assisted under the ESG Program, and in providing services for occupants of these facilities.

A description of the proposed project's formal process for termination of assistance to homeless guests and/or clients. Program policies require that termination of assistance by an ESGP assisted project to any individual or family shall be in accordance with a formal process established by the recipient that recognizes the rights of individuals affected, which may include a hearing. (Grievance procedure)

If homeless prevention activities are a part of the proposed project(s), include the type(s) of activities to be undertaken and a specific implementation plan (i.e. who will provide the homeless prevention activities; what criteria will be used to determine who will receive assistance, method for determining if the homeless prevention assistance applicant meets the guidelines set forth for provision of this assistance through ESGP funding.)

3. Describe the extent to which the activities proposed for ESGP funding will address the unmet needs for shelter and assistance described in the General Narrative (#1) and/or complete the development of a coordinated system of services which will provide a continuum of care to assist homeless persons to achieve independent living.
4. Describe coordination of the proposed project(s) with available community resources, so as to be able to match the needs of homeless persons with appropriate supportive services and with other services essential to achieve independent living, and to provide help to homeless persons in accessing available federal, state and private assistance.
5. Include documentation of participation in the local Continuum of Care collaborative, that the proposed project is an integral, strategic component of the local Continuum of Care resource system.

When applicable, include documentary evidence that the proposed project incorporates treatment components and special supportive services for persons with addictive disorders and/or mental illness; or the proposed project incorporates life skills training and independent living services for the special needs of homeless families with children.

III. INSTRUCTIONS FOR FORMS COMPLETION

Project Summary (Attachment A-2)

Complete a separate project summary form on each facility or project for which funding is requested. If funding is proposed for development of a new shelter facility, indicate the anticipated bed capacity of the proposed shelter and the homeless beneficiary types to be served. If funding is proposed for support of an existing shelter, indicate the facility's current bed capacity and, if applicable, the capacity after any expansion proposed through ESGP assistance. For all projects, enter information on types of homeless beneficiaries to be served, ESGP funding amounts requested **and proposed**

accomplishments by eligible Program activity. When applicable, enter the estimated number of recipients (single person households or family groups) projected to receive homeless prevention assistance.

Complete the second page of the project summary form with requested information on project/sponsor's programs and services, beneficiaries, shelter type, and annual funding: sources and amounts. Enter actual data from recent experience for existing projects; enter projected figures for proposed projects.

For those projects which are selected for assistance, this summary information is necessary for compliance with HUD reporting requirements and also for use in setting up projects/activities and grant amounts on HUD's Integrated Disbursement and Information System (IDIS). **Areas left blank will cause a delay in setting up the project in IDIS. Projects should complete every applicable section.**

Proposed Budget [Attachments B-1, B-1 (a), (b), (c), (d)]

Budgetary information shall be submitted on the forms included in Attachments B-1 and shall represent the total amount of the ESG funds requested plus the required matching funds. Match amounts must equal the total of ESGP funds budgeted for eligible Program activities (combined total for Rehabilitation, Operations, Services, and Homeless Prevention) unless an exception is being sought for reasons of special need or incapacity (see instructions for Matching Funds Table on the following page). If an applicant local government chooses to budget ESG funds for its costs in administering grant assistance (up to 2.439 percent of total grant funds requested, or 2.5 percent calculated on ESGP amounts excluding administrative funds), this administrative allowance will not require matching funds.

Note: Administrative funding may be included only for the proposed use of the applicant local government. ESG funds may **not** be used for administrative costs of non-profit recipients. If an administrative share is budgeted, the local government may include in its payment requests an administrative rate of not more than 2.5 percent calculated on invoiced categorical costs.

Budgeted ESGP amounts including administrative costs shall not exceed the following maximums:

- For an applicant jurisdictions of less than 49,000 population, the total ESGP funding request shall not exceed \$50,000.
- For a jurisdiction of over 49,000 population, the total ESGP funding request shall be limited to the ESGP allocation for that jurisdiction's respective region.

The minimum funding request by an applicant unit of local government is \$20,000.

Individual budgets for each proposed project or sponsor shall be submitted. The project budget shall consist of a Summary Budget page (Attachment B-1) and separate Category budget pages [Attachments B-1 (a), (b), (c), and (d)] detailing estimated project costs broken out by each eligible ESG Category.

If the proposal of an applicant unit of general local government involves two or more projects and/or multiple non-profit sponsor organizations, **a separate Application Budget Summary shall be prepared for the total of all grant funds requested by the local government**, representing the combined budget amounts for all component projects.

Budget forms shall be submitted in this order:

Budget Summary for Total Grant Application

(This will be the same as the Project Summary Budget when only one project is proposed, or shall be a separate Summary sheet with application totals when two or more component projects are proposed)

Budget forms for Component Project(s)

All forms (summary budget and categorical pages) for each proposed project shall be together and in order. Budget forms for different projects shall not be mingled.

Matching Funds Table (Attachment B-2)

Complete form or prepare information according to prescribed format on sources, amounts, and valuation of required matching funds to support the proposed project.

Federal provisions permit an exception to match requirements for the first \$100,000 of ESGP funds allocated to a State for distribution. This benefit must be passed on by the State to the local governments, Indian tribes, agencies and local nonprofit organizations "least capable of providing the recipient State" with matching funds.

If an exception to matching funds requirements is being requested, information shall be submitted with the application supporting the need for an exception on grounds that the applicant local government, and proposed subgrantee agencies and nonprofit organizations, are incapable or have limited capability to provide the required match amounts. An exception may be requested for all or part of the necessary matching funds. The amount of the match exception request must be specified.

NOTICE: NO EXPENDITURE AUTHORITY OR FUNDING OBLIGATIONS SHALL BE IMPLIED BASED ON THE INFORMATION IN THIS SOLICITATION OF OFFERERS AND THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES IS UNDER NO LEGAL REQUIREMENT TO EXECUTE A CONTRACT ON THE BASIS OF THIS SOLICITATION.

ATTACHMENT A-1

OMB APPROVAL NO.0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED 3. DATE RECEIVED BY STATE 4. Date Received By Federal Agency N/A		APPLICANT IDENTIFIER N/A													
5. APPLICANT INFORMATION Legal Name:		Organizational Unit:															
Address (give city, county, state and zip code):		Name and telephone number of the person to be contracted on matters involving this application (give area code)															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <table style="width:100%;"> <tr> <td>A. State</td> <td>H. Independent School District</td> </tr> <tr> <td>B. County</td> <td>I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Other (Specify)</td> </tr> </table>		A. State	H. Independent School District	B. County	I. State Controlled Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Indian Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Profit Organization	G. Special District	N. Other (Specify)
A. State	H. Independent School District																
B. County	I. State Controlled Institution of Higher Learning																
C. Municipal	J. Private University																
D. Township	K. Indian Tribe																
E. Interstate	L. Individual																
F. Intermunicipal	M. Profit Organization																
G. Special District	N. Other (Specify)																
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> CONTINUATION <input type="checkbox"/> REVISION If Revision, enter appropriate letter(s) in box(es) A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify):		9. NAME OF FEDERAL AGENCY <i>U. S. Department of Housing and Urban Development (HUD)</i>															
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER Title: Emergency Shelter Grants Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: <i>Emergency Shelter Grants Program</i>															
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc):																	
13. PROPOSED PROJECT: Start Date Ending Date		14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project															
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?															
a. Federal	\$	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE <u> </u> N/A b. NO. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW															
b. Applicant	\$																
c. State	\$																
d. Local	\$																
e. Other	\$																
f. Program Income	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach explanation. <input type="checkbox"/> No															
g. TOTAL	\$																
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL DATA IN THIS APPLICATION /PRE-APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																	
a. Typed Name of Authorized Representative		b. Title															
d. Signature of Authorized Representative		c. Telephone Number															
		e. Date Signed															

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

1. Self-explanatory.
2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Enter the appropriate letter in the space provided.
8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:

— "New" means a new assistance award.

— "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.

— "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
9. Name of Federal agency from which assistance is being requested with this application.
10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.
11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For pre-applications, use a separate sheet to provide a summary description of this project.
12. List only the largest political entities affected (e.g., State, counties, cities).
13. Self-explanatory.
14. List the applicant's Congressional District and any District(s) affected by the program or project.
15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
16. **Not applicable to ESGP proposals**
Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

PROJECT SUMMARY

(to be completed for each shelter/facility/project to receive ESGP assistance)

Applicant unit of govt. _____

Project/Sponsor Name _____

Address _____

Contact Person _____ Phone _____ FAX _____

Bed Capacity If the proposed project is a shelter, indicate the nightly bed capacity for homeless persons to be served.

If facility is to be newly established, enter planned capacity _____

If an existing facility, enter Current Capacity _____ and _____

Capacity after Increase from ESGP assistance _____ * when applicable

(*Enter N/A if no increase in shelter capacity anticipated)

Homeless Beneficiaries Using the codes listed below, indicate on the following line the type(s) of beneficiaries to be served by the proposed project. If more than one type is to be served, list all with the predominant type of beneficiary first

UM Unaccompanied Men
UW Unaccompanied Women
UFY Unaccompanied Female Youth Under 18
UMY Unaccompanied Male Youth Under 18

SPF Single Parent Families
TPF Two parent families
AC Adult couples without children
DK Don't Know

ESGP Assistance and Proposed Accomplishments by Eligible Activity Indicate the proposed amount of ESGP assistance by activity type and briefly describe the accomplishments anticipated through use of ESGP funds**Rehabilitation** \$ _____ (ESGP assistance requested) . [For rehabilitation, indicate whether proposed costs exceed 75% of the value of the building before rehabilitation (Major Rehabilitation)].**Proposed Accomplishments (brief listing):****Services** \$ _____ (ESGP assistance requested)**Summary of Proposed Services:****Operations** \$ _____ (ESGP assistance requested)**Proposed Operational Cost Items to be met:****Homeless Prevention** \$ _____ (ESGP assistance requested)**Summary of Proposed Homeless Prevention Activities:**

Projected Number of homeless prevention recipients*: _____ households _____ persons
 *(single person households and/or family groups)

TOTAL ESGP FUNDING REQUEST: \$ _____

PROJECT SUMMARY
[HUD-IDIS REQUIRED INFORMATION]

LOCAL GOVERNMENT APPLICANT: _____

PROJECT/SPONSOR NAME: _____

Indicate type of organization carrying out the activity with an "x"
 _____ Public Agency
 _____ Faith Based Non-Profit
 _____ Other Non-Profit

ESG HOUSING AND SERVICES

INDICATE WITH AN "X" ACTUAL OR PROPOSED PROGRAM(S) AND SERVICES(S):

_____ EMERGENCY SHELTER FACILITIES	_____ TRANSITIONAL HOUSING
_____ VOUCHERS FOR SHELTERS	_____ OUTREACH
_____ DROP-IN CENTER	_____ SOUP KITCHEN/MEAL DISTRIBUTION
_____ FOOD PANTRY	_____ HEALTH CARE
_____ MENTAL HEALTH	_____ HIV/AIDS SERVICES
_____ ALCOHOL/DRUG PROGRAM	_____ EMPLOYMENT
_____ CHILD CARE	_____ HOMELESS PREVENTION
_____ OTHER	

ESG BENEFICIARIES [Actual or Proposed]

EMERGENCY OR TRANSITIONAL SHELTERS

NUMBER SERVED ANNUALLY: ADULTS: _____ CHILDREN: _____

AVERAGE NUMBER SERVED YEARLY: _____ (UNDUPLICATED COUNT)

NON-RESIDENTIAL SERVICES

NUMBER SERVED ANNUALLY: _____

RACIAL/ETHNIC CHARACTERISTICS:

Please fill in both columns

	#TOTAL	#HISPANIC
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
American Indian/Alaskan Native and Black African American		
Other multi-racial		

EMERGENCY OR TRANSITIONAL SHELTERS

ANNUAL NUMBER OF INDIVIDUAL HOUSEHOLDS (SINGLES)

UNACCOMPANIED 18 AND OVER . . . MALE: _____ FEMALE: _____

UNACCOMPANIED UNDER 18 . . . MALE: _____ FEMALE: _____

ANNUAL NUMBER OF FAMILY HOUSEHOLDS WITH CHILDREN HEADED BY:

SINGLE 18 AND OVER: MALE: _____ FEMALE: _____

SINGLE UNDER 18: MALE: _____ FEMALE: _____

TWO PARENTS 18 AND OVER: _____

TWO PARENTS UNDER 18: _____

ANNUAL NUMBER OF FAMILY HOUSEHOLDS WITH NO CHILDREN: _____

ESG BENEFICIARIES [Actual or Proposed]RESIDENTIAL SERVICES [Actual or Proposed - Annually]

NUMBER OF		NUMBER OF	
SHELTER TYPE	PERSONS HOUSED	SHELTER TYPE	PERSONS HOUSED
BARRACKS:	_____	SINGLE ROOM OCCUPANCY:	_____
GROUP/LARGE HOUSE:	_____	MOBILE HOME/TRAILER:	_____
SCATTERED SITE APARTMENT:	_____	HOTEL/MOTEL:	_____
SINGLE FAMILY DETACHED HOUSE:	_____	OTHER:	_____
		TOTAL:	_____

EMERGENCY OR TRANSITIONAL HOUSING

LIST THE NUMBER OF PERSONS FOR EACH SUBPOPULATION YOU WILL SERVE. IF YOU SERVE SUBPOPULATIONS THAT FIT MORE THAN ONE CATEGORY, YOU MAY PLACE OVERLAPPING NUMBERS (DUPLICATE) PERSONS ON APPROPRIATE LINES

CHRONICALLY HOMELESS (EMERGENCY SHELTER ONLY): _____

SEVERELY MENTALLY ILL: _____

CHRONIC SUBSTANCE ABUSERS _____

VETERANS: _____

PERSONS WITH HIV/AIDS: _____

VICTIMS OF DOMESTIC VIOLENCE: _____

ELDERLY: _____

FUNDINGFUNDING SOURCES[ANNUAL - Actual or Proposed]

ESG:	\$ _____	PRIVATE:	\$ _____
OTHER FEDERAL:	\$ _____	FEEs:	\$ _____
LOCAL GOVERNMENT:	\$ _____	OTHER:	\$ _____

Attachment B-1

SUMMARY BUDGETCheck as applicable: ☐ BUDGET FOR TOTAL GRANT APPLICATION ☐ BUDGET FOR COMPONENT PROJECT

Applicant Unit of Govt. _____

Address _____

Federal Employer Tax I.D.# _____

Project(s) Proposed to receive ESGP funds and Amount(s) Requested: _____

Estimated Services:

Shelter Projects-

Average number of Persons to be served daily _____

Unduplicated number of Persons to be served annually _____

Other Services [List type(s) and annual number of services for each type] _____

ESG CATEGORY	ESG FUNDS APPLIED FOR	MATCHING FUNDS	Percentage of Total Request
A) Rehabilitation			
B) Services ¹			
C) Operations ²			
D) Homeless Prevention ³			
Subtotals			
Grant Administration ⁴			
TOTALS Percentages should add up to 100%			

¹ Not more than 30% of ESG Program funding may be budgeted for Services.² Not more than ten (10) percent of ESG Program funding may be budgeted for staff costs of operations related to emergency shelter³ Not more than 30% of ESG Program funding may be budgeted for Homeless Prevention.⁴ Not more than 2.5% of total ESG funds may be used for costs of administering grant assistance by applicant local government. (Enter N/A if summary budget is for a component project by a non-government sponsor)

Attachment B-1(a)

ESGP BUDGET CATEGORY **Rehabilitation**

Applicant Unit of Govt. _____

Project/Sponsor _____

Description of Cost Item and Basis of Valuation	ESG Budget	Matching Funds	Source of Matching Funds	Budget Total
TOTAL				

Attachment B-1(b)

ESGP BUDGET CATEGORY **Services**

Applicant Unit of Govt. _____

Project/Sponsor _____

Description of Cost Item and Basis of Valuation	ESG Budget	Matching Funds	Source of Matching Funds	Budget Total
TOTAL				

Attachment B-1(c)

ESGP BUDGET CATEGORY **Operations**

Applicant Unit of Govt. _____

Project/Sponsor _____

Description of Cost Item and Basis of Valuation	ESG Budget	Matching Funds	Source of Matching Funds	Budget Total
TOTAL				

Attachment B-1(d)

ESGP BUDGET CATEGORY **Homeless Prevention**

Applicant Unit of Govt. _____

Project/Sponsor _____
 . _____

Description of Cost Item and Basis of Valuation	ESG Budget	Matching Funds	Source of Matching Funds	Budget Total
TOTAL				

Attachment B-2

MATCHING FUNDS TABLE

Applicant Unit of Govt. _____

Project/Sponsor _____

Source	(%)	\$ Value	Method of Calculation (Determined by)
DONATIONS			
Materials	_____	\$ _____	_____ _____
Building	_____	\$ _____	_____ _____
Funds	_____	\$ _____	_____ _____
LEASE or RENT	_____	\$ _____	_____ _____
SALARIES	_____	\$ _____	_____ _____
VOLUNTEERS (at \$5/hr.)	_____	\$ _____	_____ _____
OTHER	_____	\$ _____	_____ _____
		\$ _____	_____ _____
MATCH TOTAL*		\$ _____	

*Matching funds must equal the total ESGP funding proposed for eligible Program activities, unless an exception to match requirements is being requested. If the above match total does not equal requested ESGP Program funding, complete the spaces below:

_____ Exception to Match Requirements is requested for ESGP Amount of \$ _____

If the above item is checked, attach information to this form supporting the request for an exception on grounds that the applicant local government, and proposed subgrantee agencies and nonprofit organizations, are incapable or have limited capability to provide the required match amounts. An exception may be requested for all or part of necessary matching funds. The amount of the match exception request must be specified.

**EMERGENCY SHELTER GRANTS PROGRAM (ESGP)
APPLICANT CERTIFICATIONS**

I, _____, Chief Executive Officer of _____,

certify that the matching funds as required by the regulation at 24 CFR §576.51 will be provided either by the applicant local government or through supplementary funds or voluntary efforts provided by nonprofit recipients, as per the proposed Budget and Table 1 of this proposal; and

I certify that the local government will comply with the requirements of 24 CFR Part 24 concerning the Drug Free Workplace Act of 1988 (41 U.S.C. 701 *et seq.*) and will ensure that each project receiving ESGP funding will administer, in good faith, a policy designed to ensure that the homeless facility is free from the illegal use, possession, or distribution of drugs or alcohol by its beneficiaries.

I certify that the local government will comply with:

- (1) The requirements of 42 U.S.C. 11374(a)(4) which provide that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services meet the following standards: (1) that the inability of the family to make the required payments must be the result of a sudden reduction in income; (2) that the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (3) that there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (4) that the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
- (2) The requirements of 42 U.S.C. 11375 (c) and 24 CFR §576.53 concerning the continued use of buildings for which emergency shelter grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services, concerning the population to be served.
- (4) The building standards requirement of 24 CFR §576.55, i.e. any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary;
- (5) The requirements of 24 CFR §576.56, concerning assistance to the homeless; and
- (6) The requirements of 24 CFR §576.57, other appropriate provisions of 24 CFR Part 576, and other applicable Federal laws concerning nondiscrimination and equal opportunity.
- (7) The requirements of 24 CFR §576.57 concerning the Lead-based Paint Poisoning Prevention Act.

ESGP APPLICANT CERTIFICATIONS

- (8) The requirements of 24 CFR 576.59 concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and concerning minimizing the displacement of persons as a result of any project assisted with ESGP funds.
- (9) The requirement of 42 U.S.C. 11375(c)(5) that grantees "develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted" under the Emergency Shelter Grants Program and "that the address or location of any family violence shelter project assisted" under the Emergency Shelter Grants Program "will, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public."
- (10) The requirement of 42 U.S.C. 11375(c)(7) that grantees involve, to the maximum extent practicable, homeless individuals and families in providing work or services pertaining to facilities or activities assisted under the ESG program.
- (11) HUD's Standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the local government will comply with the provisions of, and regulations and procedures applicable under, section 104(g) of the Housing and Community Development Act of 1974 with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 CFR Part 58.

I further certify that the application of the above-named local government for emergency shelter grants is authorized under State and/or local law and the local government possesses legal authority to receive funds and carry out activities in accordance with applicable law and regulations of the U.S. Department of Housing and Urban Development and the State of Louisiana, Department of Children and Family Services.

(Name and Title)

(Signature of Chief Executive Officer)

(Date)

Attachment D - ******MANDATORY******

Sample advertisement for project proposals
(may be published as non-display legal notice/advertisement)

ALL GOVERNMENTS APPLYING FOR FUNDING MUST ADVERTISE FOR PROPOSALS UNLESS YOU HAVE RECEIVED A WAIVER APPROVAL FROM THE STATE ESGP COORDINATOR. FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION BEING DEEMED INELIGIBLE. PROOF OF ADVERTISEMENT MUST BE SUBMITTED WITH THE APPLICATION.

**SOLICITATION OF PROJECT PROPOSALS
Louisiana Emergency Shelter Grants Program**

The _____ (unit of local government) has been issued an application package for the Emergency Shelter Grants Program (ESGP) administered by the Louisiana Department of Children and Family Services (DCFS). Funding available under the Emergency Shelter Grants Program is dedicated for the rehabilitation, renovation, or conversion of buildings for use as shelters for the homeless, and for payment of certain operating costs and social services expenses relating to homeless emergency shelter. The Program also allows funding for use in homeless prevention activities as an adjunct to other eligible activities.

Applicants for grants under the State ESG Program are limited to units of local government which may distribute all or part of their grant amounts to private nonprofit organizations for use in eligible Program activities. Nonprofit organizations interested in developing a project proposal for possible inclusion in an ESGP funding application under consideration by the _____ (unit of local government) may request a copy of the proposal materials by contacting _____ at _____.

To qualify for funding participation, a private nonprofit organization as defined by Program regulations must be one which is exempt from taxation under subtitle A of the Internal Revenue Code, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance. Matching funds (including in-kind contributions) equal to the amount of grants funds must be provided except under special circumstances when an exemption can be allowed. Program rules require that ESGP recipients involve, to the maximum extent practicable, homeless individuals and families in ESG funded activities, including constructing, renovating, maintaining, and operating facilities assisted under the ESG Program, and in providing services for occupants of these facilities.

No funding obligations shall be implied based on the information in this solicitation of ESGP project proposals. The _____ (unit of local government) reserves the right to accept any proposal or reject any and all proposals on such a basis as may be deemed to be in its best interest. The deadline for receipt and consideration of a proposal is _____ p.m., _____, 2011.

**REGIONAL CONTINUUM OF CARE
RESOURCE COLLABORATIVES FOR THE HOMELESS**

Region		Region	
I	UNITY for the Homeless 2475 Canal Street, Suite 300 New Orleans, LA 70119 Phone: (504) 821-4496, FAX: (504) 821-4704 Contact: Martha J. Kegel, Executive Director mkegel@unitygno.org	VI	Central Louisiana Coalition to Prevent Homelessness Post Office Box 1303 Alexandria, LA 71309 Phone: (318) 443-0500, FAX: None Contact: Kendra Gauthier kquathier@cenlahomelesscoalition.org
II	Capital Area Alliance for the Homeless 5850 Florida Boulevard Baton Rouge, LA 70806 Phone: (225) 201-0696, FAX: (225) 201-1792 Contact: Randy Nichols, Executive Director rknichols@gctfs.org	VII	HOPE for the Homeless 520 Olive Street Shreveport, LA 71104 Phone: (318) 670-4591 Contact: Christa Pazzaglia, Executive Director christa@nwlahope.org
III	Region III Homeless Coalition c/o Gulf Coast Teaching Family Services 154 N. Hollywood Blvd. Houma, LA 70364 Phone: (985) 851-4488, FAX: (985) 872-0985 Contact: Bill Andrews bill_andrews@gctfs.org	VIII	Northeast Louisiana Housing and Supportive Services Corporation c/o Wellspring Alliance for Families 1515 Jackson St. Monroe, LA 71203 Phone: (318) 651-9314, FAX: (318) 323-1361 Contact: Judy Bell jbelle@wellspringalliance.org
IV	ARCH The Acadiana Regional Coalition on Homelessness & Housing, Inc. P.O. Box 3936 Lafayette, LA 70506 Phone: (337) 235-4972, FAX: (337) 234-0953 Contact: Eric Gammons egammons@catholicsservice.org	IX	Northlake Continuum of Care Coalition Southeastern Louisiana University SLU Box 10509 Hammond, LA 70402 Phone: (985) 549-5373, FAX: (985) 549-5375 Erin.matheny@selu.edu
V	Southwestern Louisiana Homeless Coalition, Inc. P. O. Box 3052 Lake Charles, LA 70602 Phone: (337) 433-6282, FAX: (337) 433-0093 Contact: homelesscoal@aol.com	X	Jefferson Alliance for the Homeless c/o Responsibility House P.O. Box 640548 Kenner, LA 70064 Phone: (504) 366-6217, 371-0206 FAX: (504) 469-5273 Contact: Tiffany Trosclair ttrosclair@cox.net

Attachment F

**LOUISIANA EMERGENCY SHELTER GRANTS [ESG]
PROJECT PERFORMANCE REPORT
Revised - 07/06**

LOCAL GOVERNMENT RECIPIENT			
SUBGRANTEE/ PROJECT NAME			
BEGINNING DATE OF GRANT:	/ /2010__	[SUB] GRANT AMOUNT \$	
PERIOD COVERED BY THIS REPORT	/ /2010	THROUGH	/ /2010

ESG HOUSING AND SERVICES INDICATE PROGRAM(S) AND SERVICE(S) WITH AN "X"

<input type="checkbox"/> Emergency Shelter Facilities	<input type="checkbox"/> Transitional Housing
<input type="checkbox"/> Vouchers For Shelter	<input type="checkbox"/> Outreach
<input type="checkbox"/> Drop-In Center	<input type="checkbox"/> Soup Kitchen/Meal Distribution
<input type="checkbox"/> Food Pantry	<input type="checkbox"/> Health Care
<input type="checkbox"/> Mental Health	<input type="checkbox"/> HIV/AIDS Services
<input type="checkbox"/> Alcohol/Drug Program	<input type="checkbox"/> Employment
<input type="checkbox"/> Child Care	<input type="checkbox"/> Homeless Prevention
<input type="checkbox"/> Other (Describe)	

INDICATE TYPE OF ORGANIZATION CARRYING OUT THE ACTIVITY WITH AN "X":

<input type="checkbox"/> Public Agency
<input type="checkbox"/> Faith Based Non-Profit
<input type="checkbox"/> Other Non-Profit

OBJECTIVE #1: SUITABLE LIVING ENVIRONMENT - AVAILABILITY OF SHELTER/HOUSING

SPECIAL CHARACTERISTICS - INDICATED BY YES OR NO (Y/N) IF ACTIVITY IS LOCATED IN:

<input type="checkbox"/> CDBG Strategy Area
<input type="checkbox"/> Local Target Area
<input type="checkbox"/> Presidential Declared Major Disaster Area
<input type="checkbox"/> Historic Preservation Area
<input type="checkbox"/> Brownfield Redevelopment Area

ESG BENEFICIARIES – RESIDENTIAL SERVICES

RESIDENTIAL SERVICES [SHELTER/HOUSING]		
ANNUAL NUMBER SERVED (UNDUPLICATED COUNT):	ADULTS:	CHILDREN:
RACIAL CATEGORIES	NUMBER SERVED WHO ARE:	NUMBER OF THIS RACIAL GROUP WHO ARE ALSO HISPANIC**
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native And White		
Asian And White		
Black/African American And White		
American Indian/Alaskan Native And Black/African American		
Other Multi-Racial Combinations		
TOTAL *(SHOULD EQUAL THE NUMBER SERVED PER YEAR)		

**Under OMB 1997 standards, "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. Anyone identifying themselves of Hispanic ethnicity must also identify themselves by one of the race categories.

ESG BENEFICIARIES - EMERGENCY OR TRANSITIONAL SHELTERS			
ANNUAL NUMBER OF INDIVIDUAL HOUSEHOLDS (SINGLES)			TOTALS
Unaccompanied 18 And Over	Male:	Female:	
Unaccompanied Under 18	Male:	Female:	
ANNUAL NUMBER OF HOUSEHOLDS WITH CHILDREN HEADED BY:			
Single 18 And Over	Male:	Female:	
Youth 18 And Under	Male:	Female:	
TWO PARENTS 18 AND OVER			
TWO PARENTS UNDER 18			
ANNUAL NUMBER OF FAMILY HOUSEHOLDS WITH NO CHILDREN			
TOTAL			

ESG BENEFICIARIES- BY SPECIAL NEEDS CATEGORIES			
LIST THE ANNUAL NUMBER OF PERSONS FOR EACH SUBPOPULATION YOU SERVED. IF YOU SERVED SUBPOPULATIONS THAT FIT MORE THAN ONE CATEGORY, YOU MAY PLACE OVERLAPPING NUMBERS (DUPLICATE PERSONS) ON THE APPROPRIATE LINES.			
Chronically Homeless (emergency shelter only)		Veterans	
Severely Mentally Ill		Persons with HIV/AIDS	
Chronic Substance Abuse		Victims of Domestic Violence	
Other disability		Elderly	

The HUD definition of a chronically homeless person is an unaccompanied homeless individual with a disabling condition who has either: (1) been continuously homeless for a year or more, or (2) has had at least four episodes of homelessness in the past three years.

RESIDENTIAL SERVICES - ANNUAL NUMBER SERVED IN EMERGENCY OR TRANSITIONAL SHELTERS			
SHELTER TYPE:	NUMBER OF PERSONS HOUSED:	SHELTER TYPE:	NUMBER OF PERSONS HOUSED:
Barracks		Single Room Occupancy	
Group/Large House		Mobile Home/Trailer	
Scattered Site Apartment		Hotel/Motel	
Single Family Detached House		Other:(Specify Type)	
TOTAL			

OBJECTIVE #2: SUITABLE LIVING ENVIRONMENT - ESSENTIAL SERVICES ONLY PROJECTS

NON-RESIDENTIAL SERVICES - ANNUAL NUMBER OF ADULTS AND CHILDREN SERVED:* _____		
RACIAL CATEGORIES	NUMBER SERVED WHO ARE:	NUMBER OF THIS RACIAL GROUP WHO ARE ALSO HISPANIC**
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native And White		
Asian And White		
Black/African American And White		

American Indian/Alaskan Native And Black/African American		
Other Multi-Racial Combinations		
TOTAL *(SHOULD EQUAL THE NUMBER SERVED PER YEAR)		

**Under OMB 1997 standards, "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. Anyone identifying themselves of Hispanic ethnicity must also identify themselves by one of the race categories.

OBJECTIVE #3: DECENT HOUSING - AFFORDABILITY - HOMELESS PREVENTION

NUMBER OF <u>HOUSEHOLDS</u> SERVED ON AN ANNUAL BASIS	TOTALS
# of households receiving financial assistance	
# of households receiving emergency legal assistance	
NUMBER OF <u>PERSONS</u> SERVED ON AN ANNUAL BASIS *	

RACIAL CATEGORIES	NUMBER SERVED WHO ARE:	NUMBER OF THIS RACIAL GROUP WHO ARE ALSO HISPANIC**
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native And White		
Asian And White		
Black/African American And White		
American Indian/Alaskan Native And Black/African American		
Other Multi-Racial Combinations		
TOTAL *(SHOULD EQUAL THE NUMBER OF <u>PERSONS</u> SERVED ANNUALLY)		

**Under OMB 1997 standards, "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. Anyone identifying themselves of Hispanic ethnicity must also identify themselves by one of the race categories.

FUNDING

FUNDING SOURCES [ANNUAL]			
ESG	\$	PRIVATE	\$
OTHER FEDERAL	\$	FEES	\$
LOCAL GOVERNMENT	\$	OTHER:	\$

2011 STATE EMERGENCY SHELTER GRANTS PROGRAM PROGRAM SPECIFICATIONS

REGIONAL ALLOCATION FACTORS AND AMOUNTS*

FY 2011 ESGP grant **funding anticipated to be available** for distribution is \$1,584,939.

		<u>Factor</u>	<u>Allocation</u>
Region I	New Orleans	.1537939	\$ 237,511
Region II	Baton Rouge	.1210838	186,996
Region III	Thibodaux	.0659078	101,785
Region IV	Lafayette	.1537187	237,395
Region V	Lake Charles	.0522069	80,626
Region VI	Alexandria	.0714394	110,327
Region VII	Shreveport	.1235570	190,815
Region VIII	Monroe	.0950414	146,777
Region IX	Covington	.0751581	116,070
Region X	Jefferson	.0880929	136,046

Regional funding amounts for which applications are not received shall be subject to statewide competitive award to applicants from other regions and/or shall be reallocated among other regions in accordance with formulations consistent with the above factors.

GRANT AMOUNTS

Grant awards shall be for a **minimum** of \$20,000. Applicable grant maximums for applicants are as follows:

- For applicant jurisdictions of less than 49,000 population, individual grant awards shall not exceed \$50,000.
- For a jurisdiction of over 49,000 population, the maximum grant award shall not exceed the ESGP allocation for that jurisdiction's respective region.

Grant specifications, minimum and maximums awards may be revised at DCFS's discretion in consideration of individual applicant's needs, total Program funding requests, and available funding. DCFS reserves the right to negotiate the final grant amounts, component projects, and local match with all applicants to ensure judicious use of Program funds. Availability of ESGP funding is subject to HUD's approval of the State's *Consolidated Annual Action Plan for Housing and Community Development Programs* for Fiscal Year 2011.

**2011 STATE EMERGENCY SHELTER GRANTS PROGRAM
PROGRAM SPECIFICATIONS
(cont'd)**

PROGRAM PRIORITIES/OBJECTIVES

The following outlines the priorities and objectives for Program funding as set forth in the State's Consolidated Plan for Housing and Community Development Programs.

- Priority:** To give preference in awarding homeless assistance funds and in endorsing grant proposals to those proposed activities and projects which are designed within the context of a regional or community based "Continuum of Care" collaborative process and which are integral to a local "Continuum of Care" resource system.
- Priority:** To increase the availability of longer term shelter and transitional housing projects that incorporate treatment components and special supportive services for homeless persons with addictive disorders and/or mental illness, and/or projects incorporating life skills training and independent living components designed for the special needs of homeless families with children.

CONSOLIDATED PLAN

As set forth in 24 CFR Part 91, the U.S. Department of Housing and Urban Development (HUD) requires state agencies which administer certain HUD programs to incorporate their planning processes into one master plan called the Consolidated Plan. The four state agencies participating in this consolidated planning process and the HUD funded program administered by each agency include the Division of Administration/Office of Community Development - Small Cities Community Development Block Grant Program, the Louisiana Housing Finance Agency - HOME Affordable Housing Program, the Dept. of Children and Family Services - Emergency Shelter Grants Program, and the Dept. of Health and Hospitals/HIV Program Office - Housing Opportunities for People with AIDS program.

A Consolidated Plan was developed which outlines Louisiana's overall housing and community development needs and a strategy for addressing those needs for fiscal years 2009-2014 and included a one year action plan for FY 2011 federal funds. The State has submitted to HUD a proposed FY 2011 Consolidated Annual Action Plan describing the intended method of distribution of FY 2011 funds under the four HUD programs. Copies of the proposed Annual Action Plan are available from the Department of Children and Family Services, Crisis Intervention Section, 627 North 4th Street, Cube 3-308-13, in Baton Rouge, as well as the other participating State agencies. The Plan is also available on the following website: <http://www.state.la.us/cdbg/cdbg.htm>

APPLICATION DISTRIBUTION LIST
FY 2011 State Emergency Shelter Grants Program

Units of General Local Government

City Governments (10,000+ population)

Abbeville	Crowley	Lafayette***	New Iberia	Sulphur
Alexandria	Eunice	Lake Charles	New Orleansχ	Thibodaux
Baker	Gretna	Mandeville	Opelousas	West Monroe
Bastrop	Hammond	Minden	Pineville	Westwego
Baton Rouge*	Houma**	Monroe	Ruston	Zachary
Bogalusa	Jennings	Morgan City	Shreveport	
Bossier City	Kenner	Natchitoches	Slidell	

Parish Governments

Acadia	E. Baton Rouge*	Madison	St. Landry
Allen	East Carroll	Morehouse	St. Martin
Ascension	East Feliciana	Natchitoches	St. Mary
Assumption	Evangeline	Orleansχ	St. Tammany
Avoyelles	Franklin	Ouachita	Tangipahoa
Beauregard	Grant	Plaquemine	Tensas
Bienville	Iberia	Pointe Coupee	Terrebonne**
Bossier	Iberville	Rapides	Union
Caddo	Jackson	Red River	Vermilion
Calcasieu	Jefferson	Richland	Vernon
Caldwell	Jefferson Davis	Sabine	Washington
Cameron	Lafayette***	St. Bernard	Webster
Catahoula	Lafourche	St. Charles	West Baton Rouge
Claiborne	LaSalle	St. Helena	West Carroll
Concordia	Lincoln	St. James	West Feliciana
DeSoto	Livingston	St. John	Winn

* Single governmental unit for City of Baton Rouge/Parish of East Baton Rouge

** Consolidated Government for Parish of Terrebonne/City of Houma

*** Consolidated Government for Parish of Lafayette/City of Lafayette

χ Orleans Parish governing body, Parish Commission Council, includes Mayor of City of New Orleans among officers

PROSPECTIVE APPLICANTS BY REGION

Region I - New Orleans

City/Parish: New Orleans/Orleans

Region II

City: Baker, Zachary

City/Parish: City of Baton Rouge/Parish of East Baton Rouge

Parishes: Ascension, East Feliciana, Iberville, Pointe Coupee, W. Baton Rouge, West Feliciana

Region III

City: Thibodaux

City/Parish: Terrebonne Consolidated Government

Parishes: Assumption, Lafourche, St. Charles, St. James, St. John

Region IV

Cities: Abbeville, Crowley, Eunice, Morgan City, New Iberia, Opelousas

City/Parish: Lafayette

Parishes: Acadia, Evangeline, Iberia, St. Landry, St. Martin, St. Mary, Vermilion,

Region V

City: Jennings, Lake Charles, Sulphur

Parishes: Allen, Beauregard, Calcasieu, Cameron, Jeff. Davis

Region VI

City: Alexandria, Pineville

Parishes: Avoyelles, Catahoula, Concordia, Grant, Lasalle, Rapides, Vernon, Winn

Region VII

Cities: Bossier City, Minden, Natchitoches, Shreveport

Parishes: Bienville, Bossier, Caddo, Claiborne, Desoto, Natchitoches, Red River, Sabine, Webster

Region VIII

City: Bastrop, Monroe, Ruston, West Monroe

Parishes: Caldwell, East Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, West Carroll

Region IX

City: Bogalusa, Hammond, Mandeville, Slidell

Parishes: Livingston, St. Helena, St. Tammany, Tangipahoa, Washington,

Region X

City: Gretna, Kenner, Westwego

Parishes: Jefferson, Plaquemines, St. Bernard

GUIDELINES FOR EMERGENCY SHELTER GRANT APPLICANTS

The following guidelines are being provided to assist grant applicants in understanding the governing regulations (24 CFR Part 576) of the U. S. Department of Housing and Urban Development. This guidance is provided to ensure that the ESGP grants are administered in compliance with statutory and regulatory requirements of the program.

Grant applicants should consider not only ESG programmatic regulations, but should also give careful consideration to all the following federal requirements in developing a proposal for ESGP funding: Financial Management of the Grant; Procurement Procedures, if appropriate; Separation of Church/State Compliance Issues; Certifications Compliance; and Compliance with any other Program Requirements.

The following overview is provided for your consideration during grant preparation. It is our hope that this information will facilitate smooth grant start-up and answer any questions which may arise not only during the application process, but during grant implementation, as well.

- * Grantees' expenditures for essential services, homeless prevention, and administrative costs are subject to statutory caps. Up to 10% of an ESG grant allocation may be spent on staff costs related to operations. Staff salaries associated with providing services are eligible expenses under the essential services category. Local government grantees may use up to 2.5% of grant amounts for grant administration purposes.
- * Funds drawn down by units of local government should be disbursed within three days. Similarly, grantees' recipients should disburse funds payment of program costs within three days of receipt of funds from the grantees' account. There should be written procedures not only to minimize elapsed time, but also procedures for determining reasonableness, allocability, and eligibility of costs.
- * Grantees must make efforts to encourage the use of minority and women's business enterprises in connection with activities funded. Nonprofit organizations are encouraged to deposit grant funds into minority-owned banks.
- * Grantees must ensure that facilities meet the requirements of 24 CFR 576.57[c] regarding lead based paint.
- * Grantees must insure that facilities meet the requirements of 42 U.S.C. 4001 et seq. regarding flood insurance.
- * Grantees must meet the requirements imposed by Section 1352, Title 31, of the U.S. Code regarding lobbying and disclosure of information.
- * 24 CFR 84.48 sets minimum thresholds for bid, performance and payment bonds in connection with construction and improvements contracts over \$100,000 which

contractors must meet to ensure, in case of default, the completion of general and subcontract work.

- * Access to grant records of non-profit organization shall be available to HUD-authorized personnel and the Comptroller General of the U.S. Records must be kept for at least four years after submission of the final expenditure report, except where there is litigation, claims, or findings against the grant requiring a longer period.
- * Recipients must have source documentation for expenditures associated with real property or equipment. For equipment, additional records are to evidence HUD's participation in the original cost of the equipment, a description of the equipment, a system of coding or tagging, a description of the equipment condition, a record of biannual inventories, and property disposition procedures.
- * Recipients must maintain a system to handle disputes, protests, and other matters arising out of its contracts; maintain a code of conduct to prevent conflicts of interest; and use solicitations which are clear and accurately describe the materials, products or services being procured.
- * All proposed projects/organizations must participate in an existing Homeless Management Information System (HMIS) in the region through the Continuum of Care Coalition. Written proof of participation will be required. Refer to PL 109-162 as it refers to providers of services to victims of domestic violence.