



Salt Lake County

Emergency Shelter Grants (ESG) Proposal Guidelines and Instructions

INTRODUCTION

The stated objectives of the Emergency Shelter Grants Program are to “increase the number and quality of emergency shelters and transitional housing facilities for homeless individuals and families, to operate these facilities and provide essential social services, and to help prevent homelessness.”

This document is provided as a quick resource for parties interested in applying for Emergency Shelter Grants assistance from the County of Salt Lake. To see the program’s legally definitive guidelines, consult title 24 of the Code of Federal Regulations, Part 576, which can be accessed online at the Government Printing Office’s website or at most reference libraries. The U.S. Department of Housing and Urban Development provides another valuable “desk guide” resource on their website at:
<<http://www.hud.gov/offices/cpd/homeless/library/esg/esgdeskguide/>>.

Salt Lake County receives Emergency Shelter Grants funds from the Secretary for “the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain operating expenses and essential services in connection with emergency shelters for the homeless, and for homeless prevention activities. The program 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.”

QUICK FACTS

- ❖ Emergency Shelter Grants program funding allocations are awarded to entitled jurisdictions on a formula basis in the same way CDBG funds are allocated. For FY 2009-2010, Salt Lake County was allocated an award of \$107,838.00 for its ESG program. We anticipate level funding for 2010-2011.
- ❖ Any approved funds from Salt Lake County will not be awarded until the beginning of the 2010 Program Year, on approximately July 1, 2010.
- ❖ Technical Assistance is available upon reasonable request from the Division of Community Resources and Development and by phone at (801) 468-3246.
- ❖ The Emergency Shelter Grants (ESG) Proposal and instructions are available online at <<http://www.crd.slco.org/apps/apps.html>>.

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- ❖ Two originals of the completed proposal must be submitted to:

**Salt Lake County Division of Contracts and Procurement
County Government Center
2001 South State Street
Suite N4500
Salt Lake City, UT 84190**

By Tuesday, December 15, 2009 at 1:00 p.m. in order to be considered eligible for funding during the 2010-2011 Program Year.

- ❖ If applying for funds for building renovation or construction, cost estimates from qualified contractors, engineers or architects must be included in the proposal.
- ❖ Salt Lake County must spend all of the grant amounts it was allocated or awarded within 24 months of the date of the grant award by HUD. Any unspent funds will be reallocated as per the specifications in the Reallocation section of 24 CFR Part 576.41.
- ❖ Recipients must comply with all federal requirements, including those governing nondiscrimination and equal opportunity, Rehabilitation Act requirements, The Lead-Based Paint Poisoning Prevention Act, Environmental review responsibilities, conflicts of interest, and all other federal requirements noticed under 24 CFR Part 576.57.

GENERAL RULES

ESG grants may only be awarded to eligible private non-profit organizations. As such, proponents must include proof of their 501(c)3 status, and a current list of board members as part of the proposal.

Furthermore, awards are given to organizations that serve homeless individuals in a manner that meets at least one requirement described in the ESG Eligible Activities section. Each activity to be funded must be designated as meeting at least one of the eligible activities as part of the proposal.

ESG award recipients are required to match the funding awarded by this grant dollar-for-dollar. The applying entity must describe the sources it plans to use to provide the matching funds as part of the proposal.

ESG ELIGIBLE ACTIVITIES

ESG funds may be used for one or more of the following activities relating to emergency shelter for the homeless, as identified by the Code of Federal Regulations, 24 CFR Part 576.21. Eligible activities may include (but are not limited to):

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

There is no limitation on the County's total grant allowance that may be allocated to activities and programs in this category.

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2. Provision of “Essential Services” to the homeless, which includes 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.
 - Assistance in obtaining other Federal, State, and local assistance including mental health benefits; employment counseling; medical assistance; Veteran’s benefits; and income support assistance such as Supplemental Security Income benefits, Aid to Families with Dependent Children, General Assistance, and Food Stamps;
 - Other service such as child care, transportation, job placement and job training; and
 - Staff salaries necessary to provide the above services.

For first-time applying agencies, no more than 30 percent of the County’s total grant allowance may be allocated to activities and programs in this category. The agency must also offer a new, non-duplicated service or show a quantifiable increase in services above the level previously funded.

3. Operating costs include the expenses incurred by a recipient operating a facility with respect to the administration, maintenance, repair, and security of such housing and utilities, fuels, furnishings, and equipment for such housing.

No more than 10 percent of the County’s total grant allowance may be allocated to staff salaries and fringe in this category.

4. Developing and implementing homeless prevention activities (subject to limitations in 42 U.S.C. 11374(a)(4)). Homeless prevention includes activities or programs designed to prevent homelessness, and may include (but are not limited to):
 - Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices, if the following conditions are met:
 - The inability of the family to make the required payments is due to a sudden reduction in income;
 - The assistance is necessary to avoid the eviction or termination of services;
 - There is a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and
 - The assistance will not supplant funding for preexisting homelessness prevention activities from other sources.
 - Security deposits or first month’s rent to permit a homeless family to move into its own apartment;

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- 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.

No more than 30 percent of the County's total grant allowance may be allocated to activities and programs in this category.

5. Administrative Costs.

No more than 5 percent of the County's total grant allowance may be allocated to activities that support the administrative costs of the grant.

APPEALS PROCESS

Any Proponent, who feels their application has been wrongly determined to be ineligible by not meeting the criteria listed above, may request the staff of CRD to obtain an eligibility determination from their CPD Rep. at the Region 8 Office of Housing & Urban Development.

WHO MAY APPLY

HOMELESS SERVICE PROVIDERS

As previously stated, Emergency Shelter Grant funds may be distributed all or in part to qualifying private non-profit organizations that serve homeless individuals. HUD defines homelessness using the following definition: A homeless person is someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without HUD's homelessness assistance. A person is considered homeless only when he/she resides in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street;
- In an emergency shelter;
- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters;
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;
- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing or their housing has been condemned by housing officials and is no longer considered meant for human habitation;
- Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or

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- Is fleeing a domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

HUD encourages that ESG-funded recipients maintain adequate documentation to determine the eligibility of persons served by HUD's homeless assistance programs. The degree of documentation of homelessness depends on the type of short- or long-term shelter provided. Projects providing short-term emergency shelter or support services only need a lower standard of proof of the person's prior living situation.

RELIGIOUS ORGANIZATIONS

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the Emergency Shelter Grants program, provided the organizations do not –

1. Engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under this part. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part, and participation must be voluntary for the beneficiaries of the HUD-funded programs or services;
2. Use Emergency Shelter Grants funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide emergency Shelter Grants-funded services, without removing religious art, icons, scriptures, or other religious symbols. ESG-funded religious organizations remain independent of the Federal, State, and local governments and retain their authority over internal governance;
3. Discriminate against any program beneficiary or prospective program beneficiary on the basis of religion or religious belief;
4. Use Emergency Shelter Grants to rehabilitate structures that are used for inherently religious activities. ESG funds may be used for the rehabilitation of structures only to the extent that those structures are used for conducting eligible activities as defined by this proposal. Where a structure is used for both eligible and inherently religious activities, the amount of ESG funds used for rehabilitation may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to emergency shelter grants in this part.

EMPLOYEE STATUS VERIFICATION SYSTEM

The Proponent will be required to register and participate in the Status Verification System before entering into a contract with the County as required by Utah Code Section 63G-11-103(3). The Status Verification System is an electronic system operated by the federal government, through which an authorized official of a state agency or a political subdivision of the state may inquire by exercise of authority delegated pursuant to 8 U.S.C. § 1373 to verify the

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citizenship or immigration status of an individual within the jurisdiction of the agency or political subdivision. The proponent will be individually responsible for verifying the employment status of only new employees who work under the proponent’s supervision or direction and not those who work for another contractor or subcontractor, except each contractor or subcontractor who works under or for another contractor shall certify to the main proponent by affidavit that the contractor or subcontractor has verified, through the Status Verification System, the employment status of each new employee of the respective contractor or subcontractor. The proponent will be required to comply in all respects with the provisions of Utah Code Section 63G-11-103(3). Proponents’ failure to so comply could result in the immediate termination of its contract with Salt Lake County.

ESG EVALUATION CRITERIA

All grant recipients must demonstrate that they currently have the capacity and capability to perform the activities for which they are requesting funding. Furthermore, recipients are required to describe how their program performance may be monitored and assessed, by predicting program outputs and outcomes and measuring results at predetermined dates of evaluation.

Community Development staff will review all proposals for compliance with HUD regulations and completeness after which the Salt Lake County Community & Economic Development Advisory Council (CEDAC) will rate each according to the evaluation criteria listed below. A Subcommittee may review and rank all proposals regarding Homeless and Homeless Prevention Activities. When proposals have been scored and ranked, CEDAC will forward a preliminary list of recommended awards to the Mayor. Public input processes will be held in January and February. A Public Hearing regarding the final recommendations will be held during the month of April.

All proposals will be reviewed and ranked according to the following criteria:

MAXIMUM POINTS

N/A	ELIGIBLE	If all or part of the proposal is not eligible, applicant will be informed immediately and allowed to appeal to Contract Office.
30	NEED	Applicant has clearly described the need. Provides data that substantiates the need. Tie to Consolidated Plan or 10 Year Plan to End Chronic Homelessness. Activity is County identified Priority Activity. Demonstrates the need is not being adequately met.
15	BENEFIT	Agency has a homeless or formerly homeless person in a policy making function within the organization. Identifies the number of Salt Lake County clients served and shows that the amount of funding requested is equitable. Applicant shows benefit to lower income residents.
20	PROJECT GOALS & OUTCOMES	Project based on need and goals are clear and specific. Project goals and outcomes are realistic and appear to be achievable. Project shows tie to HUD Performance Measurement System. Project will impact significantly on identified need. Has clearly identified impact and success.

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20	CAPACITY & SUSTAINABILITY	Applicant shows ability to undertake the project. Applicant has a demonstrated track-record in similar activities. Applicant shows history of effective program management. Applicant demonstrates fiscal responsibility and expertise. Applicant followed direction in the County ESG process.
15	BUDGET & LEVERAGE	Proposed expenditures appear reasonable. Project is not totally dependent on ESG funds. Other funding sources and amounts are identified, and are matched in (at least) a 1-to-1 ratio with requested ESG funds. Project is cost effective in relation to service and community need.

The County will be looking at all resources that may be available for programs to ensure maximum leverage for all program dollars.

Points will be deducted if project is not a priority activity or there is no leveraging of funds or if proponent failed to follow instructions. A total of 65 points is required for funding consideration.

FUNDING PROCESS

Salt Lake County and the Division of Community Resources and Development will conduct a public information workshop and training session regarding the ESG program and the proposal process on Monday, November 16, from 1:00 until 3:00 p.m. and will be repeated again on Monday November 23, from 9:00 until 11:00 a.m. in the Salt Lake County Council Chambers, 2001 South State Street (North Building, 1st Floor). The workshop will provide an overview of the ESG program and the proposal requirements.

Community Resources and Development staff will be available to provide technical assistance through December 15, 2009. Contact Karen Wiley at 468-3663. TTY Users should call 711 for assistance.

Funding for this competitive grant program is contingent upon the Congress passing a FY 2010 HUD appropriation bill funding the Emergency Shelter Grant program.

PROPOSED BUDGET FOR 2010-2011 PROGRAM YEAR

<u>Estimated Available Funds:</u>	\$107,838.00
Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless:	\$<no maximum limit>
Essential Services (may not exceed 30%):	\$ 32,351.00
Operations (may not exceed 10% for staff):	\$ 10,783.00
Homeless Prevention (may not exceed 30%):	\$ 32,351.00
Administration (may not exceed 5%):	\$ 5,391.00

PROPOSAL DEADLINE

Two (2) complete originals in one sealed envelope must be submitted for each project or program. The words “Emergency Shelter Grant Proposal” must be printed on the outside of the envelope. Proposal forms and narratives **MUST** be received in the Salt Lake County Contracts & Procurement Office, 2001 South State Street, Room N-4500, no later than 1:00 p.m. on Tuesday, December 15, 2009. Any proposals submitted after that time or to any location other than the one listed will be rejected. There will be no exceptions.

Community Development staff will review all proposals for compliance with HUD regulations and completeness after which the Salt Lake County Community & Economic Development Advisory Council (CEDAC) will rate each according to the evaluation criteria listed below. When proposals have been scored and ranked, CEDAC will forward a preliminary list of recommended awards to the Mayor. Public input processes will be held in January and February. A Public Hearing regarding the final recommendations will be held during the month of April.

Proposal and attachments should be submitted on 8 ½” x 11” sheets. However, proponents should not bind the materials. Each page of the proposal package should be numbered. The narrative portion should not exceed 7 pages. The Project/Activity summary sheet (Part I); the Budget Page (Part III) and the Performance Measurement (Part IV) are not included in the 7 page requirement. Add nothing that is not asked for. No letters of recommendation, maps, charts, photos, etc. Proposal is a maximum of seven pages.

DATES TO REMEMBER

In summary, the proposal, review and award schedule is:

Nov. 16, 2009 (1:00 – 3:00 p.m.)	Proposal workshop/Public comment
Nov. 23, 2009 (9:00 – 11:00 a.m.)	Repeat Proposal workshop/Public comment
December 15, 2009:	<u>Proposal deadline 1:00 p.m., SL County Office of Contracts & Procurement, 2001 South State Street, North Building, Suite N-4500</u>
January - April 2010:	CEDAC conducts review and prepares recommendations to the Mayor. Will include two public input hearings.
April 2009 2010	Final Public Hearing regarding recommendations
May/June 2010	Preparation of contracts
July 1, 2009 2010 (est.)	Funding is available.

REMEMBER

- a) Public information session and proposal workshop, November 16, 2009 at 1:00 p.m. and November 23, 2009 at 9:00 a.m., County Council Chambers, 2001 South State Street.**
- b) Proposal deadline: Tuesday, December 15, 2009. Proposals must be received in the Salt Lake County Contracts and Procurement Office, 2001 South State Street, Room N-4500 no later than 1:00 p.m. Any proposal submitted after that time or to any location other than the one listed will be rejected. Postmarks and faxes will not be considered. Submit as early as possible and hand carry in.**
- c) Applicants must submit two (2) complete copies of the proposal in a sealed envelope. The words *Emergency Shelter Grant Proposal 2010-11* must appear on the outside of the envelope. Proposals must be on 8 ½ x 11” paper and unbound).**
- d) All requests for funding must include in the Narrative a tie to the HUD Performance Measurement System and also the Consolidated Plan Objectives.**
- e) Staff is available by appointment to meet with prospective applicants and to answer questions relating to ESG in the Community Resources and Development offices at 2001 South State Street, Suite S-2100. Call Karen Wiley at 468-3663 to schedule an appointment thru December 15, 2009. TTY users should call 711 for assistance.**